

**BALDWIN TOWNSHIP SPECIAL MEETING  
OATH OF OFFICE & REORGANIZATION OF TOWN BOARD**

**March 23, 2009**

**Present** – Supervisor s Jeff Holm, Bryan Lawrence and Jim Oliver.

**Call to Order** – The Baldwin Township special meeting was called to order by Chairman Bryan Lawrence at 6:00 p.m.

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

**Oath of Office (Supervisor “A”)** – Cathy Stevens, Clerk/Treasurer of Baldwin Township, administered the oath of office to newly elected Supervisor Larry Handshoe.

**Oath of Office (Supervisor “E”)** – Cathy Stevens, Clerk/Treasurer of Baldwin Township, administered the oath of office to newly elected Supervisor Jay Swanson.

**Reorganization of Town Board – Select Town Board Chair** – Jim Oliver nominated Jeff Holm. Jeff Holm accepted the nomination. Oliver/Handshoe unanimous that nominations cease. All in favor of Jeff Holm as chairman.

**Select Town Board Vice-Chair** – Larry Handshoe nominated Jay Swanson. Jay Swanson accepted the nomination. Lawrence/Oliver unanimous that nominations cease. All in favor of Jay Swanson as vice-chairman.

**Review Town of Baldwin Organization List** – The board reviewed the organization list and changes were made. The item will be placed on the April 6, 2009 town board regular meeting for final approval of the changes.

**Confirm Transfer of Town Records to Newly Elected Officers** – The Clerk/Treasurer acknowledged transfer of the records and it was affirmed by both Handshoe and Swanson.

**Approve/Disapprove Compensation Rates for Town Officers** – Swanson/Oliver for no adjustments. Roll call taken with Lawrence, Oliver, Handshoe and Swanson affirmative; Holm opposed. Motion carried. Final review of the compensation rate document will be placed on the April 6, 2009 town board regular meeting agenda.

**Review Employee Safety Program (AWAIR)** – The document is dated 1993. Lawrence stated that most of the safety issues goes under the jurisdiction of the town board and the township attorney said not to have an extensive manual. Baldwin resident Stephanie Ketterl stated that it should be updated to current OSHA standards. Holm stated that the program should be overhauled and instructed the clerk to make copies for board review at the May meeting. Ketterl stated that she will make copies of templates for Terry Carlile and Jay Swanson.

**Review Town Ordinance & Resolution Book** – The town board reviewed the town ordinance and resolution book.

**Approve/Disapprove Official Township Newspaper** – Lawrence/Swanson unanimous to keep the Princeton Union Eagle as the official town newspaper.

**Approve/Disapprove Designated Legal Posting Areas** – Lawrence/Handshoe unanimous to keep the town hall and Marv's True Value as the legal posting areas.

**Approve/Disapprove Town Depository** – Oliver/Swanson unanimous to keep Bremer Bank, U.S. Bank and Edward Jones, cemetery funds, as the town depositories. Lawrence would like to add to the January 2010 agenda that the board seeks out bids for banking services.

**Approve/Disapprove Advertising for Fire Truck Sealed Bids** – Bryan Lawrence stated that the township has to go out for bids. Paul Vollkommer was dealing with this. Lawrence/Oliver moved that the township advertise for sealed bids for the specific specs on the truck. The specs will include items 1-8. Lawrence made a friendly amendment to include item 13 with Oliver in the affirmative of the friendly amendment. Roll call taken with Lawrence, Oliver and Handshoe affirmative; Swanson and Holm opposed. Motion carried.

**Adjournment** – Oliver/Handshoe unanimous to adjourn at 6:50 p.m.



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



Approved By: (s/) Jeffrey Holm  
Chairman, Board of Supervisors  
Baldwin Township

Attendees: Dennis Lindberg, Jess Hall, Stephanie Ketterl, Terry Carlile, Elaine Philippi, Carol Swanson