

BALDWIN TOWNSHIP REGULAR MEETING

March 3, 2009

Present – Supervisors Jeff Holm, Lester Kriesel, Bryan Lawrence, Jim Oliver and Paul Vollkommer.

Call to Order – The March 3, 2009 Baldwin Township regular meeting was called to order at 7:01 by Chairman Bryan Lawrence.

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

Additions/Corrections to Agenda – Requested by Vollkommer to add “GPS Information” under Other Business.

Approval of Regular Meeting Agenda With/Without Additions/Corrections – Kriesel/Oliver unanimous to approve of regular meeting agenda with addition.

Open Forum for Citizens - Stephanie Ketterl said she may request to ask questions later.

CONDITIONAL USE PERMITS:

Annual Review of Custom Cabinet Shop – Kenneth Smith was present. The township office has not received any complaints. The fire department has already been out to inspect. Oliver/Vollkommer unanimous to approve the conditional use permit of a custom cabinet shop for another year.

PLATS: None.

OLD BUSINESS:

Township Attorney Issues:

Approve/Disapprove Authorizing Town Attorney to Prepare Capital Reserve Resolution for Annual Meeting –Holm/Kriesel unanimous to approve authorizing the town attorney to prepare a capital reserve resolution for the Annual Meeting.

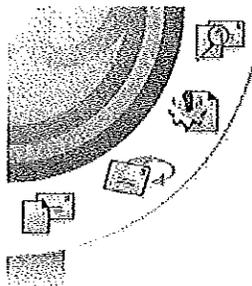
Approve/Disapprove Town Attorney Preparing Response to TowerCo – Vollkommer/Kriesel move to approve to have Troy Gilchrist prepare a response to TowerCo. Amendment by Vollkommer to have Kennedy & Graven create a response. Motion carried.

Road Report – The tandem truck needs repairs. The maintenance personnel will try to fix it themselves.

It would cost \$976.49 for materials from Marv's to put 6” of Styrofoam on the walls in the old shop to save energy.

County Planning & Zoning Report – There was no county planning and zoning meeting in February.

Status of Capital Improvement Plan – If Baldwin Township was to borrow \$1 million for road projects, Jon Bogart responded with the following email regarding the projects he would propose to complete:



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From: 'Jon Bogart' <jbogart@bogart-pederson.com>

Sent: Tue Mar 3 14:26

To: <baldwintwp2@qwestoffice.net>

Priority: Normal

Subject: RE: Baldwin Township

Type: Embedded
HTML/Text



Reply



Reply All



Forward



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Next



Previous

I think that I would be tempted to do 136th from CR9 to CR42. That is a 2.5 mile stretch that would be about \$1,125,000

Another option would be the reconstruction of 100th St from 289th to CR38. That is a two mile stretch which would be about \$900,000

One other option would be 305th from CR1 to 0.1 mile west of CR45. This project is about 1.9 miles and would be about \$860,000

Reasons for these projects are due to their long uninterrupted length, saving the cost of a mobilization.

Another possible combination would be 112th from the Town line to 285th and 120th for a total of 2.25 miles and \$1,012,500
Jon

From: Baldwin Township [mailto:baldwintwp2@qwestoffice.net]

Sent: Tuesday, March 03, 2009 11:14 AM

To: Jon Bogart

Subject: Baldwin Township

The board would like your opinion on the following for tonights meeting:

If the board did go with a \$1 million loan for road projects, what projects, in your opinion, would be the priority?

Thanks Jon.
Cathy Stevens
Baldwin Township Clerk/Treasurer

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It was requested that Bogart hold off on anything until after the annual meeting.

Approve/Disapprove Specification Sheet for Cracksealing – Vollkommer/Oliver approve having Jon Bogart do a bid package.

Approve/Disapprove Purchase of Lawnmower – Oliver/Vollkommer unanimous to disapprove the purchase of a lawnmower this year.

Discuss Section 5300, Employee Handbook – Tabled to the Tuesday April agenda.

Approve/Disapprove Renaming of Annexation/Incorporation Committee to Strategic Planning Committee – Holm/Oliver unanimous to approve renaming the Annexation/Incorporation Committee to the Strategic Planning Committee.

Approve/Disapprove Grant Purchases - Bryan Lawrence explained that with the FEMA grant, no monies are received until the items are purchased. The fire fund grant the department is asking for approval to invest in the items listed. The chief had explained that if the money is not spent with the fire fund grant the money needs to be returned as that was stated on the contract that was signed. Even if discounts are received, the leftover dollars has to be returned. Nothing has been purchased. Lawrence explained that the reason the two checks were held by the board was that they were over \$1,000 and the board need to approve first. Mark Bennett questioned if the board wants to see the grants when they are written. Lawrence stated that the grants information was given last night under the fire report when it should have been under approve/disapprove grant purchases.

FEMA GRANT

Helmets	3	\$200	\$600
Coats	3	\$850	\$2,550
Gloves	3	\$50	\$150
Pants	3	\$550	\$1,650
Boots	3	\$300	\$900
SCBA Packs	8	\$5,250	\$42,000
Voice Amplifiers	21	\$300	\$6,300
Face Pieces	15	\$195	\$2,925
Brackcote for Amps	33	\$17	\$561

FIRE FUND GRANT

Name of equipment or program being requested (if known):

LANCIER EXTRICATION CUTTER	\$3,712.50
LANCIER EXTRICATION RAM	\$2,407.50
FLOATING PUMP	\$2,700.00
SMOKE MACHINE	\$ 849.95
MUSTANG SURVIVAL ICE RESCUE SUITS (2)	\$1,220.00
TRACKER GRIZZLY RESCUE BOAT 1754SC	\$2,599.00
EVINRUDE E-TEC 40HP OUTBOARD MOTOR	\$6,475.20

Total Dollar Amount of Request: \$19,964.15

Jeff Holm stated that last month we talked about extraction equipment and others but not boat and motor. There are other firefighters that are upset and, yes, it smells like a dive team. The community to the south has a boat identical to this, which we have mutual aid. No analysis, no presentation, just sign the check. Lawrence questioned if the board should review all grants. Holm responded that, after this, yes. Vollkommer stated that the fire department has a boat. Mark Bennett responded that it needs repair. Vollkommer stated that the sheriff said the Zodiac boat that Baldwin sold him was able to be used if needed. Bennett stated that he is unaware of where the boat is at this time. Lawrence questioned if the fire department had a unanimous vote for that grant with Bennett replying yes. Bennett stated that there is \$20,000 worth of equipment that the township does not have to purchase and someone put a lot of effort writing that grant. The board never wanted to look at grants previously. Vollkommer responded that it is the selection of the equipment as water rescue is such a minute fraction of the department. It is okay to do water rescue but would like to see the money spent on other types of equipment. Lawrence stated that the issue points to reviewing all grants. Vollkommer stated that everything else on this list is good but does not see the boat and motor given the past history and trying to move forward. Holm questioned if the firefighters were informed about the boat with Bennett replying yes. Lawrence stated that he was the only board member to show up for the presentation of the grant. The information is there for the board members. The board has never asked to review the

grants and nobody went over there to ask. Everyone knew we got the grants. Vollkommer stated that he heard about it but no mention of a boat and motor. Holm stated that he believes the boat was deliberately left out.

Vollkommer moved to approve everything but the boat and motor on both grants. Jim Oliver suggested that it would be wise for the board to review the grant paper to see if the money can be interchanged. Motion died due to lack of a second.

Vollkommer/Kriesel unanimous to approve the FEMA grant and hold off on the other grant to view the paperwork. Holm made a friendly amendment that a board member contact the funder. Vollkommer and Kriesel accepted the friendly amendment. The checks will continue to be held for the boat and motor.

Approve/Disapprove Fire Truck Purchase – Paul Vollkommer stated that the current cost on a program truck is \$200,000 and he has found a demo unit for \$239,000. There are a number of changes coming that could add \$50,000 to a truck. He looked at the money left in the fire department budget and the township could do a year without a payment if \$30,000 was put down. The township could dissolve itself of a 30 year truck. There was discussion regarding the need for 3 trucks for ISO purposes. Vollkommer stated that there are some changes that the fire department would like to make. Jim Oliver stated that \$273,000 would include all the changes. Three (3) quotes were received. The clerk stated that, due to the dollar amount, the bids need to be sealed.

Vollkommer/Kriesel moved to purchase the fire truck with items 1-8 and item 13 included contingent on board approval of financing. Lawrence made a friendly amendment to include the ruling Troy Gilchrist has on sealed bids. On voice vote: Vollkommer: aye; Kriesel: aye; Holm: nay; Oliver: abstain and Lawrence: aye. Motion carried.

Approve/Disapprove Tree Trimming Work – Terry Carlile stated that the Long Pond area needs tree trimming work done but has no ballpark dollar figure. Jim Oliver stated that the board wants everyone else to bid things out. Lester Kriesel stated that there are three (3) tree trimmers in the township. Jeff Holm stated that last fall we went and got quotes and this last project there was no process for quotes and no mention at the February meeting that this was to be done. He saw a check for \$7,000 when maintenance did not even ask if this job could get done. Carlile stated that he has a supervisor that told him to get it done. Bryan Lawrence stated that when it is over a \$1,000 the board needs to see it. Carlile stated that if the work does not get done this month then it will have to wait until fall.

Kriesel motioned approval to do the work. Holm stated that he would like to see what they are bidding on to be spelt out. Motion died due to lack of a second.

Kriesel/Oliver moved to get the tree trimmed on 116th Street on the east side of County Road 38 at this time and after this go to quotes. Upon voice vote: Holm: nay; Vollkommer: aye; Kriesel: aye and Oliver: aye. The motion carried.

Approve/Disapprove Stephanie Ketterl Working on Employee Handbook – Oliver/Holm unanimous to approve Stephanie Ketterl working on the employee handbook as a class project with the understanding that the township has the option of not adopting it after completion.

Discuss 2007 Audit – Lawrence/Oliver unanimous to approve drafting a letter to the state auditor and township attorney concerning the 2007 audit.

NEW BUSINESS:

Review of Summer Maintenance Hours – Lawrence/Vollkommer unanimous to keep summer maintenance hours at 30 hours per week with review in June.

Discuss Building Maintenance – After discussion regarding punching separate time cards in order to be more precise in the hours related to maintenance, road & bridge, cemetery and fire department it was determined to keep the system as is.

Determine Road Construction Projects Per Sherburne County Public Works Letter Dated February 16, 2009 – Put on the April agenda.

Approve/Disapprove Princeton Area Library Being Placed on Annual Meeting Agenda (See April 3, 2006 Meeting Minutes) – Holm/Oliver unanimous to approve Princeton Area Library being placed on the Annual Meeting agenda.

Approve/Disapprove Revised Annual Meeting Agenda – Holm/Vollkommer unanimous to approve the revised Annual Meeting agenda.

Approve/Disapprove Response to City Resolution #09-10 – Holm/Oliver unanimous to approve having Troy Gilchrist draft a resolution stating Baldwin Township's position regarding entering into a joint committee with the City of Princeton.

ANNOUNCEMENTS:

Oath of Office & Reorganization Meeting, Monday, March 23, 6:00 p.m.

MAT Spring Short Course, March 16-April 3, Various Locations.

Spring Maintenance Expo, April 14-15, St. Cloud.

ANY OTHER BUSINESS:

GPS Information – Vollkommer has paperwork showing the effectiveness of a GPS system.

The timeline for registering for the Spring Expo is the end of March. Oliver/Vollkommer unanimous to approve sending Terry Carlile and Zac Good to the expo. Holm/Vollkommer unanimous to approve that Carlile and Good are paid for their time for attending the 2009 spring maintenance expo in St. Cloud on April 14 and 15.

Approve/Disapprove Check #'s 13638-13642 & 1 EFT Payment Totaling \$2,385.10
Holm/Oliver unanimous to approve payment of check numbers 13642 through 13642
and one EFT payment totaling \$2,385.10.

Adjournment – Holm/Kriesel unanimous to approve adjournment at 11:04 p.m.



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



Approved By: (s/) Bryan Lawrence
Chairman, Board of Supervisors
Baldwin Township

Attendees: Rich Harris, Stephanie Ketterl, Jesse Ewert, Ken Smith, Dawn Othoudt,
Jess Hall, Terry Carlile

MARCH 2009

PRELIMINARY

CLAIMS										
CHECK	TO WHOM	FOR WHAT	AMOUNT	GEN	R & B	ENG.	PARK	CAPITAL	CEM	FIRE
13587	Connexus Energy	electric utilities	\$255.00							\$255.00
13588	Connexus Energy	electric utilities	\$540.56	\$540.56						
13589	AT&T	fire cell phones	\$180.93							\$180.93
13590	Great Glacier	water cooler rental & water	\$35.02	\$35.02						
13591	Kennedy & Graven	legal services	\$186.00	\$186.00						
13592	MN Assoc of Twps	registration fee	\$65.00	\$65.00						
13593	Bogart Pederson	engineering	\$4,875.00		\$4,875.00					
13594	HSBC Business	northern tool charge	\$245.84		\$245.84					
13595	Roland Thompson	animal control (2+ months)	\$650.00	\$650.00						
13596	IKON Office	copy machine maintenance	\$570.05	\$570.05						
13597	Office Depot	office supplies	\$53.84	\$53.84						
13598	Michael Puffer	computer repair	\$180.00	\$180.00						
13599	MN State College	training	\$195.00							\$195.00
13600	Med Compass	fit test	\$70.00							\$70.00
13601	Lawson Products	misc. supplies	\$122.74		\$15.47					\$107.27
13602	Metro Fire	hoses	\$1,675.54							\$1,675.54
13603	ANCOM	communications	\$2,963.36							\$2,963.36
13604	Elk River Ford	vehicle service	\$92.00							\$92.00
13605	Alex Air Apparatus	6000 psi cascade system	\$4,161.43							\$4,161.43
13606	Mac Tools	r&b supplies	\$149.09		\$149.09					
13607	Screencraft Studios	postcards	\$92.76	\$92.76						
13608	SherbCo Auditor	mailing labels	\$161.90	\$161.90						
13609	Elite Lock & Key	master key	\$11.00		\$11.00					
13610	Bear Graphics	election supplies	\$85.59	\$85.59						
13611	ECM Publishers	ballot printing	\$225.78	\$225.78						
13612	St. Cloud Tech	training	\$125.00							\$125.00
13613	Neft Auto Supply	supplies	\$26.18		\$26.18					
13614	Circle 9	fuel	\$37.13		\$37.13					
13615	Eggens Direct	fuel	\$1,137.42		\$1,137.42					
13616	EastCentral Sanitation	garbage service	\$22.82	\$11.41						\$11.41
13617	Donald Larsen	janitorial service	\$120.00							\$120.00
13618	Cathy Stevens	mileage	\$6.05	\$6.05						
13619	Zachary Good	mileage	\$32.45		\$32.45					
13620	Petty Cash	postage	\$65.80	\$65.80						
13621	Brian Torborg	wages	\$350.93							\$350.93
13622	Lester W. Kriesel	wages	\$285.00	\$285.00						

MARCH 2009

PRELIMINARY

CHECK	TO WHOM	FOR WHAT	AMOUNT	GEN	R & B	ENG.	PARK	CAPITAL	CEM	FIRE
13623	Bryan Lawrence	wages	\$233.87	\$233.87						
13624	Bryan Lawrence	mileage	\$125.40	\$125.40						
13625	Jim Oliver	wages	\$374.20	\$374.20						
13626	Jeffrey Holm	mileage	\$84.70	\$84.70						
13627	U.S. Bank	941 tax deposit - february	\$4,190.53	\$909.48	\$1,022.20					\$2,258.85
13628	Prince Bait & Marine	motor	\$5,670.06							\$5,670.06
13629	Westre's Marine	boat	\$3,300.00							\$3,300.00
13630	Jesse Ewert	tree trimming	\$7,284.62		\$7,284.62					
13631	Plaisted Companies	sand	\$5,619.77		\$5,619.77					
Auto	MN Dept of Revenue	february tax deposit	\$397.49	\$145.88	\$138.15					\$113.46
13632	U.S. Bank	credit card charges	\$1,361.46	\$1,315.70						\$45.76
13633	Jim's Auto Repair	plow vent cap	\$2.00		\$2.00					
13634	St. Cloud Truck	r&b supplies	\$131.36		\$131.36					
13635	Marv's True Value	supplies	\$139.18	\$18.28	\$80.73					\$40.17
13636	void	void								
13637	Paul Vollkommer	wages	\$187.10	\$187.10						
Auto	PERA	town board contribution	\$115.00	\$115.00						
13638	Jeffrey Holm	wages	\$374.20	\$374.20						
Auto	PERA	town board contribution	\$40.00	\$40.00						
13639	Qwest	phone & internet	\$191.27							\$191.27
13640	Qwest	phone & internet	\$173.22	\$173.22						
13641	CenterPoint Energy	gas utilities	\$815.41	\$815.41						
13642	BlueCrossBlueShield	health insurance - april	\$791.00		\$791.00					
		totals	\$51,654.05	\$8,127.20	\$16,724.41	\$4,875.00	\$0.00	\$0.00	\$0.00	\$21,927.44