BALDWIN TOWNSHIP REGULAR MEETING

December 1, 2008

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

Call to Order – The December 1, 2008 Baldwin Township regular meeting was called to order by Chairman Bryan Lawrence at 7:01 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 – Kriesel/Oliver unanimous to approve without additions or corrections.

November 2008 Final Treasurer's Report – The Clerk reported receipts of $39,827.84 and disbursements of $139,425.81, check numbers 13201-13306, 6 EFT payments totaling $1,751.78, leaving a balance of $381,409.57. The November 2008 final treasurer's report was accepted subject to audit.

December 2008 Preliminary Treasurer's Report – The Clerk reported receipts of $1,835.44 and disbursements of $68,543.42, check numbers 13307-13354, 3 EFT payments totaling $989.98, leaving a preliminary balance of $315,242.55.

Sheriff's Report – Officer Wilson reported there were 191 calls for service in the month of November. He said they checked on vehicles speeding on 96th Street, but found nothing. An invitation to an open house from 1:00 p.m. to 3:00 p.m. was extended.

Approval of Consent Agenda – Kriesel/Oliver unanimous to approve the Baldwin Township Regular Meeting minutes of November 10, 2008 and the Baldwin Township Special Meeting minutes of November 17, 2008.

Open Forum – None.

OLD BUSINESS:

Approve/Disapprove Employee 2009 Health Insurance Coverage – Paul Wichmann, the representative from Great American Advisors, was present to explain the health plans available. Oliver/Kriesel unanimous to keep the same health plan for this year, but with a serious review of the plan starting in September or October of 2009.

Fire Department Report – Mark Bennett reported to the town board that there were 13 calls in the month of November. The Northeast Sherburne Fire Department was congratulated on securing a $20,000 grant from the Fireman Heritage Fund to be used

for training and equipment. There was discussion regarding the grass rigs and renewal of conditional use permits. A form for use with conditional use permits is being drafted, and will be presented to the town board for review. The subject of painting the grass rig will be put on Tuesday's agenda. Bennett informed the board that fire meetings will be held every other month starting in January.

Park Committee Report – Dave Patten informed the town board that the Park Committee voted to approve quarterly meetings to be held in January, April, July and October. If needed special meetings can also be called. Due to lack of development there is not much business to take care of. Patten said someone has been found to take the trees down for free, but the township would need to clear the wood. Proof of insurance will be provided. The land has not yet been seeded.

Approve/Disapprove Park Director Duties – Holm/Kriesel unanimous to table until January.

Approve/Disapprove Sandy Lake Resolution – According to Dave Patten the sign at Sandy Lake does not match the ordinance, therefore one or the other must be changed. Lawrence stated that a letter should be sent to the lake association letting them know that the signs have been stolen. Lawrence said a resolution is first needed for the board to look at, and then a public hearing is called. Lawrence asked Patten to run the issue through the Park Committee.

Approve/Disapprove Revised Park Resolution, Sandy Lake Beach – Dave Patten stated that the board needs to decide what time township parks will be closed. He suggests changing the current sign that is posted as he feels the township will be less liable if the sign stated ½ hour past sunset. Holm suggested having the Park Committee come up with recommendations. Patten stated that it will be done along with the rest of the ordinance discussion.

Surveillance Camera Update – No update. Kriesel is to keep working on obtaining one camera for in the town hall.

Approve/Disapprove July 7, 2008 Town Board Meeting Minutes Addendum – Oliver/Holm unanimous to table as the Clerk did not have time to finish the task.

NEW BUSINESS:

Approve/Disapprove Ballot Questions for March Township Election – As stated in the Minnesota Association of Townships Information Library Document Number GI 1000:

Option C – Town Administrator

a) **Described:** This option provides for the appointment of a town administrator.

b) **Question:** "Shall option C, providing for the appointment of a town administrator by the town board, be adopted for the government of the town?"

c) **Implementation:** If Option C is adopted, the town board is required to appoint an administrator as soon as practicable after the election on the terms the board deems advisable. The person appointed does not need to be a resident of the town, but the administrator must be chosen solely on the basis of training, experience, and administrative qualifications. The town clerk may be appointed as the administrator if he or she meets the qualifications. The appointment is for an indefinite period. The board may appoint a qualified person to perform the administrator's duties during absence or disability. An administrator may be removed by the board at any time. However, if the administrator has served for at least one year, he or she may require the board to make written charges and hold a *public* hearing on the charges before the final removal takes effect. Until the hearing, the board may suspend the administrator, with or without pay.

The powers and duties of the administrator are set out in the statue.

d) **Upon Abandonment:** If abandonment of Option C is approved, as soon as practical after the election the board must abolish the office. The position should be abolished by town board resolution. Once abolished, the duties and responsibilities of the position shall be assumed by the town board or by the officer having responsibility for the function prior to the appointment of the administrator.

Holm/Oliver unanimous to approve ballot question for Option C for March 2009.

Appoint Sherburne County Planning Advisory Board Representative for a 3-Year Term – Kriesel/Oliver unanimous motion to appoint Jeff Holm as representative for the 3-year term on the Sherburne County Planning Advisory Board. Holm/Oliver unanimous to approve Bryan Lawrence as an alternate to the Sherburne County Planning Advisory Board.

Approve/Disapprove Newsletter – Oliver/Kriesel unanimous to approve newsletter with corrections.

Schedule Special Town Board Meeting, Incorporation/Annexation Committee Presentation – Holm/Kriesel unanimous to approve scheduling a special town board meeting with the Incorporation/Annexation Committee for December 18th at 7:00 ~~a.m.~~ p.m.

C. Stevens
1-5-09

Approve/Disapprove Amendment to the Sherburne County Subdivision Ordinance #167 – Holm/Kriesel unanimous motion to approve amendment to the Sherburne County Subdivision Ordinance #167.

Approve/Disapprove Creation of Special Revenue Fund for Fire Relief Receipts/Disbursements – Holm/Oliver unanimous to approve creation of a special revenue fund for fire relief receipts and disbursements. 1-5-09 C. Stevens

Approve/Disapprove Transfer of $13,397.32 from Capital Fund to Debt Service Fund, Fire Station Payment – Kriesel/Oliver unanimous to approve the transfer of $13,397.32 from the capital fund to the debt service fund for the fire station payment.

Approve/Disapprove Transfer of $19,937.96 from Fire Fund to Debt Service Fund, Fire Trucks & Equipment Payment – Oliver/Kriesel unanimous to approve the transfer of $19,937.96 from the fire fund to the debt service fund for fire trucks and equipment payment.

Approve/Disapprove Holiday Hours for Office – Kriesel/Holm unanimous to approve closing the office for December 25th and December 26th. Kriesel/Holm unanimous motion to approve closing the office for January 1, 2009 and January 2, 2009.

Announcements:

* Disposition hearing on Monday, December 8th at 1:00 p.m. regarding the ambulance theft.
* Dedication and open house of the Public Safety Building on Wednesday, December 17th at 10:00 a.m.
* Town Board filings open December 30, 2008 and close on January 13, 2009.
* PERA rate increase for coordinated plan becomes effective on January 1, 2009.

Any Other Business:

Kriesel/Oliver unanimous to approve taking $70,000 from Bremer savings account and putting into US Bank checking account.

Oliver/Kriesel unanimous to pay the bills, check numbers 13307-13354, 3 EFT payments totaling $989.98, for a total of $68,543.42.

Kriesel/Holm unanimous to approve check number 13266 to Essig Construction for $2,325.00.

Adjourn – Kriesel/Holm unanimous to approve adjournment at 8:51 p.m.

Cathy Stevens

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

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

Attendees: Dennis Lindberg, Jesse Ewert, Terry Carlile

NOVEMBER 2008 FINAL

CLAIMS

CHECK	TO WHOM	FOR WHAT	AMOUNT	GEN	R & B	ENG.	PARK	CAPITAL	CEM	FIRE
13201	U.S. Bank	*941 tax deposit - october*	$2,417.93	$912.12	$1,451.99					$53.82
13202	AT&T Mobility	*fire cell phones*	$90.56							$90.56
13203	Kennedy & Graven	*legal services*	$232.50	$232.50						
13204	Qwest	*phone & internet*	$172.39	$172.39						
13205	Princeton Township	*grading services*	$250.00		$250.00					
13206	Connexus Energy	*electric utilities*	$218.69							$218.69
13207	Connexus Energy	*electric utilities*	$200.93	$200.93						
13208	Great Glacier	*water & cooler rental*	$35.37	$35.37						
13209	Northstar Access	*phone*	$68.89							$68.89
13210	CitEscape	*internet*	$39.99							$39.99
13211	Cheryl Goetz	*wages*	$64.86	$64.86						
13212	St. Cloud Truck	*parts*	$799.66		$799.66					
13213	Greenway Implement	*parts*	$235.48		$235.48					
13214	Northern Safety	*truck lights*	$442.35		$442.35					
13215	Jay Stromberg	*dot inspection*	$195.00		$195.00					
13216	NorthAmericanSalt	*road salt*	$2,775.89		$2,775.89					
13217	Kris Engineering	*blades*	$3,985.34		$3,985.34					
13218	Locators & Supplies	*gloves*	$68.04		$68.04					
13219	M.Groebner'sConstru	*two doors*	$2,150.00					$2,150.00		
13220	Cathy Stevens	*wages*	$1,035.58	$1,035.58						
13221	Zachary Good	*wages*	$894.40		$894.40					
13222	Dennis Lindberg	*wages*	$117.42		$117.42					
13223	Terry Carlile	*wages*	$900.50		$900.50					
13224	Lester W. Kriesel	*wages*	$327.75	$327.75						
13225	Lester W. Kriesel	*election judge & mileage*	$163.40	$163.40						
13226	Jim Oliver	*wages*	$233.87	$233.87						
13227	Jeff Holm	*wages*	$233.87	$233.87						
13228	Jeff Holm	*mileage*	$7.02	$7.02						
13229	West Branch Const	*misc. road repairs*	$15,376.00		$15,376.00					
13230	Paul Vollkommer	*wages*	$140.32	$140.32						
13231	Rum River Contract	*road repair*	$4,400.00		$4,400.00					
Auto	MN Dept of Revenue	*fuel license renewal*	$25.00		$25.00					
Auto	MN Dept of Revenue	*october withholding tax*	$430.58	$148.77	$274.38					$7.43
Auto	PERA	*employee contribution*	$528.54	$187.03	$341.51					
Auto	PERA	*town board contribution*	$99.50	$99.50						
13232	Hayford Ford	*2008 ford f550*	$34,121.00					$34,121.00		

NOVEMBER 2008 FINAL

CHECK	TO WHOM	FOR WHAT	AMOUNT	GEN	R & B	ENG.	PARK	CAPITAL	CEM	FIRE
13233	Bryan Lawrence	*wages*	$280.65	$280.65						
13234	Bryan Lawrence	*mileage*	$16.38	$16.38						
Auto	PERA	*town board contribution*	$30.00	$30.00						
13235	Cheryl Goetz	*wages*	$141.70	$141.70						
13236	Petty Cash	*postage*	$99.82	$99.82						
13237	Tom's PC Service	*computer repairs*	$220.00	$220.00						
13238	Knife River	*crushed concrete*	$200.91		$200.91					
13239	Mac Tools	*r&b tools*	$280.07		$280.07					
13240	Neft Auto Supply	*r&b supplies*	$16.32		$16.32					
13241	Commercial Asphalt	*bituminous*	$222.64		$222.64					
13242	Crysteel Truck	*10' vee plow*	$7,249.45					$7,249.45		
13243	Larson Implement	*truck box*	$8,600.00					$8,600.00		
13244	ECM Publishers	*legal notice*	$13.80	$13.80						
13245	Princeton Vet Clinic	*animal impounding*	$104.70	$104.70						
13246	East Central Sanitation	*garbage service*	$22.82	$11.41						$11.41
13247	M-R Sign Co.	*signs*	$573.51		$573.51					
13248	Plaisted Companies	*sand*	$509.66		$509.66					
13249	Princeton Township	*grading services*	$250.00		$250.00					
13250	Warren Services	*tree service*	$1,220.00		$1,220.00					
13251	William Feddema	*welding*	$1,760.00		$1,760.00					
13252	Circle 9 Conoco	*fuel*	$8.75		$8.75					
13253	Collins Brothers Towing	*towing service*	$532.50							$532.50
13254	Elite Lock & Key	*lock & door repair*	$1,860.70					$1,860.70		
13255	KEEPRS, Inc.	*fire clothing*	$13.98							$13.98
13256	St. Cloud Tech Coll	*training*	$400.00							$400.00
13257	BlueCrossBlueShield	*health insurance - december*	$734.50		$734.50					
13258	Office Depot	*office supplies*	$95.49	$95.49						
13259	Alexandria Tech Coll	*training*	$110.00							$110.00
13260	U.S. Bank	*credit card charges*	$659.17	$659.17						
13261	Schultz Soft Water	*water softener filters*	$11.01	$11.01						
13262	AT&T Mobility	*r&b cell phone*	$45.64		$45.64					
13263	CenterPoint Energy	*gas utilities*	$88.57	$88.57						
13264	CenterPoint Energy	*gas utilities*	$17.76							$17.76
13265	Bogart Pederson	*engineering*	$3,087.50			$3,087.50				
13266	Essig Construction	*blading & c5*	$2,325.00		$2,325.00					
13267	South Central Coll	*training*	$30.00							$30.00
13268	IKON Office	*copy machine maintenance*	$113.08							$113.08
13269	W.S. Darley	*fire equipment*	$352.95							$352.95

NOVEMBER 2008 FINAL

CHECK	TO WHOM	FOR WHAT	AMOUNT	GEN	R & B	ENG.	PARK	CAPITAL	CEM	FIRE
13270	IKON Financial	*copy machine lease*	$591.08	$591.08						
13271	MN Child Support	*payment*	$13.84		$13.84					
13272	Marv's True Value	*supplies*	$388.55	$52.60	$326.07					$9.88
13273	Brian Torborg	*reimbursement*	$225.00							$225.00
13274	Cathy Stevens	*mileage*	$21.64	$21.64						
13275	Scott Gray	*gopher feet - 11 pair*	$16.50	$16.50						
13276	Jerry Mueller	*gopher feet - 80 pair*	$120.00	$120.00						
13277	Linda Alexander	*election judge*	$85.00	$85.00						
13278	Laura Bauer	*election judge & mileage*	$217.02	$217.02						
13279	Laura Beck	*election judge*	$85.00	$85.00						
13280	Donna Cantrell	*election judge*	$85.00	$85.00						
13281	Constance Cichy	*election judge & mileage*	$113.35	$113.35						
13282	Nancy Dorweiler	*election judge*	$122.00	$122.00						
13283	Wendy Gelle	*election judge & mileage*	$148.55	$148.55						
13284	Kimberly Good	*election judge*	$175.00	$175.00						
13285	Elizabeth Groebner	*election judge*	$92.50	$92.50						
13286	Nan Huber	*election judge*	$142.00	$142.00						
13287	Llona Jorgenson	*election judge*	$125.00	$125.00						
13288	Rudie Jorgenson	*election judge*	$120.00	$120.00						
13289	Linda Massey	*election judge*	$208.30	$208.30						
13290	Sharon Matz	*election judge*	$190.00	$190.00						
13291	Jerry Mueller	*election judge*	$208.30	$208.30						
13292	Joyce Mueller	*election judge*	$190.00	$190.00						
13293	Barbara Pence	*election judge*	$85.00	$85.00						
13294	Denise Powell	*election judge*	$215.00	$215.00						
13295	Heather Savage	*election judge*	$105.00	$105.00						
13296	Calvin Schmock	*election judge & mileage*	$178.51	$178.51						
13297	Gloria Semke	*election judge & mileage*	$137.60	$137.60						
13298	North Country Aire	*carbon monoxide tester*	$1,013.00					$1,013.00		
13299	Wachovia	*fire relief*	$23,957.66							$23,957.66
13300	Cathy Stevens	*wages*	$1,425.12	$1,425.12						
13301	Zachary Good	*wages*	$927.81		$927.81					
13302	Dennis Lindberg	*wages*	$158.23		$158.23					
13303	Mark Otis	*wages*	$105.70		$105.70					
13304	Phillip Fadden	*wages*	$19.58		$19.58					
13305	Terry Carlile	*wages*	$984.32		$984.32					
13306	MN Child Support	*payment*	$13.84		$13.84					
Auto	PERA	*employee contribution*	$638.16	$274.03	$364.13					

NOVEMBER 2008

FINAL

CHECK	TO WHOM	FOR WHAT	AMOUNT	GEN	R & B	ENG.	PARK	CAPITAL	CEM	FIRE
		totals	$139,425.81	$11,497.08	$43,593.48	$3,087.50	$0.00	$54,994.15	$0.00	$26,253.60

DECEMBER 2008 PRELIMINARY

CLAIMS

CHECK	TO WHOM	FOR WHAT	AMOUNT	GEN	R & B	ENG.	PARK	CAPITAL	CEM	FIRE
13307	U.S. Bank	*941 tax deposit - november*	$2,388.10	$948.09	$1,440.01					
13308	AT&T Mobility	*fire cell phones*	$94.30							$94.30
13309	Kennedy & Graven	*legal services*	$403.00	$403.00						
13310	Connexus Energy	*electric utilities*	$168.84	$168.84						
13311	Connexus Energy	*electric utilities*	$126.86							$126.86
13312	Northstar Access	*phone*	$68.76							$68.76
13313	CitEscape	*internet*	$39.99							$39.99
13314	Rum River Contract	*100th street patch*	$5,425.00		$5,425.00					
13315	Reliance Electric	*electrical work*	$660.50					$660.50		
13316	IKON Office	*copy machine maintenance*	$186.00	$186.00						
13317	NorthAmericanSalt	*road salt*	$2,705.47		$2,705.47					
13318	JMD Mfg, Inc.	*mailbox posts*	$662.22		$662.22					
13319	Rays Auto Body	*running boards*	$259.00		$259.00					
13320	W.S. Darley	*fire equipment*	$182.70							$182.70
13321	KEEPRS, Inc.	*fire badges*	$2,556.00							$2,556.00
13322	Brand Mfg.	*oxygen tank*	$25.88		$25.88					
13323	IKON Office	*savin copy machine maint*	$358.31	$358.31						
13324	MN Trucking Assoc.	*vehicle inspection forms*	$40.47		$40.47					
13325	IKON Office	*copy machine staples*	$83.07	$83.07						
13326	Lawson Products	*r&b supplies*	$508.78		$508.78					
13327	M-R Sign Co.	*signs & sign posts*	$1,391.84		$1,391.84					
13328	Bogart Pederson	*engineering*	$250.00			$250.00				
13329	Terry Carlile	*reimbursement*	$207.79		$207.79					
13330	Lester W. Kriesel	*wages*	$190.00	$190.00						
13331	Cheryl Goetz	*wages*	$114.31	$114.31						
13332	Brian Torborg	*wages*	$246.31							$246.31
13333	Crysteel	*self leveling bracket*	$47.04		$47.04					
13334	Don Nordeen	*gopher feet - 30 pair*	$45.00	$45.00						
13335	Rick Radtke	*gopher feet - 55.5 pair*	$83.25	$83.25						
13336	Paul Martinson	*access permit refund*	$50.00		$50.00					
13337	Monarch Homes	*access permit refund*	$50.00		$50.00					
13338	RW Builders	*access permit refund*	$50.00		$50.00					
13339	Howard Homes	*access permit refund*	$50.00		$50.00					
13340	Jeff Holm	*wages*	$140.32	$140.32						
13341	Jeff Holm	*mileage*	$33.34	$33.34						
13342	Fire Relief Assoc.	*clean up day*	$600.00	$600.00						

DECEMBER 2008 PRELIMINARY

CHECK	TO WHOM	FOR WHAT	AMOUNT	GEN	R & B	ENG.	PARK	CAPITAL	CEM	FIRE
13343	Wells Fargo	*fire station lease*	$13,397.32					$13,397.32		
13344	Wells Fargo	*fire station & equipment*	$19,937.96							$19,937.96
13345	Sharon Hovorka	*election judge*	$110.00	$110.00						
13346	Cathy Stevens	*wages*	$1,159.55	$1,159.55						
13347	Terry Carlile	*wages*	$787.12		$787.12					
13348	Zachary Good	*wages*	$842.15		$842.15					
13349	MN Child Support	*payment*	$13.84		$13.84					
13350	MAT Agency	*truck insurance*	$436.00		$436.00					
13351	Warzecha Auto Works	*truck tires*	$562.22		$562.22					
13352	Roger Nelson	*gopher - 122 pair*	$183.00	$183.00						
Auto	MN Dept of Revenue	*tax deposit - november*	$426.05	$161.86	$264.19					
Auto	PERA	*employee contribution*	$528.93	$218.77	$310.16					
13353	MAT Agency	*workers comp insurance*	$9,295.00	$186.85	$4,803.21					$4,304.94
Auto	PERA	*town board contribution*	$35.00	$35.00						
13354	Marv's True Value	*supplies*	$336.83	$133.79	$203.04					
		totals	**$68,543.42**	**$5,542.35**	**$21,135.43**	**$250.00**	**$0.00**	**$14,057.82**	**$0.00**	**$27,557.82**