

## **BALDWIN TOWNSHIP REGULAR MEETING**

**March 20, 2012**

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

**Call to Order** – The March 20, 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**

- Removed from agenda under New Business 'Approve/Disapprove Going Out for Quotes for 96<sup>th</sup> Street'
- Move to Old Business 'Approve/Disapprove Attorney Involvement Regarding Sewer Lagoon Road Agreement'; 'Approve/Disapprove Going out for Bids for 136<sup>th</sup> Street'
- Add 'Approve/Disapprove Road Repair Agreement with 96<sup>th</sup> Street with Spencer Brook Township'
- Add under New Business letter 'r' 'Discuss City of Princeton Thursday Night Agenda re: Annexation'
- Remove under Tabled Items 'Approve/Disapprove Installing Louis Christen into Maintenance Job Position'
- Add under New Business 'Workshop to Discuss and Plan for Granting Opportunities'
- Add under New Business letter 't' 'Firefighter Training Pay'
- Add under New Business letter 'u' 'Address Sign-Up Sheet for Open Forum Portion of Meeting'
- Add under New Business letter 'v' 'Monthly Fund Balances on Website'
- Add under New Business letter 'w' 'Approve/Disapprove Letter to County for Park Fee'
- Add under New Business letter 'x' 'Approve/Disapprove for Grant Request for Mille Lacs Band of Ojibwa'
- Add under Old Business 'Discussion on Sandy Lake Graveling'

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

**March 2012 Final Treasurer's Report** – The clerk reported receipts of \$1,959.62 and disbursements of \$24,240.99, check numbers 16312 through 16370 and 6 EFT payments leaving a final unaudited balance of \$437,341.11.

**Sheriff's Report** – Not present.

**Approval of Consent Agenda** – Good/Handshoe unanimous to approve the Town Board Meeting Minutes of March 5 and Board of Canvass Meeting Minutes of March 13, 2012.

**Open Forum for Citizens** – Chuck Nagle, 131<sup>st</sup> Street, subject to be presented to the board: final March financials, financials in web packet, 2012 meeting minutes.

**Interim Use Permits:** None.

**Plats:** None.

**Variances:** None.

### **OLD BUSINESS:**

**Approve/Disapprove Notice of Award for 2012 Bituminous Crack Seal Coat, 2012 Bituminous Chip Seal Coat and 104<sup>th</sup> Street Bituminous Surfacing and Class 5 Shouldering** – Good/Handshoe unanimous to approve the Notice of Award for the Bituminous Surfacing and Class 5 Shouldering for 104<sup>th</sup> Street to Hardrives, Inc. for \$59,471.20. Good/Rush unanimous to approve the Notice of Award for the 2012 Bituminous Crack Seal Coat to Asphalt Surface Technologies Corporation for \$31,691.00. Handshoe/Rush unanimous to approve the Notice of Award for the 2012 Bituminous Chip Seal Coat to Asphalt Surface Technologies Corporation for \$55,760.30.

**Approve/Disapprove Attorney Involvement of Sewer Lagoon Road** – Since the Sewer Lagoon Road is a 5-ton road the City of Princeton has been hauling everything into the wastewater treatment plant through this access. There was discussion regarding the possibility of passing a resolution to necessitate an impact fee. According to Handshoe Rice Lake Construction is willing to donate gravel. Handshoe is the designated contact person for Rice Lake Construction, and the City of Princeton. The clerk will send a letter to the City of Princeton. Handshoe/Atwood unanimous to disapprove attorney involvement regarding the Sewer Lagoon Road.

**Approve/Disapprove Going Out for Bids for 136<sup>th</sup> Street** – The town board decided a budget would be set for repairs; then determine which areas can be fixed. 120<sup>th</sup> Street also has some issues. Atwood/Handshoe unanimous to disapprove going out for bids for 136<sup>th</sup> Street.

**Approve/Disapprove Going out for Quotes for 96<sup>th</sup> Street** – Supervisor Steve Smith, Spencer Brook Township was present. Swanson questioned if Spencer Brook Township required a 3 year notice if road work was to be done. Smith replied that Spencer Brook had no plans to redo the entire 96<sup>th</sup> Street. They had received a quoted of about \$8,000 maximum to dig it out as they know there is brush in there. That price does not include blacktop. Their township would like to fix and then place the patch in August. It would be about a 100 foot stretch. Swanson asked if Spencer Brook would

involve their engineer with Smith replying 'no'. They have not obtained prices on patching as of yet. Swanson stated that Baldwin is trying to get our roads up to 24 feet in width. Smith replied that Spencer Brook also has that goal and, if Baldwin wants to go to 24 feet he would suggest waiting until the whole road can be done. The quote of \$8,000 would not encompass a 24 foot width. Swanson stated that Baldwin would have their township engineer involved at Baldwin's cost. Spencer Brook is willing to split the cost. Good/Handshoe motion to go out for quotes on 96<sup>th</sup> Street. Bogart stated he would like to get an estimate of the cost and send it out to Spencer Brook and have it available for our April 2<sup>nd</sup> meeting. Spencer Brook meets April 9<sup>th</sup>. Good stated she would like to change her motion to have Bogart estimate the cost and have Spencer Brook review. Handshoe seconded Good's changed motion. The motion carried.

**Sandy Lake Graveling** – Good/Handshoe unanimous to approve having Bogart look at the Sandy Lake area and present a plan and cost estimate for the April 2<sup>nd</sup> meeting. Bogart mentioned that Handshoe will need to know what type of budget to go with for repairs on 136<sup>th</sup> Street.

#### **TABLED ITEMS:**

**ISO Rating Update** – Handshoe/Atwood unanimous to move ISO Rating Update to the April 2<sup>nd</sup> meeting.

**Relief Association Quarterly Report** – Good/Handshoe unanimous to table the Relief Association Quarterly Report to the April 2<sup>nd</sup> meeting.

**Discuss/Approve/Disapprove Submitting Comments Regarding Water Management Issues to the Sherburne County Soil & Water Conservation District** – Representatives from Sherburne County Soil & Water will be requested to attend a workshop scheduled for Monday April 9<sup>th</sup> at 7:00 p.m. A grant writing workshop will be held at the same time.

**Discuss/Approve/Disapprove Address Sign Funding** – Good said a funding source has been identified in that public safety dollars can be used. The last quote for the address signs was \$54,900. Good/Handshoe unanimous with a friendly amendment by Swanson to approve public safety funds and up to \$5000 in additional funds from the road and bridge fund to cover cost.

**Review of Yearly Maintenance Metrix Calculations** – Rush gave a review of the maintenance metrix calculations. There was discussion on whether this was a form of micromanagement but determining it was a tool for future township boards.

**Approve/Disapprove Monthly Metrics Be Available from Township Staff at the Regular Meeting** – Handshoe/Kim motion to disapprove monthly metrics be available by township staff. Voice vote taken with Swanson, Rush and Atwood voting no; Good and Handshoe voting yes. Motion failed. Rush/Atwood unanimous to approve having office staff provide a monthly metrix for 3 months beginning April 1, 2012.

**Review of May 18, 2011 Town Board Workshop Meeting Verbatim Minutes –**  
Swanson/Good unanimous to pursue the review of the May 18, 2011 Town Board Workshop meeting verbatim minutes.

**Approve/Disapprove Maintenance Job Description –** Swanson/Handshoe unanimous to approve maintenance job description with amendments.

**Approve/Disapprove Installing Louis Christen Into Maintenance Job Position –**  
Item removed.

**Approve/Disapprove Clean Up Day Vendors & Fees Charged –**  
Swanson/Handshoe unanimous to approve the Jim's Mille Lacs Disposal and BWI Battery for this year's clean up day with the first 4 car tires free along with 1 free appliance.

#### **NEW BUSINESS:**

**Approve/Disapprove Premise Permit for Zimmerman Fire, Ridgewood Bay –**  
Handshoe/Good unanimous to approve the premise permit at Ridgewood Bay for the Zimmerman Fire Department.

**Approve/Disapprove Premise Permit for Princeton Youth Hockey Association, Fairway Shores –** Good/Handshoe unanimous to approve the premise permit at Fairway Shores for the Princeton Youth Hockey Association.

**Approve/Disapprove Resolution #12-04, Reestablishing Precincts and Polling Places –** Good/Rush unanimous to approve Resolution #12-04 reestablishing precincts and polling places.

**Review Line Items That Are Over Budget –** The board reviewed the budget year to date paperwork.

**Discuss Email Procedure –** In order to maintain a paper trail, Rush would like to have all emails funneled through the township. Added to the April 2<sup>nd</sup> meeting 'Approve/Disapprove Email Procedure'.

**Approve/Disapprove Adding Jim Buell and Joe Kiel as Authorized Charges at NAPA –** Rush/Handshoe unanimous to approve adding Jim Buell and Joe Kiel as authorized to charge at NAPA.

**Discuss Resolution 09-02, Resolution Authorizing the Creation of a Capital Reserve Fund for the Town –** Swanson stated that he wanted to ensure that all of the board members were aware of what can, and cannot, be done with the fund.

**Approve/Disapprove Princeton Township Grading at \$125 Per Time –**  
Handshoe/Rush unanimous to approve Princeton Township grading at \$125 per time.

**Approve/Disapprove Attorney Involvement Regarding Sewer Lagoon Road Agreement** – See above.

**Approve/Disapprove Attendance at Land Use Planning Workshops** – On June 7<sup>th</sup> a workshop is offered with the theme “Your Role as a Planning Commission Member”. Rush/Good unanimous to approve five planning commission members and up to five board members to the workshops.

**Approve/Disapprove Going Out for Bids for 136<sup>th</sup> Street** – See above.

**Approve/Disapprove Going out for Quotes for 96<sup>th</sup> Street** – See above.

**Approve/Disapprove Letter to Property Owner Regarding Unauthorized Second Driveway** – Swanson/Handshoe unanimous to approve a letter with the driveway ordinances to a property owner regarding an unauthorized second driveway since no permit has been pulled, and no culvert installed.

**Approve/Disapprove Transfer From General Fund to Replenish Capital Fund** – Swanson/Handshoe motion to transfer \$44,955.00 from the General Fund to the Capital Fund. Swanson/Handshoe unanimous motion to rescind the \$44,955 transfer. Swanson/Handshoe unanimous to transfer \$144.92 from the General Fund to the Capital Fund.

**Approve/Disapprove Transfer From General Fund to Replenish Park Fund** – Swanson/Good unanimous to approve the transfer of \$10,000 from the General Fund to replenish the Park Fund.

**Discussion of Township Letters** – Add Approve/Disapprove Township Letters to the April 2<sup>nd</sup> meeting.

**Schedule Planner Interview** – The clerk will schedule an interview with Bob Bunger on April 3, 2012 at 7:00 p.m.

**Discuss Princeton Agenda** – Swanson read a memo from the City of Princeton Administrator addressed to the Council regarding orderly annexation. This item is on the city’s March 22<sup>nd</sup> agenda.

**Firefighter Training Pay** – There was discussion on reinstating a portion of the training pay for the firefighters. Approve/Disapprove Firefighter Training Pay will be added to the April 2<sup>nd</sup> meeting agenda to give time to research on what the fire department budget can bear.

**Sign-Up Sheet Form** – The sign-up sheet is no longer needed. The administrative policy will be reviewed and Approve/Disapprove Removing Sign-Up Sheet will be added to the April 2<sup>nd</sup> meeting.

**Monthly Fund Balance Sheet on Website** – Swanson/Atwood motion to add the monthly fund balance sheet to the Baldwin Township website. Voice vote taken with Rush, Good and Handshoe opposed. Swanson and Atwood in favor. Motion failed. Swanson stated that this would be something Nagle would like to see on the website.

**Approve/Disapprove Letter Requesting Remaining Park Dedication Funds** – Swanson stated that he was under the impression that Baldwin was not asking for all of the funds. Rush stated that the board meets April 5<sup>th</sup> with Gina Hugo, SCSW present and then it goes to the commissioners. Swanson/Atwood unanimous to change the letter stating that township is asking for \$3,000.

**Approve/Disapprove for Grant Request for Mille Lacs Band of Ojibwa** – A motion was made by Swanson to approve the grant request for the Mille Lacs Band of Ojibwa. Motion fails for lack of a second. Rush/Good unanimous to approve a grant request from the Mille Lacs Band of Ojibwa only after the changes made by the board is reviewed and approved by Bob Bunger, HBH Consultants.

**ANNOUNCEMENTS:**

- Oath of Office & Reorganization Meeting, Thursday, March 22, 7:00 p.m.
- MAT Short Courses, Monday, March 26, St. Cloud
- Planner Meeting, Tuesday, March 27, 7:00 p.m.
- Planning Meeting, Tentatively April 3<sup>rd</sup> at 7:00 pm

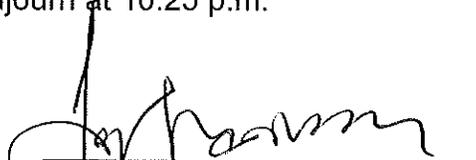
**Any Other Business:** None.

**Motion to Approve Bills for Payment** – Handshoe/Good unanimous to approve check number 16356 through 16370 and 1 EFT payment totaling \$5,479.07.

**Adjourn** – Handshoe/Rush unanimous to adjourn at 10:25 p.m.



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



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

Attendees: Elaine Byker, Lester Kriesel, Steve Smith, Carol Swanson, Andrea Ende, Chuck Nagle, Bonnie Zurek, Jon Bogart, Elaine Philippi

MARCH 2012

FINAL

CHECK	TO WHOM	FOR WHAT	AMOUNT	GEN	R & B	ENG.	PARKS	DEBT SERVICE	CEM	FIRE
16312	Alex Air Apparatus	scba	\$142.50							\$142.50
16313	ANCOM Commun	communications	\$550.59							\$550.59
16314	Cathy Stevens	mileage	\$20.37	\$20.37						
16315	Central Fleet Service	vehicle repairs & parts	\$371.98		\$371.98					
16316	CenturyLink	phone and internet	\$428.80	\$285.25						\$143.55
16317	Connexus Energy	electric utilities	\$509.21	\$509.21						
16318	Connexus Energy	electric utilities	\$32.97				\$32.97			
16319	Connexus Energy	electric utilities	\$225.38							\$225.38
16320	Couri & Ruppe	attorney fees	\$120.00	\$120.00						
16321	Donald Larsen	janitorial service	\$120.00							\$120.00
16322	ECM Publishers	legal notices, notices	\$405.15	\$405.15						
16323	Kennedy&Graven	attorney fees	\$99.00	\$99.00						
16324	Kimberly Good	mileage	\$12.21	\$12.21						
16325	Lester W. Kriesel	cemetery caretaker	\$50.00					\$50.00		
16326	Metro Fire	fire boots	\$343.93							\$343.93
16327	Office Depot	office supplies	\$74.95	\$74.95						
16328	Petty Cash	postage	\$78.55	\$77.25						\$1.30
16329	SherburneCoSheriff	radios	\$3,000.00							
16330	U.S. Bank	credit card charges	\$597.28	\$80.00	\$465.00					\$3,000.00
16331	Victor Lundeen Co	checks & envelopes	\$401.50	\$401.50						\$52.28
16332	void	void								
16333	void	void								
16334	void	void								
16335	void	void								
16336	Kimberly Good	wages	\$280.65	\$280.65						
16337	Cheryl Dobson	wages	\$327.48	\$327.48						
16338	Larry Boeke	wages	\$202.03							
16339	Michael Rademacher	wages	\$214.64							\$202.03
16340	Louis Christen	wages	\$665.11		\$665.11					
16341	Phillip Fadden	wages	\$495.67		\$495.67					
16342	Lee Goodin	wages	\$277.28		\$277.28					
16343	Roger Johnson	wages	\$256.20		\$256.20					
16344	Kristopher Macko	wages	\$366.50		\$366.50					
16345	Mark Otis	wages	\$292.87		\$292.87					
16346	Cathy Stevens	wages	\$1,342.21	\$1,342.21						
16347	Larry Handshoe	wages	\$209.13	\$209.13						
16348	Tom Rush	wages	\$338.55	\$338.55						

LH  
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 RA  
 JS

MARCH 2012

FINAL

CHECK	TO WHOM	FOR WHAT	AMOUNT	GEN	R & B	ENG.	PARKS	DEBT SERVICE	CEM	FIRE
16349	Larry Handshoe	mileage	\$17.76	\$17.76						
16350	Tom Rush	mileage	\$6.66	\$6.66						
EFT	PERA	town board contribution	\$94.00	\$94.00						
EFT	PERA	employee contribution	\$429.60	\$315.79	\$113.81					
EFT	MN Dept of Revenue	fuel tax - february	\$119.84		\$119.84					
EFT	EFTPS	february withholding tax	\$1,857.38	\$1,199.35	\$618.47					\$39.56
EFT	MN Dept of Revenue	february withholding tax	\$366.31	\$252.44	\$113.31					\$0.56
16351	Terry Carille	wages	\$217.16		\$217.16					
16352	Louis Christen	wages	\$517.92		\$517.92					
16353	Phillip Fadden	wages	\$257.65		\$257.65					
16354	Cheryl Dobson	wages	\$538.81	\$538.81						
16355	Cathy Stevens	wages	\$1,486.14	\$1,486.14						
16356	AT&T Mobility	cell phones, ipads	\$262.67	\$112.98	\$59.42					\$90.27
16357	AT&T Capital	ipad lease	\$173.84	\$173.84						
16358	CenterPoint Energy	gas utilities	\$275.76	\$275.76						
16359	CenterPoint Energy	gas utilities	\$306.90	\$306.90						\$306.90
16360	East Central Sanitation	garbage service	\$45.64	\$22.82						\$22.82
16361	ECM Publishers	legal notices, notices	\$657.00	\$657.00						
16362	Eggens Bulk Service	fuel, fuel gauge	\$1,350.25		\$1,225.30					\$124.95
16363	Elaine Byker	election judge	\$120.00	\$120.00						
16364	Jerry Mueller	election judge	\$132.50	\$132.50						
16365	Nancy Dorweiler	election judge	\$125.00	\$125.00						
16366	Office Depot	office supplies	\$166.68	\$131.86						\$34.82
16367	Plaistad Companies	sand	\$406.54		\$406.54					
16368	Sharon Matz	election judge	\$132.50	\$132.50						
16369	Randy Atwood	wages	\$283.05	\$283.05						
16370	Jay Swanson	wages (2-1/2 months)	\$566.10	\$566.10						
EFT	PERA	employee contribution	\$474.64	\$387.79	\$86.85					
		<b>totals</b>	<b>\$24,240.99</b>	<b>\$11,615.06</b>	<b>\$6,926.88</b>	<b>\$0.00</b>	<b>\$32.97</b>	<b>\$0.00</b>	<b>\$50.00</b>	<b>\$5,616.08</b>