

## BALDWIN TOWNSHIP SPECIAL MEETING

November 29, 2011

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

**Call to Order** - The November 29, 2011 special meeting of Baldwin Township was called to order by Vice Chair Tom Rush at 7:00 p.m.

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

**Review/Approve/Disapprove Developer's Agreements** – Good/Handshoe unanimous to have both agreements, rural and commercial, merged into one developer's agreement. The town board will review once the agreement(s) have been merged.

**Review/Approve/Disapprove Engineering Standards** – Changes made to the engineering standards include deleting island-type cul-de-sacs, cluster mailboxes and bituminous curb drawings along with dating the mix used to current MnDot standards and updating the urban section roadway. Handshoe/Good unanimous to approve changes pending final review from the town board.

**Review/Approve/Disapprove Fire Department Handbook** – Fire Chief Mike Rademacher stated that there is currently no job description in the handbook for a training officer and he would recommend allowing a monthly stipend that would go with that position, which would be added to the appendix. Good questioned if the training officer could perform the licensing training with Rademacher replying 'no' as it must be a licensed trainer. There was discussion regarding vouchers.

Upon review of the training officer description, it was decided to change the word "pleasure" to "discretion". In the handbook, page 33, change 33% to 33-1/3%. Good stated that she would like to see that a written warning is given to any firefighter before their right to vote is taken away.

Atwood/Handshoe unanimous to have a firefighter is in good standing the past calendar year (in order to vote). Atwood makes a friendly amendment to change the percentage for a firefighter to be in good standing from 33% of calls to 33-1/3% and a change from 50% of trainings to 75% of trainings for the past 12 months. Handshoe accepts the friendly amendment.

Good stated that, if the department is taking away the right to vote, she would still like to see something in writing in their personnel file. Boeke replied that if somebody is not making call percentages the department will let them know.

Rush/Atwood motion to approve training officer position with "pleasure" taken out and replaced with "discretion" and approve number 1 and number 2 for handbook changes as discussed above. Upon voice vote, the motion carried with Good opposed.

Good/Handshoe motion to see the warnings of the firefighters that are not in good standing to be in writing if they are losing their right to vote. Upon voice vote, the motion carried with Rush opposed.

Rademacher stated that, on page 25 under 'Qualifications of Officers' there is a requirement of completing 8 hours of authorized courses annually but there is no penalty for not doing so. Atwood stated that he would like to see a penalty in the same sentence. Case stated that something will be written up and returned to the board. The item will be added to the December 5<sup>th</sup> town board meeting agenda.

**Selection Vs. Election** – Good stated that, with the way we do elections, her only concern is veteran's preference and how we apply it. Case replied that the department does not have open competitive positions or tests. Boeke stated that the department already applies veteran's preference. Good stated that the department must apply veteran's preference and should be run past the attorney if it should be in the handbook. Good stated that selection vs. election is for discussion only.

**Veteran's Preference** – See above.

**Discuss Sale of E2** – There was discussion that K-Bid will wave a set up fee and charge only a 10% commission. Through K-Bid there's the possibility that the sale of E2 would be less money, but it will sell faster. To be put on the December 5<sup>th</sup> regular town board meeting agenda is Approve/Disapprove E2 Going to K-Bid.

**Review/Approve/Disapprove Resolution, 11-08, Resolution Amending Town's Administrative Policy** – Good/Handshoe unanimous to table until the January 17, 2012 meeting so that Resolution 11-08 can include changes in town board meeting dates and the approval of fee schedule.

**Review/Approve/Disapprove Ordinance 400, Animal Control Ordinance** – After discussion Good/Handshoe unanimous to add verbiage to Animal Control Ordinance #400 to include the animal fee is payable to the township. Good/Atwood unanimous to have clerk modify Livonia's ordinance for review by the town board at the January meeting.

**Review/Approve/Disapprove Employee Handbook** – Atwood/Handshoe unanimous to table until January 9<sup>th</sup>, 2012

**Approve/Disapprove Adopting Drug & Alcohol Testing Policy** – See above

**Approve/Disapprove Application for Transportation Enhancement Project** – Good/Rush unanimous to disapprove based on the date of application.

**Status of Podcast & Video on Township Website** – Tabled until January.

**Discuss/Approve/Disapprove Increased Quantity of HCP Recognition Gifts** – Good/Handshoe unanimous to disapprove increased quantity of HCP recognition gifts.

**Approve/Disapprove Applying for American Hiking Society National Trails Fund Grant** - Handshoe/Atwood unanimous to disapprove since the township wouldn't qualify.

**Approve/Disapprove Pursuing Criminal Damage to Property through Sherburne County Sheriff's Office** – Good/Handshoe unanimous to approve pursuing criminal damage to property through the Sherburne County Sheriff's office.

**Approve/Disapprove Payment of Bills** – Good/Atwood unanimous to approve check numbers 16049 and 16050 totaling \$81,099.56.

**Adjournment** – Handshoe/Atwood unanimous to adjourn at 9:13 p.m.

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

  
Approved By: (s/) Tom Rush  
Vice Chairman, Board of Supervisors  
Baldwin Township

Attendees: Larry Boeke, Scott Case, Dean Kleinhans, Jim Buell, Chuck Nagle, Mike Rademacher