

BALDWIN TOWNSHIP REGULAR MEETING

September 12, 2011

Present – Supervisors Jay Swanson, Larry Handshoe, Kim Good, and Randy Atwood. Tom Rush arrived at 7:25 p.m.

Call to Order – The September 12, 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 – Under Old Business Swanson asked for 'Boat Launch Options' be moved to the top of the list under 'e'; added under 'e' is 'Blacktopping Park Parking Lot; in New Business add 'Discuss/Approve/Disapprove Bi-Monthly Meetings' and 'Sewer Project'.

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

August 2011 Final Treasurer's Report – The clerk reported receipts of \$1,758.51 and disbursements of \$34,050.40, check numbers 15769 through 15847 and 7 EFT payments leaving a balance of \$535,959.25. The August 2011 final treasurer's report was accepted subject to audit.

September 2011 Preliminary Treasurer's Report – The clerk reported receipts of \$9,610.41 and disbursements of \$33,928.34, check numbers 15848 through 15906 and 2 EFT payments leaving a preliminary balance of \$511,711.52.

Sheriff's Report - There were 156 calls for service in the month of August.

Approval of Consent Agenda - Good/Handshoe unanimous to approve Town Board Meeting Minutes of August 1, August 15, August 16 & August 22, 2011 and to approve the Updated State of Minnesota Surplus Eligibility Identification.

Open Forum for Citizens:

Princeton Public School Superintendent, Richard Lahn, gave an informational presentation of the upcoming school board special election to the town board and the citizens present.

Steven Johnson, U.S. Cable State Manager, talked about the sale of U.S. Cable to Midcontinent Communications and asked for approval of Resolution 11-07, conditionally consenting to transfer of the cable system and franchise. Atwood/Good unanimous to approve.

Gene Nitz from Elk Lake was told that surveying of an alternate boat access is being looked into.

CONDITIONAL & INTERIM USE PERMITS:

Annual Review for a Home Automotive Repair Shop – Good/Handshoe unanimous to approve for one (1) year home automotive repair shop for Keith and Donna Holland.

Annual Review of a Retail Nursery & Office Space – Good/Atwood unanimous to approve for one (1) year the retail nursery and office space for Prairie Restorations.

PLATS:

Heinen Addition, Approve/Disapprove Final Plat – Handshoe/Good unanimous to disapprove Heinen Addition final plat since it needs to go back to the county.

Rum River Bluffs, Approve/Disapprove 2-Year Extension – Good/Handshoe unanimous to approve Rum River Bluffs' 2-year extension.

OLD BUSINESS:

Fire Department Report – There were 24 calls in the month of August. Denial or acceptance of the EMS signs will be known within the next few weeks. The Baldwin Township Fireman's Dance will be at Ridgewood Bay on October 8th.

Approve/Disapprove Fire Department Handbook Changes (Tabled 6/6/11 & 8/1/11)
Good/Atwood unanimous to table and create a workshop, with a friendly amendment from Swanson setting the date of September 27th at 7:00 p.m.

Approve/Disapprove Fire Department Vehicle Policy – Added to the Duty Vehicle Guidelines is #4. Monthly fuel log to clerk. The guidelines read:

Duty Vehicle Guidelines

Purpose: For officers and duly appointed fire department personnel to respond to fire calls, personal injury accidents, medicals, mutual aid call, and any fire department business including but not limited to: Continuing education, public safety/education, preplanning, and administrative meetings.

1. Weekend duty officer shall make every attempt to remain within a 15 minute response time when in possession of the duty vehicle.
2. Users of duty vehicle will log beginning and ending mileage while vehicle is in their possession.
3. Duty vehicle is a tobacco free vehicle. No tobacco use will be permitted in vehicle.
4. Monthly fuel log report to clerk (added by the town board).

Rush/Swanson unanimous to approve the Baldwin Fire Department Duty Vehicle Guidelines as amended.

Approve/Disapprove Disposing of Engine 2 – Rush/Handshoe unanimous to table approval/disapproval of disposing of Engine 2 to the October 3, 2011 meeting.

Approve/Disapprove Permit for Fire Department Raffle – Atwood/Rush unanimous to approve a permit for the Fire Department Relief Association raffle with proceeds to go to the Relief Association.

Approve/Disapprove Military Leave for Firefighter – Good/Handshoe unanimous to approve military leave for Nick Bryveski.

ISO Rating Update – Rademacher said that something will be scheduled concerning the ISO rating update for early spring.

Relief Association Report - Approve/Disapprove Relief Association Reports Quarterly Instead of Monthly – Chief Rademacher reported there is a balance of \$297,000 in the special fund. He is asking for approval of quarterly, instead of monthly, reports from the Relief Association unless there are significant changes. Swanson/Rush unanimous to approve.

Road Report – Reported by Handshoe is that almost all of the whole west side is mowed. Beavers were plugging up a culvert on the Lagoon. With the beaver dam taken out it has dropped the swamp by 5 feet. Some granite was dumped into the area by the culvert. There has been some graveling on the washouts, and some road patching has been done.

Discuss/Approve/Disapprove Establishing Cartway, 119th Street – Handshoe/Rush unanimous to table per the request of the attorney representing the property.

Discuss Costs/Bids for 136th Street – Rush/Good unanimous to refer to the September 27, 2011 workshop to discuss the 136th Street project and small road patches.

Discuss/Approve/Disapprove Temporary Repairs to 120th Street, 136th Street & 96th Street (East Side North Lane Falling Away) Before Winter – Atwood/Handshoe unanimous to table to the September 27th meeting.

Approve/Disapprove Partial Payment in the Amount of \$41,030.50, West Branch Construction, Elk Lake Road Gravel – Handshoe/Good unanimous to approve partial payment in the amount of \$41,030.60 to West Branch Construction for Elk Lake road gravel.

Approve/Disapprove Mowing Blue Hill Township – Good/Rush unanimous to approve mowing Blue Hill Township at \$95 an hour for the tractor and operator for approximately 8 hours.

Approve/Disapprove Running Ad for Snowplow Drivers – Handshoe/Good unanimous to disapprove running an ad for snowplow drivers. Applications from previous years can be gone through in order to find capable drivers.

Review/Approve/Disapprove Road/Engineering Standards Changes – Atwood/Rush unanimous to table until the September 27, 2011 meeting in order to review the road engineering standards.

Review/Approve/Disapprove Developer Agreement Changes – According to Bogart the administrative fees are not enough, and should be doubled to \$50. There is wording in the engineering standards to address the 911 signs. Handshoe/Atwood unanimous to table until the September 27, 2011 meeting for review of the developer agreement changes.

Status of Salt/Sand Shed Repair – Handshoe said the maintenance employees will get it done after the steel is purchased.

Status of 2011 Road Projects Per Capital Improvement Plan – See above. Jon Bogart reported that the 2nd lift for 285th Avenue will be done the last week in September along with road striping. Cracksealing will be done next week. The culvert on Sandy Lake has been finished with Handshoe stating that the maintenance department will put a load of gravel on the top of the culvert.

PAVC Update – Good reported that progress is being made with obtaining permits to move the water mains, hiring a grant writer, and looking into an architectural drawing for the band shell.

Park Committee Report – Christi Miller of 285th Avenue has provided alternate launch information. She maintains there are residents who are willing to add their own finances to keep the current launch.

Review/Approve/Disapprove Township Engineer's Elk Lake Alternate Access Plan (287th Avenue) – Good/Rush unanimous to have the township engineer further investigate and report back at the September 27, 2011 workshop meeting.

Boat Launch and Options – See above.

Status of Elk Lake Landing Encroachments – Bogart said that the retaining wall has been removed and all encroachments have been taken out.

Approve/Disapprove Picnic Tables at Elk Lake Beach – Rush/Handshoe unanimous to approve using the two picnic tables at the town hall and install them at Elk Lake Beach, with an accepted friendly amendment from Swanson that the tables be moved after the area is mowed.

Approve/Disapprove Elk Lake Beach Shoreland Permit Application & Fee –
Good/Rush unanimous to table until the October 3, 2011 meeting.

Approve/Disapprove Trail Change Order – Rush/Good unanimous to disapprove the trail change order that included a boardwalk on the south end.

Approve/Disapprove Maintenance Employees Picking Up Playground Equipment, Champlin – Swanson/Handshoe unanimous to approve having the maintenance employees pick up playground equipment from the City of Champlin.

Approve/Disapprove Manual Pump & Test Water – Rush and Handshoe agreed to have the water tested for contaminants. Rush/Good unanimous to approve having maintenance install a manual pump on the well.

Approve/Disapprove Electrical for Brown & White Building, 6 Receptacles & 6 Lights, Buy Parts & \$50 Permit with Labor Donated – An electrician is willing to donate part of the labor to put electrical into the buildings at Young Park. A permit will be needed. Cost of materials will be needed. Rush/Good unanimous to table until Rush can obtain more information with item added to the October 3, 2011 regular meeting agenda.

Blacktop Park Parking Lot – The contractors have been contacted. Good will be going to the Sherburne County Commissioners Board Meeting to ensure Baldwin's request for park monies is on the agenda.

Regional Park Committee Update – Rush reported that the committee is trying to get the trails to hook up. They talked about using some of Baldwin's 25% of county park funds for some of their trails and they are researching grants to get the trails going.

HCP Task Force(s) Update – Elaine Philippi reported that the chairman will serve for a 6 month period. The new name chosen for the combined HCP task forces is Baldwin Volunteer Corps. Foremost for the Baldwin Volunteer Corps is applying for a new grant and determining goals since money is already being borrowed from a next grant.

Approve/Disapprove Flyer for Night to Unite – Good/Rush unanimous to approve the flyer for the 'Night to Unite' event being held at Young Park on October 8, 2011.

Approve/Disapprove Cancellation/Holding Off on Advertising for HCP Coordinator – Good/Rush unanimous to hold off on advertising for a HCP coordinator with an accepted friendly amendment from Swanson until the November regular meeting.

Approve/Disapprove Volunteer Recognition Items – Rush/Good unanimous to approve volunteer recognition items with Rush and Good on committee to determine what shirts will look like. Shirts will be paid from HCP funds.

County Planning & Zoning Report – Add to the October 3, 2011 regular meeting agenda “Approve/Disapprove Planning and Zoning Liaison Change”.

Joint Committee with City of Princeton Status – According to Rush the tentative September 21st meeting will need to be rescheduled.

City of Princeton Planning Commission Report – Atwood reported that most of the meeting was taken with discussion of road vacations. The finalization of bringing in a Wal-Mart is being done.

Status of Water Rescue Equipment Auction – Atwood reported that the auction has ended, but there has been no report sent yet from the auction company. Estimate that \$9,100 was sold with monies to be put in the fire fund. Swanson said it was motioned by this board to include the fire hose since it's an emergency piece of equipment, but it was held out. The fire hose was taken out due to noncompliance. Add to the October 3, 2011 regular meeting “Approve/Disapprove Destroying the Fire Hoses and Turning in the Brass”.

Approve/Disapprove EMS Sign Type/Design/Color – Good stated that the township's own policy (engineering standards) states the type, design and color of EMS signs. She feels that the process is taking longer than what it should. The board asked the Government Innovations Committee to obtain the information. The board reviewed the July 11, 2011 committee quotes and information. Good stated that the quotes are incorrect. The quote from Gopher State is not good. Chuck Nagle responded that the only extra charge is the fee for changing the street name. Good stated that the original quote stated \$9.73 a sign. We have 109 streets and they charge \$30 to set up each individual street name. The quote did not include tax.

Good obtained information from M-R Sign. They charge \$23-\$25 for replacement signs. Livonia Township obtained their signs from them. There is no quote (in the task force quotes) from Jeff Rhodes, Driveway Services, for installation. Mr. Rhodes does not want an 8 foot post but the task force recommended that size. All applications have been for a 7 foot post. He would charge \$3.50 apiece for installation of the posts and an additional \$1.50 each for attaching the signs. He would not charge a trip charge if more than 100 pieces were done at one time. M-R has 500 7 foot posts and 700 8 foot posts. Mr. Rhodes thought he may need 100 8 foot posts. Their price includes tax. Good feels that we are at square one as the price quoted by the committee will be more than \$56,250. The board conducted a straw vote on their color choices with blue being the choice (not unanimous). Rush/Good unanimous to have the EMS signs be square blue with the township name and street number. No logo and no oval on the signs.

Approve/Disapprove EMS Ordinance No. 300 – Good/Rush unanimous to approve EMS Ordinance No. 300 with change of 16” length of the sign and 4” high address numbers.

Discuss Special Assessment for EMS Signs – Swanson would like the clerk to obtain all cost and timeline information and present back to the town board.

Approve/Disapprove EMS Post & Sign Purchase & Installation – Good/Handshoe unanimous to disapprove EMS post, sign purchase and installation.

Approve/Disapprove Ordinance No. 400, Animal Control Ordinance – Good/Rush unanimous to table approval/disapproval of Animal Control Ordinance No. 400 until the October 3, 2011 meeting.

Review/Approve/Disapprove Resolution 11-08, Resolution Amending the Town's Administrative Policy – Good/Handshoe unanimous to table review/approval/disapproval of the resolution amending the town's administrative policy until the October 3, 2011 meeting.

Review/Approve/Disapprove Resolution 11-09, Resolution Amending An Ordinance Regulating Town Board Rights-of-Way – Handshoe/Good unanimous to table review/approval/disapproval of the resolution amending an ordinance regulating the town board rights-of-way until the October 3, 2011 meeting.

TABLED ITEMS:

Schedule Employee Handbook Workshop (Workshop Originally Scheduled for 7/27/11 Cancelled) – Rush/Handshoe unanimous to table to schedule an employee handbook workshop until the October 3, 2011 meeting.

NEW BUSINESS:

Schedule Meeting with Couri & Ruppe Regarding Orderly Annexation Agreement & Recommendation of Planning Firms (Tabled 7/11/11) – A meeting is scheduled with Couri & Ruppe regarding orderly annexation agreement for September 29, 2011 at 7:00 p.m.

Approve/Disapprove Town Board Member Attending MAT Meeting in Alexandria (Baldwin Won Drawing for \$125 Registration Fee through County Association of Townships) – Swanson/Rush unanimous to table and add to October 3, 2011 agenda.

Approve/Disapprove Attendance at Fall Maintenance Expo, St. Cloud – Rush/Good unanimous to approve the one day attendance of Christian, Carlile, Handshoe, Good and Swanson to the Fall Maintenance Expo in St. Cloud.

Clarification of Employee Holiday & Vacation Time – Maintenance employee Lou Christian is eligible for five days paid vacation and two paid holidays per calendar year.

Approve/Disapprove Clerk Request for Vacation Days, September 21 & 22 – Handshoe/Swanson unanimous to approve the clerks request for vacation days of September 21 and 22.

Approve/Disapprove ISD 477 Utilizing Town Hall for Polling Place, November 8th, Invoicing School District for Use of Town Hall and Loss of Clerk's Wages, and Determine Who Will Open and Close the Town Hall – Rush/Handshoe unanimous to have ISD 477 pay all fees in connection with utilizing the town hall for a polling place on November 8th. No town hall rental fee will be charged

Approve/Disapprove Rescheduling November 7th Regular Meeting Date to November 14th – Swanson/Rush unanimous to disapprove rescheduling the November 7th regular meeting date to November 14th.

Discuss/Approve/Disapprove Bi-Monthly Meetings – There was discussion regarding holding bi-monthly meetings. Added to the October 3, 2011 regular meeting "Approve/Disapprove Bi-Monthly Meetings".

Sewer Project – Swanson stated that Rush and himself met with the owner of the trailer park. They looked at drawings that had Bogart, Pederson listed on them. There is grant money out there for sewer systems. The land south of the trailer park is vacant and a sewer system could be utilized in that area. Is it affordable and workable? Would it even be feasible for the township to pursue? Bogart reported that there are 5 sources for grants and explained the process for submitting grants for two. Added to the October 3rd agenda will be "approve/disapprove township engineering to pursue grant dollars".

ANNOUNCEMENTS:

- MAT District 7 Meeting & Election, Thursday, September 22nd, 7:00 p.m., Anoka Ramsey, Community College, Cambridge.
- Baldwin Township Special Meeting, September 14th.

ANY OTHER BUSINESS: None.

Motion to Approve Bills for Payment – Handshoe/Atwood unanimous to approve check numbers 15848 through 15906 and 2 EFT payments totaling \$33,928.34.

Adjournment – Handshoe/Atwood unanimous to adjourn at 11:43 p.m.



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



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

Attendees: Lester Kriesel, Gene Nitz, David Jackson, Jean Jackson, Steve Johnson, Robert Week, Ryan Rehnstrand, Elaine Philippi, Dan Howard, Tech Huntington, Blane Ding, Carol Swanson, Christi Miller, Dave Looney, Dawn Othoudt, Chuck Nagle, Richard Lahn, Steven Johnson, Chuck Nagle, Jon Bogart

CHECK	TO WHOM	FOR WHAT	AMOUNT	GEN	R & B	ENG.	PARKS	CAPITAL	CEM	FIRE
15848	Terry Carlile	wages	\$279.73		\$279.73					
15849	Louis Christen	wages	\$479.46		\$479.46					
15850	Cheryl Dobson	wages	\$261.56	\$261.56						
15851	Zachary Good	wages	\$75.93		\$75.93					
15852	Cathy Stevens	wages	\$1,350.74	\$1,350.74						
EFT	PERA	employee contribution	\$466.73	\$307.04	\$159.69					
15853	Randy Atwood	wages	\$415.81	\$415.81						
15854	Kimberly Good	wages	\$233.87	\$233.87						
15855	Larry Handshoe	wages	\$275.60	\$275.60						
15856	Jay Swanson	wages	\$396.27	\$396.27						
15857	Michael Rademacher	wages	\$122.65							\$122.65
15858	Thomas Rush	wages	\$338.55	\$338.55						
15859	Larry Boeke	wages	\$150.96							\$150.96
15860	Ancom Communicat	radio supplies	\$125.58		\$125.58					
15861	AT&T Mobility	cell phones & ipads	\$232.65	\$116.11	\$37.68					\$78.86
15862	AT&T Capital	ipad lease	\$173.84	\$173.84						
15863	Banyon Data	training	\$400.00	\$400.00						
15864	Billings Service	supplies	\$92.98		\$92.98					
15865	Bogart Pederson	engineering	\$10,742.50			\$10,742.50				
15866	Bogart Pederson	engineering	\$3,815.00			\$3,815.00				
15867	CenterPoint Energy	gas utilities	\$21.01	\$21.01						\$19.24
15868	CenterPoint Energy	gas utilities	\$19.24							\$19.24
15869	CenturyLink	phone and internet	\$415.04	\$276.69						\$138.35
15870	Circle 9	fuel	\$169.55				\$37.22		\$102.32	\$30.01
15871	Commercial Asphalt	road repair	\$196.25		\$196.25					
15872	Connexus Energy	electric utilities	\$227.65	\$227.65						
15873	Connexus Energy	electric utilities	\$263.54							\$263.54
15874	Connexus Energy	electric utilities	\$27.38				\$27.38			
15875	Craig Hilburn	animal control	\$87.77	\$87.77						
15876	Da-Ran, Inc.	vehicle repair	\$1,181.88		\$1,181.88					
15877	Donald Larsen	janitorial service	\$120.00							\$120.00
15878	EastCentralSanitation	garbage service	\$45.64	\$22.82						\$22.82
15879	ECM Publishers	legal notice	\$64.40	\$64.40						
15880	Eggen's Bulk Service	fuel	\$1,168.08		\$1,168.08					
15881	Elite Lock & Key	lock repair	\$139.67	\$139.67						
15882	Essig Construction	road grading & class 5	\$2,545.00		\$2,545.00					
15883	Jay Swanson	mileage	\$32.19	\$32.19						

CHECK	TO WHOM	FOR WHAT	AMOUNT	GEN	R & B	ENG.	PARKS	CAPITAL	CEM	FIRE
15884	Kennedy & Graven	attorney fees	\$1,311.75	\$1,311.75						
15885	Kimberly Good	mileage	\$6.11	\$6.11						
15886	Larry Boeke	reimbursement	\$60.90							\$60.90
15887	Larry Handshoe	mileage	\$39.96	\$39.96						
15888	Lester W. Kriesel	cemetery caretaker	\$50.00						\$50.00	
15889	Marv's True Value	supplies	\$216.06	\$21.44	\$169.56					\$25.06
15890	Midwest Fire	supplies	\$195.00							\$195.00
15891	M-R Sign Co.	road signs	\$149.76		\$149.76					
15892	Office Depot	office supplies	\$275.43	\$275.43						
15893	OSI Environmental	r&b recycling	\$175.00		\$175.00					
15894	Petty Cash	postage & office supplies	\$43.57	\$32.57						\$11.00
15895	Plaisted Companies	road repair	\$501.65		\$501.65					
15896	Postmaster	hcp mailing	\$700.76	\$700.76						
15897	Princeton Animal Clinic	animal impounding	\$106.52	\$106.52						
15898	Princeton Township	road grading	\$250.00		\$250.00					
15899	Randy Atwood	mileage	\$19.98	\$19.98						
15900	Ray's Auto Body	trailer repair	\$61.93							\$61.93
15901	Resource Training	health - october	\$654.50		\$654.50					
15902	SherburneCoAuditor	ditch assessment	\$38.45		\$38.45					
15903	Terry Carlile	mileage	\$4.88		\$4.88					
15904	Thomas Rush	mileage	\$23.31	\$23.31						
15905	Titan Machinery	supplies	\$1,335.23	\$1,335.23						
15906	U.S. Bank	credit card	\$455.39	\$94.39						\$361.00
EFT	PERA	town board contribution	\$97.50	\$97.50						
		totals	\$33,928.34	\$7,871.31	\$9,621.29	\$14,557.50	\$64.60	\$0.00	\$152.32	\$1,661.32