

BALDWIN TOWNSHIP REGULAR MEETING

November 7, 2011

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

Call to Order – The November 7, 2011 regular meeting of Baldwin Township was called to order by Chairman Jay Swanson at 7:00 p.m.

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

Additions/Corrections to Agenda – Under New Business letter 'p' add Approve/Disapprove Sign for Cemetery; under Road Report add Appoint Someone to Take Reasonable Suspicion Training for Drug and Alcohol Policy; under New Business letter 'q' add Gift for Volunteers; under Road Report add New Medical as a Testing Site; under Fire Department add Approve/Disapprove Hiring Firefighter and Approve/Disapprove Getting Lock Fixed; under Park Committee add Approve/Disapprove Donation of Mulch by Resident to Park and Approve/Disapprove Letter of Recommendation from Baldwin Township for 4R Grant; under Old Business delete Status of Water Rescue Equipment Auction and add Discussion of Sale of E-2.

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

October 2011 Final Treasurer's Report – The deputy clerk reported receipts of \$53,344.98 and disbursements of \$55,968.45, check numbers 15914 – 15975 and 8 EFT payments leaving a balance of \$449,684.55. The October 2011 final treasurer's report was accepted subject to audit.

November 2011 Preliminary Treasurer's Report – The deputy clerk reported receipts of \$4,892.51 and disbursements of \$86,811.11, check numbers 15976 – 16032 and 0 EFT payments leaving a preliminary balance of \$367,836.15.

Sheriff's Report – It was reported 143 calls for service for the month of October. There was an increase in medical calls, and extra patrol was put on in the Elk Lake Estates area.

Approval of Consent Agenda – Good/Handshoe unanimous to approve the Town Board Meeting Minutes of September 27, September 29, October 3, October 18, 2011 as well as approve notary renewal for Deputy Clerk.

Open Forum for Citizens – Lynn Waytashek, Sherburne County Planning & Zoning, was present to discuss the Sherburne County Septic Ordinance. She said the Minnesota Pollution Control Agency adopted a new septic code in 2008; on April 5, 2011

the Sherburne County Board of Commissioners adopted a new Septic Ordinance. Ms. Waytasheck stated that cities and independent townships must adopt a septic system ordinance within one year of county adoption, and highlighted the different aspects of the new system design.

Chuck Nagle, 131st Street, requested the possibility to make the town board meeting public information packet more conveniently available. The paper packet is made available to the town board members electronically prior to a meeting. Could the same electronic documents be made available to the public at the same time like the agenda and meeting minutes.

CONDITIONAL & INTERIM USE PERMITS:

Annual Review for an Interim Use Permit for a Retreat Facility – Debra Sorenson's annual review was conducted for a retreat facility at the property located at 30440 U.S. Highway 169 NW.

PLATS: None.

VARIANCES: None.

OLD BUSINESS:

Fire Department Report – Baldwin Fire Department Chief Rademacher reported that the fire department had 22 calls for the month of October.

Approve/Disapprove Firefighter Resignation – Handshoe/Good unanimous to approve the resignation of James Pagel from the Northeast Sherburne Fire Department.

ISO Rating Update – Rademacher said he had an opportunity to meet the individual who is doing the report for the Northeast Sherburne Fire Department. Rademacher said he will stay in touch towards the possibility that the rating can be looked at again in the Spring.

Discuss Charging Insurance for Department Time – Rademacher agreed to check into policies and verbiage used by other departments. Since at this time there are more questions than answers the discussion regarding charging insurance for department time will be kept on the agenda.

K-Bid Results for E-2 – Deleted from agenda.

Discussion Sale of Engine 2 – There was already approval to sell engine 2, but the question arose of where to store the engine until a sale has occurred. This item will be added as a topic for the special meeting.

Approve/Disapprove Boot Purchase – Rush/Swanson unanimous to approve the purchase of 24 pairs of boots for the firefighters. Even though the boots are more expensive they are meant to last the career of the firefighter.

Schedule Fire Department Handbook Workshop – Tuesday, November 29, 2011 at 7:00 p.m. the Fire Department Handbook Workshop is scheduled.

Approve/Disapprove Hired Firefighter – Rush/Atwood unanimous to approve hiring Travis Roehl as a Baldwin firefighter. This brings the number of firefighters up to 25.

Approve/Disapprove Lock Fix – Good/Handshoe unanimous to approve fixing or replacing the push button lock on the front door of the fire department. The cost will be approximately \$500 will the monies taken out of the fire department budget.

ROAD REPORT:

Status of 2011 Road Projects Per Capital Improvement Plan – Handshoe assured the town board that everything is set for winter.

Approve/Disapprove 112th Street Project – There was discussion that 112th wasn't necessarily the worse road in the township, and even by joining forces with Livonia the savings wouldn't be enough to warrant the expenses. A motion was made by Handshoe to disapprove the 112th Street project; seconded by Good. A voice vote was taken with Handshoe, Good, Rush and Atwood in favor of disapproving the project. Swanson disagreed.

Approve/Disapprove 96th Street Repair – Handshoe/Atwood unanimous to table until April since the bituminous companies are closing for the cold weather.

Approve/Disapprove Revised Engineering Standards – Handshoe/Rush unanimous to move approve/disapprove revised Engineering Standards to the November 29, 2011 meeting.

Approve/Disapprove Revised Developer Agreements – Handshoe/Rush unanimous to move approve/disapprove revised Developer Agreements to the November 29, 2011 meeting.

Approve/Disapprove Adopting Drug & Alcohol Testing Policy – After extensive discussion concerning adopting a drug and alcohol testing policy; it was determined to contact the township attorney regarding this procedure. The attorney has been very involved in the Employee Handbook, and it was thought that perhaps a section on drug and alcohol testing could be added. Rush agreed to contact companies who do drug testing.

Approve/Disapprove Appointing Snowplow Drivers Contingent on Passing Drug & Alcohol Testing – A motion was made by Swanson and seconded by Handshoe to hire five (5) snowplow drivers with random drug and alcohol testing. A voice vote was taken with Swanson, Good, Handshoe and Atwood in favor; Rush opposed. Motion carried.

New Medical as Testing Site – An account is set up with North Memorial Urgent Care in Elk River (formerly NOW Medical Centers) for drug and alcohol testing. A motion was made by Good and seconded by Handshoe to approve the North Memorial Urgent Care to conduct testing on the snowplow drivers. A voice vote was taken with Good, Handshoe, Atwood and Swanson in favor; Rush opposed. Motion carried.

Approve/Disapprove Stipend for Personal Cell Phone Use, Snowplow Drivers – Rush/Handshoe unanimous to approve a \$5 stipend for personal cell phone use for the snowplow drivers.

Schedule Closed Employee Meeting – A closed employee meeting for a maintenance employee is scheduled for November 22, 2011 at 7:00 p.m.

Approve/Disapprove Young Park Trail Project Change Order, West Branch Construction – Handshoe/Rush unanimous to approve payment to West Branch Construction in the amount of \$1300 for the Young Park Trail Project change order.

Approve/Disapprove Partial Payment Certification, Young Park Trail, West Branch Construction – Rush/Handshoe unanimous to void the previous checks but approve partial payment to West Branch Construction for the Young Park trail for the amount of \$48,690.00.

Approve/Disapprove Final Payment Certification, Young Park Parking Lot, Rum River Contracting – Rush/Handshoe unanimous to approve final payment to Rum River Contracting for the Young Park parking lot in the amount of \$32,409.56.

Approve/Disapprove Final Payment Certification, Elk Lake Gravel, West Branch Construction – Handshoe/Good unanimous to approve final payment to West Branch Construction for gravel roads in Little Elk Lake in the amount of \$2,409.50.

Approve/Disapprove Final Payment Certification, 2010 Cracksealing, Astech Corporation – Handshoe/Atwood unanimous to approve final payment to Astech Corporation for the 2010 bituminous cracksealing in the amount of \$3,541.56.

Approve/Disapprove partial Payment Certification, 2011 Cracksealing, Allied Blacktop Co. – Good/Handshoe unanimous to approve partial payment to Allied Blacktop Co for 2011 bituminous cracksealing in the amount of \$47,345.15.

Approve/Disapprove Animal Control Invoices – A motion was made by Swanson and seconded by Handshoe to approve paying the invoices submitted by Rod

Thompson. A voice vote was taken with Swanson, Handshoe, Good and Atwood in favor; Rush opposed. Motion carried.

PAVC Update – No update.

Park Committee Report – Several projects have been completed including concrete and electrical in the brown building, blacktopping the parking lot, crushed granite trails, the well pump has been installed, benches and no motorized vehicle signs. A lot has been accomplished although the park is only about half done. In order to further the park project, funding is needed.

Approve/Disapprove Elk Lake Beach Shoreland Permit Application & Fee – Handshoe/Atwood unanimous to table until the December Town Board meeting.

Discuss Park Budget – Currently the Park Fund balance is minus \$1850, although additional funding is available through different resources.

Discuss Park Pavilion – No discussion.

Discuss Park Sign – No discussion.

Open/Approve/Disapprove park Electrical Quotes – Good/Handshoe unanimous to table until Spring or after the budget meeting.

Approve/Disapprove Site Prep for Playground Equipment – Atwood/Handshoe unanimous to have maintenance with Swanson's help prepare the site for the playground equipment at Young Park.

Approve/Disapprove/Discuss Park Rain Garden – Bogart said there is money available for this project through Bob Bunger. Atwood/Rush unanimous to approve having Bogart follow through with this.

Approve/Disapprove Donation to Young Park – Handshoe/Rush unanimous to approve the donation to Young Park of 5 yards of mulch.

Approve/Disapprove Letter of Recommendation from Baldwin Township for 4R Grant – Deadline has passed.

Regional Park Committee Update – The next meeting is in January due to the holidays.

HCP Baldwin Volunteer Corps Update – Elaine Philippi reported on the Baldwin Funfest event and the desire to have it as an annual event. Bonnie Zurick submitted an article on the Funfest for the newsletter. Dean Kleinhans will be sending out the thank you's. There will be discussion at the next meeting regarding reapplying for a grant

through the Initiative Foundation. It is unclear on how the group wants to proceed; never the less the desire to proceed has been established.

Approve/Disapprove Cancellation/ Holding Off on Advertising for HCP

Coordinator – Good/Handshoe unanimous to approve cancellation on advertising for a HCP coordinator.

County Planning & Zoning Report – There was no meeting.

Joint Committee with City of Princeton Status – Rush reported that the meeting did not go well due to the City not reading the township's cover letter in full.

City of Princeton Planning Commission Report – Atwood reported on the projects being currently addressed.

Status of Water Rescue Equipment Auction – Deleted Item.

Approve/Disapprove Ordinance No. 400, Animal Control Ordinance – Handshoe/Atwood unanimous to table to the November 29, 2011 special meeting.

Approve/Disapprove Resolution 11-08, Resolution Amending the Town's Administrative Policy – Good/Rush unanimous to table to the November 29, 2011 special meeting.

Approve/Disapprove Ordinance No. 500, An Ordinance Amending Ordinance No. 100 Related to Use of Rights-of-Way by Utility Providers – Good/Handshoe unanimous to approve Ordinance No. 500.

Approve/Disapprove Resolution 11-09, Resolution Adopting Fee Schedule Pertaining to Use of Rights-of-Way by Utility Providers – Rush/Good unanimous to approve Resolution 11-09.

Approve/Disapprove Attorney Review of Employee Handbook – Good/Handshoe unanimous to approve having Ruppe review the employee handbook and add a drug and alcohol testing policy. Atwood/Handshoe unanimous to table until the November 29, 2011 special meeting so that Ruppe has time to review the employee handbook to include the drug and alcohol testing policy.

Status of Planning Commission – Good/Rush unanimous to table to December meeting in order to determine what direction to take after talking to the planner.

Approve/Disapprove Town Board Member Attending MAT Meeting in Alexandria – Handshoe/Good unanimous to disapprove having a town board member attend the MAT meeting in Alexandria.

Approve/Disapprove Township Engineer Pursuing Sewer Project Grant Dollars –
Atwood/Good unanimous to table until the December town board meeting.

Status of Podcast & Video on Township Website – Good/Atwood unanimous to table until the November 29, 2011 special meeting.

NEW BUSINESS:

Approve/Disapprove Health Insurance Renewal for 2012 – Good/Handshoe unanimous to disapprove 2012 health insurance renewal.

Approve/Disapprove Requiring Employee Time Off Requests be on Regular Town Board Meeting Agendas – Good/Handshoe unanimous to approve requiring all employee time off requests be on regular town board meeting agendas.

Approve/Disapprove 2012 Meeting Schedule – Good/Rush unanimous to approve the 2012 meeting schedule.

Approve/Disapprove Special Fuel Dealer License Renewal, State of Minnesota –
Good/Handshoe unanimous to approve the renewal of the State of Minnesota special fuel dealer license.

Review Ehlers & Associates Bonding Information – Good/Handshoe unanimous to add the review of Ehler & Associates bonding information to the budget meeting agenda since it needs closer examination.

Approve/Disapprove Wellhead Protection Public Hearing, Dec. 12 or Dec. 15 –
Handshoe/Rush unanimous to approve December 12 for the Wellhead Protection Public Hearing.

Approve/Disapprove 2012 Household Hazardous Waste Collection Event, May 2012 – Good/Handshoe unanimous to table until the December regular meeting in order to research several dates for a Household Hazardous Waste Collection Event.

Schedule Budget Workshop – December 6, 2011 will be the scheduled budget workshop.

Approve/Disapprove Resolution 11-11, Resolution Approving Summary Publication of Ordinance No. 300 on Emergency Address Identification –
Good/Handshoe unanimous to approve Resolution 11-11.

Approve/Disapprove Application for Transportation Enhancement Projects –
Swanson/Handshoe unanimous to table until the December 29, 2011 special meeting.

Approve/Disapprove Ordinance #189, Amendment to the Sherburne County Zoning Ordinance – Good/Handshoe unanimous to approve Ordinance #189.

Approve/Disapprove Ordinance #190, Amendment to the Sherburne County Zoning Ordinance – Rush/Handshoe unanimous to approve Ordinance #190.

Approve/Disapprove Ordinance #191, Amendment to the Sherburne County Zoning Ordinance – Rush/Good unanimous to approve Ordinance #191.

Discuss Cemetery Sign – Good/Handshoe unanimous to approve up to \$5000 for two cemetery signs to be placed at each entrance.

Gift for Volunteers – Handshoe/Atwood unanimous to approve up to 25 padfolios (cost plus \$45 set-up fee) for the Baldwin task force volunteer

Clarification of Christmas Holiday Date – Good/Handshoe unanimous to close the township office on December 26, 2011.

Announcements:

- Town Hall Closed Tuesday, November 8th for ISD #477 School Referendum Vote
- MAT Educational Conference & Annual Meeting, Thursday, November 17 – Saturday, November 19, Alexandria
- Town Office Closed Thursday, November 24 for Thanksgiving

Any Other Business:

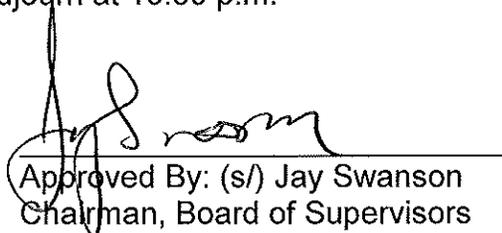
Good/Handshoe unanimous to approve the expenditures for West Branch Construction and Rum River Contracting.

Motion to Approve Bills for Payment – Handshoe/Rush unanimous to approve check numbers 15976 through 16032 totaling \$86,811.11 for payment.

Adjourn – Handshoe/Atwood unanimous to adjourn at 10:59 p.m.



Submitted By: (s/) Cheryl Goetz Dobson
Deputy Clerk
Baldwin Township



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

Attendees: Elaine Philippi, Lester Kriesel, Mike Rademacher, Elaine Byker, Chuck Nagel

OCTOBER 2011

FINAL

CLAIMS										
CHECK	TO WHOM	FOR WHAT	AMOUNT	GEN	R & B	ENG.	PARKS	CAPITAL	CEM	FIRE
15914	Abra Autobody & Glass	2 windshield	\$866.32		\$866.32					
15915	Ancom Communicat	radio supplies & pagers	\$583.56		\$32.97					\$550.59
15916	Anderson Inc.	tractor repair	\$255.00		\$255.00					
15917	AT&T Mobility	cell phones & ipads	\$272.52		\$131.25					\$81.62
15918	Avenet LLC	web site hosting	\$450.00		\$450.00					
15919	Banyon Data	annual software support	\$1,758.88		\$1,758.88					
15920	Central Fleet	supplies	\$33.36		\$33.36					
15921	Connexus Energy	electric utilities	\$198.01							\$198.01
15922	Connexus Energy	electric utilities	\$30.18				\$30.18			
15923	Connexus Energy	electric utilities	\$228.28		\$228.28					
15924	Couri & Ruppe	attorney fees	\$1,080.00		\$1,080.00					
15925	Da-Ran, Inc.	vehicle repair	\$248.12		\$248.12					
15926	Internal Revenue Ser	941 payment	\$24.41		\$24.41					
15927	KO Masonry	park bldg cement	\$2,721.00				\$2,721.00			
15928	Lester W. Kriesel	cemetery caretaker	\$50.00					\$50.00		
15929	Petty Cash	postage & water testing	\$27.92		\$7.92		\$20.00			
15930	St.CloudFireEq	fire extinguisher service	\$200.00		\$63.00					\$137.00
15931	Robin Fischer	wages	\$28.30							\$28.30
15932	Michael Rademacher	wages	\$256.99							\$256.99
15933	Cheryl Dobson	wages	\$232.59		\$232.59					
15934	Terry Carille	wages	\$301.40		\$301.40					
15935	Louis Christen	wages	\$916.57		\$916.57					
15936	Cathy Stevens	wages	\$1,350.12		\$1,350.12					
15937	Louis Christen	wages (vacation days)	\$514.36		\$514.36					
15938	Kimberly Good	wages	\$561.30		\$561.30					
15939	Lawrence Handshoe	wages	\$528.30		\$528.30					
15940	Thomas Rush	wages	\$329.20		\$329.20					
15941	Jay Swanson	wages	\$330.22		\$330.22					
15942	Century Link	telephone & internet	\$414.74		\$276.69					\$138.05
15943	Essig Construction	road grading	\$680.00		\$680.00					
15944	Kimberly Good	mileage	\$57.17		\$57.17					
15945	Lawrence Handshoe	mileage	\$34.97		\$34.97					
15946	BlueCrossBlueShield	health - november	\$654.50		\$654.50					
15947	U.S. Bank	credit card charges	\$131.96		\$86.01		\$45.95			
EFT	PERA	town board contribution	\$163.50		\$163.50					
EFT	PERA	employee contribution	\$633.51		\$301.62					
EFT	MIN Dept of Revenue	september state tax	\$366.55		\$255.57					

OCTOBER 2011

FINAL

CHECK	TO WHOM	FOR WHAT	AMOUNT	GEN	R & B	ENG.	PARKS	CAPITAL	CEM	FIRE
EFT	EFTPS	september 941 withholding tax	\$1,852.20	\$1,290.21	\$529.21					\$32.78
EFT	MN Dept of Revenue	fuel tax - september	\$43.96		\$43.96					
EFT	EFTPS	3rd qtr tax	\$500.34	\$500.34						
15948	Terry Carille	wages	\$260.98		\$260.98					
15949	Louis Christen	wages	\$834.73		\$834.73					
15950	Cheryl Dobson	wages	\$280.09	\$280.09						
15951	Cathy Stevens	wages	\$1,347.06	\$1,347.06						
EFT	PERA	employee contribution	\$531.36	\$309.57	\$221.79					
15952	Anderson Inc.	tractor repair	\$922.83		\$922.83					
15953	AT&T Capital	ipad lease	\$173.84	\$173.84						
15954	Billings Service	tractor tire	\$904.79		\$904.79					
15955	CenterPoint Energy	gas utilities	\$19.24							\$19.24
15956	CenterPoint Energy	gas utilities	\$21.31	\$21.31						
15957	Circle 9	fuel	\$71.56		\$71.56					
15958	East Central Sanitation	garbage service	\$45.64	\$22.82						\$22.82
15959	Eggens Bulk Service	fuel	\$2,157.62		\$1,255.78					\$901.84
15960	Finken Great Glacier	water cooler & water-2 mnths	\$78.84		\$78.84					
15961	Kennedy & Graven	attorney fees	\$561.00	\$561.00						
15962	Kimberly Good	reimbursement	\$133.00	\$133.00						
15963	Marvs True Value	supplies	\$320.19	\$176.13	\$66.19	\$41.29				\$36.58
15964	M-R Sign	road signs	\$328.34		\$328.34					
15965	Neft Auto Supply	supplies	\$160.12							\$160.12
15966	NE Sherb Fire Relief	state aid	\$22,985.00							\$22,985.00
15967	Office Depot	office supplies	\$24.17	\$24.17						
15968	Plaistad Companies	class 5 & granite	\$351.61		\$351.61					
15969	Princeton Animal Clinic	animal impounding	\$161.52	\$161.52						
15970	Randy Atwood	mileage	\$9.99	\$9.99						
15971	Randy Atwood	wages	\$283.05	\$283.05						
15972	Terry Carille	wages	\$401.77		\$401.77					
15973	Louis Christen	wages	\$702.12		\$702.12					
15974	Cheryl Dobson	wages	\$213.17	\$213.17						
15975	Cathy Stevens	wages	\$1,295.08	\$1,295.08						
EFT	PERA	employee contribution	\$478.12	\$285.30	\$192.82					
		totals	\$55,968.45	\$15,417.49	\$12,093.60	\$0.00	\$2,858.42	\$0.00	\$50.00	\$25,548.94

