

BALDWIN TOWNSHIP REGULAR MEETING

May 2, 2011

Present – Supervisors Randy Atwood, Kimberly Good, Larry Handshoe, Tom Rush and Jay Swanson.

Call to Order – The May 2, 2011 regular meeting of Baldwin Township was called to order by Chairman Jay Swanson at 7:03 p.m.

Pledge of Allegiance – All present recited the Pledge of Allegiance.

Additions/Corrections to Agenda – Added under 'g' Road Report in Old Business, item 4 is "New Livonia Road Standards". Under 'j' in Old Business add "HCP Coordinator". Under 'k' in Old Business add "Video". Under Fire Department Report in Old Business add "Discuss Old Hose". Under 'g' Road Report in Old Business add "Sweeping and Gravel". Under New Business move "Approve/Disapprove Charitable Gambling License Renewal, Finish Line Café" up to before and under Old Business. Under New Business add 'g' "Approve/Disapprove Additional Banyon Training for Clerk". Under New Business add 'h' "Schedule Workshop or Open House for Jon Bogart – Elk Lake Beach Proposals". Under New Business add 'l' "Schedule Wellhead Protection Open House at Baldwin Township on May 23, 2011".

Approval of Regular Meeting Agenda With/Without Additions/Corrections – Handshoe/Good unanimous to approve regular meeting agenda with corrections and additions.

April 2011 Final Treasurer's Report – The clerk reported receipts of \$2,914.44 and disbursements of \$32,707.59, check numbers 15453 through 15519 and 10 EFT payments leaving a balance of \$377,260.24. The April 2011 final treasurer's report was accepted subject to audit.

May 2011 Preliminary Treasurer's Report – The clerk reported receipts of \$3,090.51 and disbursements of \$66,796.15, check numbers 15520 through 15577 and 0 EFT payments leaving a preliminary balance of \$313,624.80.

Sheriff's Report – It was reported that there were 39 calls for service in April. Animal contact information has been provided to Kimberly Good. Blane Ding had questions regarding receiving more detailed information on the service calls. The deputy will pass this request to the personnel responsible for the reports.

Approval of Consent Agenda – Good/Handshoe unanimous to approve the Town Board meeting minutes of March 22, April 4 and April 12, 2011.

Open Forum for Citizens - Gene Nitz, 287th Avenue, complained about the dusty conditions of the roads on Elk Lake. He was assured it would be discussed under the road report.

Chuck Nagle, 131st Street, approached the town board to request an update on the fire department ISO audit. He also said there is a May 19th deadline to review the county draft comprehensive plan. Nagle was also wondering if the Park Committee appointment would be advertised since he may be interested in running for the position. In regards to the HCP coordinator RFP the board will hear that the Steering Committee has put together a job description and would appreciate it if the board supports the help of the task force.

Elaine Philippi, 127th Street, commented that at one time the Park Committee's attendance once was so poor that nobody showed up, and then it went to quarterly. She would like to recommend to board to be tighter on the requirements and maybe have meetings for frequently. She also questioned why the February, March and April fire department meeting minutes were not posted.

CONDITIONAL & INTERIM USE PERMITS:

Annual Review of a C.U.P. for Auto Literature Sales – John Dragich was present. Handshoe/Good unanimous to approve the annual review of a Conditional Use Permit for a home auto literature sales business in an accessory building.

Annual Review of a C.U.P. for Riding Stable – Robert and Valerie Gordon were present. Handshoe/Rush unanimous to approve the annual review for a Conditional Use Permit for a riding stable.

Annual Review of a C.U.P. for Painting Business – Gary Goskey was not present. Handshoe/Rush unanimous to approve the annual review of a Conditional Use Permit for Goskey's home painting business in an accessory building.

PLATS:

Request for 2-Year Preliminary Plat Extension of Nordwall Estates 2nd Addition – The County has recommended a 90 day extension instead of a 2-year extension. Handshoe/Good unanimous to disapprove a 2-year Preliminary Plat extension of Nordwall Estates 2nd Addition. Handshoe/Rush unanimous to approve a 90-day Preliminary Plat extension of Nordwall Estates 2nd Addition.

Approve/Disapprove Settling the Baldwin Meadows Right-Of-Way Damage Claim for \$3,250 and to Authorize the Chair to Sign the Settlement and Release – Handshoe/Good unanimous to approve settling the Baldwin Meadows right-of-way damage claim for \$3,250 and to authorize the chair to sign the settlement and release.

Approve/Disapprove Charitable Gambling License Renewal, Finish Line Café –

There was no representative from the Mystic Riders present. Handshoe/Rush unanimous to table until a representative is present.

OLD BUSINESS:

Fire Department Report – Chief Mike Rademacher has submitted a request to have the fire departments fire protection (ISO) lowered. He will contact them to find out the status. There were 17 calls in the month of April 2011. At the fire department meeting on May 1 it was discussed if the town board would consider trading in the boat for a UTV since there are neighboring fire departments that have similar boats that are better equipped. Through one of the firemen who work for Yamaha, a UTV could be purchased at 10% over cost. Swanson mentioned that a trailer would also be need for hauling purposes.

Approve/Disapprove Accepting Vehicle Donation from Sheriff's Department – Available is a 2009 Crown Victoria as a donation from the Sheriff's Department. For possibly \$500 the vehicle could be equipped with graphics and a light bar, and be used for fire business only. Until more information is available for the town board on insurance and disposal option, Good/Handshoe unanimous to table until further information is received.

Rademacher said a written request has been received from one of the firefighters to be reinstated on the fire department. Swanson said the town board could have a special meeting prior to the town board workshop to review the request.

Discuss Old Hose – Rademacher said that every year the hoses are tested whereas some fail. There are interested persons interested in purchasing the hose. Rademacher is asking if a competitive bid should be put on the hose, or should a price be set. Good/Handshoe unanimous to add the hose to the auction materials.

A Mutual Aid Agreement which runs through 2015 is available for the signature by the chairman. This agreement goes out to all departments in the county. Good/Handshoe unanimous to approve.

Discussion Regarding Future Reports – Swanson talked to the chief and the other board members regarding what he expects on future fire department and relief association monthly reports.

Relief Association Report – Swanson brought up discussion regarding taking the Relief Association report off the agenda and just having a quarterly report. According to Swanson this is not the right thing to do. If the Relief Association is underfunded, the township will have to fund the amount in question.

Discussion Regarding Future Reports – See above.

PAVC Update – At the last meeting Good said the committee was getting ready for their gala. The gala is to fund Phase 1 of construction of the amphitheatre. The next meeting is Monday May 9th at the K-Bob Café at 8:00 a.m.

Park Committee Report – Rush reported that the clean-up of the park was successful. The jungle gym and merry-go-round were disposed of. Parking lot deadline is the middle of the month for a grant through Knife River. David Patten received notification from Bill Bronder, Sherburne County Soil and Water, of an available native buffer grant which would consist of restoring 23.6 acres of native prairie. The grant has to be used by the end of December 2011. Good asked if the township was assured of the grant with Bronder replying it is not for sure and that the SWCD supervisors will act on it at their June meeting. Good/Handshoe motion to not act on the grant. Rush felt any action should be tabled until to one of the township's next meeting. Patten said the township can always decline the grant. Kleinhans commented that it's approving of the grant, and not the grant itself is up for discussion. Good/Handshoe changed their motion to table any action.

Sunday, May 15th from 3 to 6 p.m. is "May in the Park" day. Bike racks have been purchased with the S.H.I.P. grant.

Approve/Disapprove Three Park Committee Members Term Renewal – Good/Handshoe unanimous to approve the three park committee members' term renewal. The members are: David Patten, Mike Seurer and Mark Fredrickson.

Approve/Disapprove Disbursement for Cost of Materials for Refurbishing Park Benches – Good/Handshoe unanimous to approve disbursement for cost of materials for refurbishing the park benches at Young Park not to exceed \$600.00. The work will be completed by Eagle Scout Michael Huebsch.

Regional Park Committee (4RB Board) Update – Rush and Good attended the last meeting. The next meeting will be May 25th at Princeton City Hall.

HCP Task Force(s) Updates

Government Innovations Task Force – Elaine Philippi reported that they are still working on address signs. Information will be available for the town board at the next workshop. The committee has been discussing strategic planning bylaws. They are working on a job description for a HCP coordinator which will be done by the June meeting. Their next meeting is Thursday, May 5 at 7:00 p.m.

Park/Social Capital Task Force – Dean Kleinhans reported that the May 15th park event is going smoothly. The flyers are out, the activities are set up, and a volunteer list is in place. The bike racks are in. The in-kind portion will involve Baldwin maintenance employees installing the racks. He would like to add some urgency to the trails in the Young Park. There was some discussion regarding minimal trail coverage with several alternatives discussed. By using boardwalks replacement of wetlands would not be necessary. He would like to ask the board for some urgency to get a plan in front of the

tech boards. Bill Bronder stated that someone needs to meet with the tech board. There is a meeting on May 12th and Kleinhans would like to be approved as an agent of the township to attend the meeting and work with the county. By attending this meeting, the township will find out what the county thinks of the plan and will provide options. Handshoe/Good unanimous to approve Dean Kleinhans as a liaison for a preliminary fact finding mission.

Economic Development Task Force – Carol Swanson said they are still working on the May 10th Business Appreciation Luncheon. Invitations have been sent out to businesses and representatives.

Steering Committee:

Approve/Disapprove Two Tuitions @ \$60 Each for Government Training Services Class – Handshoe/Good unanimous to approve up to \$65 each, plus mileage, for two tuitions for the Government Training Services Class.

Approve/Disapprove Spending Up to \$500 Labor to Review Sherburne County Comprehensive Plan, Identify Strategic Issues and Draft List of Differences by May 13, 2011- Good/Handshoe unanimous to disapprove spending up to \$500 for labor to review the Sherburne County Comprehensive Plan to identify strategic issues and draft a list of differences by May 13, 2011.

Approve/Disapprove Using HCP Money to Hire HCP Coordinator Spending Up to 15% of HCP Budget (\$10,000 HCP & \$10,000 Township) and Any Money Received in Grants – Good/Handshoe unanimous to approve using HCP money to hire a HCP coordinator spending up to 15% of the HCP budget and any money received in grants.

Approve/Disapprove the Three Task Forces & Steering Committee Create a Job Description for the HCP Coordinator – A Steering Committee meeting is scheduled for May 24th to review the job description for a HCP coordinator. Rush/Handshoe unanimous to approve the three Task Forces and the Steering Committee to create a job description for the HCP coordinator.

Road Report:

Status of 2011 Road Projects Per Capital Improvement Plan – Swanson reviewed the road projects that listed on the whiteboard in the town hall. They include: 285th culvert (south Sandy Lake); 125th Street and 313th Avenue: road striping; 285th Avenue: second lift and striping; 104th Street: second lift; and 120th Street: soil borings.

Approve/Disapprove Quote for Elk Lake Landing Tree Removal – Good/Handshoe unanimous to approve the quote for Elk Lake Landing tree removal by Jesse Ewert for removing two oak trees in the amount of \$800 plus tax upon completion.

Approve/Disapprove Geotechnical Services (Soil Borings) for 120th Street & 112th Street – Rush/Good unanimous to table.

New Livonia Road Standards – Good reported that Livonia Township has changed their road standards to 22 feet wide.

Sweeping and Gravel – West Branch Construction's proposal for road sweeping is \$2,000. Last year it was \$1,500. Good/Handshoe motion to approve West Branch Construction's proposal of \$2,000. Good amended her motion to table until further information is received with Handshoe seconding Good's amendment. Upon voice vote, motion carried.

Handshoe/Good unanimous to obtain dollar figures from Jon Bogart on gravel.

County Planning & Zoning Report – No report. Swanson will call Lawrence to see if he is still interested in being the representative for Baldwin Township.

Joint Committee with City of Princeton Status – Tom Rush reported that there will be a joint committee meeting with the City of Princeton on May 12th at 8:30 a.m. at the Princeton City Hall. Tom Rush and Jay Swanson will attend.

Approve/Disapprove Publishing RFP to Hire Community Development Consultant/HCP Coordinator- Rush/Handshoe unanimous to table until the June 6th general meeting at which time there should be a job description.

Approve/Disapprove Revised Fee Schedule/Administrative Policy/Video– Good/Handshoe unanimous to table until the June meeting. Good/Handshoe motion to establish a Paypal account to handle fees. Upon voice vote, the motion carried with Rush opposed.

Status of Animal Control Officer – The clerk reported no response from the second letter sent to the animal control officer. Rush/Atwood unanimous to send second letter to the Baldwin Animal Control Officer. If no response, his contractor status will be terminated unless other arrangements are made. At the June regular meeting a workshop will be scheduled to discuss in further detail.

Approve/Disapprove Increasing Canine Pickup Fee – Rush/Handshoe unanimous to approve increasing the canine pickup fee to \$85.

Reconsider Disapproval of WebCast of Town Board Meetings– Nagle expressed disappointment when the town board disapproved webcasting live the regular and special board meetings. He maintains that lots of organizations allow such things and that this board should reconsider and allow Baldwin residents to listen to the proceedings of their government. Good/Handshoe motion to disapprove reconsidering WebCast of town board meetings. In favor of disapproval are Swanson, Good, Handshoe and Atwood. Opposed to disapproval is Rush. Motion carried.

TABLED ITEMS:

Approve/Disapprove Public Distribution of Township Auditor Management Letter – Good/Handshoe motion to have the Township Auditor Management letter available once the state has received it. In favor of motion is Good, Handshoe and Rush. Opposed are Atwood and Swanson. Motion carried.

Approve/Disapprove Advertising Water Equipment for Sale – According to Atwood there have been three proposals from auction houses, and Handshoe received a bid from Don Wangen. Rush/Good unanimous to approve advertising the water equipment through the on-line auction company K-Bid. A friendly amendment by Rush/Good to add the fire hoses to the motion.

Schedule Workshop for Application/Ad for Planning Commission Applicants – A workshop for application/ad for Planning Commission applicants is scheduled for June 1st at 7:00 p.m.

NEW BUSINESS:

Approve/Disapprove Charitable Gambling License Renewal, Finish Line Café – The Mystic Riders Representative was not present. Handshoe/Rush unanimous to table.

Schedule Employee Reviews – Employee reviews are scheduled for June 13th starting at 7:00 p.m. at 15 minutes intervals each.

Schedule Road Tour – The road tour is scheduled for Sunday, July 10th at noon.

Schedule Workshop to Review County Comprehensive Plan & 2011 Township Goals – The workshop to review the county comprehensive plan and the 2011 township goals is Wednesday, May 11 at 7:00 p.m.

Approve/Disapprove TowerCo Rent Check Processed Via Direct Deposit – Handshoe/Rush unanimous to disapprove the TowerCo rent check to be processed via direct deposit.

Approve/Disapprove Transfer of \$90,000 From General Fund to Capital Reserve Fund – Handshoe/Good unanimous to disapprove the transfer of \$90,000 from the General Fund to the Capital Reserve Fund. Rush/Good unanimous to approve the transfer of \$40,000 from the General Fund to the Capital Reserve Fund.

Approve/Disapprove Additional Banyon Training for Clerk – Good/Rush unanimous to approve additional Banyon training for the clerk.

Jon Bogart, Elk Lake Beach Proposal – A workshop/presentation is set for May 18 at 7:00 p.m.

Wellhead Protection Group – An open house will be May 23rd at 7:00 p.m.

ANNOUNCEMENTS:

Town Hall Office Closed Monday, May 30, Memorial Day

ANY OTHER BUSINESS:

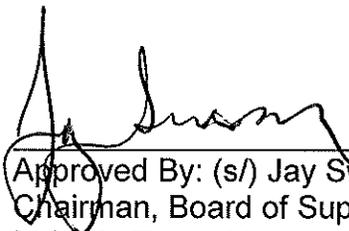
Dean Kleinhans obtained Swanson's signature to be the agent in the matter of the Young Park Trail review by the Sherburne County Technical Review Board.

Motion to Approve Bills for Payment – Handshoe/Rush unanimous to approve payment, check numbers 15520 through 15577 totaling \$66,796.15

Adjournment – Handshoe/Rush unanimous to adjourn at 11:37 p.m.



Submitted By: (s/) Cathy Stevens
Clerk/Treasurer
Baldwin Township



Approved By: (s/) Jay Swanson
Chairman, Board of Supervisors
Baldwin Township

Attendees: Tim Kane, Bill Bronder, Lester Kriesel, Tech Huntington, Bob Gordon, Valerie Gordon, Dorothy Dragich, John Dragich, Carol Swanson, Andy Schreder, Gene Nitz, Blane Ding, John Bowen, Corey Wemple, Elaine Philippi, Dean Kleinhans, Chuck Nagle, Tim Kane, Dale Nordby

APRIL 2011

FINAL

CHECK	TO WHOM	FOR WHAT	AMOUNT	GEN	R & B	ENG.	PARKS	CAPITAL	CEM	FIRE
15490	St.JosephEquipment	vehicle repair	\$109.54		\$109.54					
15491	Superior Printing	newsletter	\$539.33	\$539.33						
15492	Terry Nemerov	reimbursement	\$100.00							\$100.00
15493	U.S. Bank	credit card charges	\$61.51		\$61.51					
15494	W.S. Darley	e3 equipment	\$1,633.35	\$1,633.35						
15495	Kimberly Good	wages	\$287.66	\$287.66						
15496	Larry Handshoe	wages	\$303.24	\$303.24						
15497	Tom Rush	wages	\$329.20	\$329.20						
15498	Jay Swanson	wages (3 months)	\$905.76	\$905.76						
15499	Larry Boeke	wages	\$132.09							\$132.09
15500	James Buell	wages	\$47.17							\$47.17
15501	Michael Rademacher	wages	\$234.74							\$234.74
15502	Mark Bennett	2010 wages (prevckvoided)	\$145.45							\$145.45
15503	Cheryl Dobson	wages	\$116.16	\$116.16						
15504	Terry Carlile	wages	\$294.87		\$294.87					
15505	Louis Christen	wages	\$613.10		\$613.10					
15506	Phillip Fadden	wages	\$295.02		\$295.02					
15507	Milton Fick	wages	\$177.37		\$177.37					
15508	void	void	\$0.00							
15509	Larry Handshoe	wages	\$153.41		\$153.41					
15510	Mark Otis	wages	\$290.31		\$290.31					
15511	Cathy Stevens	wages	\$1,304.35	\$1,304.35						
Auto	PERA	employee contribution	\$456.86	\$269.74	\$187.12					
Auto	MN Dept of Revenue	march tax deposit	\$402.65	\$205.13	\$196.39					\$1.13
Auto	EFTPS	march 941 tax payment	\$1,393.66	\$816.27	\$960.89					\$116.50
15512	Jeffrey Holm	wages	\$112.26	\$112.26						
15513	Crysteel Truck Eq.	vehicle parts	\$111.43		\$111.43					
15514	Marvs True Value	supplies	\$736.58	\$268.36	\$350.30					\$117.92
15515	Yamaha Motorsports	generator repair	\$172.66							\$172.66
Auto	PERA	town board contribution	\$117.76	\$117.76						
Auto	MN Dept of Revenue	march fuel tax	\$166.38		\$166.38					
Auto	MN Dept of Revenue	february tax deposit	\$344.64	\$186.01	\$154.69					\$3.94
15516	Terry Carlile	wages	\$339.82		\$339.82					
15517	Louis Christen	wages	\$420.24		\$420.24					
15518	Cheryl Dobson	wages	\$212.46	\$212.46						
15519	Cathy Stevens	wages	\$1,303.14	\$1,303.14						
Auto	PERA	employee contribution	\$447.59	\$286.99	\$160.60					
Auto	EFTPS	february 941 tax payment	\$1,706.96	\$891.14	\$764.94					\$50.88
Auto	EFTPS	june 2010 tax payment	\$70.83	\$70.83						

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PRELIMINARY

MAY 2011

CLAIMS		FOR WHAT	AMOUNT	GEN	R & B	ENG.	PARKS	CAPITAL	CEM	FIRE
CHECK	TO WHOM									
15520	AT&T Mobility	cell phones	\$121.43							\$121.43
15521	Billings Service	supplies	\$143.95		\$143.95					
15222	Brand Mfg.	truck repair	\$1,397.00		\$1,397.00					
15523	Cathy Stevens	mileage, reimbursement	\$702.84	\$702.84						
15524	CenterPoint Energy	gas utilities	\$291.57							\$291.57
15525	CenterPoint Energy	gas utilities	\$513.54	\$513.54						
15526	Circle 9	fuel	\$12.68							\$12.68
15527	Connexus Energy	electric utilities	\$30.10				\$30.10			
15528	Connexus Energy	electric utilities	\$461.51	\$461.51						
15529	Connexus Energy	electric utilities	\$203.50							\$203.50
15530	Donald Larsen	janitorial - 2 months	\$240.00							\$240.00
15531	East Central Sanit	garbage service	\$45.64	\$22.82						
15532	ECM Publishers	notices, legal notices, news!	\$501.17	\$501.17						\$22.82
15533	Edina Eye	physician services	\$20.00							\$20.00
15534	Eggers Bulk Service	fuel	\$5,485.99		\$4,897.01					\$561.98
15535	Election Systems	election equip maintenance	\$382.02	\$382.02						
15536	Equipment Mgmt Co	e3 equipment	\$17,437.81	\$17,437.81						
15537	Essig Construction	road blading	\$884.00		\$884.00					
15538	HSBC Business	northern tool charges	\$944.30		\$944.30					
15539	IKON Office	copy machine maintenance	\$149.55							\$149.55
15540	IKON Office	copy machine lease	\$641.25	\$641.25						
15541	Jay Swanson	mileage	\$33.66	\$33.66						
15542	Jesse Ewert	tree trimming	\$855.00		\$855.00					
15543	Kimberly Good	mileage	\$29.58	\$29.58						
15544	Larry Boeke	reimbursement	\$100.00							\$100.00
15545	Larry Handshoe	mileage	\$45.90	\$45.90						
15546	Lester W. Kriesel	cemetery caretaker	\$50.00						\$50.00	
15547	Marvs True Value	supplies	\$372.75	\$171.38	\$111.88				\$10.68	\$78.81
15548	Med Compass	scba & training	\$800.00							\$800.00
15549	MN Assoc of Twps	training	\$150.00	\$150.00						
15550	Monarch Homes	(2) access permit refund	\$100.00		\$100.00					
15551	Neft Auto Supply	supplies	\$209.68		\$209.68					
15552	Office Depot	office supplies	\$166.48	\$166.48						
15553	Petty Cash	postage	\$99.82	\$97.41						
15554	Praistad Companies	sand	\$6,673.48		\$6,673.48					\$2.41
15555	Princeton Animal Clni	animal impounding	\$300.14	\$300.14						
15556	Princeton Rental	pump rental	\$32.06		\$32.06					

PRELIMINARY

CHECK	TO WHOM	FOR WHAT	AMOUNT	GEN	R & B	ENG.	PARKS	CAPITAL	CEM	FIRE
15557	Progressive Bldrs	(2) access permit refund	\$100.00		\$100.00					
15558	Public Safety Wareh	supplies	\$320.00							
15559	Randy Atwood	mileage & reimbursement	\$127.52	\$127.52						\$320.00
15560	BlueCrossBlueShield	health - may	\$654.50		\$654.50					
15561	Reynolds Sewer	pump tanks	\$420.00	\$210.00						\$210.00
15562	SherbCo Auditor	newsletter mailing list	\$30.73	\$30.73						
15563	SherbCo Auditor	2011 appraisals	\$18,171.00	\$18,171.00						
15564	St. Joseph Equipment	supplies	\$93.86		\$93.86					
15565	Thomas Rush	mileage	\$6.12	\$6.12						
15566	Larry Boeke	wages (2 months)	\$349.09							\$349.09
15567	Michael Rademacher	wages	\$198.13							\$198.13
15568	Terry Carille	wages	\$302.28		\$302.28					
15569	Louis Christen	wages	\$534.19		\$534.19					
15570	Phillip Fadden	wages	\$96.57		\$96.57					
15571	Cheryl Dobson	wages	\$193.30	\$193.30						
15572	Cathy Stevens	wages	\$1,468.32	\$1,468.32						
15573	Randy Atwood	wages (2 months)	\$812.65	\$812.65						
15574	Kimberly Good	wages	\$729.69	\$729.69						
15575	Larry Handshoe	wages	\$496.71	\$496.71						
15576	Thomas Rush	wages	\$459.25	\$459.25						
15577	Jay Swanson	wages	\$603.84	\$603.84						
		totals	\$66,796.15	\$44,966.64	\$18,029.76	\$0.00	\$30.10	\$0.00	\$60.68	\$3,681.97