

BALDWIN TOWNSHIP SPECIAL WORKSHOP MEETING

NOVEMBER 24, 2009

Present – Supervisors Larry Handshoe, Jeff Holm, Jim Oliver and Jay Swanson. Supervisor Bryan Lawrence absent.

Call to Order – The November 24, 2009 Baldwin Township workshop meeting was called to order by Chairman Jeff Holm at 6:03 p.m.

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

Discuss Planned Unit Development (PUD) Septics – Jim Oliver has identified all the PUD's in the township. Three are managed properly. One is not. Frontier Trails Association owes quite a bit of money to septic pumping companies. The association fees are being paid by the homeowners and some of them do not know where the money is going. What can the township do? Should we have strict guidelines? Does the township talk to the attorney and find out what can be done? Can we force them to come to us every year with a septic certification? Holm suggested talking to the county first and find out their stance. Discussion regarding including in the township developers agreement that a PUD septic has to be run by a utility.

Healthy Communities Partnership (HCP) Update – Jeff Holm stated that the grant ^{#15} is being worked on and the team is building. Fifteen people are needed and so far 11 ^{12/1/09} have committed. The grant will come back to the board for approval prior to it being sent. It is due on December 10, 2009. ^{C. Stevens}

Business Retention and Expansion (BR&E) Feedback – Jeff Holm is looking for feedback after the presentation. Swanson stated that it sounded like it ghosts the Initiative Foundation or they fit together. Holm stated that the township is now dealing with the HCP grant and feels that the BR&E could sit on the back burner.

Discuss Planning & Zoning Issues – The board reviewed Jon Sevald's Baldwin draft comprehensive plan. The item will be placed on the December town board agenda.

Holm introduced the draft Subsurface Sewage Treatment System Ordinance from Sherburne County. A meeting will be held by the county in December and the county Planning Commission is not voting on it until January. The town board should review prior to then.

Discuss Maintenance Winter Hours – Jeff Holm stated that, in the past, the board usually reviews the hours and the hours are based on the level of service the town needs. Both maintenance employees are allowed 35 hours per week. Last year, hours were gone over more than once. Can a storm be anticipated? The town board needs to look at what needs to be done in the winter. Keeping roads clear, servicing trucks, emergency situations and fire truck maintenance. Is there always 35 hours a week

worth of work? Swanson questioned if there are more hours needed in the summer than in the winter. Carlile responded yes, if you take snowplowing out of it. Swanson stated that maybe 25-30 hours a week when not snowplowing. If snowplowing, take the hours that is needed. Part of that will be fixing trucks if needed. Holm questioned what an equitable way for them to manage their pay period total hours. Maintenance needs to get done. Oliver stated that it was set up originally that hours were cut down in the middle of the week if a storm was coming. Holm stated that is a principal issue of time management. Handshoe questioned if there was that much work in the shop now. Carlile replied that there are a lot of things they can do and try to do. They try to wash off trucks every time they are used for plowing and wash walls down also as they may rust. They try to stay busy. Handshoe stated that there is too much company back in the shop sometimes. Holm stated that the board is trying to make Carlile's life easier and less stressed by the board. Oliver stated that he doesn't understand why 70 hours for 2 people are needed when there are no snow issues. Holm stated that snowplowing is whatever it takes then maintenance and, if using job clocks, the board would realize hours are justified or not. The bottom line is that the township is not running like a business and it is troublesome when we see visitors. Discussion was held regarding vendors showing up and picking up parts rather than having them delivered. Carlile stated that he needs to do a better job of managing time. Holm stated that the board should follow up with a written policy. Holm questioned if it took 2 employees every day for maintenance. Carlile replied that there is much more equipment than when there was only one employee. Swanson stated that the board should find out with a time study. Oliver stated that he stuck his neck out when pay raises were given a year and a half ago. He has concerns about the downtime. The entire board is questioning a 6:30 a.m. start time. Maybe not in the summer, but in the winter. Carlile replied that, if it is snowing, the lot and sidewalks need to be cleared. Oliver stated that he is referencing the period when mowing stops and before snow. Carlile stated that he can change hours. Holm stated that having people hang around brings down productivity. Holm questioned if there was any kind of inventory list. Carlile replied that it is a work in process. Handshoe requested that a report of what is being done now be given to the board. Carlile replied with what he did for the day. Handshoe replied that he would like to see something written down on what Carlile does and how much time is spent. Oliver stated that the reality may be that the second maintenance employee may have hours cut. Swanson stated that he would like to see a time study done prior to placing hour restrictions.

Schedule Next Workshop – Holm suggested not holding a workshop in December.

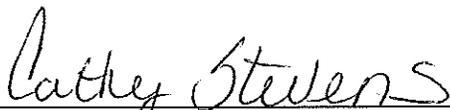
Adjourn – Oliver/Handshoe unanimous to adjourn at 8:08 p.m.

Emergency Meeting – Called to order by Chairman Jeff Holm at 8:11 p.m. All present recited the Pledge of Allegiance. The purpose of the emergency meeting is to make provisions to allow the fire chief to appoint an interim assistant chief while the current assistant chief is on a 60 day leave of absence. The board wants to make a change so the fire chief has flexibility with the Standard Operating Guidelines not only to appoint an interim assistant chief but to also relax the current requirements for the interim assistant

chief in order to have a candidate qualify to take the position for the situation only. One time only.

Swanson/Handshoe unanimous that the requirements would be to allow, at the fire chief's discretion, that the person would have the ability to temporarily carry out the duties of the position for the assistant chief and/or captain as deemed necessary by the chief in this circumstance. Since this is an interim thing, we would allow the chief, along with the other officers, to make the decision of who the assistant chief and captain would be. A friendly amendment was made by Oliver that the vacancies will be filled by an unanimous pick of someone who is not totally qualified and suggested using the guidelines suggested by Troy Gilchrist in his email dated October 3, 2009 where the lower officers moving up to fill the positions. Swanson accepted the friendly amendment.

Adjourn – Oliver/Handshoe unanimous to adjourn at 8:17 p.m.



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



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

Attendees: Terry Carlile