

## BALDWIN TOWNSHIP REGULAR MEETING

**November 5, 2007**

**Present** – Supervisors Jeff Dotseth, Lester Kriesel, Bryan Lawrence and Jim Oliver. Supervisor Paul Vollkommer was not present.

**Call to Order** – The November 5, 2007 regular meeting of Baldwin Township was called to order by Chairman Bryan Lawrence at 7:00 p.m.

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

**Additions/Corrections to Agenda** – None.

**Approval of Regular Meeting Agenda With/Without Additions/Corrections -**  
A motion was made by Jeff Dotseth and seconded by Lester Kriesel to approve the regular meeting agenda without additions or corrections. Motion carried.

**Treasurer's Report** – Bryan Lawrence had a question regarding the Relief Association disbursements.

**October 2007 Final Treasurer's Report** – The Clerk/Treasurer reported receipts of \$68,874.55 and disbursements of \$17,249.48, check number 12194 – 12237, leaving a balance of \$269,091.62. The October 2007 final treasurer's report was accepted subject to audit.

**November 2007 Preliminary Treasurer's Report** – The Clerk/Treasurer reported receipts of \$736.25 and disbursements of \$84,554.59, check numbers 12238 – 12310, leaving a preliminary balance of \$185,477.15. The November 2007 preliminary treasurer's report was accepted subject to audit.

**Sheriff's Report** – Officer Novotny gave the call report. There has been a low rate of ATV calls recently.

**Approval of Consent Agenda** – A motion was made by Lester Kriesel and seconded by Jim Oliver to approve

- The Baldwin Township Regular Meeting minutes of October 1, 2007;
- The Baldwin Township Regular Meeting minutes of October 2, 2007;
- The Baldwin Township Special Board Meeting minutes of October 22, 2007; and
- The Baldwin Township Special Workshop Meeting minutes of October 25, 2007.

Motion carried.

**Open Forum for Citizens** – None.

**Conditional Use Permits-** None.

**Plats-** None.

**OLD BUSINESS:**

**Fire Department Report** –According to Chief Torborg October was a quiet month. There were only 11 calls. He said he is still looking for GIS software from Mr. Vollkommer, but said he would also try to contact the county about this software.

Torborg asked to have purchase order #410862 approved for \$120.00 to the MN State Certification Board for two firefighters to take the Firefighter 1 course. A motion was made by Jeff Dotseth and seconded by Lester Kriesel to approve purchase order #410862. Motion carried.

Torborg said on November 18<sup>th</sup> that Warren Jorgensen is coming to speak with the firefighters. At the December board meeting, Jorgensen will present a review of that meeting to the Baldwin Town Board.

**Park Committee Report** – Lester Kriesel said the fields have been plowed by George Clusen at the Young property and seed will be planted. There is a place by Crown, Minnesota who would have a rock to mount at a cost of \$150.00. Bryan Lawrence said he would like to see the township apply for money from the county. Kriesel will present the idea to the committee at their next meeting.

**County Planning & Zoning Report** – A memo from Jess Hall reads:

MEMO TO BALDWIN TOWNBOARD

To: Baldwin Township Board of Supervisors  
 From: Jess Hall, Sherburne County Planning & Zoning Representative  
 Subject: October 18, 2007, meeting

The only Baldwin topic on the agenda was preliminary and final approval of the “Heinen Addition” in Fawn Hall. That was the issue of the house being built too close to the property line so the line was redrawn to give the necessary side yard setback.

For whatever reason, the Heinens were not there or represented, so the plat approval was not acted on. It remains a tabled issue.

**Airport Update** – Jeff Dotseth went to a meeting with Mille Lacs County, Sherburne County, Princeton Township, City of Princeton representatives. The intent of the meeting was to inform the surrounding townships with the intended use of the airport which is to zone around the airport commercial/industrial. The airport committee is intending on planning and zoning for a 5,000 foot crosswind runway. Dotseth encouraged all the board members to attend the next meeting.

**Road Report** – Lester Kriesel reported on a new home being built in Fawn Hill 2<sup>nd</sup> Addition. Since there is no driveway in the construction trucks are driving in off the street. The Clerk will send a letter to the construction company.

Terry Carlile stated that a quote from West Branch for cutting down the road on 284<sup>th</sup> on the west side of Elk Lake would be \$2250.00. He said nobody informed Bob Essig about grading the area, and questioned what was wanted by the township.

There was discussion on why the township should be responsible for a resident's mistake. No action was taken.

Carlile presented a driver's list of names for snowplowing. He said Bob Essig would be interested in snowplowing a portion of the township, also. It was determined that Essig's proposal would be taken under consideration, but Baldwin does have the equipment and manpower to stay the course.

The road patching is complete. Signs for the private roads are being waited on. Partial shipment has been received. A school bus sign is now up on 120<sup>th</sup> Street.

**Road Issues, Elk Lake Estates** – Tristan Hicks was not present.

**Approve/Disapprove Joining with County on 283<sup>rd</sup> Road Project** – The 283<sup>rd</sup> road project needs to be finished and completed. A motion was made by Bryan Lawrence and seconded by Lester Kriesel to join with the county to complete the project. Motion carried. Lawrence will contact the county.

**Approve/Disapprove Updated Snowplow Policy** – Terry Carlile reported there were no major changes except for the equipment list. Under "Levels of Service" regarding cul-de-sacs, by 'circling' the truck will make one or two passes, usually in a counter clockwise rotation was added to the Snow Plowing and Ice Control Policy. Carlile will check into the cost of programming radios from the fire department when Chief Torborg gives him the contact information. Cell phones don't work in all areas of the township. A motion was made by Lester Kriesel and seconded by Jim Oliver to approve the updated snowplow policy. Motion carried.

**Discuss/Approve/Disapprove Updated Fee Schedule Per Administrative Policy** – A motion was made by Jeff Dotseth and seconded by Lester Kriesel to approve a cost of \$10.00 apiece for audio and video CD's with persons bringing in their own equipment to be administered by the Clerk. Motion carried.

## **NEW BUSINESS:**

**Approve/Disapprove Annexation Request from City of Princeton** – Present was Dave Thompson requesting a written agreement from Baldwin Township to allow the west 10.00 feet of Lot 3 and the west 10.00 feet of the south 95.00 feet of Lot 2, all in Block 2, Buena Ventura Vista 2<sup>nd</sup> Addition to be split and annexed into the City of

Princeton. Needed is 50 feet from any property line to run a municipal well. The Department of Health will not allow an easement; instead the property needs to be owned.

Included are Exhibit D "Agenda Request Form" and a map of the project area.

Oct 22 07 03:40p

City of Princeton

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p. 2

Exhibit D  
AGENDA REQUEST FORM



DATE: October 2, 2007  
NAME: Jay Blake, City of Princeton *Jay Blake*  
ADDRESS: 705 2<sup>nd</sup> Street North, Princeton MN 55371  
PHONE NUMBER: 763-389-2040

REASON FOR REQUEST:

We are requesting a written agreement from Baldwin Township to allow the west 10.00 feet of Lot 3 and the west 10.00 feet of the south 95.00 feet of Lot 2, all in Block 2, Buena Ventura Vista 2<sup>nd</sup> Addition to be split and annexed into the City of Princeton.

BACKGROUND INFORMATION:

The Princeton Public Utilities Commission is building two new wells and a water treatment plant within the former railroad right-of-way owned by the City. In order to meet distance requirements of the State, the PUC needs to purchase the above described property from S & P Holdings and annex it into the City. The acquired 10' will become an outlot of the PUC plat.

Sherburne County requires written agreement from the Township for the lot split and annexation before it will do an administrative lot split. Once the lot split is completed and a new PIN number is received, the County can determine the amount of taxes for the parcel and the City can complete its ordinance, including the amount to be paid to the Township for 8 years, and forward it to the Municipal Boundary Adjustment department.

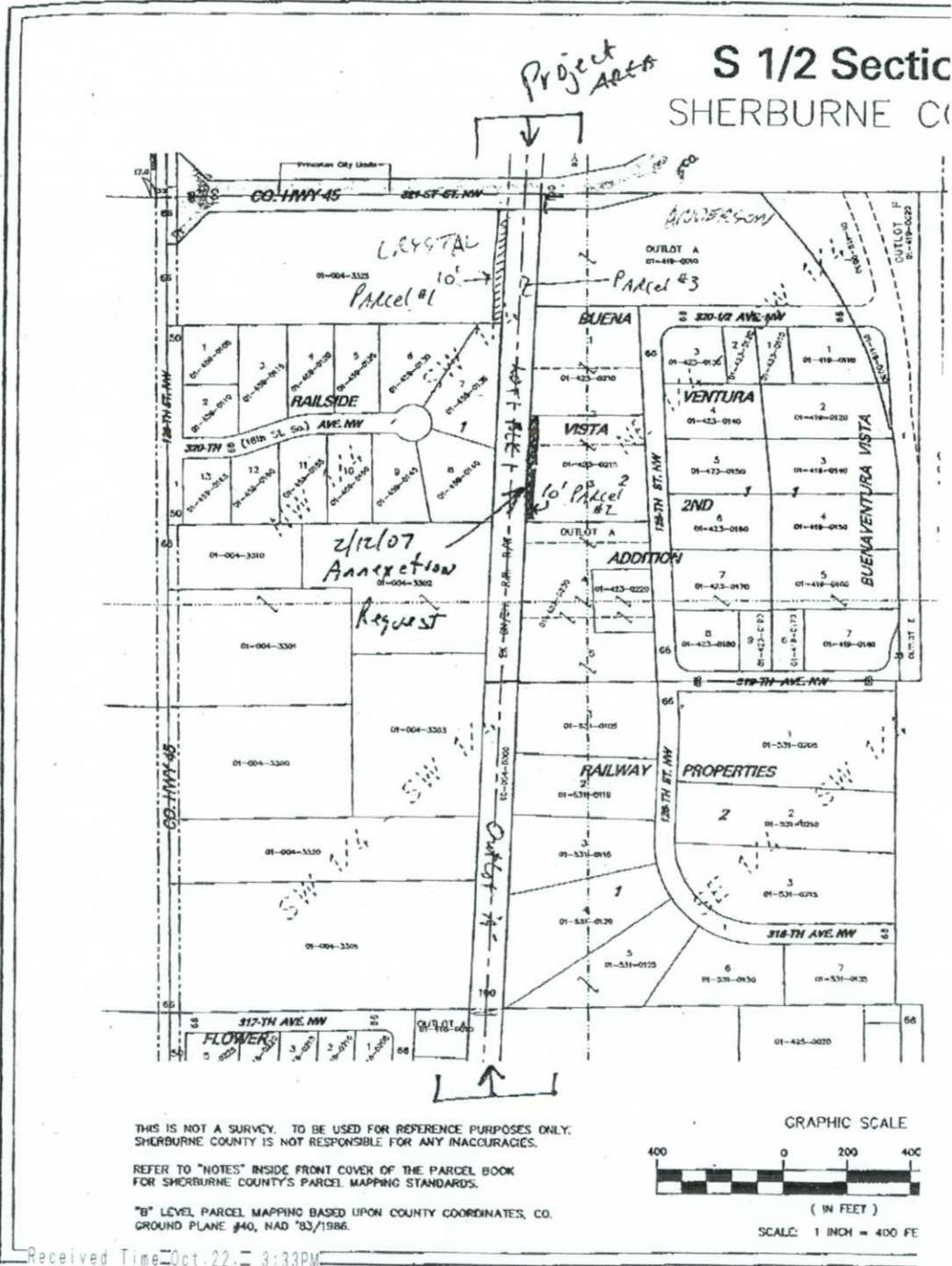
REQUEST HAS TO BE RECEIVED NO LATER THAN 3 WORKING DAYS PRIOR TO THE TOWN BOARD MEETING.

THE BOARD CHAIR HAS THE RIGHT TO DETERMINE IF A REQUEST WILL BE ON THE AGENDA.

Thank you!

Baldwin Town Board

Received Time Oct-22 3:33PM



A motion was made by Jeff Dotseth and seconded by Lester Kriesel to approve the annexation request from the City of Princeton. Motion carried. There are two hydrants there now, and within 2 – 3 weeks they will be live hydrants. The township is more than welcome to use them.

**Approve/Disapprove 2008 Meeting Schedule** – A motion was made by Lester Kriesel and seconded by Jim Oliver to approve the 2008 meeting schedule as presented by the clerk. Motion carried.

**Approve/Disapprove Purchase of Internal DVD/CD Burner for Hewlett-Packard Computer, External Hard Drive & Network Shop Computer** – A motion was made by Bryan Lawrence and seconded by Jeff Dotseth to approve the purchase of an internal DVD/CD burner for the Hewlett-Packard computer. Motion carried. A motion was made by Lester Kriesel and seconded by Jeff Dotseth to approve the purchase of an external hard drive for loading and storing videos with a capacity of 1tb at a cost of \$269.99. Motion carried. Discussion was held about networking the Gateway computer located in the shop area to allow on-line usage.

**Approve/Disapprove Newsletter & Discuss Printing Proposal** – A motion was made by Jeff Dotseth and seconded by Lester Kriesel to approve the newsletter with changes. Motion carried. Eleanor Rittenour submitted a printing proposal. It was determined by the town board to stay the course the township has been taking. Ms. Rittenour was thanked for the proposal.

**Approve/Disapprove Fire Chief Communication with Attorney Regarding Employee Issues** – A motion was made by Jeff Dotseth and seconded by Lester Kriesel to allow the fire chief to have communication with the township attorney regarding employee issues. Motion carried.

**Approve/Disapprove Library Contract** – Chairman Lawrence read the contract sent by the library. Based on previous motions contributions are \$0. A motion was made by Bryan Lawrence and seconded by Jim Oliver to approve the library contract based on the attorney's review.

Jeff Dotseth suggested that a letter be sent out saying that motions by the town board reflected zero donations. It was determined that the minutes reflecting on where the town board stood on donation requests be reviewed.

A friendly amendment to the above motion by Bryan Lawrence is added unless his motion is not superseded by another motion, he would vote for approval of the library contract. Jim Oliver seconded the motion. Lester Kriesel and Jeff Dotseth are opposed. A copy of the minutes will be available at the December meeting.

**Approve/Disapprove Snowplowing ¼ Mile Stretch of 277<sup>th</sup> Avenue for Stanford Township and Determine Cost Per Time Plowed** – A motion was made by Bryan Lawrence and seconded by Lester Kriesel to sent out letter to Stanford Township asking if they want Baldwin Township to plow. Motion carried.

**Approve/Disapprove Sending Subordinate Service District Information to Property Owners** – A motion was made by Jeff Dotseth and seconded by Lester Kriesel to send out letters to the property owners of 314<sup>th</sup> Avenue, 315<sup>th</sup> Avenue and

125 ½ informing them as to the procedure regarding a subordinate service district.  
Motion carried.

**ANNOUNCEMENTS:**

- \* School Board Election, Tuesday, November 6<sup>th</sup>
- \* MAT Education Conference & Annual Mtg., Thursday, November 15-Saturday, November 17, St. Cloud

**ANY OTHER BUSINESS:**

**Determine Holiday Hours for Township Office** - A final decision will be made at the December meeting.

**Motion to Approve Bills for Payment** – The town board reviewed all of the bills. A motion was made by Jeff Dotseth and seconded by Lester Kriesel to approve payment of the bills starting with check number 12238 through 12310 totaling \$84,554.59. Bryan Lawrence will call the state auditor regarding their billing. Motion carried.

**Adjournment/Recess** – A motion was made by Jim Oliver and seconded by Lester Kriesel to adjourn at 9:32 p.m. Motion carried.

Respectfully submitted,



Cathy Stevens  
Clerk/Treasurer

Attendees: Julius L. Dorweiler, Dennis Lindberg, Ray McGraw, Dave Thompson, Eleanor Rittenour, Jess Hall, Elaine Philippi