

BALDWIN TOWNSHIP SPECIAL MEETING

January 25, 2011

Present – Supervisors Larry Handshoe, Jeff Holm, Tom Rush and Jay Swanson.

Call to Order – The January 25, 2011 special meeting of Baldwin Township was called to order by Chairman Jeff Holm at 7:03 p.m.

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

Review Employee Handbook – There was extensive discussion and review of the employee handbook. Recommended changes are:

Page 20 and 22 – Vacation Leave/Holiday rolled into and under the heading Personal Time Off which would include 6 holiday and 4 floaters. It was strongly recommended that vacation leave be used fully in the same calendar year as given.

Page 23 – Under Earnings and Use substitute *after 6 months* to *after one year*.

Page 25 – Take out Severance Pay.

Page 29 – Under Regular Leave without Pay remove the end of the first sentence which says *to a maximum of one (1) year*.

Page 32 – Under Effect on Benefits paragraph one remove *dental insurance*. Remove *dental insurance* from entire document.

Page 32 – Under Use of Accrued Paid Leave or Compensatory Time During Family and Medical Leave remove the word *accrued* from the first sentence “accrued” sick leave.

Page 41 – Under Resignations remove the entire second sentence which reads “Failure to comply with this procedure may be cause for denying the employee’s severance pay and any future employment with the Township”.

Page 41 – Remove “Severance Pay”

Page 49 – There was discussion on the lack of what violation would be issued if random drug testing were done.

It was suggested another workshop with the new board may be in order to continue with the implementation of the employee handbook. After all changes are flagged, the document would be sent to the township attorney for review so as the township board could give final approval.

Discuss/Approve/Disapprove Government Innovations Task Force Four-part

Request – The Government Innovations Task Force Committee has progressed to the point that they feel an appointment of a planning commission is needed. To further this goal a four-part request was presented to the town board. These commitments from the town board would allow the committee’s “plan for the plan” project to continue will assurance that their proposals will succeed.

- **Determine if the Town Board commits a minimum of \$10,000 matching funds for a plan development** - The committee was assured that the township must match the funds of \$10,000 as laid out in the Initiative Foundation grant request.
- **Determine if the Town Board commits to an Innovative Foundation grant application for the first quarter of 2011** - The Town Board would fully support applying for a grant; although Holm will speak with Don Heckman of the Initiative Foundation to see if money could be dispersed again so soon.
- **Determine if the Town Board commits to a resolution to appoint a planning commission with its first meeting by April 30, 2011** - The clerk will check into what is needed for legal notices as well as add to the February agenda to approve such resolution. The goal would be to have a drafted resolution to establish a planning commission at the March meeting but only after a draft is reviewed by the township attorney.
- **Determine if the Town Board reaffirms the plan completion by the end of 2011** - An investment in a start date rather than an end date would be more advantageous since there is a process that needs to run its course. It was determined that a start date of September 2011 be the goal for a comprehensive plan.

Since the undertaking is to promote community involvement, having the right tasks for each individuals skills and interests and empowering the community there was discussion on having a central person as a contact. Swanson asked to put on the February agenda having the township clerk be the liaison between the committees and the township board members.

Review/Approve Proposed 2012 Budget – Swanson/Handshoe unanimous to approve the following proposed 2012 levy:

General Fund:	\$175,000
Road & Bridge:	\$280,256
Capital:	\$5,000
Fire:	\$90,000
Cemetery:	\$0
Parks:	\$2,000
Debt Service:	\$231,744
TOTAL:	\$784,000

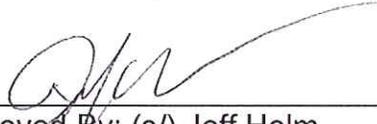
The 2012 proposed budget is the same as the 2011 certified budget. The township board concurred that the public will respect restraint on the board’s part because of lack of funds in 2012.

Approve/Disapprove Disbursements – Handshoe/Swanson unanimous to approve check numbers 15299 totaling \$134.45.

Adjourn – Handshoe/Swanson unanimous to adjourn at 10:04 p.m.



Submitted By: (s/) Cheryl Goetz Dobson
Deputy Clerk
Baldwin Township



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

Attendees: Chuck Nagle, Elaine Philippi, Kim Good, Dean Kleinhans, Tim Kane, Bonnie Zeroth, Dale Hurni