

BALDWIN TOWNSHIP REGULAR MEETING

December 17, 2018

Present - Supervisors Jay Swanson, Bryan Lawrence, Tom Rush and Larry Handshoe.

Call to Order – The December 17, 2018 regular meeting of Baldwin Township 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 'Approve/Disapprove Exhaust Leak in Truck #6 Repair' to Road Report
- Add 'Ewald Peterson Retirement' to Announcements

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

Treasurer's Report:

December 2018 Final Treasurer's Report - The clerk reported receipts of \$615,916.47 and disbursements of \$26,477.58, check numbers 22557 through 22622 and 7 EFT payments leaving an unaudited balance of \$1,827,491.59.

Fire Department Report – Chief Scott Case reported there were 15 calls for service in the month of November 2018.

Approve/Disapprove Relief Association Call Percentage Reduction – Lawrence/Rush unanimous to approve reducing the call percentage from 33% to 30% for the Relief Association effective January 1, 2019. Chief Case stated that the fire department will still be at 33% until the department handbook is revised and ratified by the Town Board. The 30% requirement is to be in good standing with the relief association. This will not have a big effect on the department as a whole but will have more of an effect on medical calls. The Sherburne County Chiefs Association is in the 25-33 percentage range. The change will be effective January 1, 2019.

Approve/Disapprove Gear Washer/Extractor/Dryer Award and Local Match Requirement – Chief Case reported that both an extractor and dryer were applied for with the state grant, but only monies for the extractor were granted. The fire department has been awarded the amount of \$7,232.40 from the Turnout Gear Washer/Extractor/Dryer Award program with a local match requirement of \$803.60. Case is recommending going for this award and grant; paying for it all and submitting for reimbursement. Rush/Handshoe unanimous to approve.

Approve/Disapprove Purchasing Gear Lockers – A quote received from Emergency Response Solutions for the purchase of 33 locker units in the amount of \$8,579.00 is believed to be good through the first of the year. With the sale of the Tender, Grass 2

and snowplow, the quote should fit into the budget. Lawrence/Rush unanimous to recommend approval purchasing the lockers at the listed price.

Road Report:

Approve/Disapprove Final Payment in the Amount of \$2,859.93, Crack Seal, Fahrner Asphalt Sealers – Handshoe/Rush unanimous to approve the final payment to Fahrner Asphalt Sealers in the amount of \$2,859.93 upon a satisfactory inspection from Nick Anderson of Bogart, Pederson.

Discuss/Approve/Disapprove 305th Avenue Culvert Replacement – Rush/Handshoe unanimous to table action on the 305th Avenue culvert replacement until the January 7, 2019 regular meeting of Baldwin Township.

Approve/Disapprove Hiring Bob Sormac for Alternate Plow Driver – Handshoe/Lawrence unanimous to approve hiring Bob Sormac as an alternate snowplow driver.

Approve/Disapprove Biniek Quote for Truck #3 Repair – Lawrence/Handshoe unanimous to approve the quote from Biniek's Repair in the amount of \$1,131.93 for parts and labor to repair the radiator on Truck #3.

Approve/Disapprove CB Radio Quote – Handshoe/Swanson unanimous to approve the installation of 7 CB radios with one being a base station for a cost of under \$1,500 for a complete install. Scotty Harder is willing to sell the 3 used radios at a cost of \$390.

Discuss/Approve/Disapprove Going Out for New Plow Bids – Good asked if he could get the go ahead with getting quotes in order to replace plow number 3. Discussion on obtaining a quote on a Freightliner and what type of blades to utilize. Rush asked to get quotes on used trucks that are 5-10 years old in order to see what is out there. Handshoe/Lawrence unanimous to obtain used and new prices.

Approve/Disapprove Zac Good Attending LTAP Courses – Swanson/Handshoe unanimous to approve Zac Good attending a LTAP course on February 26, 2019 in Blaine, MN at a cost of \$60. Swanson/Handshoe unanimous to approve Zac Good attending the LTAP course on March 7, 2019 in Duluth, MN to include motel cost.

Approve/Disapprove Zac Good Vacation, Saturday, January 12-Saturday, January 19th – Handshoe/Rush unanimous to approve vacation for Zac Good from January 12, 2019 through January 19, 2019.

Approve/Disapprove Exhaust Leak in Truck #6 Repair – Obtained were three quotes: Absolute Auto Care for \$1,287.86; Jags Pro Truck Shop for \$1,874.27; and Cornerstone Ford for \$2,083.45. Handshoe/Lawrence unanimous to approve the quote from Absolute Auto Care for \$1,287.86 to repair the exhaust leak on truck #6.

Approval of Consent Agenda – Rush/Handshoe unanimous to approve the Town Board regular meeting minutes of December 3, 2018 and December 10, 2018; and to approve Resolution 18-12; Resolution Designating Annual Polling Places.

CONDITIONAL & INTERIM USE PERMITS: None.

PLATS: None.

VARIANCES: None.

OLD BUSINESS:

County Planning & Zoning Report – Lawrence gave an update on what items were brought before the county in regards to planning and zoning. There have been inquiries about a solar farm by Prairie Restorations.

Park Committee Report – The Park Committee meeting is scheduled for February 21, 2019.

Baldwin Volunteer Corps Update – The next meeting is scheduled for January 28, 2019.

City of Princeton Council Report – Handshoe reported that the Princeton Council appointed Dan Erickson to the Public Utilities Commission board. The Princeton Fire Department was requesting \$3,800 for their Relief Association; the Princeton Council gave them \$3,400.

Airport Advisory Board Report – The next meeting is January 7, 2019.

Discuss/Approve/Disapprove Hiring Continuous Part Time Maintenance Employee – Good stated that, as discussed previously at a special meeting, we know the hours are an issue. He is asking the Town Board for 32-35 hours per week and allowing for more hours if needed and approved by the board. He feels that would work best in the shop. Rush referenced the metric from the past in which he determined 24-28 hours per week. Good told Rush that the information was from 2010 and was obsolete. Discussion regarding jobs that are being done in the shop. Good stated that narrowing the jobs down to a metric feels inaccurate as to what is done in the shop. He sees it as a 32-35 hour per week range. If more time is needed he would contact the board. Swanson stated that we have established the fact that we need somebody. Lawrence asked by moving it to continuous would there be repercussions with paid time off or PERA. The clerk responded PERA. Good stated that if there is no work to do he would send him home. Discussion on what was accomplished last week in the shop. Discussion on EMS sign installation. Discussion on new snowplow operator training.

Rush stated that in the spring, summer and fall the hours are 80 back there. What are you recommending for the winter months? He sees 65-70 hours for the 2 of you in the

winter months. Good stated that he would like to see part time 32 hours and discretion of the board after 32 hours. Swanson asked if the board wants to see our maintenance people at our board meetings. Do we want to use those hours that way? That is a way to gain 4 hours a month. Swanson stated that if there is bunch of repairs, and then it snowed, that doesn't mean that we are getting behind on other things. No need to put in overtime. Phil Fadden is not been officially approved for any hours at this time but has been working 35-38 hours week. Swanson stated that the board needs to describe it as "up to" or "always". Lawrence stated that he would like the board to be notified if the hours are over 30 and then there is a plow session. Fadden stated that the board is aware that he would like to make this his continuous part time/full time job. Lawrence questioned why 32 hours is such a question. Good stated that he is trying to dedicate a #2 position and the same #2 position throughout the year. If there is not a dependable #2 person, who does he fall back onto? Swanson stated that, in years past, we had always had Terry and Zac as a part time person. Then Zac went away and we tried to fill in with other people. We didn't have parks and mowing to do. We are trying to put more definition as to what this 2nd person would be. He may take the place of one or two summertime people. He does not think we need 2 full time people in the maintenance department.

Lawrence moved that we recommend approval not to exceed 30 hours a week for continuous part time person starting January 1st. Discussion regarding summer help. Discussion regarding plow drivers. Discussion and concern expressed regarding overtime. Swanson stated that we want to put a person on a part time basis. How many hours? Do we want to restrict hours to 30 or guaranteed unless authorized or snowing to go into overtime? Lawrence questioned if we were ready for a second maintenance person. Rush questioned if it would be up to the maintenance supervisor discretion to send him home if there is overtime coming or would it be a flat 30 hours? Lawrence stated that his motion was not to exceed 30 hours. Motion died for lack of a second.

Rush/Handshoe unanimous to approve up to 30 hours with the manager's discretion if it needs to be above 30 hours. Rush stated that it would be 40 hours for spring, summer and fall. Swanson stated allowable up to 40 hours with no overtime without prior authorization. Rush/Handshoe to appoint Phil Fadden as the person for maintenance #2. Motion carried with Lawrence opposed.

Review Town Hall Improvement Drawings – Swanson/Handshoe unanimous to table review of the town hall improvement drawings to the February 4, 2019 regular meeting of Baldwin Township.

Review/Approve/Disapprove Going Out for RFP's for Frontier Trails SSD – Swanson requested that the board take the RFP contract home and read it. It needs to be sent to Couri and Ruppe for their review of the legalities of this. One of the questions is that we don't own the system. The people own it and we manage it. Couri and Ruppe will know how to word this correctly along with review of the contract termination. Discussion regarding repairs being split into two things. Discussion

regarding Micro C. The contract would have a 5 year length instead of 3 years to generate more interest. Discussion regarding common and non-common repairs. Rush/Handshoe unanimous to have Couri and Ruppe review this agreement with it coming back to the board by February 4, 2019. Rush/Handshoe unanimous to table the approval/disapproval until the March 4, 2019 meeting with Swanson making a friendly amendment to have it come back sooner if possible. Both Rush and Handshoe accepted the friendly amendment.

Review/Approve/Disapprove Bridget Chard's Proposal – Swanson stated that we need to answer if we are ready to move into planning and zoning and do it ourselves. Think about a timeframe and move in that direction. Lawrence questioned what the cost would be for those individuals. Bridget (Chard) did an hourly rate. Do we need a building inspector? Swanson replied that not on staff but it would be a hired contractor. Handshoe stated that most in the area hire Metro West. Rush stated that when we had Bridget here we had 2 other planners here for quotes. Swanson asked if it would be time to invite them in and give us proposals in order for us to take over our planning and zoning in-house and have them give us a proposal on timeframe, cost and ongoing cost. We also want to send them a question: we are considering taking over planning and zoning, what are the steps? He would like to see this done by the March 4, 2019 meeting an involve Bridget, Metro West and the 2 other planners that were here previously. With further discussion it was determined that there may be special meetings involved with them coming in and giving a proposal. The timeframe would then be pushed to April 1, 2019 to let the Town Board know availability and schedule meetings after that. Bridget Chard's proposal was reviewed.

TABLED ITEMS:

Approve/Disapprove New Cell Phone/iPad Service/Contract Through Sprint - Handshoe/Lawrence unanimous to disapprove new cell phone/iPad service through Sprint.

NEW BUSINESS:

Approve/Disapprove Local Board of Appeal & Equalization Date, Tuesday, April 9, 2019; 3:00 p.m. – Lawrence/Handshoe unanimous to approve the local Board of Appeal and Equalization on Tuesday, April 9, 2018 at 3:00 p.m.

Approve/Disapprove Office Closed, Monday, December 24th & Monday, December 31st – Lawrence/Handshoe unanimous to approve closing the Baldwin Township offices on Monday, December 24, 2018 and Monday, December 31, 2018.

Announcements:

- Office Closed, Tuesday, December 25, Christmas
- Office Closed, Tuesday, January 1, New Year's Day
- Town Board Filing Opens Tuesday, January 1st & Closes Tuesday, January 15th, 5:00 p.m.
- Ewald Peterson Retirement from County

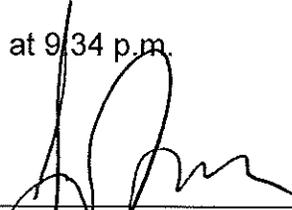
Any Other Business: None.

Motion to Approve Bills for Payment – Rush/Handshoe unanimous to approve for payment check numbers 22586 through 22622 and 7 EFT payments totaling \$45,559.68.

Adjourn – Rush/Handshoe unanimous to adjourn at 9:34 p.m.



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



Approved By: (s/) Jay Swanson
Chairman, Board of Supervisors
Baldwin Township
1-7-2019

Date

Attendees: Lester Kriesel, Scott Case, Zac Good, Phillip Fadden, Scotty Harder, Andy Walker