

## BALDWIN TOWNSHIP REGULAR MEETING

May 1, 2017

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

**Call to Order** – The May 1, 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 'Discuss/Approve/Disapprove Budgetary Radio Quote' under Road Report
- Add 'Approve/Disapprove New Trailer Tires' under Road Report
- Add 'Request for Extension Heinen Addition' under Planning Commission Report

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

Handshoe/Swanson unanimous to approve regular meeting agenda as amended.

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

**April 2017 Final Treasurer's Report** – Receipts of \$32,427.42 and disbursements of \$40,176.01, check numbers 21013 through 21075 and 8 EFT payments leaving an unaudited balance of \$781,374.08.

**May 2017 Preliminary Treasurer's Report** – The clerk reported receipts of \$0 and disbursements of \$29,284.09, check numbers 21076 through 21111 and 0 EFT payments leaving an unaudited balance of \$753,376.44.

**Fire Department Report** – Baldwin Fire Chief Case reported there were 29 calls for service in the month of April. The two new firefighters will be attending emergency responder classes.

**Approve/Disapprove Draft Ordinance Establishing Fees for Emergency Services & Fee Schedule be Sent to Township Attorney for Review** – Rush/Handshoe unanimous to table until the May 15, 2017 regular meeting of Baldwin Township.

**Approve/Disapprove \$1,200 Increase for Parking Lot Lights & Clarification of Cement Work** – Handshoe/Rush unanimous to table until the May 15, 2017 regular meeting of Baldwin Township.

**Approve/Disapprove Suspension of Firefighter Application until Fire Chief Requests** – Handshoe/Rush unanimous to keep the application for Aaron Smith open until the Fire Chief requests differently.

**Discuss/Approve/Disapprove Increasing Firefighter Hourly & Training Wages** – Chief Case stated that the board had asked him about retention of firefighters and he believes

he has enough in his budget to increase wages starting in July. Princeton pays firefighters \$10/hour; \$11/hour for captains and \$12/hour for the chief. Elk River pays \$13.54/hour for firefighters; \$14.54/hour for captains and \$15.54/hour for the chief. The pension is a bigger issue. He would like to raise the hourly to what Princeton has. Currently the wages are \$7.25/hour for firefighters; \$8.00/hour for captains and \$10/hour for the chief. Wages have not changed since 2009. Training is \$15. He would like to see that doubled to \$30. Training usually consists of 2-3 hours. Schumacher stated that the board and employees are meeting with Dionne Payne of Paychex on Wednesday and they can go through it then. Case stated that the increases would cost approximately \$7,000-\$10,000. Rush stated that \$38,000-\$40,000 has been allocated. Lawrence stated that, as long as the finances are there, it would be a wise move. Handshoe/Swanson unanimous to table until Wednesday.

**Approve/Disapprove Concrete Slab Quote** – Swanson/Handshoe unanimous to approve Central State Masonry quote of \$1,900.00 for work installing a concrete slab at the fire hall.

**Approve/Disapprove Change in Radio Room Flooring, Fire Station** – Rush/ Lawrence unanimous to approve changing the flooring in the radio room at the fire station to match existing flooring.

**Sheriff's Report** – Officer Wilson reported 223 calls for service in the month of April 2017. He will take care of commercial vehicle parking on a township road and he will take care of speeding on County Road 9. Handshoe asked for extra patrol on 139<sup>th</sup> Street south of County Road 9. Rush stated that 9-12 year olds will be using the ballfield at Young Park next week. Lawrence asked if Officer Wilson had any words of wisdom for the class of 2017. Officer Wilson stated stay in good judgement that your parents taught you and discussed law enforcement careers. Chief Case encouraged everyone to apply for their fire relief association's \$500 scholarship.

**Road Report** – Road Report for April 2017:

- Outside work of cemetery, park and town hall.
  - Hauling trees out of the pines at the park. Loaded by sentence to serve people.
  - Road work consisted of filling pot holes along 136<sup>th</sup> Street with Class 5, but not completed yet.
  - Commercial Asphalt opens May 10, 2017. Will try to start patching then.
  - Drainage at South Sandy Lake is almost complete. MnDot seed is ordered and in with cost of \$43.20. Will have that done this week.
  - Will be spreading some black dirt at part and seeding in the near future. Plan to rent packer to pull behind mower and pack down sod. One-ton packer is too heavy.
  - Need some Class 5 on 284<sup>th</sup> Street off County Road 1. Pot holes are coming back as soon as we blade.
  - Request to get quote for gopher control through Wahl's Wildlife of Zimmerman.
- Submitted by Terry C. Carlile, Baldwin Maintenance Department. 05/01/2017

The International dump truck is at Swantec for some work.

**Presentation of Petition to Vacate a Town Road & Order Setting Forth Initial Descriptions and Setting Hearing Date** – Rudy Wicklander was present with his request to vacate Lake Lane in the plat of Elk Point. Lawrence/Handshoe unanimous to set a public hearing for the vacation of a town road for the July 10, 2017 regular meeting of Baldwin Township. Lawrence/Handshoe unanimous to approve setting the Order Setting Forth Initial Descriptions at the July 10, 2017 regular meeting of Baldwin Township.

**Discuss/Approve/Disapprove 136<sup>th</sup> Street Agreement with Sherburne County**  
There was discussion and clarification on what is a responsible bidder. It was stressed that the township engineer is not paid to review plans. Rush/Handshoe unanimous to table the 136<sup>th</sup> Street Agreement with Sherburne County until the May 15, 2017 regular meeting of Baldwin Township. It is the intention for the township attorney to review the agreement after the May 15 meeting.

**Award Frontier Trails Septic Bid** – Lawrence/Rush unanimous to award the Frontier Trails Septic bid to Septic Check in the amount of \$325,576.60 with an accepted friendly amendment from Lawrence it be contingent on funds being available.

**Approve/Disapprove 10 Loads of Gravel for Various Township Projects from Knife River** – Swanson/Handshoe unanimous to approve obtaining 200 ton of gravel for various township projects from Knife River at a cost of \$4.85/ton and delivery cost of \$6.85/ton.

**Approve/Disapprove Quote for 138<sup>th</sup> Street Work** – The quote from ML Schendzielos & Son was \$8,050.00 and the quote from Crawford Equipment to rent a 9010 Case excavator with \$350.00/day with a pickup and delivery charge of \$220.00. Lawrence/Swanson unanimous to approve renting the equipment for the 138<sup>th</sup> street project and having township maintenance do the work since it would be the least expensive avenue for the township to take.

**Approve/Disapprove Keeping Gate Locked at Sandy Lake Landing** – Lawrence/Handshoe unanimous to keep the gate locked at the Sandy Lake landing from Memorial Day to Labor Day until the seed is down to take care of the erosion issues.

**Approve/Disapprove Tree Removal Quote, Sandy Lake Area** – Swanson/Lawrence unanimous to disapprove tree removal at Sandy Lake until it is known that the trees will not bud this spring.

**Approve/Disapprove 2<sup>nd</sup> Driveway Request, Deer Path** – Kirk Super, 308<sup>th</sup> Avenue, was present with a request for a second driveway so he can build a shed on the 2<sup>nd</sup> part of his property. The previous owners had used this portion of his property as a dirt track for an ATV. Schumacher asked if he was aware of any covenants that would disallow a second driveway with Mr. Super replying 'no'. They have been in touch with Chad (Winkelman) and the only covenant was that no pole barns were allowed. This building would be stick built. There is 180 feet between driveways. Swanson motioned to approve with a permit; a 4:1 slope maintained; with a culvert and aprons installed along with no headwalls and township engineer inspection. Lawrence seconded the motion. Upon voice vote the motion carried.

**Discuss/Approve/Disapprove Budgetary Radio Quote** – The budgetary radio quote submitted by Infinity Wireless, Inc. was reviewed. Swanson stated that this would allow the plow drivers to talk to each other. Chief Case stated that, from the fire department's point of view, we as a fire department with a situation like the tornado need to talk to the maintenance department. The issue is that the county is very reluctant to have non-emergency personnel have the channels. The first part is to get the radios and the second part is to get the channels. The Town Board is the emergency management group. Chief Case, Scotty Harder and Supervisor Swanson will get together on what fits for the township.

**Recess** – Swanson/Handshoe unanimous to recess the regular meeting to open a sealed bid at 8:01 p.m.

**Open Sealed Bid** – Handshoe/Lawrence unanimous to open the sealed bid at 8:01 p.m.

**Approve/Disapprove 3000 Gallon Tender Bid** – One bid was received by Heiman Fire Equipment. A bid bond was included. The bid is \$263,967 broken down into 2 pieces: pumper/tanker: \$167,516 and chassis: \$96,451.00. Case stated that he was told by Captain Torborg that if we paid for the chassis up front we would save \$9,000. Lawrence/Swanson unanimous to approve the bid contingent upon township receiving financing as well as Captain Torborg verifying all equipment.

**Open Regular Meeting** – Handshoe/Lawrence unanimous to open the regular meeting at 8:07 p.m.

**Approve/Disapprove Trailer Tires** – Rush/Handshoe unanimous to approve \$344.00 for 4 tires.

**Approval of Consent Agenda** – Lawrence/Handshoe unanimous to approve the Town Board Meeting Minutes of April 4, the April 11 Local Board of Appeal and the April 17, 2017; approve Partial Payment to Pioneer Tree & Landscape, Inc. for 136<sup>th</sup> Street Project; approve the Road Restriction Variance Permit Form; approve the Credit Application for Federated Co-Ops.

Taken off the consent agenda: Paychex Forms: 1. Performance Appraisal Manual; 2. Interviewing and Selection Manual; 3. Compensation Manual; 4. Supervisor Procedures Manual.

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

**PLATS:** None.

**VARIANCES:** None.

**OLD BUSINESS:**

**Park Committee Report** – The committee discussed where the Twins plaque should be placed on the rock monument at Young Park. There was discussion on a ballfield schedule.

**Approve/Disapprove Dan Zellner to Serve a 3-Year Term on Park Committee** - Handshoe/Swanson unanimous to approve appointing Dan Zellner to serve a 3-year term on the Baldwin Park Committee.

**Discuss/Approve/Disapprove Well House Shed** – Rush stated that we have lumber that can be used and the maintenance department can build it. Swanson questioned if it would be a temporary structure or final. Rush replied just cover that area and add on if needed. Swanson stated that it does not need a roof, just the sides. Schumacher stated that they are trying to not expose the sun to it and he will get a quote from Menards in the next two weeks. Handshoe/Rush unanimous to table until May 15.

**TCI Baldwin Volunteer Corps Update** – The next Baldwin Volunteer Corps meeting is May 22, 2017. No one showed up to the last meeting.

**Planning Commission Report** – Lawrence asked the board if they wanted the Planning Commission to hear second driveway requests. Swanson/Rush unanimous to approve the Planning Commission hearing the requests.

**Heinen Addition** – Lawrence stated that this is under a time constraint and recommends approval of their 2 year extension request. Randy and Joan Heinen were both present. Lawrence/Handshoe unanimous to approve a 2 year extension for Heinen Addition.

**Approve/Disapprove Quote for Town Hall Carpet Base** – Lawrence/Rush motion to disapprove the quote of \$471.20 from Cooks Floor Covering for the town hall carpet base. With a voice vote taken Lawrence, Schumacher, Handshoe and Rush say yea; Swanson opposed. Motion carries.

#### **TABLED ITEMS:**

**Review/Approve/Disapprove Cell Phone & iPad Service Through Sprint** – Schumacher stated that the current iPads are programmed only for AT&T. Sprint is offering iPad mini's. Terry used his Sprint phone at his home and it works. Rush/Handshoe unanimous to table until May 15.

**Establish Yearly Township Goals** – The town board reviewed and revised their 2017 township goals.

Larry Handshoe: Work with planning commission and receiving better information from county. Better relationship with Princeton and work on improving employee relations.

Brad Schumacher: Improve efficiency. Improve communication between staff and the town board.

Tom Rush: Identify other/all park properties. Finish Young Park. Aggressively develop Goose Lake Park. Work with county on bike trail. Develop safe zones.

Jay Swanson: Start aggressively moving towards Baldwin Township doing planning and zoning and begin this year. Long range, within in 5 years, incorporating Baldwin Township. Move forward in a more structured nature.

Bryan Lawrence: Have the Planning Commission take on additional responsibilities: economic development, driveway permits. Checks and balances on spending.

## **NEW BUSINESS:**

### **Discuss/Approve/Disapprove Increasing Compensation for Planning**

**Commissioners** – Lawrence stated that their compensation now is \$10 per meeting and any training and mileage. Part of their responsibility is to go out and look at sites. He is proposing \$30 per meeting. No commissioners were asking for the increase. Lawrence/Handshoe motion to increase compensation for Planning Commission members from \$10 to \$30 per meeting. This would cost the township about a \$1,000. A friendly amendment was added to move \$2,500 from planner wages to planning commission wages. Both Lawrence and Handshoe takes the friendly amendment. Upon voice vote, the motion carried.

### **Discuss/Approve/Disapprove Increasing Compensation for Town Board Supervisors**

The clerk had received town board compensation information from Becker Township, Big Lake Township and Blue Hill Township. Handshoe motioned to approve compensation for Town Board Supervisors at \$90/meeting and \$20/hour. Motion failed for lack of a second. Rush/Handshoe motioned to approve compensation at \$75/meeting and \$18/hour moving forward from here. Motion carried.

**Review Monthly Building Permits** – The March 2017 monthly building permits were reviewed.

**Approve/Disapprove Attending Township Legal Seminar, Thursday, June 8<sup>th</sup>, Albertville City Hall** – Swanson/Handshoe unanimous to have the clerk and deputy clerk attend the Township Legal Seminar on Thursday, June 8, 2017 at the Albertville City Hall and all Town Board Supervisors who wish to attend.

### **Announcements:**

- Employee Reviews, Wednesday, May 3<sup>rd</sup>, 6:00 p.m.
- Clean Up Day, Saturday, May 20<sup>th</sup>, 8:00 a.m.-Noon

### **Any Other Business:**

**Boulder Quote** – A quote from Minnesota Boulder was \$1,128 and \$100 for the plaque boulder. Rush/Swanson unanimous to approve.

**Compensation** – Lawrence stated that the board increased their compensation and, in the past, the clerk received the same and it was not mentioned in the motion. The clerk informed Supervisor Lawrence that now that she is full time she receives an hourly wage. The deputy clerk will stay at \$50/meeting. Rush/Handshoe unanimous to increase the Town Board monthly stipend to \$75.00.

**Employee Reviews** – Rush informed the board that Dionne Payne, Paychex, will be here at 5:30 p.m. on Wednesday to give the board a general structure of the employee review process.

**Park Committee** – Rush stated that he has been Park Committee liaison since 2019 and those guys don't get paid anything. Dave Patten takes meeting minutes. We give them the winter off and then meet every other month. He believes they should be compensated. The public has asked for meeting minutes and sometimes they are unreadable. Discussion regarding new park member. Lawrence stated that he would like to review how the park board was established and wants to ensure it mirrors the Planning Commission. Formed by resolution? Rush stated that there are 2 members who are on expired terms. Swanson questioned what other communities pay. Lawrence stated that he would like to see this issue on the agenda. Discussion on clarification of needing to be a landowner.

**Princeton Chamber of Commerce** – Schumacher stated that the Princeton Chamber of Commerce offered Baldwin Township a guest pass to have a parade float but we need to commit by June 1<sup>st</sup>. The parade is schedule for June 8<sup>th</sup> at 6:00 p.m.

**High School Attendee** – Swanson wanted to ensure that the minutes reflected that Skyler Gruska stayed until the end of the meeting.

**Motion to Approve Bills for Payment** – Swanson/Handshoe unanimous to approve for payment check numbers 21076 through 21111 totaling \$29,284.09.

**Motion to Recess** – At 9:23 p.m. Swanson/Handshoe unanimous to recess this meeting until Thursday, May 4, 2017 at 7:00 p.m.



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



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

5-15-17

Date

Attendees: Jake Carlson, Lester Kriesel, Sydne Carlson, Claire Anderson, Jennifer Super, Kirk Super, Nalani Dotseth, Jared Matteson, Gavin Steinberg, Luke Voce, Kate Olson, Maggie Peterson, Rudy Wicklander, Dale Mach, Scott Case, Thomas Mayercheck, Emma Paul, Scotty Harder, Terry Carlile, Randy Heinen, Joan Heinen