

## BALDWIN TOWNSHIP REGULAR MEETING

May 15, 2017

**Present** – Supervisors Brad Schumacher, Jay Swanson, Tom Rush, Larry Handshoe and Bryan Lawrence.

**Call to Order** – The May 15, 2017 regular meeting of Baldwin Township was called to order by Chairman Brad Schumacher at 7:00 p.m.

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

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

- Add "Approve/Disapprove Removing Contingency for Financing Frontier Trails" under Old Business
- Add "Approve/Disapprove Letter to Frontier Trail Residents' under Old Business
- Add "Approve/Disapprove Resolution No. 17-06" to New Business
- Add "Approve/Disapprove Resignation Letter" to New Business
- Add "Approve/Disapprove Bank of Elk River Checking Account Research" to New Business
- Add "Public Comment Request" to Road Report

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

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

**May 2017 Preliminary Treasurer's Report** – The clerk reported receipts of \$2,860.05 and disbursements of \$93,723.07 (not including payroll), check numbers 21076 through 21146 and 6 EFT payments leaving an unaudited balance of \$690,483.98.

### **Fire Department Report:**

**Relief Association Report** – Jim Oliver introduced Andy Walker, the new president of the Relief Association. He was elected to a 2-year term. On Wednesday, May 17<sup>th</sup> at the Scholarship Gala at the PACC the Relief Association will be awarding two \$500 scholarships. The special fund is at \$488,698 and there are now 28 active firefighters. Schumacher stated that a goal is for the Town Board to sit down with Wells Fargo in 2017 at a board meeting or a workshop. Walker stated that he is in contact with somebody at the state to compare them. Oliver stated that Wells Fargo will come up anytime. Lawrence asked what the set retirement number was. Oliver answered it was at \$2,300/year.

**Approve/Disapprove Clean Up Day Donation to Fire Relief Association & Set Dollar Amount \$600** – Swanson/Lawrence unanimous to approve \$600 donation to the Fire Relief Association for their participation with Clean Up Day. It was the consensus of the Town Board that all residents are treated the same as far as being charged for items at Clean Up Day including the firefighters.

**Approve/Disapprove Draft Ordinance Establishing Fees for Emergency Services & Fee Schedule be Sent to Township Attorney for Review** – It was decided to keep track and review what would be a revenue stream for the since the 1<sup>st</sup> of the year. Swanson/Handshoe unanimous to table until the July 17, 2017 regular meeting of Baldwin Township.

**Approve/Disapprove \$1,200 Increase for Parking Lot Lights & Clarification of Cement Work** – Swanson/Lawrence unanimous to approve an increase of \$1,200 for a total of \$12,703.00 to provide 3 – 360 watt LED on 30'poles and concrete work by Reliance Electric, Inc. Swanson/Lawrence unanimous to approve a \$1,104 increase for the cement work for a total of \$13,780.

**Approve/Disapprove Tender Financing** – Since all financing items have been reviewed Lawrence/Swanson unanimous to approve financing for a tender.

Fire Chief Case inquired about increased compensation for the firefighters. No further action taken.

**Road Report:**

**Public Comment Report** – Joe Christenson, 116<sup>th</sup> Street, is requesting approval to put in a temporary driveway in order to have access to the area where he wants to construct a pole barn. Lawrence/Handshoe unanimous to approve a temporary driveway access with a one-year time frame as long as the area is restored to its original condition. Maintenance personnel will take photos of the area as it looks at present.

**Discuss/Approve/Disapprove 136<sup>th</sup> Street Agreement with Sherburne County** - Swanson/Lawrence unanimous to approve sending the Joint Powers Agreement concerning the 136<sup>th</sup> Street agreement with Sherburne County to the township attorney for review.

**Approval of Consent Agenda** – Swanson/Handshoe unanimous to approve the Town Board Meeting Minutes of May 1, 2017; approve Renewal of Postal Permit; approve Discount Tire Application for Credit; approve Clerk Vacation, June 12<sup>th</sup> – June 16<sup>th</sup>; and approve Deputy Clerk Vacation, June 21<sup>st</sup> – July 16<sup>th</sup> which will result in Clerk/Treasurer overtime.

**CONDITIONAL & INTERIM USE PERMITS:** None.

**PLATS:** None.

**VARIANCES:** None.

**OLD BUSINESS:**

**County Planning & Zoning Report** – Bryan Lawrence reported there has been a 3<sup>rd</sup> approval for an extension for a simple split on the Heinen Addition. He reminded the board to read through the amendment to the Sherburne County Subdivision Ordinance regarding cluster developments and septic systems. They are changing the ordinance to control the building of it.

**Park Committee Report** – Tom Rush reported that the kids are out there now with the first practice this evening. The clerk reported that she has not received a signed agreement from BYSBA that reimburses the Township \$5.00 per child. Rush is hearing mixed opinions on the poles. With a 16 foot backstop everything needs to be flush to bring up a net. We need 2 poles that are 12 feet tall with a net. Lawrence questioned how necessary it was with Schumacher asking how Russ Mann's fields are set up. Rush stated that it would be easier for Supervisor Swanson to go straight up with the poles. He will contact Russ Mann. This is what we need to finish that piece off. Swanson suggested writing down both scenarios and bringing it back. Rush reported that Mr. Sprinkler has fixed the leak 2 week ago. Carlile stated that it is still leaking. Rush reported that the Park Committee was out there and talked about boulders. The black dirt is out there and questioned if the seeding was done. Carlile replied it has not yet been done.

**Discuss/Approve/Disapprove Well House Shed** – Rush/Lawrence unanimous to approve up to \$1,200 for a well house shed at Young Park with the monies to be taken from the Park Fund. Volunteers will be contacted to hopefully provide labor to put the shed together. Both Menards and Marv's will be contacted.

**Baldwin Volunteer Corps Update** – The next Baldwin Volunteer Corps meeting is May 22, 2017.

**Approve/Disapprove Removing Contingency for Financing Frontier Trails** – Swanson/Schumacher unanimous to approve removing the contingency on the funding which will allow Jon Bogart to award the bid that we already approved and they will start on May 18 with an approximate completion date of the 20<sup>th</sup> of June.

**Approve/Disapprove Letter to Frontier Trail Residents** – Swanson/Schumacher unanimous to approve sending a letter to the Frontier Trail residents updating them on the status of the project.

#### **TABLED ITEMS:**

**Review/Approve/Disapprove Employee Handbook from Paychex** – Lawrence/Handshoe unanimous to table the review/approval/disapproval of the Employee Handbook from Paychex.

**Review/Approve/Disapprove Cell Phone & iPad Service Through Sprint** – Swanson/Handshoe unanimous to approve cell phone and iPad service through Sprint. It is the intent of using the old iPads at the Planning Commission level.

## **NEW BUSINESS:**

**Approve/Disapprove Attending "Eggs & Issues" Breakfast with Sherburne County Commissioners, Tuesday, May 23<sup>rd</sup>, 8:30 a.m.-10:00 a.m., The Friendly Buffalo, Big Lake, \$20/Person** – Lawrence/Handshoe unanimous to approve attending the 'Eggs & Issues' breakfast on May 23<sup>rd</sup>. The Clerk will post the event.

**Approve/Disapprove Paychex to Build Job Description for Additional Deputy Clerk and Advertise** – Supervisor Lawrence motioned to deny. The motion failed for lack of a second. Schumacher stated that this came out of the employee reviews with taking on an additional deputy clerk and go through the process. Lawrence stated that we are voting on something we haven't seen. Schumacher stated that the job description just got done today and is sitting in an email. Lawrence stated that it should be the approval of an additional deputy clerk. Swanson stated that he would have seconded Lawrence's motion as it is a much bigger picture. It is the intent to find Stevens' replacement. That is what we are working on. A deputy clerk goes away with Stevens' when she goes away. Do we want to add a second deputy clerk or replace the deputy clerk with aspirations to stay and take over Stevens' job. Lawrence/Swanson unanimous to disapprove tonight.

**Approve/Disapprove Paychex Writing Up Advertising for Summer Help** – Lawrence motioned to approve. Lawrence withdrew his motion as it was out of order as the board should approve order to write it and then approve it. Swanson stated we are talking about summer maintenance help and we would be asking Paychex to write an ad for summer maintenance help. Lawrence/Swanson unanimous to advertise for summer help and have Paychex write that ad.

**Approve/Disapprove Auction Masters Senate Furniture Purchase** – Schumacher/Swanson motion to disapprove purchase of furniture. With a voice vote taken Swanson, Schumacher and Handshoe in favor; Lawrence and Rush opposed. Motion carries.

**Approve/Disapprove Resolution No. 17-06** – Swanson/Rush unanimous to approve Resolution No. 17-06; Resolution Making a Declaration of Official Intent Under U.S. Treasury Regulations Section 1.150-2.

**Approve/Disapprove Resignation Letter** – Lawrence/Handshoe unanimous to accept the resignation letter from Gary Kubiszewski. Swanson/Schumacher make a motion to prorate a final one-week check for Kubiszewski. With a voice vote taken, Handshoe, Swanson, Schumacher and Rush in favor; Lawrence opposed. Motion carries.

**Approve/Disapprove Bank of Elk River Checking Account Research** – Lawrence/Rush unanimous to approve having the clerk do research on banking information from the Bank of Elk River in order to open an account with them for the bonding issues.

## **Announcements:**

- Clean Up Day, Saturday, May 20<sup>th</sup>, 8:00 a.m.-Noon

- Memorial Day, Monday, May 29<sup>th</sup>, Office Closed

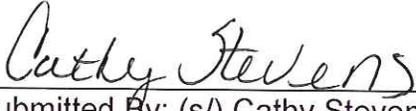
**Any Other Business:**

A driver will be needed for Friday, May 19<sup>th</sup> for Clean Up Day ditch cleaning from 3:00 p.m. to 6:00 p.m. Bryan Lawrence will consider it.

A workshop was scheduled for June 8, 2017 at 7:00 p.m. to discuss a job description for maintenance assistant and the future of the clerk/treasurer along with personnel needs and expectations.

**Motion to Approve Bills for Payment** – Lawrence/Rush unanimous to approve for payment check numbers 21112 through 21146 and 6 EFT payments totaling \$64,438.98.

**Adjournment** – Lawrence/Rush unanimous to adjourn at 8:51 p.m.



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



Approved By: (s/) Brad Schumacher  
Chairman, Board of Supervisors  
Baldwin Township

6-5-17

Date

Attendees: Lester Kriesel, Joe Christenson, Scotty Harder, Jim Oliver, Terry Carlile, Scott Case