

BALDWIN TOWNSHIP REGULAR MEETING

February 7, 2011

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

Call to Order – The February 7, 2011 regular meeting of Baldwin Township was called to order by Chairman Jeff Holm at 7:02 p.m.

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

Additions/Corrections to Agenda – Removed until a later date from under New Business is “Approve/Disapprove Employee Status Change & Pay Rate” to be replaced by “Schedule Employee Handbook Meeting”.

Approval of Regular Meeting Agenda With/Without Additions/Corrections – Swanson/Handshoe unanimous to approve meeting agenda with addition and correction.

January 2010 Final Treasurer’s Report – The clerk reported receipts of \$31,253.55 and disbursements of \$64,171.11, check numbers 15204 through 15306 and 6 EFT payments leaving a balance of \$556,015.71. The January 2011 final treasurer’s report was accepted subject to audit.

February 2011 Preliminary Treasurer’s Report – The clerk reported receipts of \$579.63 and disbursements of \$144,658.38, check numbers 15307 through 15371 and 2 EFT payments leaving a preliminary balance of \$412,007.16.

Sheriff’s Report – Presenting the sheriff’s report was Joel Brott. There were 133 calls for service in the month of January. Asked about political signs in the road right of way, Brott informed the township that either the candidate can be contacted to remove the signs or the township can remove and store them for the candidate to pick up.

Approval of Consent Agenda - Swanson/Handshoe unanimous to approve the town board meeting minutes of January 3, January 11 and January 25, 2011.

Open Forum for Citizens – Timothy Kane, 141st Street, approached the town board concerning the Baldwin/Princeton annexation issues. As a resident of Baldwin his opinion is to move forward with a comprehensive plan for Baldwin’s protection against annexation. Kane was informed that Baldwin is very aware of this situation, and maintains an unrelenting position when dealing with the City of Princeton.

Sherburne County Sheriff’s Office 2010 Annual Report – Sheriff Joel Brott presented the 2010 annual report to the town board and residents in attendance.

Sherburne County Soil & Water Update – Gina Hugo presented an overview of the services offered by the Sherburne County Soil & Water office.

CONDITIONAL& INTERIM USE PERMITS:

Annual Review of a Single Family Residence in an Industrial District – Thompson/Townsend – Swanson/Handshoe unanimous to approve the conditional use permit for the Thompson/Townsend single family residence located in an industrial district.

PLATS: None.

OLD BUSINESS:

Fire Department Report – Fire Department representative Captain Robin Fischer reported there were 6 calls in the month of January. The town board was informed that two firefighters, Scott Anderson and James Oliver, have applied for a leave of absence. All of the equipment for the E3 has been ordered with the objective of having the truck in service within the next couple of months. It was stated that the decommissioning of engine 2 would be simultaneous with the commissioning of engine 3. A question arose concerning a firefighter who moved out of the township. This firefighter has been given a leave of absence since it's unsure whether the move is permanent. The situation is carefully being looked at and guided by the handbook.

Schedule Management Meeting – The management meeting with the fire chief and assistant chief is scheduled for February 16th at 7:00 p.m.

Approve/Disapprove Leave of Absence for Scott Anderson – Handshoe/Rush unanimous to approve the leave of absence for Scott Anderson.

Approve/Disapprove Leave of Absence for Jim Oliver – Rush/Handshoe unanimous to approve the leave of absence for Jim Oliver effective January 7, 2011 with the paperwork dated and initialed by Oliver.

Relief Association Report – No update.

PAVC Update – No update.

Park Committee Report – Rush reported an upcoming meeting on Tuesday, February 15th. The committee is waiting for a trial pan to be submitted to Bill Bronder. A large spring event is being planned.

Approve/Disapprove Spring Park Event – Swanson/Handshoe unanimous to approve a spring park event. The task force will come forward with additional details.

Approve/Disapprove Quote for Circuit Breakers – Handshoe/Rush unanimous to approve the BLK Electrical quote for \$374.35 for circuit breakers for the park.

Regional Park Committee Update – Holm said that the first draft of a document that will be distributed to the other entities has been completed. The regional committee received a \$3,500 grant.

HCP Task Force(s) Update – Andy Schreder was present with an update on the Government Innovation Task Force. The specific projects they are working on are: 1) uniformed addressing system. The conversation goes back 20 years. He feels this is more than agenda item and is more along the lines of a special meeting item. He asked the board to let the task force know when the board is ready to hear the details; and 2) the comprehensive plan. They interviewed Princeton Township, Livonia Township and Becker Township individuals. Princeton Township prepared one section at a time and presented to their board. Livonia Township started with a formal resolution. Becker Township has joint planning with the City of Becker. The common denominator is the direct involvement of the board. Communication with the board is critical. Holm stated that at the January 25th presentation given by Elaine Philippi four points were brought to the board: 1) the board shall, by the March meeting, have up for consideration creation of a planning commission; 2) a resolution with a commitment to redo the comprehensive plan; 3) a firm selected by mid-summer and then kick off for the comprehensive plan; and 4) question regarding budgeting. We still need more information to come in and the final audit to give the board an idea of what the carryover is. There is work for the board to do to keep the task force active and keep things moving forward. In response to addressing, the board should consider having a special meeting and then hold a public hearing. Andy Schreder suggested inviting county officials as the legality of this is interesting. Holm stated that a good informative meeting and testimony of the public should give the board a good feel of where to go. The scheduling of the meeting will be scheduled tonight under Any Other Business. Andy stated that clarification of the rules is critical. The Steering Committee is scheduled to meet February 23rd along with Don Hickman. Holm stated that the Economic Development Task Force meets tomorrow.

Road Report – Jon Bogart is going to submit a 285th overlay plan to the county for them to include with their request for bids. There is still culverts and striping to be done, but bids will not be with the county. 104th Street will be pushed out past 2012.

Status of 2011 Road Projects Per Capital Improvement Plan – See above.

Approve/Disapprove Partial Payment to Astech Corporation, 2010 Chipsealing – Swanson/Handshoe unanimous to approve partial payment to Astech Corporation for 2010 chipsealing.

127th Street Right-of-Way Purchase Status – The clerk reported that she had not heard from the individual who owns the land. The board suggested she contact the owner's neighbor to ask for help in this matter.

County Planning & Zoning Report – No report.

Joint Committee with City of Princeton Status – Another letter will be sent. Baldwin has repeatedly requested meetings with the city for the last 2 years with the objective of discussing annexation. Swanson and Rush will be the representatives from Baldwin.

Approve/Disapprove Clerk/Deputy Clerk Handing Task Force Coordination – Swanson/Handshoe unanimous to approve designation of the clerk/deputy clerk to coordinate the information regarding the Task Force.

Swanson/Handshoe motion to assign Jeff Holm, if interested, to be the central contact person. Don Hickman will be contacted to verify the number of hours needed for this position. Voice vote taken with Handshoe and Swanson in favor; Rush opposed; and Holm abstaining. Motion carries.

Approve/Disapprove Newsletter – Handshoe/Swanson unanimous to table.

TABLED ITEMS:

Approve/Disapprove Town Board Compensation Policy – Rush/Handshoe unanimous to table.

NEW BUSINESS:

Schedule Candidates Forum – Handshoe/Swanson motion to schedule a candidate's forum for Saturday March 5, 2011 from 1:00 to 3:00 p.m.

Approve/Disapprove Resolution #11-02, Resolution Establishing the Use of the Government Innovation Task Force to Establish Baldwin Township's Comprehensive Plan – Handshoe/Swanson unanimous to table and put it on the March agenda.

Approve/Disapprove Town Hall Door Locks Rekeyed – Swanson/Handshoe unanimous to approve have the town hall door locks rekeyed.

Approve/Disapprove Clerk Picking Up Legal Items from Attorney in St. Cloud – Swanson/Handshoe motion to approve clerk to pick up legal items from attorney in St. Cloud. Voice vote taken with Handshoe, Swanson and Holm in favor; Rush opposed. Motion carries.

Approve/Disapprove Participation in Wellness Program – Rush/Handshoe unanimous to disapprove participation in the Wellness Program.

Approve/Disapprove Transfer to Replenish Capital Fund – Handshoe/Rush unanimous move to table.

Appoint Election Judges for March Township Election – Handshoe/Rush unanimous to appoint the trained election judges for the March township election from the list provided by the clerk.

Review/Approve/Disapprove Annual Meeting Agenda – Handshoe/Rush unanimous to approve the annual meeting agenda.

Schedule Board of Audit Meeting – The Board of Audit meeting is scheduled for 6:30 p.m. on the 16th of February 2011.

Schedule Board of Canvass Meeting – The Board of Canvass meeting will be immediately follow the Annual Meeting on the 8th of March 2011.

Approve/Disapprove 2011 Fund Line Items – Handshoe/Swanson unanimous to table until the March meeting.

Approve/Disapprove Motion Regarding Dropping Cemetery Fund to \$0 – Handshoe/Rush unanimous to approve dropping Cemetery Fund to \$0.

Approve/Disapprove Janitorial Service for Fire Station Cost to be Disbursed Out of the General Fund – Handshoe/Swanson unanimous to disapprove a janitorial service for the fire station with the cost to be disbursed out of the General Fund.

Approve/Disapprove Transfer of \$40,700 from Capital Fund to Debt Service Fund, Fire Truck Payment – Swanson/Rush unanimous to approve the transfer of \$40,700 from the Capital Fund to the Debt Service Fund.

Approve/Disapprove Applying for County SCORE Grant – Swanson/Handshoe unanimous to disapprove applying for a county SCORE grant.

Approve/Disapprove 2011 Clean Up Day Application – Handshoe/Rush unanimous to approve the 2011 Clean Up Day application.

Approve/Disapprove Local Board of Appeal & Equalization Date & Time (Tuesday, April 26, 2011, 3:00 pm) – Handshoe/Swanson unanimous to approve date and time for the local Board of Appeal and Equalization meeting.

Schedule Meeting with Animal Control – A meeting is scheduled for March 7th at 6:30 p.m. to meet with the animal control personnel.

Schedule Employee Handbook and 2011 Line Item Budget Workshop - A workshop is scheduled for Thursday February 24th at 7:00 p.m.

ANNOUNCEMENTS:

* Fire Relief Association Investment Discussion with Wells Fargo, Tuesday, February 8, 7:00 p.m., Fire Station

* Princeton Public Utilities Wellhead Protection Plan Information Meeting, Wednesday, February 23rd, 1:00 pm, Public Utilities Office

ANY OTHER BUSINESS:

Holm stated the board needs to schedule a special meeting for the signs and public hearing component with the clerk sending out the invitations. The meeting will be held March 22, 2011 at 7:00 p.m. Andy Schreder questioned why the resolution was tabled with Holm replying that it was tabled because the wording needed to be changed. Discussion regarding the address signs and actions that had been taken by previous town board supervisors.

Regarding creating a township planning commission, Swanson/Rush unanimous to have Troy Gilchrist draw up an ordinance creating a planning commission with a public hearing held March 7, 2011 at 8:00 p.m.

Motion to Approve Bills for Payment – Swanson/Handshoe unanimous to approve payment of check numbers 15307 through 15371 and 2 EFT payments totaling \$144,658.38.

Adjourn – Swanson/Handshoe unanimous to adjourn at 10:08 p.m.



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



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

Attendees: Gina Hugo, James Townsend, Kelly Townsend, Lester Kriesel, Timothy Kane, Dale Nordby, Elaine Philippi, Carol Swanson, Randy Atwood, Chuck Nagle, Joel Brott, Andy Schreder, Robin Fischer, Kim Good, Brad Schumacher

CHECK	TO WHOM	FOR WHAT	AMOUNT	GEN	R & B	ENG.	PARKS	CAPITAL	CEM	FIRE
15277	Gene Ludwig	wages (july-dec)	\$182.90							\$182.90
15278	Charles Nagle	wages (july-dec)	\$234.43							\$234.43
15279	Terrence Nemerov	wages (july-dec)	\$221.06							\$221.06
15280	Donald Nordeen	wages (july-dec)	\$250.64							\$250.64
15281	James Oliver	wages (july-dec)	\$537.04							\$537.04
15282	Michael Rademacher	wages (july-dec) & admin	\$1,015.33							\$1,015.33
15283	Justin Suckut	wages (july-dec)	\$430.50							\$430.50
15284	William Swigart	wages (july-dec)	\$335.63							\$335.63
15285	Gary Taylor	wages (july-dec)	\$638.67							\$638.67
15286	Brian Torborg	wages (july-dec)	\$270.01							\$270.01
15287	MaryBeth Torborg	wages (july-dec)	\$256.07							\$256.07
15288	Richard Wagner	wages (july-dec)	\$281.37							\$281.37
15289	Callen Watson	wages (july-dec)	\$256.42							\$256.42
15290	Terry Carlile	wages	\$339.20		\$339.20					
15291	Louis Christen	wages	\$803.71		\$803.71					
15292	Phillip Fadden	wages	\$290.72		\$290.72					
15293	Milton Fick	wages	\$125.29		\$125.29					
15294	James Given	wages	\$174.66		\$174.66					
15295	Cheryl Dobson	wages	\$252.32	\$252.32						
15296	Mark Otis	wages	\$290.17		\$290.17					
15297	Cathy Stevens	wages	\$1,172.42	\$1,172.42						
15298	Joseph Zabilla	wages	\$72.91		\$72.91					
Auto	PERA	employee contribution	\$343.31	\$251.99	\$91.32					
Auto	MN Dept of Revenue	december fuel tax	\$325.33		\$325.33					
15299	Donald Larsen	reimbursement	\$132.45							
15300	Terry Carlile	wages	\$369.43		\$369.43					\$132.45
15301	Louis Christen	wages	\$706.82		\$706.82					
15302	Phillip Fadden	wages	\$336.12		\$336.12					
15303	Milton Fick	wages	\$341.81		\$341.81					
15304	Cheryl Dobson	wages	\$120.83	\$120.83						
15305	Mark Otis	wages	\$606.84		\$606.84					
15306	Cathy Stevens	wages	\$1,387.69	\$1,387.69						
Auto	PERA	employee contribution	\$489.15	\$270.28	\$218.87					
		totals	\$64,171.11	\$12,428.78	\$28,944.69	\$2,255.00	\$4.25	\$0.00	\$50.00	\$20,488.39

TR JS
 1
 LH

FEBRUARY 2011

PRELIMINARY

CHECK	TO WHOM	FOR WHAT	AMOUNT	GEN	R & B	ENG.	PARKS	CAPITAL	CEM	FIRE
15307	ANCOM Comm.	communications	\$1,228.22							\$1,228.22
15308	ASTECH Corp.	chipseal	\$29,750.70		\$29,750.70					
15309	AT&T Mobility	cell phone	\$46.96		\$46.96					
15310	AT&T Mobility	cell phones	\$122.11							\$122.11
15311	Bank of Elk River	fire truck payment	\$40,700.00					\$40,700.00		
15312	Bogart Pederson	engineering	\$3,047.50			\$3,047.50				
15313	Brand Mfg.	vehicle repair	\$702.05		\$702.05					
15314	Cathy Stevens	reimbursement	\$7.44							
15315	Central Fleet Service	vehicle repair	\$874.11		\$874.11					
15316	Circle 9	fuel	\$31.35							\$31.35
15317	Connexus Energy	electric utilities	\$232.99							\$232.99
15318	Connexus Energy	electric utilities	\$622.21	\$622.21						
15319	Connexus Energy	electric utilities	\$13.16				\$13.16			
15320	Da-Ran Inc.	vehicle repair	\$70.18							\$70.18
15321	Dept of Employment	ui payment	\$21.72		\$21.72					
15322	EastCentralSanitation	garbage service	\$45.64	\$22.82						\$22.82
15323	EmergApparatusMain	supplies	\$127.45							\$127.45
15324	F.I.R.E. Inc.	training	\$700.00							\$700.00
15325	Finken Great Glacier	water cooler rent & water	\$51.29		\$51.29					
15326	Gave Garage Door	park door repair	\$500.00				\$500.00			
15327	IKON Office	copy machine maintenance	\$149.55							
15328	IKON Office	copy machine lease	\$641.25	\$641.25						\$149.55
15329	Kennedy & Graven	legal fees	\$697.50	\$697.50						
15330	Lester W. Kriesel	cemetery caretaker	\$50.00						\$50.00	
15331	Marv's True Value	supplies	\$426.71	\$271.37	\$45.38					\$109.96
15332	Midwest Fire & Resc	supplies	\$740.98							\$740.98
15333	M-R Sign Company	road signs	\$858.21		\$858.21					
15334	New Pig Corporation	supplies	\$229.09		\$229.09					
15335	North American Salt	road salt	\$1,865.82		\$1,865.82					
15336	NE Sherb Fire Relief	payment	\$445.93							\$445.93
15337	Office Depot	office supplies	\$81.92	\$81.92						
15338	Patten Custom RV	supplies	\$37.84		\$37.84					
15339	Petty Cash	postage	\$50.59	\$49.54						
15340	Plaistad Companies	sand	\$7,374.79		\$7,374.79					
15341	PrincetonAnimalClinic	animal impounding	\$523.53	\$523.53						
15342	Qwest	phone & internet	\$237.24							
15343	Qwest	phone & internet	\$179.79	\$179.79						\$237.24

