

## BALDWIN TOWNSHIP REGULAR MEETING

December 5, 2011

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

**Call to Order** – The December 5, 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** – Swanson requested adding under New Business “Fire Signs”; under Road Report to remove “Nau Cartway”; and under New Business “Recording Policy”. Rush requested adding under Old Business in Fire Department “Approve/Disapprove Fire Department Lock” and “Approve/Disapprove Election Results of 2 Fire Department Captains”. Handshoe requested adding under Old Business in Road Report “2012 Road Projects”.

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

**November 2011 Final Treasurer's Report** – The clerk reported receipts of \$85,992.07 and disbursements of \$177,755.79, check numbers 15976 through 16050 and 7 EFT payments leaving a balance of \$357,991.03. The November 2011 final treasurer's report was accepted subject to audit.

**December 2011 Preliminary Treasurer's Report** – The clerk reported receipts of \$2,328.21 and disbursements of \$68,653.83, check numbers 16051 through 16106 and 1 EFT payments leaving a preliminary balance of \$291,735.61.

**Sheriff's Report** – It was reported that there were 115 calls for service in the month of November. Rush mentioned that teenagers were already tearing up the gravel at Young Park.

**Approval of Consent Agenda** - Good/Rush unanimous to approve Town Board Meeting Minutes of November 7, November 14 & November 22, 2011; Approve/Disapprove Transfer of \$13,397.32 from Capital Fund to Debt Service Fund, Fire Station Payment; and Approve/Disapprove Transfer of \$19,937.96 from Fire Fund to Debt Service Fund, Fire Trucks & Equipment Payment.

**Open Forum for Citizens:**

Chuck Nagle of 131<sup>st</sup> Street was informed that sending electronic packets to citizens has not been discussed; that the road tour report is not generally a written statement; and questioned why engineering was a line item on the treasurer's report.

**INTERIM USE PERMITS:**

**Annual Review for an Interim Use Permit for Small Manufacturing Company** – Wayne & LaShalleThompson were not present. Since there have been no complaints received Handshoe/Rush unanimous to approve the annual review for an Interim Use Permit for a small manufacturing company.

**PLATS:**

**Approve/Disapprove 2-Year Preliminary Plat Extension, Baldwin Estates** – Shirley Angstmann neglected to file an extension in October. Since then a check for \$200 has been sent to the county for the extension, and everything should be in order. Bogart said that in terms of engineering, there are no problems. Good/Rush unanimous to approve a 2-year preliminary plat extension.

**VARIANCES:** None.

**OLD BUSINESS:**

**Fire Signs** – Swanson stated that he has noticed fire signs that are not township approved or sanctioned. The township is receiving calls from residents asking where to obtain the signs. If the posts are being installed it would be a violation of the township's road right-of-way ordinance and, before any post is installed, Gopher State must be called as it is state law. Good suggested to direct maintenance personnel to remove these signs if they are in the road right-of-way.

**Fire Department Report** – Department representative Captain Buell reported there were 12 calls in the month of November.

**ISO Rating Update** – To be added to the March agenda.

**Approve/Disapprove Reinstating Firefighter Training Pay @ \$15.00 Per Training** – Good/Handshoe unanimous to move to December 6<sup>th</sup> budget meeting for more discussion and vote on it at the January 9, 2012 meeting.

**Approve One Time Stipend of \$75.00 to All Firefighters Who Are Licensed** – Rush/Atwood unanimous to table until the January 9, 2012 meeting.

**Approve/Disapprove Training Officer Pay** – Handshoe/Atwood unanimous to table until the January 9, 2012 meeting.

**Approve/Disapprove Administrative Assistant Pay** - Handshoe/Atwood unanimous to table until the January 9, 2012 meeting.

**Approve/Disapprove Fire Department Handbook** - Handshoe/Atwood unanimous to table until the January 9, 2012 meeting.

**Approve/Disapprove K-Bid to Sell E2 – Handshoe/Good** unanimous to approve selling the E2 on K-Bid.

**Discuss Charging Insurance for Department Time –** It is not uncommon to charge insurance companies for department time. Most insurance companies have \$500 - \$750 to cover the cost. To be reviewed again when the chief is present.

**Approve/Disapprove Fire Department Lock – Handshoe/Good** unanimous to approve \$640 to replace the lock at the fire department.

**Approve/Disapprove Election Results for 2 Captains – Handshoe/Good** unanimous to approve Scott Case as Captain #5 and Joe Kiel as Captain #6.

**Relief Association Quarterly Report –** It was reported that the association fund is down. The Fireman's Dance netted \$3,800.

#### **Road Report:**

**Discuss/Approve/Disapprove Establishing Cartway, 119<sup>th</sup> Street –** Removed from agenda.

**Approve/Disapprove Weissenfluh Excavating to Bore Under 127<sup>th</sup> Street –** Good/Handshoe unanimous to approve having Weissenfluh Excavating bore under 127<sup>th</sup> Street in order to install a drainfield for Robin and Joel Johnson. Steve Weissenfluh must send a letter to the clerk along with a map.

**Status of 2011 Road Projects Per Capital Improvement Plan -** Handshoe reported that everything is almost accomplished. Bogart mentioned there is not a second lift on 104<sup>th</sup>.

**2012 Road Projects –** Bogart said they would like to continue on with chipseal next year since there still are still a couple of miles left to be done. Swanson said that 112<sup>th</sup> Street blew up in our face unless we can get with Livonia Township again. 96<sup>th</sup> Street has been talked about but it is county line road and Spencer Brook Township needs to be willing to do their half as well and they asked for a 3 year notice. There is \$100,000 more in road and bridge for next year. We talked about 136<sup>th</sup> Street, at a cost of approximately \$1.5 million. The township would need to bond. Payments would be about \$150,000 for 10 years. That leaves about \$285,000 for a project next year.

**PAVC Update –** Good reported that things are still in the planning stages. The PAVC is trying to think of ways to get more grant funding.

**Park Committee Report –** Rush reported that the playground equipment has been placed at Young Park with thanks to the maintenance crew and their volunteers. Since

about 5 more yards of concrete are needed for a cost of approximately \$600, Handshoe/Rush unanimous to approve.

**Approve/Disapprove Reappointment of Lester Kriesel to Park Committee –** Good/Handshoe unanimous to approve the 3-year term reappointment of Lester Kriesel to the Park Committee.

**Approve/Disapprove Proposal for Grant Writing Services –** Handshoe/Rush unanimous to table until the December 12<sup>th</sup> meeting.

**Regional Park Committee Update –** Rush reported there was no meeting last month.

**HCP Baldwin Volunteer Corps Update –** Philippi reported that at the November 29<sup>th</sup> Volunteer Corps meeting it was decided to apply for a grant. Carol Swanson agreed to write the grant. Philippi asked if this could be tabled until the January meeting so it would give the Volunteer Corp a chance to review. There will be no meeting held in December.

**Approve/Disapprove Grant Application –** After Carol Swanson explained to the town board how and why the dollar amounts were determined, Good/Handshoe unanimous to approve the grant application.

Elaine Philippi then put in her resignation from the Baldwin Volunteer Corps.

**Approve/Disapprove Town Board Member Liaison for 3 Months Beginning in January –** Handshoe/Rush unanimous to have Swanson continue as town board member liaison to the Baldwin Volunteer Corps for another 3 months beginning in January.

**County Planning & Zoning Report –** The only Baldwin item on the agenda was for a 2-year extension. Bryan Lawrence would like to stay on as representative with Baldwin Township and Sherburne County Planning and Zoning.

**Appoint Sherburne County Planning & Zoning Planning Advisory Board Representative and Alternate for a 3-Year Term –** Good/Handshoe motion to appoint a Baldwin board member as representative. With a voice vote Good and Handshoe in favor with Swanson, Atwood and Rush opposed. Motion fails.

Swanson/Atwood unanimous to have Bryan Lawrence as liaison to the Sherburne County Planning and Zoning Planning Advisory Board with Swanson as alternate.

**Joint Committee with City of Princeton Status –** No update.

**City of Princeton Planning Commission Report –** Atwood reported that the commission worked on USDP to clean up items. They are working on their sign ordinance for temporary signs. There was an expansion of an auto dealer along with

fixing a fence issue with a resident. They are working on adopting an ordinance for no living in an accessory building. They are working on a grant for the trail. They had McDonald's restripe the parking lot as the spaces were too narrow.

**Status of Water Rescue Equipment Auction** – Two items, an anchor and swim fins, that were not claimed will be added to another auction. When they sell, Baldwin will receive the money.

**Clarification of Ordinance 500, An Ordinance Amending Ordinance No. 100 Related to Use of Rights-of-Way by Utility Providers** – Swanson stated that, as the board did approve at their November regular meeting, the item will be revisited at another time.

**Approve/Disapprove Revised Animal Control Officer Compensation** – Handshoe/Good unanimous to table until the January 9, 2012 meeting.

**Approve/Disapprove Fee Schedule** – Swanson/Atwood unanimous to remove approve/disapprove fee schedule from agenda.

#### **TABLED ITEMS:**

**Approve/Disapprove 2012 Household Hazardous Waste Collection Event, May 2012** – Good/Handshoe unanimous to approve the 2012 hazardous waste collection event on May 19, 2012.

**Approve/Disapprove Township Engineer Pursuing Sewer Project Grant Dollars** – Good/Atwood unanimous to approve having the township engineer pursue the sewer project grant dollars.

**Approve/Disapprove Ad for Planning Commission Members** – Good/Atwood unanimous to approve having Swanson write an ad for planning commission members with final approval of town board members.

#### **NEW BUSINESS:**

**Approve/Disapprove Recording Policy** – An Audio and Video Recording Policy read by Swanson as follows:

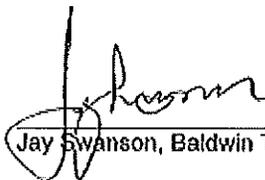
**BALDWIN TOWNSHIP  
AUDIO AND VIDEO RECORDING POLICY**

As part of its continuing effort to streamline town board regular meetings, special meetings and workshops, the Baldwin Town Board unanimously adopts the following audio and video recording policy:

Any person attending a Township meeting shall have the right to use a recording device to record the meetings so long as he or she satisfies the following:

1. The use of lights and/or sound equipment may not interfere with the reasonable conduct of any meeting, or require the Township to utilize additional equipment to minimize the affect of such recording or lighting equipment.
2. No lighting or sound equipment may cause any condition affecting any other individual's ability to participate in a meeting.
3. No recording may be used for any commercial purpose without the express written approval of any person participating in any meeting.
4. The Township will designate the location and/or reasonable conditions the recording may occur. The Township designates that all audio and or video recording equipment remain on the person at all times during the meeting.
5. The operation of such recording and/or equipment shall not interrupt with the ordinary and regular activities of the meeting.

Adopted this 5<sup>th</sup> day of December, 2011.



\_\_\_\_\_  
Jay Swanson, Baldwin Town Board Chairman

ATTEST:

\_\_\_\_\_  
Cathy Stevens  
Baldwin Township  
Clerk/Treasurer

Good/Handshoe unanimous to approve the Baldwin Township Audio and Video Recording Policy.

**Approve/Disapprove Two Candidate Forums** – There was discussion whether a candidate forum should be held at an outside venue, whether two forums were necessary, and the issues generated from the last forum held at the town hall. Elaine Philippi assured the board that there would be no censuring of the questions asked the candidates. After deciding that March 3 and March 10 would be good dates to hold the forums, Good motions to allow the candidates one forum with the decision by the candidates whether a second forum would be necessary. Good withdrew her motion.

There was discussion regarding rearranging the room. Atwood/Rush motion with Handshoe and Swanson abstaining to have forums on March 3 and March 10 from 1:00 to 3:00 p.m. at the town hall. Information will be put into the January newsletter.

**Approve/Disapprove Ballot Questions for March Township Election –**  
Rush/Handshoe unanimous to table until the January 9, 2012 meeting.

**Approve/Disapprove Interviewing Additional Planners –** Handshoe/Atwood unanimous to approve interviewing additional planners. Good made a friendly amendment to attempt to give each of them an hour for interview, and have all interviews scheduled for one evening. The friendly amendment was accepted by both Handshoe and Atwood.

**Approve/Disapprove Hiring Dean Johnson as Township Planner –** Good/Handshoe unanimous to table hiring Dean Johnson as Township Planner.

**Approve/Disapprove Resolution #11-12, Resolution Authorizing Contract with Interested Officer Under Minnesota Statute § 471.88, Subd. 5 –**

**BALDWIN TOWNSHIP  
SHERBURNE COUNTY, MINNESOTA  
RESOLUTION NO. 11-12, RESOLUTION AUTHORIZING CONTRACT WITH  
INTERESTED OFFICER UNDER MINNESOTA STATUTE § 471.88, SUBD. 5**

WHEREAS, Baldwin Township, Sherburne County, Minnesota is seeking the performance or acquisition of the following service:

Backup Snowplow Driver for Baldwin Township

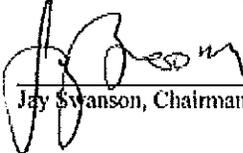
WHEREAS, Larry Handshoe is a supervisor of said Township and will be financially interested in the contract for the following described reason: He is directly providing the service as an employee of the Township.

NOW THEREFORE, BE IT RESOLVED, the Town Board, upon a unanimous vote of the supervisors with the interested officer abstaining, finds that the contract price of \$15.00 per hour is as low as, or lower than, the price at which the service can be obtained elsewhere at this time; and

BE IT FURTHER RESOLVED, that the Town Board, pursuant to Minnesota Statute §§ 365.37; 471.88, subd. 5; and 471.89, does hereby authorize a contract with Larry Handshoe for a price of \$15.00 per hour; payment to occur on the contract as agreed and upon the proper affidavit by the interested officer.

Adopted this 5<sup>th</sup> day December, 2011.

BY THE TOWN BOARD

  
\_\_\_\_\_  
Jay Swanson, Chairman

Attest: \_\_\_\_\_  
Cathy Stevens, Clerk/Treasurer

Good/Rush motion to approve with Handshoe abstaining Resolution No. 11-12, Resolution Authorizing Contract with Interested Officer under Minnesota Statute §471.88, Subd. 5

**Approve/Disapprove Setting Meeting Compensation for Employees –**  
Handshoe/Good unanimous to approve setting a meeting for employee compensation as follows and recommended by township attorney: "Motion setting the compensation for meetings at the greater of \$50 per meeting or the applicable minimum wage, whichever is greater".

**Special Assessment Checklist –** The board will review.

**Announcements:**

- Budget Workshop, Tuesday, December 6<sup>th</sup>, 7:00 pm
- Wellhead Protection Public Hearing, Monday, December 12<sup>th</sup>, 7:00 pm
- Town Office Closed Monday, December 26<sup>th</sup>

- Town Hall Office Closed, Monday, January 2<sup>nd</sup>
- Town Board Position Filing Opens January 3 and Closes January 17, 2012

**Any Other Business:** None.

**Motion to Approve Bills for Payment** – Good/Atwood unanimous to approve for payment check numbers 16051 through 16106 and 1 EFT for payment totaling \$68,653.83.

**Adjournment** – Handshoe/Atwood unanimous to adjourn at 10:02 p.m.



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



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

Attendees: Jim Buell, Carol Swanson, Lester Kriesel, Shirley Angstmann, Rick Weissenfluh, Blaine Ding, Tech Huntington, Elaine Byker, Craig Hilburn, Bryan Lawrence, Elaine Philippi, Chuck Nagle, Jon Bogart, Steve Weissenfluh

NOVEMBER 2011

FINAL

Handwritten notes: *TR*, *LA*, *B*, *SS*

CHECK	TO WHOM	FOR WHAT	AMOUNT	GEN	R & B	ENG.	PARKS	CAPITAL	CEM	FIRE
15976	Allied Blacktop	cracksealing	\$47,345.15		\$47,345.15					
15977	Ancom Communicat	radio supplies	\$625.40							\$625.40
15978	Astech Corporation	2010 cracksealing	\$3,541.56		\$3,541.56					
15979	AT&T Mobility	cell phones & ipads	\$258.12	\$103.87	\$61.70					\$92.55
15980	Bogart Pederson	engineering fees	\$15,666.25			\$15,666.25				
15981	Brand Manufacturing	shop equipment repair	\$91.15		\$91.15					
15982	Carrot Top Industries	flags	\$457.62	\$457.62						
15983	Cathy Stevens	reimbursement	\$661.18	\$661.18						
15984	CenterPoint Energy	gas utilities	\$20.54							\$20.54
15985	CenterPoint Energy	gas utilities	\$59.99	\$59.99						
15986	Century Link	telephone & internet	\$415.74	\$277.19						\$138.55
15987	Cheryl Dobson	notary renewal & event prize	\$189.53	\$189.53						
15988	Circle 9	fuel	\$178.79		\$33.56					\$145.23
15989	Clareys Safety Eq	supplies	\$1,137.00							\$1,137.00
15990	Commercial Asphalt	road repair	\$161.66		\$161.66					
15991	Connexus Energy	electric utilities	\$192.56	\$192.56						
15992	Connexus Energy	electric utilities	\$28.34				\$28.34			
15993	Connexus Energy	electric utilities	\$167.12							\$167.12
15994	Couri & Ruppe	attorney fees	\$400.00	\$400.00						
15995	ECM Publishers	advertising	\$177.53	\$177.53						
15996	Elaine Philippi	reimbursement	\$92.48	\$92.48						
15997	Essig Construction	road grading	\$1,496.00		\$1,496.00					
15998	Game Time	playground supplies	\$112.51				\$112.51			
15999	Ikon Office Solutions	copy machine supplies	\$83.36	\$83.36						
16000	Ikon Office Solutions	copy machine maintenance	\$171.98							\$171.98
16001	Ikon Office Solutions	copy machine lease	\$641.25	\$641.25						
16002	Kennedy & Graven	attorney fees	\$709.50	\$709.50						
16003	Kimberly Good	mileage	\$18.32	\$18.32						
16004	Lawrence Handshoe	mileage	\$56.61	\$56.61						
16005	Lester W. Kriesel	cemetery caretaker	\$50.00						\$50.00	
16006	Marvs True Value	supplies	\$508.11	\$51.15	\$196.50					\$260.46
16007	Midwest Fire Supply	supplies	\$559.94							\$559.94
16008	Neft Auto Supply	supplies	\$333.11		\$284.46					\$48.65
16009	North Am Salt Co	road salt	\$1,896.32		\$1,896.32					
16010	Office Depot	office supplies	\$54.39	\$54.39						
16011	PCS Safety Systems	vehicle modifications	\$350.00							\$350.00
16012	Petty Cash	postage & water testing	\$75.18	\$55.18			\$20.00			

NOVEMBER 2011

FINAL

CHECK	TO WHOM	FOR WHAT	AMOUNT	GEN	R & B	ENG.	PARKS	CAPITAL	CEM	FIRE
16013	Phillip Holland	training reimbursement	\$75.00							\$75.00
16014	Princeton Animal Clinic	animal impounding	\$194.13	\$194.13						
16015	Red's Portable Toilets	park event	\$213.75	\$213.75						
16016	Richard Lemke	vehicle modifications	\$200.00							\$200.00
16017	Roland Thompson	animal control	\$2,350.00	\$2,350.00						
16018	Rosenbauer MN	vehicle repair	\$343.00							\$343.00
16019	Rum River Contracting	parking lot paving - VOID	\$0.00				\$0.00			
16020	Rum River Creations	fire rings	\$160.31	\$160.31						
16021	Scott Brightbill	access permit refund	\$50.00		\$50.00					
16022	Trucks & Toys	vehicle lights - VOID	\$0.00		\$0.00					
16023	West Branch Const	young park trail - VOID	\$0.00				\$0.00			
16024	West Branch Const	elk lake gravel	\$2,409.50		\$2,409.50					
16025	Kimberly Good	wages	\$425.65	\$425.65						
16026	Lawrence Handshoe	wages	\$370.36	\$370.36						\$155.68
16027	Lary Boeke	wages	\$155.68							
16028	Jay Swanson	wages	\$400.99	\$400.99						
16029	Thomas Rush	wages	\$303.47	\$303.47						
16030	EastCentralSanitation	garbage service	\$45.64	\$22.82						\$22.82
16031	Jay Swanson	mileage	\$37.74	\$37.74						
16032	Thomas Rush	mileage	\$13.20	\$13.20						
EFT	PERA	town board contribution	\$126.26	\$126.26						
EFT	MN Dept of Revenue	fuel tax - october	\$33.60		\$33.60					
16033	Terry Carlile	wages	\$191.86		\$191.86					
16034	Louis Christen	wages	\$681.48		\$681.48					
16035	Cheryl Dobson	wages	\$215.06	\$215.06						
16036	Cathy Stevens	wages	\$1,312.09	\$1,312.09						
EFT	PERA	employee contribution	\$470.18	\$289.60	\$180.58					
EFT	MN Dept of Revenue	october tax withholding	\$585.98	\$365.88	\$217.63					\$2.47
EFT	EFTPS	october 941 tax withholding	\$2,802.23	\$1,748.09	\$1,019.66					\$34.48
EFT	MN Dept of Revenue	fuel tax annual license	\$25.00		\$25.00					
16037	Terry Carlile	wages	\$263.29		\$263.29					
16038	Louis Christen	wages	\$703.76		\$703.76					
16039	Phillip Fadden	wages	\$138.92		\$138.92					
16040	Cheryl Dobson	wages	\$115.85	\$115.85						
16041	Lee Goodin	wages	\$74.12		\$74.12					
16042	Matthew Hendrickson	wages	\$17.82		\$17.82					
16043	Timothy Imholte	wages	\$52.53		\$52.53					
16044	Roger Johnson	wages	\$82.42		\$82.42					
16045	Kristopher Macko	wages	\$82.51		\$82.51					





CHECK	TO WHOM	FOR WHAT	AMOUNT	GEN	R & B	ENG.	PARKS	DEBT SERV	CEM	FIRE
16088	Randy Atwood	wages (2 months)	\$419.87	\$419.87						
16089	Kimberly Good	wages	\$355.49	\$355.49						
16090	Scott Case	wages	\$23.59							\$23.59
16091	Gary Taylor	wages	\$8.87							\$8.87
16092	Larry Handshoe	wages	\$299.30	\$299.30						
16093	Jay Swanson	wages	\$235.87	\$235.87						
16094	Thomas Rush	wages	\$397.30	\$397.30						
EFT	PERA	town board contribution	\$120.00	\$120.00						
16095	CenterPoint Energy	gas utilities	\$273.79	\$273.79						
16096	CenterPoint Energy	gas utilities	\$102.75							\$102.75
16097	CenturyLink	phone and internet	\$425.74	\$282.19						\$143.55
16098	Circle 9 Conoco	fuel	\$69.22							\$69.22
16099	ECM Publishers	legal notice	\$36.80	\$36.80						
16100	Eggens Bulk Service	fuel	\$1,778.01		\$1,270.54					\$507.47
16101	Kennedy & Graven	attorney fees	\$1,782.00	\$1,782.00						
16102	Larry Handshoe	mileage	\$12.21	\$12.21						
16103	MATTI	insurance	\$13,559.00	\$8,598.00						\$4,961.00
16104	Plaisted Companies	sand	\$1,097.86		\$1,097.86					
16105	Postmaster	po box rent (6 months)	\$35.00	\$35.00						
16106	West Branch Construct	remove beaver dam	\$150.00		\$150.00					
		<b>totals</b>	<b>\$68,653.83</b>	<b>\$17,938.88</b>	<b>\$5,503.07</b>	<b>\$3,137.50</b>	<b>\$162.96</b>	<b>\$33,335.28</b>	<b>\$50.00</b>	<b>\$8,526.14</b>