

BALDWIN TOWNSHIP SPECIAL MEETING

June 1, 2011

Present – Supervisors Jay Swanson, Larry Handshoe, Tom Rush, Kimberly Good and Randy Atwood.

Call to Order – The June 1, 2011 special meeting of Baldwin Township was called to order by Chairman Jay Swanson at 7:10 p.m.

Approve/Disapprove Contract for Cost Share with Sherburne County Soil & Water (Elk Lake Beach) – Good/Rush unanimous to approve the contract for cost share with Sherburne County Soil & Water.

Stated by Jon Bogart that it will cost approximately \$500 for the removal of the concrete at Elk Lake Beach. Mark Basiletti, using Plan 3, the cost of planting the bottom with seedling plugs would cost \$1,221.00. The total would be \$14,756 with the plants (the dollar amount includes 10% construction contingencies). Volunteers will be used for the planting. He will come up with a planting plan, and run it by the township. The only standard is that they have to be plants that will grow in that environment. Another project for volunteers will be watering. Good/ Handshoe unanimous to bid on Plan 3 for \$14,756. The bid would be with Bogart's estimates. Bogart and Basiletti will put out specifications including taking out the concrete. Handshoe made a friendly amendment for a total of \$13,535 plus \$500 for concrete removal for a total of \$14,035 (price does not include 10% construction contingencies).

Handshoe/Atwood unanimous to approve the cost sharing amount of \$1,221.00 with Sherburne County Soil & Water for the plantings.

Review/Approve/Disapprove Township Engineer Gravel Estimates, Advertising for Sealed Bids – Good/Handshoe unanimous to approve the township engineer gravel estimates for Elk Lake at \$42,500. Bogart will build a proposal for the July meeting in order to obtain quotes.

Review HCP Coordinator Job Description – A consideration of hiring a coordinator, with the assistance from the clerk, was brought before the township board by Don Hickman. Since there are grant opportunities for all three task forces he felt a coordinator would be a good idea. It was stated that a grant writer would be more expensive than just a coordinator. 15% of the overall grant would buy approximately 20 hours a month. Included in the minutes is a detailed recommendation from the Government Innovations Task Force:

**Government Innovations Task Force
HCP Coordinator Job Description Recommendation
June 1, 2011**

The Government Innovations Task Force believes that the HCP coordinator should coordinate and administrate the HCP grant, maintaining a close working relationship with the Initiative Foundation, while utilizing all the resources the IF has to offer Baldwin Township.

We recommend the following job description elements:

- a. Will be required to administrate the current HCP grant
- b. Will provide the interface between the Initiative Foundation and the township board
- c. Will provide the interface between the township board and the HCP taskforces including the steering committee
- d. Will track Initiative funds
- e. Must attend each taskforce and steering committee meetings
- f. The coordinator does not perform normal taskforce secretarial duties
- g. Must complete the HCP annual report
- h. Workload is expected to be 20 hours/month
- i. The HCP coordinator NOT replace the township board member as liaison

We agree with the other task forces that grant applications are integral to the long term future of Baldwin Township government. We believe that coordinator job should NOT include grant-writing tasks. We view the HCP coordinator and the grant writer as two separate positions that require two different skill sets. It is our view that the coordinator should FOCUS on administrating the HCP program for the purpose of getting things done. Our position – that of separating the coordinator and grant writer into different jobs – doesn't mean that grant writing won't get done. We still want grant writing to get done, we just don't think it should be the coordinator's task. The IF can provide us with grant referrals since they have grants and grants writers they can recommend. Because grant compellition has increased, different grant opportunities may require different expertise.

It was stated by Don Hickman of the Initiative Foundation at a steering committee meeting that 15 percent of the \$20,000 – in other words, \$3,000 – is a general marker to use to determine the amount to pay a coordinator. Fifteen (15) percent will not be adequate to pay for both a coordinator and a grant writer. If our focus is to do both -- obtain grants and coordinate the HCP program, it's going to take a larger percentage to accomplish both. Fifty (50) percent seems like a more realistic number to consider which could drain funds from the original goals. However, if successful, it could also multiply the funds available for goals work.

We have much work to do to develop a first-rate township. We have many tasks before us that need to be accomplished. The HCP program is a good start in facilitating the work before us. The HCP coordinator should focus on helping the task forces reach their goals. Including grant writing in the coordinator's position will only detract from our ability to reach our goals by directing HCP program funds in another direction. Grant application preparation should have no net cost as costs should be fully recovered from the grant funds received. We recommend that Baldwin Township fund this effort separate from HCP coordination. Additionally, payments to contract grant writers for HCP related goals could apply toward Baldwin grant matching funds. Separation of expenses are necessary to determine the effectiveness of the expenditures.

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We have much work to do to develop a first-rate township. We have many tasks before us that need to be accomplished. The HCP program is a good start in facilitating the work before us. The HCP coordinator should focus on helping the task forces reach their goals. Including grant writing in the coordinator's position will only detract from our ability to reach our goals by directing HCP program funds in another direction.

Hickman said that the Steering Committee has not yet determined where the emphasis should be yet whether on a coordinator or a grant writer. He will furnish a list of people who have expressed interest. There was discussion regarding if fees for a grant writer could come out of the grant monies, and if it was practical to assume that one grant writer can handle all grants. Hickman said it's hard to know without knowing any of the urgent projects or priorities. It was discussed that all grants may not be HCP related, and it would be desirable to expand into other areas if possible. There was a concern that people don't know how many grants are available, and a coordinator would have to know which grants to apply for. If the positions of a coordinator and a grant writer are combined, the focus inevitably would focus on grants, and there probably would not be enough time for coordination. Applying for grants is a lot of hard work, especially when it concerns grants of any substance, and even more factual when it comes to government grants.

There was also discussion on how to interest more community members to get involved with the different committees. There has been a struggle to get interested members to come in and stay. Even though this is a chronic problem for all communities, Baldwin has unique challenges. There is hope that a HCP coordinator would help with involvement and promote the vision for the Healthy Communities Partnership.

Review Planning Commission Applicant Information & Advertisement – The HCP Government Innovations Task Force bylaw recommendations, planning commission job description, and planning commission qualifications are included as:

Baldwin Planning Commission

Bylaws Elements Recommendations

May 17, 2011

Planning commission bylaws elements recommended by the HCP Government Innovations Task Force,

Number of Members:

- Five (5) voting.
- Two (2) non-voting.
 - One (1) alternate, non-voting except when substituting for an absent regular voting member.
 - One (1) town board member, non-voting.

Term of Members:

- Three (3) year terms staggered.
 - Two (2) members have initial one (1) year term.
 - Two (2) members have initial two (2) year terms.
 - One (1) member has initial three (3) year terms.

Town Board Member Role:

- Communication link to the town board.

Term Limits:

- Three (3) consecutive three (3) year terms.

Residency Requirements:

- Baldwin resident and Baldwin land owner.

Compensation:

- Town board to determine.

Recruiting (nominating committee):

- Town board to determine.

Township Staff Role:

- Township will provide administrative staff for items such as agenda and meeting minutes preparation.

Other City or County Representation:

- As requested by the planning commission.

Planning Commission Member

Job Description

May 26, 2011

The Planning Commission is an advisory body to the Township Board, which is primarily responsible for directing the short and long range growth and development of the Township including maintenance and implementation of the Township's Comprehensive Plan and associated specific plans. It is composed of up to seven Commissioners who shall be resident landowners of the Township, serve with or without compensation and be appointed upon the basis of three affirmative votes of members of the Township Board, based on applications from members of the Township.

Commissioners will initially be appointed to varying term lengths of 1, 2 and 3 year terms, with a maximum of two (2) three (3) year terms limit. After the Commissioner's initial term is served, successive terms shall be three (3) years in length.

Duties may include but not limited to:

- Work with the Township board and citizens to establish a foundational Township Comprehensive Plan.
- The Planning Commission reviews all applications and documents related to zoning regulations and use issues within Baldwin Township, as well as all capital improvement programs.
- The Planning Commission will work with citizen task forces to assist and guide resource planning as needed.
- In order to implement the Comprehensive Plan, the Planning Commission is empowered to recommend policies and procedures to administer the Township's ordinances, rules and regulations to regulate the use of buildings, structures and land.
- Generally assist the township board in planning issues as directed.

Planning Commission Member

Desirable Qualifications

May 26, 2011

A Planning Commissioner's primary duty is to make land use decisions that are consistent with the policies and plans formally adopted by the Township Board. Therefore, the first priority of a Planning Commissioner must be to develop decision-making skills and knowledge of Township policies. It is not critical to have training in fields such as planning, architecture, law, civil engineering, geology, economics, or demography; these are skills that are available to the Commissioner from other Township and outside resources.

The commissioner's job is to weigh the professional input given by staff, environmental impact reports, task force and consultant reports. A commissioner is much like a judge who is trained to render a legal decision based on the testimony of experts and others who appear as witnesses in any official proceedings.

Suggested qualifications for a Planning Commissioner include:

- A willingness and ability to research and report on issues, programs and policies related to development issues.
- A willingness to attend meetings on a regular basis. Three (3) unexcused absences in one year are generally grounds for dismissal from the Commission.
- A willingness to assist in implementing projects as decided upon by the Township Board.
- The ability to sustain harmonious working relationships with Commission members, the Township Board, residents, and the public.
- A willingness to attend extracurricular meeting and training seminars related to regional planning issues.

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Nordby said that an attorney may probably develop the bylaws.

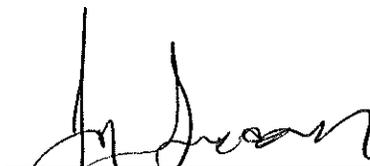
Approve/Disapprove MAT Short Course Attendance, Monday, June 20 (Early Bird Registration Ends June 6th – Save \$10!) – Good/Rush unanimous to approve sending Swanson, Stevens, Goetz Dobson and Good to the MAT Short Course on Monday June 20th. Atwood will determine if he is able to attend and inform the clerk.

Rush/Atwood unanimous to close the town hall on June 20, 2011 since the clerk and deputy clerk will be attending the MAT Short Course.

Adjourn – Handshoe/Rush unanimous to adjourn at 9:06 p.m.



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



Approved By: (s/) Jay Swanson
Chairman, Board of Supervisors
Baldwin Township

Attendees: Blane Ding, Tech Huntington, Dean Kleinhans, Don Hickman, Jon Bogart,
Mark Basiletti