

BALDWIN TOWNSHIP REGULAR MEETING

January 9, 2012

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

Call to Order – The January 9, 2012 regular meeting of Baldwin Township was called to order by Chairman Jay Swanson at 7:02 p.m.

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

Additions/Corrections to Agenda – To move “Approve/Disapprove Resolution 12-04, Minnesota Public Facilities Authority Small Community Wastewater Treatment Program Technical Assistance Grant” to first item under Road Report and to have the Road Report before the Fire Department Report.

To move “Approve/Disapprove Applying for Conservation Partners Legacy Grants” to after the Road Report.

To remove under Old Business “Approve/Disapprove One Time Stipend of \$75.00 to All Firefighters Who Are Licensed” and to remove “Approve/Disapprove Firefighter Mike Kaden Leave of Absence”.

To add under Old Business “Discuss Gym Membership for Fire Department” and to add “Certified Letter be Sent to Officer Pagel Regarding Turnout Gear Not Being Returned”.

To add “E2 Update”.

To add under ‘m’ of Old Business “Discuss Email of Agenda Packets to the Public”.

Approval of Regular Meeting Agenda With/Without Additions/Corrections – Good/Rush unanimous to approve regular meeting agenda as amended and corrected.

December 2011 Final Treasurer’s Report – The clerk reported receipts of \$342,537.81 and disbursements of \$78,478.43, check numbers 16051 through 16115 and 8 EFT payments leaving a balance of \$622,120.61. The November 2011 final treasurer’s report was accepted subject to audit.

January 2012 Preliminary Treasurer’s Report – The clerk reported receipts of \$1,941.41 and disbursements of \$194,763.06, check numbers 16116 through 16201 and 5 EFT payments leaving a preliminary balance of \$429,369.16.

Sheriff's Report – There were 121 calls for service for the month of December 2011. The sheriff said they have been trying to more visible in the park area.

Approval of Consent Agenda - Rush/Good unanimous to approve the Town Board meeting minutes of November 29, December 5, December 6 and December 12, 2011.

Open Forum for Citizens:

Dale Hurni, 300th Avenue, after having attended the budget workshop wondered what the decision making process is regarding the 2011 levy and budget.

Richard Harris, 281st Avenue NW, commented on the lack of information packets available, thought that all relative township documents should be on the township website and said that the sound system is woefully inadequate.

Chuck Nagle, 131st Street, subjects presented to the board are "plan specifics for 2012 \$200K tax increase, 277th Street not in 5 year plan, annual meeting presentation of 2013 budget with 2013 levy proposal, preliminary audit report prior to annual meet and PowerPoint side presentation.

INTERIM USE PERMITS: None.

PLATS: None.

VARIANCES: None.

OLD BUSINESS:

Fire Department Report – Chief Rademacher reported that there were 18 calls in the month of December.

ISO Rating Update – Contact will be made again in the middle of February since the ISO people are in the process of reclassifying all municipalities with a population of over 10,000.

Approve/Disapprove Reinstating Firefighter Training Pay @ \$15.00 Per Training – Rademacher stated he would like to have approval of reinstating firefighter training pay at \$15.00 per training. Atwood/Rush motioned to approve as long as the fire chief is comfortable that an increase is within the fire department budget. Voice vote taken with Rush and Atwood in favor; Good, Handshoe and Swanson opposed. Motion failed.

Approve/Disapprove One Time Stipend of \$75.00 to All Firefighters Who Are Licensed – Removed from the agenda.

Approve/Disapprove Training Officer Pay (\$100 Per Month Stipend) – Since it was decided that more discussion was needed Swanson/Good unanimous to move to the January 31st workshop, Approve/Disapprove Training Officer Pay (\$100 Per Month

Stipend), Approve/Disapprove Administrative Assistant Pay (\$100 Per Month Stipend), Approve/Disapprove Fire Department Handbook, Approve/Disapprove Clerk Receiving Quarterly Call Percentages and Approve/Disapprove Deputy Clerk Resuming Fire Clerk Duties.

Approve/Disapprove Administrative Assistant Pay (\$100 Per Month Stipend) - See above.

Approve/Disapprove Fire Department Handbook – Tabled to the workshop on January 31st at 8:00 p.m.

Approve/Disapprove Firefighter Mike Kaden Leave of Absence - Taken off the agenda.

Approve/Disapprove Resolution 12-01, Resolution Accepting Donations – Handshoe/Good unanimous to approve Resolution 12-01, a resolution accepting donations.

RESOLUTION NO. 12-01
Baldwin TOWNSHIP
Sherburne COUNTY, MINNESOTA

RESOLUTION ACCEPTING DONATIONS

WHEREAS, Baldwin Township is authorized to accept and maintain donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens; and

WHEREAS, The following persons and entities have offered to contribute the donations set forth below to the township:

<u>Name of Donor</u>	<u>Donations</u>
1. Fairview Medical Staff	Automated External Defibrillator (AED) Zoll Brand

WHEREAS, the terms or conditions of the donations, if any, are as follows:

<u>Donation Number</u>	<u>Terms or Conditions</u>
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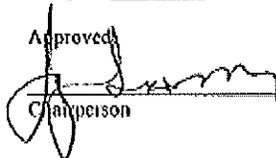
WHEREAS, All such donations have been contributed to the township for the benefit of its citizens, as allowed by law; and

WHEREAS, The Township Board finds that it is appropriate to accept the donations offered.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF Baldwin TOWNSHIP, Sherburne COUNTY, MINNESOTA, AS FOLLOWS:

1. The donations described above are accepted and shall be used in accordance with noted terms or conditions either alone or in cooperation with others, as allowed by law.
2. The town clerk is hereby directed to acknowledge to each donor the town's acceptance of the donor's donation.

Adopted by the Town Board of Baldwin Township on 1-9-2012

Approved

Chairperson

Attested:

Clerk

Approve/Disapprove Clerk Receiving Quarterly Call Percentages –See above

Approve/Disapprove Deputy Clerk Resuming Fire Clerk Duties –See above

Schedule Closed Employee Meeting – A closed employee meeting is scheduled for Tuesday, January 31 at 7:00 pm with the fire department chief, assistant chief and captains.

Discuss Gym Membership for Fire Department – Brought to the township board for discussion Rademacher said that in the fire department handbook it requires the firefighters to have a physical agility test. A membership at Gold's Gym would cost \$1500 per year for the department. They would be taking part in a prescribed program at 8 times a month in which he feels this would reduce the risk of injury, and possible work comp claims for the township.

Certified Letter be Sent to Firefighter Pagel Regarding Turnout Gear Not Being Returned – New turnout gear was given to Pagel by the former fire chief which was not turned back in. Attempts to get in touch with Pagel have been unsuccessful. Handshoe/Good unanimous to have the clerk send Pagel a certified letter requesting the gear or for Pagel to provide proof that the gear has been turned in.

E-2 Update – K-Bid would like to have the truck at Maple Plain on January 12. According to Rademacher, for an '86 truck, the current catalog's asking price is \$8000. Atwood said that K-Bid is waiving the setup fee.

Rademacher said that Captain Fisher is out looking for ice rescue capabilities equipment. The cost will be approximately \$3400. Fisher has been in contact with the company for a possible demo. Rademacher plans on having a PowerPoint presentation for the Annual Meeting.

Road Report:

Good/Handshoe unanimous to apply and approve Resolution 12-04 covering Bogart's feasibility study.

Minnesota Public Facilities Authority
Small Community Wastewater Treatment Program
Technical Assistance Grant
RESOLUTION NO. 12-04

RESOLUTION AUTHORIZING THE TOWNSHIP OF BALDWIN TO SUBMIT A SMALL COMMUNITY WASTEWATER TREATMENT PROGRAM TECHNICAL ASSISTANCE GRANT APPLICATION TO THE MINNESOTA PUBLIC FACILITIES AUTHORITY (PFA).

WHEREAS, under the provisions contained in Minnesota Laws 2007, Chapter 96, Section 9, the 2007 Legislature amended the Small Community Wastewater Treatment Program under MS 446A.075 and appropriated funds for this program, and;

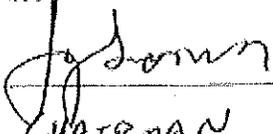
WHEREAS the Township of Baldwin is hereby applying to the Minnesota Public Facilities Authority for a funds to be used for eligible costs for eligible technical assistance costs, and;

WHEREAS, the Township of Baldwin has the legal authority to apply for the funds.

NOW, THEREFORE BE IT FURTHER RESOLVED that the Township of Baldwin is hereby authorized to submit a Small Community Technical Assistance Grant application to the Minnesota Public Facilities Authority and Jay Swanson and Cathy Stevens are authorized to sign the Small Community Technical Assistance Grant Agreement.

I CERTIFY THAT the above resolution was adopted by the Baldwin Town Board on _____, 2012.

SIGNED:



CHAIRMAN
Title

WITNESSED:

Title

Date: _____

Date: _____

Approve/Disapprove 277th Road Work to Coincide with Livonia Project – Bogart said that Livonia is working on the west side of 277th Street since they maintain that stretch of road. There is a small drainage problem at the corner of Lake Diann Road and 277th. Regrading of that section of the ditch and replacing a culvert under an existing driveway is needed. He will be working within the township road right-of-way of Baldwin Township and he is asking permission from the board as Livonia Township's representative. The homeowner has not yet been notified and the project has not yet been approved by the Livonia board. Good questioned who would bear the cost of the culvert with Bogart replying that it would be Livonia Township. Rush questioned what would happen if the homeowner said no with Bogart replying that then the homeowner would have to live with a wet area on the property. Good questioned if there would be any impact to the homeowner and will water run into their yard with Bogart replying that the property is higher and they have a class 5 driveway. Good/Handshoe unanimous to approve with the homeowner's consent.

Status of 2012 Road Projects Per Capital Improvement Plan - This year an overlay will be done on 104th Street. Cracksealing and chipseal will also be done this year. At the February meeting Bogart said everything will be ready to be approved by the board to go out to bid.

Approve/Disapprove Final Payment, Allied Blacktop Company, 2011 Cracksealing Good/Rush unanimous to approve final payment, in the amount of \$2,491.85, to Allied Blacktop Company for 2011 cracksealing.

Approve/Disapprove Tractor Repair Through Timmer Implement – Since the tractor is worth between \$8 - \$12,000 Atwood/Handshoe unanimous to spend \$3000 for a clutch.

Approve/Disapprove Terry Carlile's Retirement Date of February 1, 2012 – Handshoe/Atwood unanimous to approve Terry Carlile's retirement date of February 1, 2012.

Approve/Disapprove Hiring Terry Carlile on a Part Time Limited Basis (Spring/Summer) – Handshoe/Atwood unanimous to approve hiring Terry Carlile on a part time limited basis.

Approve/Disapprove Applying for Conservation Partners Legacy Grants – Gina Hugo, Sherburne County Soil & Water (SCSW) was present to propose an application to do work at Young Park. This is CPL grant program through the Outdoor Heritage Fund. The role of the SCSW would be to write the grant and be the contractor. She would act as the project manager. The township role would be the land manager,

Young Park
Ecosystem Enhancement Proposal
DNR Conservation Partners Legacy Grant

Background: Funding for the CPL grant program is from the Outdoor Heritage Fund, created by the people of Minnesota. The CPL Program was recommended by the L-SOHC to (and approved by) the MN Legislature annually since 2009.

The CPL Program has been recommended by the L-SOHC to (and approved by) the MN Legislature from 2009-2011. The MN DNR manages this program to provide competitive grants from \$5,000 to \$400,000 to local, regional, state, and national nonprofit organizations, including government entities. The grants are for work to enhance, restore, or protect the forests, wetlands, prairies, and habitat for fish, game, or wildlife in Minnesota. More information: <http://www.dnr.state.mn.us/grants/habitat/cpl/index.htm>

Application Deadline: February 8, 2012

Grant Period: Grants funded with FY11 funds must be completed by June 30, 2014. Grants funded with FY12 funds must be completed by June 30, 2015. CPL Staff will work with grantees to determine which funding source is most appropriate for each grant.

SWCD Role: The Slierburne SWCD is available to act as the fiscal manager and the project manager.

Township Role: The grant also requires that a land manager be identified and included throughout grant implementation. This is the person responsible for the long-term management of the land where work will be done. The Land Manager provides oversight and input for the grant work but does not do the work. Land Managers also complete the Land Manager Review and Approval form (including a Natural Heritage Review) for the project site. For government agencies, this person must be someone authorized to approve the acquisition or work to be done. The Land Manager cannot be the same person as the Project Manager.

Funding: The grant requires a 10% non-state match. Up to 20% of the match may be in-kind. There is interest from the local chapters of MN Waterfowl Association and Pheasants Forever. The SWCD will also provide in-kind match through work done in on the ground plan implementation.

Proposed work: See map on following page.

Invasive Species Control

Much of the park is somewhat impacted by invasive species especially buckthorn. Buckthorn control is difficult and expensive to do. The proposed action is to solicit bids from private land management companies to do first round buckthorn removal and follow-up control for at least the grant period. This area encompasses 4 acres.

New Prairie Planting

Although most of the previously cropped fields were planted to prairie, 3 acres have not been planted. The north requires rigorous site preparation. The south requires moderate site preparation. The proposed action is to solicit bids from private land management companies to prepare the seed beds to be planted to a diverse local eco-type mix of prairie grasses and wild flowers.

The SWCD could provide planting service to serve as an in-kind match.

Oak Woodland Enhancement & Invasive Species Control

The woodland acres that run along the southern park border are a wonderful surrounding to the trail that offers hikers, birders and skiers an environment very conducive to wildlife viewing. It shows signs of early degradation and has invasive species beginning to establish. The proposed action is to solicit bids from private land management companies to implement invasive species control by doing initial removal and then follow-up control throughout the grant period. In addition the woodland would benefit from a selective thinning to promote a diverse stand of trees both in age class and species richness. This could be done through a combination of contracted services and volunteer events (i.e. tree planting). This area encompasses 10 acres.

Pine Plantation Commercial Thinning and Timber Stand Improvement

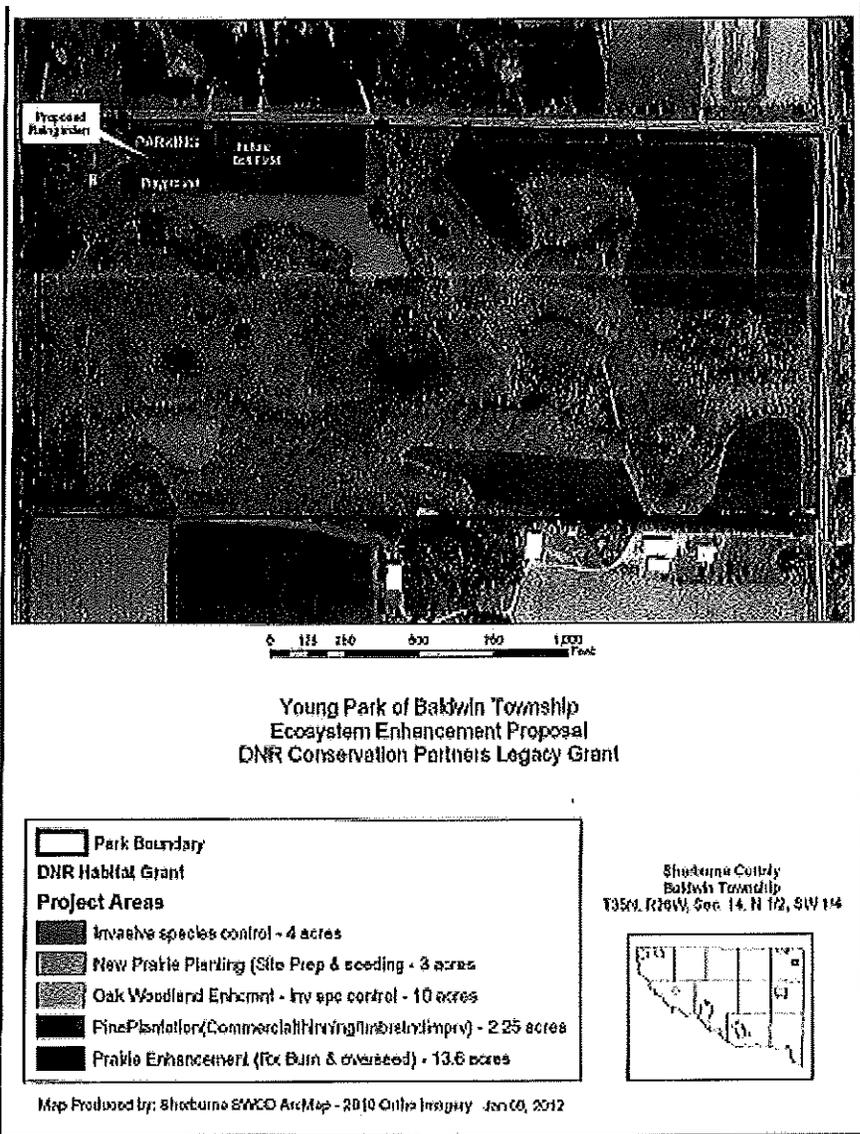
This stand of scotch pine has never been thinned. It was planted at a plantation spacing of 6-8'. At the current diameter (8-10") the stand is overstocked. The consequence of having an overstocked stand begins with the stress put on the individual trees by competing with one another for water, sun and nutrients. When the trees were smaller there was enough - now that they are bigger - there is more to maintain. It is like feeding a family with 5 toddlers versus feeding a family with 5 teenagers. Bigger kids and bigger trees require more food, water, air and sun. Stressed trees succumb to insect and disease infestations, become physically weak and begin to fail structurally. To attain a sustainable conifer stand a thinning is strongly encouraged. The proposed action is to solicit proposal from SilveCorp to do a thinning of the stand.

It is possible to get the thinning done for little to no cost. Due to the species and condition it is questionable whether they could be marketed for anything other than wood chips or biomass.

Prairie Enhancement

These acres were planted by USFWS 2 or 3 years ago. It was agreed between the SWCD and USFWS that it is not establishing like it should. The proposed action is to solicit bids from private land management companies to do prescribed burns. Purchase native prairie grass and wildflower seed that is diverse (5 species of grass and 25 species wildflowers - minimum) and local-ecotype. This area encompasses 13.6 acres.

The SWCD is available to plant the prairie seed to serve as an in-kind match.



It is a 3 year grant period and SCSW is equipped to do the planting. Swanson stated that the board really needs to know what the township obligation would be. Hugo stated that the agreement would be between the DNR and the SCSW. Rush volunteered to be the land manager for the town board. Hugo stated that it would put limitations on the land but feels that this is an incredible opportunity to further the legacy that Kermit Young wanted to showcase. Good questioned how long the timeframe would be not to be able to touch the property. Hugo stated that she believes it would be for 10 years. Rush/Good unanimous to approve with Atwood stating that he would like to verify the stipulations on the size of the ball fields and buildings. Hugo stated that the SCSW is available and willing to convert the existing drain pond into a rain garden. There would be no cost to the township. Swanson/Rush unanimous to add approval of work on the rain garden.

PAVC Update – Good reported that PAVC elections were held in December. They are still looking for grant writers. The PAVC was awarded the Princeton Area Chamber of Commerce’s Civic Group of the Year for 2011.

Park Committee Report:

Approve/Disapprove Revised Proposal for Grant Writing Services – Rush reported that the township has the potential for \$25-\$30,000 in grant opportunities. The township would pay \$2500 - \$2800 along with training. Good/Handshoe unanimous to approve the proposal. Good/Handshoe unanimous to approve the \$1250 when the agreement is signed.



HBH Organizational & Field Development Consultants

www.hbhconsultants.com

December 27, 2011 *(Revised)*

Tom Rush, Vice Chair
Baldwin Township Board of Supervisors
30239 128th Street
Princeton, MN 55371

Dear Tom,

On behalf of my colleagues -- Bob Bunger, Dianne Hannes and Dayton Hultgren-- I want to thank you for the opportunity to submit this proposal to assist with grant writing on behalf of Baldwin Township.

Per your request, we have revised this proposal to include grants to the Athwin Foundation, the Otto Bremer Foundation and the Mille Lacs Band of Ojibwe.

I will serve as the lead on this project and will work with you to identify strategies for approaching new funders, including making contact with program officers before submitting the applications to determine appropriate request amounts and the project aspect that best fits within identified funder priorities.

I will follow-up with you in the next couple of days to answer any questions you may have about the scope of services we are proposing. Thank you for the opportunity to submit this proposal. HBH Consultants looks forward to working with you on this important project for the township!

Sincerely,

A handwritten signature in black ink, appearing to read 'Katrina Pierson'.

Katrina Pierson
Senior Associate
HBH Consultants
320.293.8388
Katrina@HBHConsultants.com

Desired Outcome for Baldwin Township

It is our understanding that Baldwin Township is looking for assistance with grant writing, specifically to raise funds to support the addition of a boardwalk, pavilion and sand lot for Young Park.

At this time you are seeking assistance with developing grant proposals to the Athwin Foundation, Otto Bremer Foundation and Mille Lacs Band of Ojibwe.

We also understand that you are interested in receiving grant writing training for your board of supervisors and volunteers.

HBH Steps to Achieve the Desired Outcome

We propose the following process to achieve the desired outcome for this project:

1. Review materials including recent grant proposals submitted, project details and renderings, board meeting minutes, and other materials deemed necessary.
2. Make contact with the program officers as appropriate to inform them of Baldwin's intent to apply and gain valuable feedback regarding the application process.
3. Write grant proposals to support The Young Park Project (see details under "deliverables" section.)
4. Be available for telephone, email and occasional on-site support for the duration of the contract time period as requested.
5. Provide grant research and writing training to the board of supervisors, and other volunteers.

Deliverables for the Project

Completed grant proposals to:

- The Otto Bremer Foundation by February 17, 2012 (Requesting approx. \$25,000)
- Mille Lacs Band of Ojibwe by March 1, 2012 (Requesting approx. \$2,500)
- The Athwin Foundation by March 1, 2012 (Letter of Inquiry). If Baldwin is chosen to submit a full application, HBH Consultants will also develop this. (Requesting Approx \$7,500)

We will also provide up to 3 hours of one-on-one grant research and writing training to board members and volunteers.

Our fee for these services is \$2,500.00 plus out-of-pocket expenses. Additional deliverables requested beyond the work outlined in this contract will be estimated and billed separately.

* Please note that Baldwin Township will be responsible for printing and assembling grant proposals and supporting documentation in-house. If a different arrangement is preferred, a separate estimate will be provided. The proposals will also require details and documentation that HBH Consultants will request from the Baldwin Township staff and board in order to complete the grant proposals.

Basis for a Working Relationship

We submit the following as a basis for a working relationship between HBH Consultants (Counsel) and Baldwin Township (Client):

- A. The Agreement for retaining our services for the purposes described above will consist of a copy of this Agreement signed by you or your designee.
- B. The primary HBH Consultants contact person for this project will be Katrina Pierson, although Bob Bunger, Dianne Hennes and Dayton Hultgren will be full participants in major aspects.
- C. The person to whom we will provide the services as described is you and/or your designee(s).
- D. The Client will make available to us such organizational files, records and related materials as are determined to contribute directly to the successful completion of this project.
- E. The duration of this project, as outlined in this Agreement, is for the period beginning on January 13, 2012 and concluding no later than April 15, 2012.
- F. Counsel will be paid a fee of \$2,500.00 with one half of the payment due upon signing this Agreement.
- G. All out-of-pocket expenses incurred by Counsel in the course of fulfilling responsibilities associated with this Agreement will be reimbursed on an actual basis; including items such as auto mileage at the IRS rate, photocopies, etc. Any extraordinary expenses will be pre-approved by you or your designee. A bill for itemized reimbursable expenses will be submitted at the end of the project and will be due and payable upon receipt by you. Out-of-pocket reimbursable expenses associated with this four month Agreement will not exceed \$300.00 without prior, written approval from you.
- H. Either Counsel or the Client may void this Agreement for any reason on 30 days written notice to the other party. Such voiding will be effective at the end of the month in which the 30th day of the advance written notice falls. All fees for consulting time provided and reimbursable expenses incurred as of the date of termination are due and payable at that time.

- I. Information obtained by Counsel in the course of implementing this Agreement will be treated as confidential; not available for release or use in any way other than toward completion of the project as described above.
- J. Counsel will not hold, manage or retain any gifts for the Client in the course of providing these services as described above.

If these provisions meet with your approval, please sign and date in the appropriate place below, return one signed copy of this Agreement to the HBH office in Sauk Rapids with the first payment described in Item F, and retain a copy for your records.

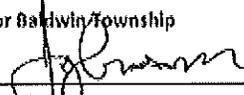
Again, thank you for the opportunity to submit this proposal.

For HBH Consultants

Signature Date

Name and Title

For Baldwin Township



Signature Date 1-9-12

Jay Swanson CHAIRMAN

Name and Title

Sauk Rapids Office Mailing Address:

Katrina Plerson
Senior Associate
HBH Consultants
611 Summit Ave South
Sauk Rapids, MN 56379

Approve/Disapprove Final Payment, West Branch Construction, Young Park Trails – Good/Handshoe unanimous to approve final payment to West Branch Construction, in the amount of \$6,536.50, for the Young Park trails.

Approve/Disapprove Resolution 12-02, Resolution Accepting Donation – Good/Handshoe motion to approve Resolution 12-02, Resolution Accepting Donation. Swanson abstained. The motion will be signed by the Vice Chair Tom Rush. Motion carries.

Minnesota Association of Townships
1650 Jackson Ave

Decentral Printing, LLC
Forest Lake, MN 55127

RESOLUTION NO. 12-02

Baldwin TOWNSHIP

SHERBURNE COUNTY, MINNESOTA

RESOLUTION ACCEPTING DONATIONS

WHEREAS, Baldwin Township is authorized to accept and maintain donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens; and

WHEREAS, The following persons and entities have offered to contribute the donations set forth below to the township:

Name of Donor	Description
1. SWANTEU	\$500.00 for Park Playground Installation

WHEREAS, the terms or conditions of the donations, if any, are as follows:

Donation Number	Terms or Conditions
NONE	NONE

WHEREAS, All such donations have been contributed to the township for the benefit of its citizens, as allowed by law; and

WHEREAS, The Township Board finds that it is appropriate to accept the donations offered

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF Baldwin TOWNSHIP, Sherburne COUNTY, MINNESOTA, AS FOLLOWS:

1. The donations described above are accepted and shall be used in accordance with noted terms or conditions either alone or in cooperation with others, as allowed by law.
2. The town clerk is hereby directed to acknowledge to each donor the town's acceptance of the donor's donation.

Adopted by the Town Board of Baldwin Township on 1-9-2012

Approved:
Tom Rush
Chairperson

Attest:
Cathy Stewers
Clerk

Approve/Disapprove Thank You Letter to City of Champlin for Donation of Playground Equipment – Good/Handshoe unanimous to approve a thank you letter to the City of Champlin for the donation of playground equipment.

Regional Park Committee Update – No meeting for the month of December 2011.

HCP Baldwin Volunteer Corps Update:

Approve/Disapprove Resignation of Elaine Philippi from Baldwin Volunteer Corp.

Good/Handshoe motion to approve the resignation of Elaine Philippi from the Baldwin Volunteer Corp. A call was received from Philippi saying she resigned from being the chair of the committee and not from the committee itself. Voice vote taken with Good and Handshoe in favor of the motion for resignation; Atwood, Rush and Swanson opposed of the motion in favor of the resignation. Motion fails. This item to be tabled until the January 17, 2012 meeting in order for Philippi to be present.

Joint Committee with City of Princeton Status – The board reviewed the letter received from City of Princeton Administrator Mark Karnowski. Swanson stated that it was very unfortunate that the meeting was received as it was and is of the opinion that he would like talks to continue. Good motion to write a letter to the city in response. Specifically, the city council. Rush stated that he would not send a letter to them as they made it quite clear that they did not want lawyers there and they did not want the public there. Good's motion failed for lack of a second. Good/Handshoe unanimous to have the chair write a letter and return it to the town board for review at the January 17, 2012 regular meeting.



709 SECOND STREET NORTH
PRINCETON, MINNESOTA 55371
E-MAIL: city@princetonmn.org
www.princetonmn.org

January 3, 2012



Jay Swanson, Chair
Baldwin Township
P.O. Box 25
Princeton MN 55371

RE: Ongoing discussions

Dear Chairman Swanson,

When the last Baldwin/Princeton meeting was adjourned, the cross was on the city to respond to the township's most recent revised orderly annexation agreement. Accordingly, this letter is sent in response to the township's presentation of that document.

As you know, neither you nor Ms. Good were involved in the original orderly annexation agreement conversations that began almost nine years ago. Those conversations started with the township's initial position being pretty much what is spelled out in the township's latest version of the agreement. The conversation evolved from a discussion between all the elected members of both bodies to a smaller working group that began meeting in 2007 and hammered out the agreement that preceded the township's latest proposal. It took a lot of hours and significant compromise to come up with the previous document.

The city certainly understands that the makeup of the current Township Board (per the City Council) was not bound to abide by the language in the previous document since it was not adopted by both bodies. It is also true that, should a new agreement be reached, that it's again possible that a newly elected Township Board and/or City Council may not agree with that new document either.

The city's intent in these negotiations was not to arrive at a document that superseded state law in any manner, but simply to adhere to it in a manner that reduced staff time, legal fees for both sides and headaches for property owners and to compensate the township for some lost tax revenues. The township draft doesn't aspire to any of those goals and appears to only complicate matters and increase staff and legal expenses for both entities.

That being the case, it's the consensus of those city officials that have been involved in the joint discussions that it's unlikely more time spent on developing a mutually acceptable proposal will result in such a document ever being adopted.

The Township should be pleased to know that the city's intent is to continue practicing the same policy regarding annexation that we always have. That is, the city will not consider any annexation procedure that is not petition driven. The city's position remains that a property owner should be able to decide whether they want to remain in the township or annex to a city. It's all about property rights.

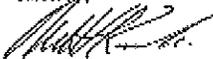
Still, the city does reserve the right to vary from that past practice should factors outside the control of the city so dictate.

FOLKE (763) 389-4079 CITY HALL (763) 389-2040 PUBLIC WORKS (763) 389-2044

January 3, 2012
Page 2

The city hopes there will be other areas where the city and township may be able to collaborate and ultimately save our citizens some tax money and/or improve services. We look forward to working with the township in the future.

Sincerely,



Mark Karnowski,
City Administrator

HCP/Baldwin Volunteer Corps Update – Carol Swanson reported that the Baldwin Volunteer Corps will be meeting on January 23rd to discuss the surveys taken at last year's business event.

City of Princeton Planning Commission Report – Atwood reported that the January and February meetings were rescheduled based on the holidays. Everything is somewhat quiet although CUP, easements, accessory building living, metal roofing and wind power topics have been discussed.

Approve/Disapprove Revised Animal Control Officer Compensation – Good made a motion to approve the revised animal control officer's compensation proposal. Motion failed for lack of second. Swanson/Good motion to approve the entire fee schedule

without the \$15 phone calls. Voice vote taken with Swanson, Good, Handshoe and Atwood in favor; Rush opposed. Motion carried.

Approve/Disapprove Fee Schedule – Good/Handshoe unanimous to table until the January 17, 2012 meeting.

Approve/Disapprove Rescinding Previous Motion for Scheduling 2012 Hazardous Waste Collection Event – Swanson said there has been extensive discussion with John Exner on this topic. There is some funding through the SCORE grant. They have 6 collection events with 7 days of collecting. The county will be checking into how many Baldwin residents have attended prior events. Swanson says he doesn't want to wait a year. Exner is going to contact us in June to determine if there are any more monies available. Good/Atwood unanimous to rescind the previous motion for scheduling the event for May 19, 2012.

Approve/Disapprove Adding Conditions to Candidate Forum – Good stated that "conditions" may not be the right word. She did talk to the League of Women Voters. The last forum was not real fair and did not seem it was handled in an unbiased manner. The league will provide a moderator free of charge. It would keep the forum clean and leave no questions. Rush stated that the candidates should be warned that no public slurring of employees will be tolerated. Good/Handshoe motion to have the League of Women Voters contacted to conduct our candidate forum. Tim Kane questioned if the event was sponsored by the board. He thought it was a private thing last year. Has something changed? Swanson stated that historically the township has not catered to the candidate forums. They have been ramrodded by Elaine Phillipi. There have been accusations about last year's forum. There were questions proposed by the public that were not asked and some questions were skewed. There was an independent moderator last year that does not live in Baldwin Township. Kane asked if the forum was held at private venue would these conditions apply. Swanson replied "no, not necessarily". Bonnie Zurek stated that she had talked to Elaine Phillipi about the League of Women Voters and she had no problem with it. Good stated that if the forum is held in the town hall it is like the town board is sanctioning the event. Good will give contact information to Elaine Phillipi. Handshoe rescinded his second to Good's motion. Atwood then seconded Good's motion. Upon voice vote, the motion carried with Atwood and Good in favor, Rush opposed, and Swanson and Handshoe abstaining.

Approve/Disapprove Resolution 12-03, Resolution Approving Summary Publication of Ordinance No. 500 Amending Ordinance No. 100 Regarding Use of Right-of-Ways by Utility Providers – Good/Rush unanimous to approve Resolution 12-03, a resolution approving summary publication of Ordinance No. 500 amending Ordinance No. 100 regarding use of right-of-ways by utility providers.

**BALDWIN TOWNSHIP
SHERBURNE COUNTY, MINNESOTA
RESOLUTION NO. 12-03**

**RESOLUTION APPROVING SUMMARY PUBLICATION OF
ORDINANCE NO. 500 AMENDING ORDINANCE NO. 100 REGARDING
USE OF RIGHT-OF-WAYS BY UTILITY PROVIDERS**

WHEREAS, on November 7, 2011, the Town Board of Baldwin Township adopted "An Ordinance Amending Ordinance No. 100 Related to Use of Rights-of-Way by Utility Providers" - Ordinance No. 500 (the "Ordinance");

WHEREAS, Minnesota Statutes, section 365.125, subdivision 2 and Minnesota Statutes, section 368.01, subdivision 21 allow the publication of a summary of an ordinance instead of publishing the entire ordinance;

WHEREAS, the Ordinance is approximately 10 pages in length; and

WHEREAS, the Town Board determines publishing the entire text of the Ordinance is impractical, that publication of a summary of the Ordinance is sufficient to clearly inform the public of its intent and effect, and that the public can easily access the entire text of the Ordinance on the Town's website.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby decides to publish the following summary language, which is hereby approved, in lieu of publishing the full text of the Ordinance:

**BALDWIN TOWNSHIP
Ordinance No. 500**

**AN ORDINANCE AMENDING ORDINANCE NO. 100 RELATED
TO USE OF RIGHTS-OF-WAY BY UTILITY PROVIDERS**

The Town Board adopted Ordinance No. 500 to make several amendments to Ordinance No. 100 ("An Ordinance Regulating Township Road Right-of-Ways"). The amendments include: requiring utility companies to register with the Town; specifies required registration information; requires filing of construction and major maintenance plans; allows coordination of work with Town projects; requires restoration of rights-of-way to certain standards as specified by the Town's engineer; requires use of warning signs and a guarantee of restoration work; provides for placing a permittee on probation and the revocation of permits; requires mapping data; addresses location and relocation of facilities; damage to other facilities; reservation of rights upon vacation; indemnification and liability; and discontinuance of business operations and abandoned facilities. The ordinance is effective upon the first day of publication and a copy of the entire ordinance is available for inspection at the Town Hall, the Princeton and Elk River Public Library,

and the Town's website, and a copy may be obtained by contacting the Town Clerk-Treasurer.

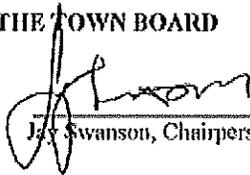
Cathy Stevens
Town Clerk-Treasurer

BE IT FINALLY RESOLVED, that the Town Clerk-Treasurer is hereby authorized and directed to:

- Post a copy of the full Ordinance on the Town Hall bulletin board;
- Place a copy of the full Ordinance on the Town's website;
- Place a copy of the full Ordinance at the Princeton and Elk River Public Library;
- Place a copy of the full Ordinance at the Sherburne County Law Library; and
- Record the full Ordinance in the Town Ordinance Book within 20 days along with a copy of this Resolution and a copy of the affidavit of having published the approved summary language.

Adopted on this 9th day of January 2012 by at least a four-fifths vote.

BY THE TOWN BOARD



Jay Swanson, Chairperson

Attest: _____
Cathy Stevens, Clerk-Treasurer

Discuss Email of Agenda Packets to the Public – All agenda packets will be added to the website, and two (2) hard copies will be available for each meeting.

TABLED ITEMS:

Review/Approve/Disapprove Employee Handbook - Swanson/Rush unanimous to table to the January 17, 2012 meeting. Rush is working on a section for self-evaluation for the handbook.

Approve/Disapprove Ballot Questions for March Township Election – Swanson/Rush unanimous to disapprove ballot questions for the March township election.

Approve/Disapprove Drug & Alcohol Testing Policy – Handshoe/Good unanimous to table until the January 17, 2012 meeting.

Approve/Disapprove Corporate Medical Services as the Township's Drug & Alcohol Consortium – Handshoe/Good unanimous to table until the drug and alcohol testing policy.

Approve/Disapprove Interviewing Additional Planners – Rush/Atwood unanimous to approve interviewing additional planners.

NEW BUSINESS:

Approve/Disapprove Resolution 12-04, Minnesota Public Facilities Authority Small Community Wastewater Treatment Program Technical Assistance Grant - See above.

Approve/Disapprove Planning Commission Ad – Good/Handshoe unanimous to approve a planning commission ad.

Approve/Disapprove Connexus Energy Request to Provide a \$500 Continuous Bond Instead of a \$500 Letter of Credit as Required in Resolution 11-09 – Atwood/Handshoe unanimous to disapprove Connexus Energy's request to provide a \$500 continuous bond instead of a \$500 letter of credit as required in Resolution 11-09. Atwood/Rush unanimous to approve a \$5000 Continuous Surety Bond.

Approve/Disapprove 2012 Line Item Budgets – The town board reviewed and revised the 2012 line item budgets. Changes including adding \$500 for election judges in the General Fund. Adding \$500 for state tax in the Road and Bridge Fund and reducing fuel and snowplowing wages. Handshoe/Atwood unanimous to approve with changes.

Approve/Disapprove Proposed 2013 Levy:

	<u>Proposed for 2013</u>	<u>Proposed for 2012</u>
GENERAL FUND	\$185,000	\$175,000
ROAD AND BRIDGE	\$580,256	\$480,256
CAPITAL FUND	\$ 6,268	\$ 5,000
FIRE FUND	\$100,000	\$ 90,000
PARK FUND	\$ 25,000	\$ 2,000
DEBT SERVICE	\$ 87,476	\$231,744
TOTAL	<u>\$984,000</u>	<u>\$984,000</u>

Rush/Atwood unanimous to approve the proposed 2013 levy.

Approve/Disapprove One Year Membership with Resource Training & Solutions –
Handshoe/Good unanimous to disapprove a one year membership with Resource Training & Solutions.

Approve/Disapprove Newsletter – Rush/Atwood unanimous to table until the January 17, 2012 meeting.

Approve/Disapprove Kern, DeWenter, Viere Performing 2011 Audit – Rush/Good unanimous to approve having Kern, DeWenter, Viere perform the 2011 audit.

Announcements:

- Sherburne County Association of Townships Quarterly Meeting, Wednesday, January 18, 2012, 7:30 p.m., Orrock Township
- Filing for township elections is open from January 3 to the 17th until 5:00 p.m. A candidate has until the 19th to withdraw,

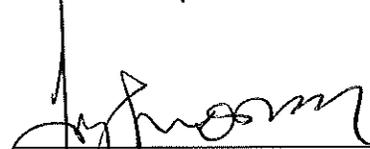
Any Other Business: None.

Motion to Approve Bills for Payment – Good/Handshoe unanimous to approve the payment of bills from check number 16116 through 16201 and 5 EFT payments totaling \$194,763.06.

Adjourn – Handshoe/Rush unanimous to adjourn at 11:56 p.m.



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



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

Attendees: Dale Hurni, Rich Harris, Tim Kane, Jean Jackson, Carol Swanson, Gina Hugo, Joe Kiel, Bryan Lawrence, Jeff Hage, Chuck Nagle, Brad Schumacher, Jon Bogart

DECEMBER 2011

FINAL

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	MATIT	insurance	\$13,559.00	\$8,598.00						\$4,961.00
16104	Plasted Companies	sand	\$1,097.86		\$1,097.86					
16105	Postmaster	po box rent (6 months)	\$35.00	\$35.00						
16106	West Branch Constrct	remove beaver dam	\$150.00		\$150.00					
EFT	MN Dept of Revenue	state tax - november	\$355.16	\$233.75	\$121.41					
EFT	EFTPS	941 withholding - november	\$1,739.45	\$1,120.09	\$600.72					\$18.64
16107	Terry Carlile	wages	\$445.29		\$445.29					
16108	Louis Christen	wages	\$830.31		\$830.31					
16109	Cheryl Dobson	wages	\$153.34	\$153.34						
16110	Mark Otis	wages	\$97.07		\$97.07					
16111	Cathy Stevens	wages	\$1,350.12	\$1,350.12						
EFT	PERA	employee contribution	\$511.94	\$287.17	\$224.77					
EFT	MN Dept of Revenue	fuel tax - november	\$68.60		\$68.60					
EFT	MN Dept of Revenue	november withholding tax	\$355.16	\$233.75	\$121.41					
EFT	EFTPS	federal withholding tax	\$1,739.45	\$1,120.09	\$600.72					\$18.64
16112	Cheryl Dobson	wages	\$52.71	\$52.71						
16113	Terry Carlile	wages	\$220.17		\$220.17					
16114	Louis Christen	wages	\$328.50		\$328.50					
16115	Cathy Stevens	wages	\$1,242.42	\$1,242.42						
EFT	PERA	employee contribution	\$334.91	\$243.77	\$91.14					
		totals	\$78,478.43	\$23,976.09	\$9,253.18	\$3,137.50	\$162.96	\$33,335.28	\$50.00	\$8,563.42

Kenya L.H. TP CA JS

PRELIMINARY

JANUARY 2012

CHECK	TO WHOM	FOR WHAT	AMOUNT	GEN	R & B	ENG.	PARKS	DEBT SERVICE	CEM	FIRE
16116	Scott Anderson	wages (july-dec)	\$271.24							\$271.24
16117	Jeremy Baty	wages (july-dec)	\$379.78							\$379.78
16118	Larry Boeke	fire admin wages	\$175.46							\$175.46
16119	Michael Brinwall	wages (july-dec)	\$434.05							\$434.05
16120	James Buell	wages (july-dec)	\$702.30							\$702.30
16121	Travis Carlson	wages (july-dec)	\$644.33							\$644.33
16122	Scott Case	wages (july-dec)	\$653.44							\$653.44
16123	Robin Fischer	wages (july-dec)	\$772.60							\$772.60
16124	Phillip Holland	wages (july-dec)	\$614.14							\$614.14
16125	Michael Kaden	wages (july-dec)	\$173.55							\$173.55
16126	Joseph Kiel	wages (july-dec)	\$568.77							\$568.77
16127	Donald Larsen	wages (july-dec)	\$589.65							\$589.65
16128	Gene Ludwig	wages (july-dec)	\$291.14							\$291.14
16129	Ross Martin	wages (july-dec)	\$311.21							\$311.21
16130	Terrence Nemerov	wages (july-dec)	\$276.91							\$276.91
16131	Donald Nordeen	wages (july-dec)	\$225.39							\$225.39
16132	James Oliver	wages (july-dec)	\$544.84							\$544.84
16133	Michael Rademacher	fire admin wages	\$89.63							\$89.63
16134	Travis Roehl	wages (july-dec)	\$49.76							\$49.76
16135	Justin Suckut	wages (july-dec)	\$593.20							\$593.20
16136	William Swigart	wages (july-dec)	\$274.05							\$274.05
16137	Gary Taylor	wages (july-dec)	\$921.44							\$921.44
16138	Brian Torborg	wages (july-dec)	\$331.34							\$331.34
16139	MaryBeth Torborg	wages (july-dec)	\$467.35							\$467.35
16140	Callen Watson	wages (july-dec)	\$349.37							\$349.37
16141	Larry Boeke	wages (july-dec)	\$826.07							\$826.07
16142	Michael Rademacher	wages (july-dec)	\$919.68							\$919.68
16143	Kimberly Good	wages	\$187.10	\$187.10						
16144	Larry Handshoe	wages	\$220.33	\$220.33						
16145	Cheryl Dobson	wages	\$270.44	\$270.44						
EFT	MN Dept of Revenue	december fuel tax	\$42.28		\$42.28					
16146	Allied Blacktop Co.	cracksealing final payment	\$2,491.85		\$2,491.85					
16147	Ancorn Communicat.	communication	\$1,058.44							\$1,058.44
16148	AT&T Mobility	cell phones & ipads	\$276.67	\$122.42	\$61.70					\$92.55
16149	AT&T Capital	ipad lease	\$173.84	\$173.84						
16150	Bank of Elk River	fire truck payment	\$45,000.00					\$45,000.00		
16151	Bogart Pederson	engineering	\$6,892.50			\$6,892.50				

CHECK	TO WHOM	FOR WHAT	AMOUNT	GEN	R & B	ENG.	PARKS	DEBT SERVICE	CEM	FIRE
16152	Cemstone	park playground cement	\$755.61				\$755.61			
16153	CenturyLink	phone and internet	\$426.02	\$282.47						\$143.55
16154	Chris Wark	gopher - 224 pair	\$448.00	\$448.00						
16155	Connexus Energy	electric utilities	\$169.87							\$169.87
16156	Connexus Energy	electric utilities	\$311.17	\$311.17						
16157	Connexus Energy	electric utilities	\$35.83				\$35.83			
16158	Couri & Ruppe	attorney fees	\$640.00	\$640.00						
16159	Donald Larsen	janitorial service-2 months	\$270.00							\$270.00
16160	DVS Renewal	truck licenses	\$96.00		\$80.00					\$16.00
16161	EastCentralSanitation	garbage service	\$45.64	\$22.82						\$22.82
16162	ECM Publishers	newsletter & legal notice	\$961.58	\$961.58						
16163	Egens Bulk Service	fuel	\$1,769.30		\$1,341.02					\$428.28
16164	Elite Lock & Key	fire department lock	\$687.20							\$687.20
16165	Finken Great Glacier	water cooler rent & water	\$56.49	\$56.49						
16166	Independent Testing	112th street borings	\$4,260.00		\$4,260.00					
16167	Kimberly Good	mileage	\$6.11		\$6.11					
16168	Larry Handshoe	mileage	12.21	\$12.21						
16169	Lester W. Kriesel	cemetery caretaker	\$50.00					\$50.00		
16170	Marvs True Value	supplies	\$246.65	\$16.02	\$9.11		\$44.68			\$176.84
16171	MATIT	workman's comp insurance	\$6,889.00	\$302.64	\$2,487.68					\$4,098.68
16172	Metro Fire	boots	\$6,334.34							\$6,334.34
16173	Michael Puffer	computer repair	\$145.00	\$145.00						
16174	MN Fall Maintenance	expo registration	\$125.00	\$75.00	\$50.00					
16175	M-R Sign Co.	road signs	\$33.86		\$33.86					
16176	Neft Auto Supply	supplies	\$150.27		\$20.85					\$129.42
16177	North Am. Salt Co.	salt	\$1,818.02		\$1,818.02					
16178	NorthMemorialUrgent	employee testing	\$84.00		\$84.00					
16179	NE Sherb Fire Relief	contribution	\$211.94							\$211.94
16180	Office Depot	office supplies	\$69.90	\$69.90						
16181	PCS Safety Systems	fire vehicle	\$385.00							\$385.00
16182	Petty Cash	postage	\$97.92	\$88.00						\$9.92
16183	Plaistad Companies	sand	\$791.92		\$791.92					
16184	Princeton Township	road grading	\$125.00		\$125.00					
16185	Roger Nelson	gopher - 81 pair	\$162.00	\$162.00						
16186	SherbCoAssocofTwps	2012 dues	\$2,142.58	\$2,142.58						
16187	SherbCoAuditor	proposed tax notices	\$540.84	\$540.84						
16188	SherbCoPublicWorks	road striping & 285th avenue	\$81,515.99		\$81,515.99					
16189	U.S. Bank	credit card charges	\$614.50	\$5.33						\$609.17
16190	West Branch Const	young trail final payment	\$6,536.50		\$6,536.50					

