

## BALDWIN TOWNSHIP REGULAR MEETING

April 16, 2013

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

**Call to Order** – The April 16, 2013 Baldwin Township regular meeting 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**

- Add to New Business 'Notification of Fund under 20%'.

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

### **Treasurer's Report:**

**April 2013 Preliminary Treasurer's Report** – The clerk reported receipts of \$4,331.90 and disbursements of \$40,795.03, check numbers 17363 through 17406 and 5 EFT payments leaving an audited balance of \$326,454.04.

**Relief Association Quarterly Report** – Jim Oliver reported the balance in the relief association fund is \$379,506.09. There was an approximately 8% increase for the first quarter. All information was turned in for the audit which has to be done before April 31, 2013. The attorney for the state auditor said that only information that is public knowledge can be given out. Date of service and birthdays are not public information.

**Road Report** – Handshoe reported there were 6 plow events. The trucks have needed some work. There is negotiation on the repair billing for truck 3.

**Approval of Consent Agenda** – Good/Rush unanimous to approve the two sets of Town Board Meeting Minutes of March 26, April 1, April 9 and April 10, 2013.

**Open Forum for Citizens** – None.

**Conditional & Interim Use Permits:** None.

**Plats:** None.

**Variations:** None.

### **OLD BUSINESS:**

**Baldwin Planning Commission Update** – Atwood reported that the meeting was postponed to April 23, 2013 because of the weather.

**Review/Approve/Disapprove Planning Commission Applicants – Good/Atwood** unanimous to approve Richard Harris for a 3-year term to the Baldwin Planning Commission.

**Review/Disapprove/Accept Planning Commission Resignations – Tabled to the** May 21, 2013 meeting.

**Princeton Planning Commission Update – Atwood** did not attend due to the town board reorganizational changes.

**Approve/Disapprove Park Pavilion Plans and Go Out for Bids – Rush** presented drawings that were done by Dave Patten. The pavilion is to fit on the white building concrete with a size of 26'x34'. A pitched roof would be at an extra cost. Atwood questioned if it showed anything for finishing the underside. Good stated that the board had talked about an addition to the brown building and suggested looking at it a little deeper. Both Atwood and Handshoe agreed. Rush stated they had talked about putting a smaller pavilion between brown building and playground. Good stated they talked about putting it off brown building and possibly use as concessions with an estimated cost of \$10,000. Swanson stated that there was discussion of adding onto the brown building and the board needs to talk about lights and electricity. Swanson suggested tabling further discussion until the town board meets with the park committee. The town board will meet with the park committee at their May 16<sup>th</sup> meeting. Swanson/Handshoe unanimous to table until the first regular meeting in June.

Rush informed the board that there was resident who had made a bid on the white building as it was posted in our March newsletter. The white building has sold according to Anderson Movers. The resident was upset about the advertising stating that bids would be taken until May 1<sup>st</sup>. Good stated that we do have a quote but no licensed mover to move it. Swanson stated that the board decided to go with Anderson Movers and there was a transition period with when the newsletter went out and apologies for the resident being upset. Rush will contact the resident.

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

**Review Draft Agreement with City of Princeton – Swanson** indicated that if there are any changes from the board members to contact him. The clerk will contact the City of Princeton to find out how the dollar amount was determined.

**Approve/Disapprove Either Princeton High School Boy's Hockey Blue Line Club or Princeton Youth Baseball Softball Association for Clean-Up Day Help – The** Youth Baseball Softball Association had requested that their request be removed. Rush/Good unanimous to approve the Princeton High School Boys Hockey. There was discussion to let the school and sports teams know early in the year that this opportunity is available.

**Approve/Disapprove Resolution 13-05, Resolution Accepting Donation from Brad Schumacher – Handshoe/Rush** unanimous to table until the May 6, 2013 meeting.

**Approve/Disapprove Resolution 13-06, Declaring the Official Intent of the Town of Baldwin to Reimburse Certain Expenditures from the Proceeds of Certificate to be Issued by the Town – Swanson/Good** unanimous to approve Resolution 13-06, Declaring the Official Intent of the Town of Baldwin to Reimburse Certain Expenditures from the Proceeds of Certificate to be Issued by the Town.

**Approve/Disapprove Resolution 2013-08, A Resolution Awarding the Sale of a General Obligation Certificate of Indebtedness, Series 2013A, in the Original Aggregate Principal Amount of \$40,000; Fixing its Form and Specifications; Directing its Execution and Delivery; and Providing for the Payment Thereof – Good/Atwood** motion to approve Resolution 2013-08, A Resolution Awarding the Sale of General Obligation Certificate of Indebtedness, Series 2013A, in the Original Aggregate Principal Amount of \$40,000; Fixing its Form and Specifications; Directing its Execution and Delivery; and Providing for the Payment Thereof. With voice vote taken Good, Handshoe, Atwood and Swanson voting aye; Rush voting nay. Motion carried.

**7:30 p.m. Open Bituminous Crack Seal Quotes**

Two quotes were received: Asphalt Surface Technologies Corporation (ASTECH) submitted a bid for 49,296 lineal feet for \$17,938; and Allied Blacktop submitted a bid for 49,296 lineal feet for \$28,880.

**TABLED ITEMS:**

**Approve/Disapprove Bridget Chard Attending Baldwin Volunteer Corp Meetings – Good/Handshoe** unanimous to table until the June meeting.

**Discuss/Approve/Disapprove Haul Road Agreement for 120<sup>th</sup> Street – Handshoe/Good** unanimous to table until the May 6, 2013 meeting.

**Discuss/Approve/Disapprove Revising Agenda – Rush/Good** unanimous to approve revising the agenda after the elimination of the Princeton Planning Commission and the PAVC as agenda items.

**Establish Yearly Township Goals -** The town board reviewed their 2012 goals and established their 2013 goals as follows:

**Jay Swanson:**

- Goal 1: Work with planning commission.
- Goal 2: To continue working towards a comprehensive plan.
- Goal 3: To sign reflectivity federal mandate processes.
- Goal 4: To establish positions in township. (Based after looking at Tom Rush's efficiency document.)
- Goal 5: Boardwalks installed in Young Park.

**Tom Rush:**

- Goal 1: Capital asset plan.
- Goal 2: To continue working towards a comprehensive plan.
- Goal 3: Identify other/all park properties
- Goal 4: Aggressively develop the park.

Larry Handshoe:

Goal 1: To continue working towards a comprehensive plan.

Goal 2: Improve efficiency and communication between staff and the town board.

Randy Atwood:

Goal 1: Work with planning commission.

Goal 2: To continue working towards a comprehensive plan.

Goal 3: Capital asset plan for town and fire department.

Kimberly Good:

Goal 1: To continue working towards a comprehensive plan.

Goal 2: Continue to work on efficiency of township equipment (phones, copiers, etc.).

Goal 3: Capital asset plan.

**Discuss/Approve/Disapprove Change in Payroll Dates** – Good/Rush unanimous to approve changing the payroll dates to biweekly Tuesday. Add to the May 6, 2013 agenda 'Change Administrative Policy'.

**County Planning and Zoning Report** – Bryan Lawrence was present to inform the town board on what was on the agenda for the next county planning and zoning meeting scheduled for the 18<sup>th</sup> of April.

**NEW BUSINESS:**

**Approve/Disapprove/Award Bituminous Crack Seal Contract** – Rush/Good unanimous to award the bituminous crack seal contract to Asphalt Surface Technologies Corporation (Astech) for 49,296 lineal feet for \$17,938 pending Jon Bogart's approval.

**Approve/Disapprove Resolution 13-04, A Resolution Finding Certain Work to be Within the Scope of the Role of a Supervisor and Authorizing the Work to be Performed on Behalf of the Town** – Since there is a duties list and payment schedule already available, there was discussion that the preference would be to do a single resolution for each occurrence. Good/Atwood unanimous to table until the June meeting.

**Approve/Disapprove Termination of Seasonal Snowplow Drivers** – Swanson/Handshoe unanimous to table until the May 6, 2013 meeting.

**Approve/Disapprove Resolution 13-07, Resolution Authorizing Contract with Interested Officer** – Good/Handshoe motion to approve Resolution 13-07, Resolution Authorizing Contract with Interested Officer. With a voice vote Good, Handshoe, Rush and Atwood aye; Swanson abstains. Motion carried.

**Discuss/Approve/Disapprove Port-A Potty Quotes for Park** – Three quotes were received: Red's Portable Toilets submitted a bid for \$799; Jimmy's Johnny's for \$743.40; and Jim's Mille Lacs Disposal for \$746.42. Jim's Mille Lacs Disposal agreed to furnish an extra potty for the Baldwin FunFest as a donation/no charge. Handshoe/Good unanimous to approve awarding the bid to Jim's Mille Lacs Disposal.

**Discuss Swantec, Inc. Doing Repair Work** – There was discussion regarding first contacting Brand Manufacturing regarding doing repair work unless in case of emergency. Bids can be accepted and awarded for necessary repair work.

**Approve/Disapprove Highway 169 & Sherburne County Road 38 Guide & Informational Sign for Young Park** – It would cost \$339 for the state to install the information sign for Young Park when they redo Highway 169. Good/Handshoe unanimous to approve cutting a check payable to the Commission of Transportation for \$339 to be taken from the general fund.

**General Fund Below 20% of Funded Level** – There has been no June receipt yet, and its part of the policy to address this if the general fund falls below 20% of the funded level amount.

**Announcements:**

- County Association of Townships Meeting, Wednesday, April 17th
- Urban Short Course, Thursday, April 18<sup>th</sup>, Otsego
- Road Tour, Saturday, April 20<sup>th</sup>, Noon

**Any Other Business:** None.

**Motion to Approve Bills for Payment** – Good/Handshoe unanimous to approve for payment check numbers 17363 through 17406 and 5 EFT payments totaling \$40,795.03.

**Adjournment** – Good/Atwood unanimous to adjourn at 8:38 p.m.



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



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

5-6-13

Date

Attendees: Lester Kriesel, Rich Harris, Audrey Misiura, Elaine Philippi, Bryan Lawrence, Brad Schumacher (arrived approximately 8:25 p.m.), Chuck Nagle