

## BALDWIN TOWNSHIP REGULAR MEETING

April 17, 2012

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

**Call to Order** – The April 17, 2012 regular meeting of Baldwin Township was called to order by Chairman Jay Swanson at 7:01 p.m.

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

### **Additions/Corrections to Agenda -**

#### Under Old Business

- Modify Approve/Disapprove Running Ad for Summer Help to read Approve/Disapprove Hire Summer Help from Internal Job Posting
- Add Approve/Disapprove Canceling Planning Commission Interviews

#### Under New Business

- Add Approve/Disapprove Closed Employee Meeting
- Add Composing a Letter to City of Princeton Regarding 120<sup>th</sup> Street
- Remove Approve/Disapprove Outdoor Heritage Fund
- Add Installation of Playground Fabric/Mulch
- Update Planning Commission in Princeton
- Review Line Items Over Budget
- Approve/Disapprove Secretary of State Order and Check Number 16436 for \$108.21

#### Under Tabled Items

- Change Approve/Disapprove Cemetery Sign to Approve/Disapprove Cemetery Quotes and Sign

#### Under Announcements

- Add Association of Townships Quarterly Meeting

### **Approval of Regular Meeting Agenda With/Without Additions/Corrections –**

Handshoe/Atwood unanimous to approve regular meeting agenda with changes and additions.

**April 2012 Final Treasurer's Report** – The clerk reported receipts of \$2,694.16 and disbursements of \$52,543.97, check numbers 16371 through 16435 and 7 EFT payments leaving a preliminary balance of \$387,561.50.

**Sheriff's Report** - The Sheriff's Report item will be not be put on the agenda for the second meeting of the month.

**Approval of Consent Agenda** – Handshoe/Atwood unanimous to approve the Town Board Meeting Minutes of March 22, March 27, April 2, April 3 and April 9, 2012 with changes and correction made to the April 2, 2012 minutes as follows: Under Addition/Correction to Agenda the Table Approve/Disapprove Design of Cemetery Sign should read until April 17<sup>th</sup> instead of April 14<sup>th</sup> and to add the word 'video' camera under Approve/Disapprove Camera, Floodlight & Sign for Salt/Sand Shed Area.

**Open Forum for Citizens** – Charles Nagle of , 131<sup>st</sup> Street, presented to the Board questions concerning the financial reports letter, financial reports to the packets, audio to the webpage, fire signs on private property and park picnic tables.

Elaine Philippi, 127<sup>th</sup> Street presented to the Board questions concerning when the EMS signs will be put in, and will it be announced at a public meeting.

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

**Plats:** None.

**Variances:** None.

#### **OLD BUSINESS:**

**County Planning & Zoning Report** – Bryan Lawrence was present. The county did not hold a March meeting. He will report on the February meeting. They discussed the Skoquist building as they were requesting an interim use permit for an auto repair/salvage type business and the county was not sure how to zone that property. There were several conditions placed on the property: avoid being a salvage yard and move cars through on a timely basis. The renter, or potential buyer, seemed okay with all conditions put on him. This Thursday there is a meeting where they will be discussing amendments to the zoning ordinance to remove home occupations as a conditional use. Lawrence stated that it seems that the county wants to put more control a home based businesses. The issue will be going to the county board on May 1<sup>st</sup>. Swanson questioned if they were going after a certain type of business with Lawrence replying that it could be a possibility. Lawrence feels that this is poor timing when people are trying to bring in additional income. Good stated that, in defense of planning and zoning, they may just be doing housekeeping. Swanson stated that historically Baldwin has been pro business and suggested going easy on these people and wondered if this was a solution to a problem that we do not have.

**Approve/Disapprove Resolution 12-05, Reestablishing Precincts & Polling Places (Resolution Number Correction)** – Good/Handshoe unanimous to approve Resolution 12-05, Reestablishing Precincts & Polling Places.

**Approve/Disapprove Resolution 12-08, Request for MnDOT Speed Zone Study on 303<sup>rd</sup> Avenue** – Handshoe/Good unanimous to approve Resolution 12-08, Request for MnDot Speed Zone Study on 303<sup>rd</sup> Avenue.

**Approve/Disapprove Hire Summer Help from Internal Job Posting** – Good and Handshoe interviewed applicants for summer help and is making the recommendation to hire Kris Macho. Handshoe/Atwood unanimous to approve Kris Macko at \$8.00 per hour.

**Appoint Township Planner** – Good/Swanson with friendly modification from Good motion to approve Bridgette Chard as the Baldwin Township Planner, and invite her to the Baldwin Volunteer Corps meeting on the 23<sup>rd</sup>. There was discussion concerning the Baldwin Business Luncheon and Chard's fees. Voice vote taken with Swanson, Good, Atwood and Handshoe in favor; Rush opposed. Motion carried.

**Approve/Disapprove Mille Lacs Band Grant** – Rush/Handshoe unanimous to table until the May 7, 2012 meeting.

**Approve/Disapprove Canceling the Planning Commission Interviews** – Handshoe stated that rather than interviewing the planning commission applicants which would cost the township \$300 per meeting instead set up a team of 2 people to do the interviews. Atwood suggested taking all six applicants. Handshoe replied that it would be better to have an odd number. Atwood replied that all the commission does is take recommendations to the board. If there is a split vote, it still needs to come in front of the board. And, if one falls off, then we are down to five. Rush stated that he would like to know the people the township is hiring and would like to see what they stand for. Good suggested having the applicants attend the Baldwin Volunteer Corp meeting and explain to them what it involves. If all 6 people stay then maybe Rush and Swanson could sit down with them as we need to do this before the business luncheon. Rush stated that it is important that all board members meet all the candidates. Swanson agrees with Atwood and Rush. Good/Handshoe motioned to appoint all six (6) applicants. Swanson stated that the Planning Commission and the Baldwin Volunteer Corp are two different things and should be kept separate. Good rescinded her motion. The clerk was instructed to find out if Bridgette Chard is available either April 30 or May 1 when the town board interviews the applicants.

#### **TABLED ITEMS:**

**Approve/Disapprove Cemetery Quotes and Sign** – Three quotes were received: Artistic Ornamental Iron for \$7,900; SCMA, Inc. for \$14,800 and Superior Iron, Inc. for \$16,440. There was discussion that the gate and signage be like at St. Pius' Cemetery in Zimmerman, and pictures be sent to Artistic Ornamental Iron. Rush motion to table for more clarification. Good motion with friendly amendment to approve the \$7,900 quote contingent that Artistic Ornamental Iron can provide the gates and arbor to look exactly like St. Pius' with concrete footings, bolts, etc. Rush in favor. Motion carries.

**Review/Approve/Disapprove Yearly Township Goals** – Handshoe/Atwood unanimous to approve Good's additions of 'Seek and Identify Grant Opportunities' and 'Annual Baldwin FunFest' to Good's yearly township goals.

**NEW BUSINESS:**

**Approve/Disapprove Sale of Tax Forfeited Land** – Swanson/Handshoe motion to approve sale of tax forfeited land. Voice vote taken with Swanson, Handshoe, Good and Atwood in favor. Rush opposed. Motion carries.

**Approve/Disapprove Resolution 12-09, Resolution Amending the Town's Emergency Address Identification Ordinance No. 300** – Good/Handshoe unanimous to approve Resolution 12-09 a resolution amending the Town's Emergency Address Identification ordinance No. 300.

**Approve/Disapprove Installation of Fabric and Mulch for Park** – According to Sylva Corporation there are certain guidelines for installing mulch. After discussion, Good said he wanted it on record that she wants things done right. Swanson/Rush unanimous to approve installing fabric and mulch per Sylva guidelines as soon as possible.

**Approve/Disapprove Use of Town Hall Parking Lot for Wedding Reception** – Rush/Handshoe motion to disapprove the use of the town hall parking lot for a wedding reception. Voice vote taken with Rush, Handshoe, Good and Atwood in favor of disapproval. Swanson in favor of approval. Motion carries.

**Approve/Disapprove Resignation of Mike Seurer from Park Committee** – Handshoe/Good unanimous to approve the resignation of Mike Seurer from the Park Committee.

**Approve/Disapprove Newsletter** – Rush/Handshoe unanimous to table until either the April 30 or May 1 meetings.

**Approve/Disapprove Park Junk Added to Clean Up Day** – Swanson/Good unanimous to approve having the hockey team pick up junk from the park for Clean Up Day.

**List of Dates Available for Meeting Regarding the Wellhead Protection Plan Implementation Process** – May 7<sup>th</sup> was the date chosen to be the most convenient to meet with Dave Thompson regarding the Wellhead Protection Plan for the Princeton Public Utilities.

**Schedule Closed Employee Meeting** – A closed employee meeting is scheduled for Thursday, April 26<sup>th</sup> at 7:00 p.m.

**Approve/Disapprove Comprising Letter to City of Princeton Regarding 120<sup>th</sup> Street** - Swanson will draft a letter to the City of Princeton regarding 120<sup>th</sup> Street and talk to Ruppe about a road agreement.

**Princeton Planning Commission Update** – Atwood informed the town board that Princeton Planning Commission discussion involved the option of accepting metal roofing, the possibility of an electronic sign, the preconstruction meeting with WalMart, the continued work on the 2012 economic strategic plan, and that one planning commissioner has resigned.

Ask him on Thursday.

**Review Line Items Over Budget** – The board reviewed the paperwork provided by the clerk/treasurer/

**Approve/Disapprove Secretary of State Agreement and Check Number** – Good/Atwood unanimous to approve the Secretary of State Agreement and check number 16436 for \$108.21.

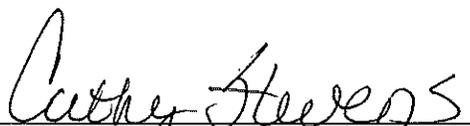
**Announcements:**

- Urban Short Course, Thursday, April 19<sup>th</sup>, Otsego
- Local Board of Appeal & Equalization, Wednesday, April 25<sup>th</sup>, 3:00 pm
- County Association of Township Quarterly Meeting, Wednesday April 18<sup>th</sup>, Big Lake Township

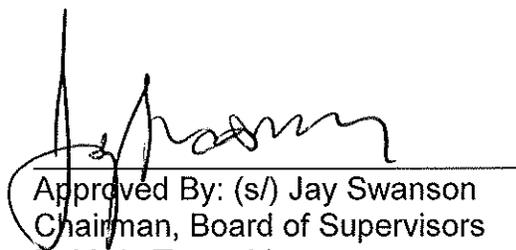
**Any Other Business:** None.

**Motion to Approve Bills for Payment** – Handshoe/Good unanimous to approve payment of bills with check numbers 16404 through 16435 and 7 EFT payments totaling \$34,845.56 and check number 16436 totaling \$108.21.

**Adjournment** - Good/Rush unanimous to adjourn at 9:28 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, Carol Swanson, Lester Kriesel, Bryan Lawrence, Elaine Philippi, Chuck Nagle

APRIL 2012

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CHECK	TO WHOM	FOR WHAT	AMOUNT	GEN	R & B	ENG.	PARKS	DEBT SERVICE	CEM	FIRE
16371	ANCOM Commun	communications	\$1,058.44							\$1,058.44
16372	Bill Swigart	reimbursement	\$100.00							\$100.00
16373	Bogart, Pederson	engineering	\$4,555.00			\$4,555.00				
16374	Circle 9	fuel	\$113.49							\$113.49
16375	Connexus Energy	electric utilities	\$208.97							\$208.97
16376	Connexus Energy	electric utilities	\$436.36	\$436.36						
16377	Connexus Energy	electric utilities	\$33.09				\$33.09			
16378	Donald Larsen	reimbursement	\$34.61							\$34.61
16379	Finken Great Glacier	water & cooler rental	\$56.49	\$56.49						
16380	Jay Swanson	mileage	\$42.18	\$42.18						
16381	Kimberly Good	mileage & election judge	\$132.77	\$132.77						
16382	Larry Handshoe	mileage	\$15.54	\$15.54						
16383	Lester W. Kriese	cemetery & election judge	\$167.00	\$117.00					\$50.00	
16384	Marks Sewer Service	pump tanks	\$270.00	\$270.00						
16385	Marvs True Value	supplies	\$252.84	\$127.34	\$31.43					\$94.07
16386	Medics Training	training	\$1,485.00							\$1,485.00
16387	Metro Fire	clothing	\$1,340.06							\$1,340.06
16388	Neft Auto Supply	supplies	\$213.60		\$174.54					\$39.06
16389	NorthAmSaltCo	salt	\$1,876.93		\$1,876.93					
16390	Office Depot	office supplies	\$69.57	\$69.57						
16391	Petty Cash	postage	\$52.05	\$50.75						\$1.30
16392	Reliance Electric	electrical repair-heat	\$523.00	\$523.00						
16393	SherbCoAuditor	2012 property taxes	\$186.00	\$186.00						
16394	Kimberly Good	wages	\$594.04	\$594.04						
16395	Larry Handshoe	wages	\$430.23	\$430.23						
16396	Jay Swanson	wages	\$349.09	\$349.09						
16397	Michael Rademacher	wages	\$248.40							\$248.40
16398	Cheryl Dobson	wages	\$293.24	\$293.24						
16399	Terry Carlile	wages	\$215.31		\$215.31					
16400	Louis Christen	wages	\$580.30		\$580.30					
16401	Cathy Stevens	wages	\$1,355.93	\$1,355.93						
16402	Tom Rush	wages	\$390.01	\$390.01						
16403	Scott Case	wages	\$18.87							\$18.87
16404	Joe Kiel	wages	\$56.61							\$56.61
EFT	PERA	town board contribution	\$161.00	\$161.00						
EFT	PERA	employee contribution	\$411.00	\$312.72	\$98.28					
EFT	MIN Dept of Revenue	fuel tax - march	\$38.92		\$38.92					

CHECK	TO WHOM	FOR WHAT	AMOUNT	GEN	R & B	ENG.	PARKS	DEBT SERVICE	CEM	FIRE
EFT	EFTPS	941 tax payment - march	\$2,121.46	\$1,388.88	\$700.92					\$31.66
EFT	MN Dept of Revenue	withholding payment-march	\$409.98	\$276.64	\$133.34					
16405	Terry Carille	wages	\$390.43		\$390.43					
16406	Louis Christen	wages	\$687.75		\$687.75					
16407	Ceryl Dobson	wages	\$487.64	\$487.64						
16408	Cathy Stevens	wages	\$1,405.05	\$1,405.05						
EFT	PERA	employee contribution	\$477.56	\$359.60	\$117.96					
EFT	MN Dept of Revenue	fuel tax - november	\$76.11		\$76.11					
16409	AT&T Mobility	cell phones & ipads	\$281.07	\$131.38	\$59.42					\$90.27
16410	AT&T Capital	ipad lease	\$173.84	\$173.84						
16411	Brand Manufacturing	supplies	\$50.00		\$50.00					
16412	CenterPoint Energy	gas utilities	\$177.69	\$177.69						
16413	CenterPoint Energy	gas utilities	\$162.76							\$162.76
16414	CenturyLink	phone & internet	\$428.80	\$285.25						\$143.55
16415	Craig Hillburn	animal control - 4 months	\$391.62	\$391.62						
16416	EastCentralSanitation	garbage service	\$45.64	\$22.82						\$22.82
16417	Essig Construction	road grading	\$2,130.00		\$2,130.00					
16418	Gave Garage Door	fire station	\$200.00							\$200.00
16419	Joe Kiel	reimbursement	\$175.00							\$175.00
16420	Lance Soderholm	reimbursement	\$88.00							\$88.00
16421	Marvs True Value	supplies	\$311.02	\$105.96	\$167.33					
16422	MN Assoc of Twps	training	\$150.00	\$150.00			\$37.73			
16423	MN UJ Fund	unemployment	\$483.50		\$483.50					
16424	M-R Sign	road signs	\$118.32		\$118.32					
16425	Neft Auto Supply	supplies	\$6.01		\$6.01					
16426	NorthMemUrgentCare	drug testing	\$52.00		\$52.00					
16427	Office Depot	office supplies	\$37.12	\$37.12						
16428	PrincetonAnimalClinic	animal impounding	\$180.00	\$180.00						
16429	Randy Atwood	mileage	\$9.99	\$9.99						
16430	Schroer Bolt	supplies	\$41.51		\$41.51					
16431	SherbCoAuditor	assessments	\$18,151.50	\$18,151.50						
16432	SherbCoAuditor	election expense	\$640.42	\$640.42						
16433	Timmer Implement	tractor repair	\$3,004.82		\$3,004.82					
16434	Randy Atwood	wages	\$488.88	\$488.88						
16435	Larry Boeke	wages	\$142.54							\$142.54
		<b>totals</b>	<b>\$52,543.97</b>	<b>\$30,777.54</b>	<b>\$11,235.13</b>	<b>\$4,555.00</b>	<b>\$33.09</b>	<b>\$0.00</b>	<b>\$50.00</b>	<b>\$5,855.48</b>