

BALDWIN TOWNSHIP REGULAR MEETING

June 19, 2012

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

Call to Order – The June 19, 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 - Under New Business:

- Discuss Employee Review Format
- Trees
- Remove Discuss/Approve/Disapprove Cemetery Fencing
- Approve/Disapprove Partial Payment, Jeff Rhodes, EMS Signs
- Communication from Resident
- Princeton Planning Commission Update
- Award/Princeton Area Visionary Committee
- Discuss Park Well Needs
- Newspaper Article Regarding Road Plans
- Letter from City of Sartell

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

May 2012 Final Treasurer's Report – The clerk reported receipts of \$4,575.81 and disbursements of \$45,746.81, check numbers 16442 through 16517 and 7 EFT payments leaving an unaudited balance of \$388,247.86.

June 2012 Preliminary Treasurer's Report – The clerk reported receipts of \$3,218.42 and disbursements of \$125,441.99, check numbers 16518 through 16582 and 6 EFT payments leaving an unaudited balance of \$263,908.82.

Approval of Consent Agenda - Rush/Atwood unanimous to approve the Baldwin Town Board meeting minutes of June 4, 2012.

Open Forum for Citizens – A resident believes the Relief Association meeting should be open to the public with a start time; asked about the podcast video web page progress and wondered about the frequency of application of chemical road treatment.

Swanson said it was brought to his attention that on Nagle's Sharing Your Ideas.Org that it was wrong for Nagle to write there was not an official meeting notice for the Planning Commission meeting. It is not true and it is wrong since the agenda was posted at Baldwin's official posting sites and on Baldwin's website. The Planning

Commission agenda also stated that *a quorum may be present*. Swanson said that Nagle is putting forth misleading information to the people which could cause suspicion, and asked Nagle to refrain from doing this type of thing. He also stated that the Nagle needs to give the Planning Commission a chance to breathe before he starts spewing forth innuendos.

Rush stated that he was disappointed in the letter to the editor about the park. He was disappointed that there was no mention of the town board or former chairman Jeff Holm as well as the Park Committee.

A resident asked if the park would be cleaned up before the Pollinator Event; how the town board will communicate to the people about new office hours; and where did the cushioned chairs go.

Conditional & Interim Use Permits: None.

Plats: None.

Variances: None.

OLD BUSINESS:

County Planning & Zoning Report – Bryan Lawrence is not present. Swanson will contact him and try to have a report for the July 2nd meeting.

Discuss/Approve/Disapprove Amended Ordinance 301, Addressing Exceptions Within Our Ordinance 300, To Establish Emergency Address Identification– Handshoe/Good unanimous to table to the July 17th meeting.

Discuss Pre-Employment Physicals for Fire Fighters – Because it's not clear how to code the expense, Good/Handshoe unanimous to change the Firefighter Handbook to read 'pre-employment physical' rather than 'medical exam'. Item to be put on the July 2nd agenda.

Athwin Foundation Grant Update – Rush reported that Baldwin Township did not receive the grant. Remaining to be heard from is the Mille Lacs Band grant for \$2,500.

Planning Commission Business:

Approve/Disapprove Terms for Planning Commission Members – Good/Handshoe unanimous to approve terms of one year for Commissioners Terry Carlile, Eleanor Rittenour and Richard Harris; two year terms for Commissioners Peggy Patten and Ross Perry; and a three year term for Scott Case.

Approve/Disapprove Planning Commission Monthly Meeting Schedule – Handshoe/Good unanimous to approve the 2nd Thursday of each month at 7:00 p.m. for the Planning Commission monthly meeting schedule.

Discuss Changing Bylaws to Add 'Resident' In Addition to 'Landowner' – Asking for clarification from Bridget Chard, the Town Board agreed to add to the bylaws the word resident in addition to landowner in order to have the bylaws more restrictive.

Atwood commented that the first Planning Commission meeting was more organizational. He said that the training was good, but too short, and a lot of information was presented.

TABLED ITEMS:

Approve/Disapprove Revised Developer's Agreement – Handshoe/Good unanimous to table the revised Developer's Agreement to the July 2, 2012 meeting.

Approve/Disapprove Letter and Road Agreement to City of Princeton – Swanson/Rush unanimous to table until the July 2, 2012 meeting.

Discuss/Approve/Disapprove Materials for Young Park Boardwalks – There was discussion regarding materials and standards for the Young Park boardwalks. It was decided to speak with Gina Hugo or Bill Bronder for their input. Handshoe/Rush unanimous to table until the July 2, 2012 meeting.

NEW BUSINESS:

Discussion of 126th Street – Jerry Smith was not present so the board did not discuss.

Approve/Disapprove Correction to Check Number in the February 21, 2012 Regular Meeting Minutes – Rush/Atwood unanimous to approve the correction of the check number in the February 21, 2012 regular meeting minutes.

Approve/Disapprove Renewal of Business Reply Mail Permit – Good/Handshoe motion to approve the renewal of the business reply mail permit. The business reply mail permit wasn't used according to the clerk. Good rescinds her motion. Good/Handshoe unanimous to disapprove renewing the business reply mail permit.

Approve/Disapprove Removing Agenda Packet from Website – At the legal seminar it was learned that every single document has to be drafted which would become very labor intensive. A motion was made by Good and seconded by Handshoe to approve removing the agenda packet from the website. A voice vote was taken with Good, Handshoe, Swanson and Atwood in favor. Rush opposed. Motion carried.

Approve/Disapprove Resolution 12-10, Resolution Amending the Town's Administrative Policy – After removing section 6.4 *Written Materials* which was recommended by legal council, Good/Handshoe unanimous to adopt Resolution 12-10.

Approve/Disapprove Alternate for Planning Commission Liaison – Handshoe/Rush unanimous to approve Kimberly Good as an alternate liaison for the Planning Commission. Good accepts the nomination. The change to the Town of Baldwin Organization list will be put on the July 2, 2012 agenda.

Discuss/Approve/Disapprove Road Grading Quotes – Handshoe stated that it was noticed, when the road tour took place, that the gravel roads are not looking good. The gravel is on the side of the road already on Elk Lake. Bob Essig is grading now and is taking 6.5 hours. There is not a set schedule. We should notify him when to go out. The board discussed grading and applying calcium chloride. Handshoe stated that roads needs be crowned. Rush stated that Essig goes out two times a month and goes out on his own. Handshoe stated that he does not think it takes 6 hours. Rush stated that direction needs to come from the road and bridge supervisor as Essig does not know there is an issue until he is told. Good recommends writing a letter to Essig advising him not to grade until a road supervisor advised him to do the grading as there have been some issues with quality and the board will like to see it improved. Jon Bogart stated he had received a phone call from Brian Bumgartner as the road in front of his home had an inverted crown at one point and now that is gone. Stuff is coming back on his driveway. Bill Bronder, Sherburne County Soil and Water, would like to explore the correction to the problem when he knows more about grants that may be available. Bogart stated that there is another issue with the road by Looney's. He would suggest possibly obtaining a drainage easement out to the lake, regrade a little different and get it to go to one spot. This has to be done before calcium chloride is applied. The clerk will send a letter to Essig to let him know that the road and bridge supervisor needs to instruct when to grade the roads and Handshoe will call him.

Bogart then discussed possibly putting in a small culvert and catch basin under a road where the gravel is going in on east Sandy Lake. There are two things the town board can do: approve now and attach to the current contract or go out for bids. Handshoe stated he would prefer to go out for bids. Good stated that it should have been included in the original bids as it could irritate the people who have quoted. Handshoe stated that Sandy Lake is an issue and it should be done the right way. Bogart stated that another option would be to have another contractor do the job. Swanson stated that it would be in the township's best interest to obtain dollar figures. Discussion was held on having the contractors that bid on the road work be contacted with this small culvert project and have them bid. Atwood stated that we may get a cheaper bid but we will have engineering expenses. Bogart suggested that he hand draw a sketch and give the three original bidders a call and meet them on site. Bogart is holding off Helmin from this area for now. If they go off this project then they will have another mobilization charge. Rush stated that Bogart is recommending that it would be a lower price for Helmin to do the job. Good stated that she feels it is disappointing that this was not part of the plan in the beginning. Bogart stated that he saw this as an opportunity to fix this one project. Good stated that it is not on the agenda. Bogart stated that Helmin will be done with the graveling sometime next week. Swanson stated that he has an issue with verbal quotes. Regraveling the road is going to actually raise the road and he would not think that we would then have to replace culverts. It is a separate issue. Handshoe

stated that he does not like change orders. Atwood and Rush agree with Handshoe. However, Atwood stated that this change order is coming from the township engineer, not the contractor. Bogart stated that the township has the option to put it on hold and next year replace the entire CMP pipe with \$25 a foot is pretty much an installed price. Bogart stated that the area will continue to erode until fixed. Bogart would prefer a bigger job in this area for next year. Swanson stated that the consensus is to continue with the gravel and look at a bigger project next year. Good stated that Bogart should tell Essig not to grade these roads. Atwood asked Bogart if he can come up with a grading plan for Essig. Bogart stated he will talk to Baldwin maintenance employees. Handshoe will talk to Essig.

Discuss/Approve/Disapprove Cemetery Fencing – Taken off the agenda.

Approve/Disapprove Final Payment of \$4,200 to Artistic Ornamental Iron – Good/Rush unanimous to approve the final payment of \$4,200 to Artistic Ornamental Iron.

Approve/Disapprove Final Payment of \$1,348.79 to HBH Consultants – Rush/Handshoe unanimous to approve the final payment of \$1,348.79 to HBH Consultants.

Approve/Disapprove Change in Publicly Available Finance Reports – Good/Handshoe unanimous to approve publicly available finance reports showing wages as an aggregate number.

Review Line Items That Are Over Budget – The board reviewed the line items that were over budget.

Discuss Employee Review Format – There was discussion generated by Rush to have the employees evaluate themselves indicating their strengths and weaknesses. Rush will review the metric submitted for the last 3 months by the clerk and deputy clerk and bring the results to the July 17th meeting.

Discuss Trees – There are several dead trees on 120th and 112th. Letters will be written with no due date deadlines to remove the trees.

Approve/Disapprove Partial Payment, Jeff Rhodes – Handshoe/Rush unanimous to approve partial payment to Jeff Rhodes in the amount of \$2,345 for completed Sections 1 through 8.

Communication from Resident – Good received an email from Chuck Nagle about signs, letters and numbers. It was again stressed to Nagle that all correspondence goes through the town hall.

Princeton Planning Commission Update – Atwood reported that the wholesale auto business by Northern Attitudes wants to add an outbuilding but that it doesn't fall in line

with the current ordinances. There were other items on their agenda that were briefly discussed.

Award/Princeton Area Visionary Committee – Good reported that the PAVC received an award from the Princeton Area Chamber of Commerce. This is the third award that the PAVC has received.

Discuss Park Well Needs – Swanson said he is meeting with Susan Smith at Young Park to inspect the park well's usability. If the water does not meet standards it should be sealed.

Newspaper Article Regarding Road Plans – Swanson and Handshoe will meet with Joel Stottrup for a newsletter article and a list of the road projects.

Letter from City of Sartell – Since the Baldwin Fire Department helped with the Verso Paper Mill explosion in Sartell, they are asking for Baldwin to provide them with a detailed invoice for personnel and equipment lost or damaged for reimbursement by Verso.

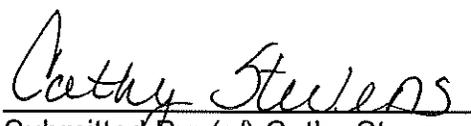
Announcements:

- June 23, Pollinator Day at Young Park

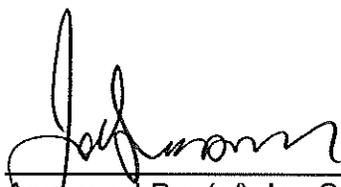
Any Other Business: None.

Motion to Approve Bills for Payment – Handshoe/Good motion to approve payment of check numbers 16550 through 16582 and 3 EFT payments totaling \$24,929.56. Upon voice vote: Atwood, Good, Handshoe, Rush and Swanson were in favor.

Adjournment – Handshoe/Good unanimous to adjourn at 10:00 p.m.



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



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

Attendees: Carol Swanson, Lester Kriesel, Elaine Philippi, Elaine Byker, Chuck Nagle, Jon Bogart