

BALDWIN TOWNSHIP REGULAR MEETING

April 2, 2012

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

Call to Order – The April 2, 2012 regular meeting of Baldwin Township was called to order by Chairman Jay Swanson at 7:00 p.m.

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

Additions/Corrections to Agenda – Added to Old Business is Driveway Culvert for Phil Onstad; Revise the Sign Ordinance; table Approve/Disapprove Design of Cemetery Sign until the April 14th meeting; and Discuss Mille Lacs Bank of Ojibwa; and under New Business move Resident Concern Regarding Speed on 303rd Avenue to after and under the Road Report; and add Letter to Resident Regarding Lodging a Complaint.

Approval of Regular Meeting Agenda With/Without Additions/Corrections – Handshoe/Good unanimous to approve regular meeting agenda with additions and corrections.

April 2012 Preliminary Treasurer's Report – The clerk reported receipts of \$887.02 and disbursements of \$18,327.02, check numbers 16371 through 16404 and 2 EFT payments leaving a preliminary balance of \$419,971.31.

Sheriff's Report – It was reported there were 162 calls for the month of March. Even though the sheriff's department has not received any complaints regarding speeding on 136th Street, it was said they can monitor the situation with extra patrol.

Approval of Consent Agenda - Atwood/Handshoe unanimous to approve the Town Board Meeting Minutes of March 14 Grant Training Workshop, March 19 Grant Training Workshop and the March 20, 2012 Regular Town Board Meeting.

Open Forum for Citizens – Rich Harris, 281st Avenue, asked if the software problem that was delaying the financial audit was fixed.

According to Chuck Nagle of, 131st Street, the cost of obtaining a list of Baldwin businesses from the Secretary of State is \$103.58, not \$100 as stated. Nagle was told that there is no progress regarding putting audio on the website. Nagle said the green fire number signs were the ones recommended by the task force and had one available for display.

Elaine Philippi, 127th Street, asked where she could obtain the procedures regarding registering a complaint against one of the township employees. She also questioned

April
17th
(ALS)

that if a township supervisor is chair of the FunFest event if it would be a paid or unpaid position.

Conditional & Interim Use Permits: None.

Plats: None.

Variances: None.

OLD BUSINESS:

Road Report – Handshoe did some checking on 136th Street and Sandy Lake. Rough numbers were obtained from Bogart for this project.

Good/Handshoe unanimous to approve \$5,000 to fix 96th Street. Steve Smith, Spencer Brook Township, estimated a cost of \$8,000 for dirt work and \$2,000 for asphalt; it would be approximately \$5,000 each for both Baldwin Township and Spencer Brook Township to do repairs on 96th Street. A copy of the contractors insurance will be sent to the Baldwin Town Hall.

Review 96th Street Estimate - See above.

Review Sandy Lake Graveling Estimate – According to Bogart the estimate for the Sandy Lake graveling project is roughly \$74,000 according to figures of last year. Good/Handshoe unanimous to send out for quotes.

136th Street and 120th Street – Bogart reported that stumps have been buried down about 6 feet under these roads. His numbers were adjusted accordingly with an increase to 25% contingencies on these projects. His estimate for 120th Street is \$115,565.63 which is \$15,000 more than what he was instructed to budget. If the contingency money was not used on 136th Street he feels 120th Street could be done. Swanson/Good unanimous to go out for bid on 136th Street with the intention of having a change order for 120th Street if feasible.

Sewer Plant Contractor – A representative from Rice Lake Construction was present. Good stated that the township had sent a bill to the City of Princeton last year in the amount of \$1,800 for the city's use of 120th Street. Swanson stated that it is a 5 ton road and the road showed a lot of wear and tear at that date. The township put \$1,800 of class 5 on the road. The township sent a bill to Princeton and they have not paid it. He thinks that we should have had a conversation with the City of Princeton if they wanted to use our roads. That road is barely built to the 5 ton standard. Ultimately, some type of agreement should be made with before and after pictures. There should be some kind of insurance that we will get paid for it. Bob Gerald, City of Princeton Public Works, stated that the city has a prescriptive easement. The bill that had been sent to the city was before he became public works director. If there were discrepancies in the road it was not brought to his attention. He had contacted

Supervisor Handshoe and, in that conversation, he was told not to worry about it. He did not know he had to come in front of the board to have this bill forgiven. If there ever has been an issue we have tried to correct it. Swanson stated that is why we don't like when our bill is not paid. Gerold apologized. Rush stated that at any time a road that will have heavy equipment running across it should come before the town board. Good stated that we need to come up with some formal written agreement as nobody wants hard feelings. The trucks started driving in December of 2010 and the township put gravel on the road in August 2010. She cannot find any minutes that shows any type of motion. Swanson stated that an agreement needs to be put into place. Gerold suggested having township staff draft something up and send it to the city. Good stated that she appreciates Rice Lake's willingness to take care of the issue; however, it is between the City of Princeton and not the contractor. She will also talk to Essig Construction to determine what they may remember about that job.

Status of 2012 Road Projects Per Capital Improvement Plan – No report.

Resident Concern Regarding Speed on 303rd Avenue – Joe Blattner voiced concern regarding the speed limit on 303rd Avenue. He said he would like it reduced to 40 mph. Swanson said a speed study can be done with the township standing by the recommendations of that study. The sheriff department will put on extra patrol. The clerk will send a letter.

Status of Rain Garden/Boat Ramp – Bogart said they will be preparing to go out for bids now that weight limits are off. He said they are thinking about plan 'c' which is leaving the boat ramp in and making a smaller rain garden.

Update on Sherburne County Trailer Park – Bogart stated that when paperwork was submitted to the MPCA they had tried to get a grant for all the technical work. However, they cannot do that because the system is over 10,000 gallons/day. He had put in paperwork for a community sewer as the MPCA (Bill Dunn wants to put this in a different bracket. He should have this completed tomorrow and it will be resubmitted to Bill Dunn. There is another grant that may be available. Property owner Jon Wadsworth will send the link to him. However, it seems like most grant money is geared to the township owning the system. He has determined that \$45 per month per resident would make that system work for all the residents. The MPCA is pushing hard to get the system into compliance. He will continue to try to get all the free money we possibly can. Jon Wadsworth stated that he believed the discussion was if Baldwin wanted to be part of the project. If a sewer system was there why not work together. Swanson stated that it was the start of the conversation. If the township put money into it then the township owns it. He is hoping that none of the taxpayers would have to pay for it. It seems like it is less and less likely to happen. Wadsworth stated that if an opportunity for grant money came up he would ask the township help to obtain such a grant as it cannot come from a private citizen. Swanson stated that he would like to do whatever the board can do as the local government.

Fire Department Report – Chief Rademacher reported there were 21 calls in the month of March 2012. Pagers were purchased with a \$1000 grant. Tentatively the Fireman's Dance will be September 22nd at Ridgewood Bay. The Fire Department Garage Sale will be May 3 through the 5th. The department is possibly considering a purchase of an ATV/UTV and selling the boat. There has been taillight and fender damage to Grass 1; insurance is \$500 deductible. The department will participate at the Baldwin FunFest.

ISO Rating Update – Rademacher reported that they are in the process of reclassifying municipalities of over 10,000, and there is nothing before December on their schedule. He was told if something opens up, Baldwin is number 2 on the list.

Relief Association Quarterly Report -

- Special Fund Balance - \$342,164.21.
- Yearly audit will be in June 2012
- Donated \$150.00 to Princeton Senior Class
- Will be coordinating with the Committee for Baldwin Day at Young Park
- Our annual dance is tentatively scheduled for September 22nd at Ridgewood Bay
- Our annual garage sale is May 3, 4, and 5
- Any questions feel free to contact me at 612-598-5062

Jim Oliver, Treasurer

Discuss/Approve/Disapprove Increase in Firefighter Training Pay – Discussion on whether the increases in firefighter training pay would be applied to the January 2013 payroll or January 2014 payroll. The citizens at the annual meeting approved a levy increase for the training pay, but there is uncertainly whether the people were aware that it would be in 2013. Tabled to be put on agenda for the May 7, 2012 meeting.

PAVC Update – Good reported that the PAVC is working on ways to find money to finance the amphitheatre.

Park Committee Report – Rush reported that the grass rig will be going out Thursday and Friday to pressure wash the playground equipment. Mike Seurer's term is up in May; therefore the Park Committee will be looking for a new park board member. Grants submitted to Otto Bremer and Athwin Foundation has made it to Round 2. The next meeting will be April 19th at 7:00 p.m.

Discuss Playground – Rush reported that the overall cost is \$1,600 to do the bunker and wood chips. Swantec is willing to donate time and the bobcat. Swanson/Handshoe unanimous to move \$1,600 from the general fund to the park fund to initiate this project. Rush will check the cost of a port-a-potty.

Regional Park Committee Update – According to Good the 4R Board is focused on generating finances. They received 30 letters of support for their grant application.

TCP Baldwin Volunteer Corps Update – The TCP Baldwin Volunteer Corps should be changed to TCI Baldwin Volunteer Corps. Carol Swanson of 112th Street is filing in as chair for the Corps. The date for the Baldwin FunFest will be October 6, 2012.

Approve/Disapprove Disbursement of \$100 to Obtain Email List from the Secretary of State – The actual amount is \$103.58. The Secretary of State does not supply email addresses; just names and street addresses. Handshoe/Good unanimous to approve \$103.58 to obtain a list from the Secretary of State.

Approve/Disapprove Finish Line Café Business Lunch May 15 with a Budget up to \$1,000 – There is hope to have a planner in place and to introduce that person along with the planning commission applicants. Rush/Good unanimous to approve Finish Line Café for the Business Lunch on May 15th with a budget of up to \$1,000.

Joint Committee with City of Princeton Status – Event though the ball is still in the City of Princeton's court, legal council said to deliberate first, Swanson said. It was thought that the previous letter from the City of Princeton be sent to Couri and Ruppe; and discussion was against meeting with Reggie Edwards. It was stressed, though, that there has been no current official correspondence from the City of Princeton.

Discuss Options with City of Princeton – See above.

City of Princeton Planning Commission Report –Atwood reported that they are going over the sign ordinances and metal roofing issues are being looked at.

Approve/Disapprove Design of Cemetery Sign – Good/Handshoe unanimous to table until the April 17, 2012 meeting.

Approve/Disapprove Email Procedure – Good/Handshoe unanimous to approve having all emails come through the township first and have the clerk distribute them in order to provide a paper trail.

Approve/Disapprove Board Approval of Township Letters – Swanson/Atwood unanimous to approve with amendment from Good that all outgoing correspondence need the approval of the majority of the town board except in the case of emergency letters which would require the approval of the chair and vice chair.

Approve/Disapprove Removing Open Forum Sign Up Sheet Requirement from Administrative Policy and Approve/Disapprove Resolution #12-07, Resolution Amending the Town's Administrative Policy – The open forum sign up sheet was put into place in order to keep discussions moving at a meeting. Good/Handshoe motion to disapprove removing the open forum sign up sheet requirement from administrative policy and disapprove Resolution #12-07, a Resolution amending the town's administrative policy. Good called the question. Good rescinds the motion to disapprove. Good/Handshoe unanimous to table until the May meeting and after attending the MAT Short Course.

Approve/Disapprove EMS Sign Quotes – Quotes were received from Gopher Sign Company, M&R Sign Company and Lyle Sign Company.

Gopher Sign Company quoted \$10.87 for sign cost with \$22.00 for replacement signs. M&R Sign Company quoted \$17.50 for sign cost with \$50.00 for replacement signs. Lyle Sign Company quoted \$10.75 for sign costs with \$14.50 for replacement signs. Rhodes Driveway services will do the installation.

Good/Handshoe unanimous to approve the quote from Lyle Sign Company; Lyle Sign Company has recommended using the solid blue color.

Good/Handshoe unanimous to have Swanson sign the Rhodes Driveway agreement. The Clerk will obtain their insurance information.

Revising Sign Ordinance – Good/Swanson unanimous to revise the sign ordinance to take off the special assessment portion. The Clerk will have the revised ordinance available at the April 17 meeting.

Driveway Culvert – Phil Onstad of 125th Street reported that his second driveway is not a permanent driveway and will be removed by June 1st.

Discuss Mille Lacs Bank of Ojibwa – Handshoe/Rush unanimous to table and review at the April 9th meeting; and amend to Approve/Disapprove on April 17th.

TABLED ITEMS:

Open/Approve/Disapprove Park Electrical Quotes (Tabled 11/7/11) – It was discussed to send the quotes back to the park committee with Handshoe/Good to disapprove the park electrical quotes. Swanson suggested sending letters to the company's who gave quotes thanking them for their time.

NEW BUSINESS:

Resident Concern Regarding Speed on 303rd Avenue – See above.

Approve/Disapprove Resolution #12-06, Resolution to Support Princeton Youth Hockey Association's Recreational Programs – Good/Handshoe unanimous to approve Resolution #12-06; a Resolution to support the Princeton Youth Hockey Association's recreational programs.

Establish Yearly Township Goals – To review/approve/disapprove at the April 17th meeting.

Review/Sign MAT Officer List – The town board reviewed and signed the MAT officer list for the Minnesota Association of Townships.

Approve/Disapprove Attendance at Urban Short Course, Thursday, April 19, Otsego – Handshoe/Good unanimous to approve attendance at the Urban Short Course on Thursday April 19th at Otsego. Rush will not be able to attend.

Review Landmark Dividend Request for Assignment of Lease – The town board reviewed and took no action.

Discuss/Approve/Disapprove Township Personnel Wages When Subpoenaed – Handshoe/Atwood unanimous to table until the May town board meeting.

Approve/Disapprove Maintenance Duties List – Atwood/Swanson unanimous to approve adding the maintenance duties list to the Town of Baldwin Organization list.

Approve/Disapprove 2012 Clean Up Day Event Grant Agreement – Handshoe/Good unanimous to approve the 2012 Clean Up Day event grant agreement.

Approve/Disapprove Changes to Employee Handbook – Swanson/Atwood motion to add holidays required by statute to the Employee Handbook. Voice vote taken with Swanson, Atwood, Good and Handshoe in favor; Rush opposed. Motion carried.

Approve/Disapprove Transfer from General Fund to Park Fund – See above.

Approve/Disapprove Summer Help Recommendation Committee Formation – Swanson/Atwood unanimous to approve having Handshoe and Good interview summer help.

Approve/Disapprove Camera, Floodlight & Sign for Salt/Sand Shed Area – The township will put up a sign and a camera. Good stated that the electrical is already in. Swanson stated that he will donate a trail camera. Swanson/Handshoe unanimous to disapprove putting a camera, floodlight and sign for the salt/sand shed area.

↓ video (LCS)
Schedule Road Tour – The road tour is scheduled for June 11th starting at 9:15 a.m.

Approve/Disapprove Going Out for 2012 Audit Quotes – Good stated she would like to contact Larson Allen (or the firm that Bridgette Chard brought up at her interview) and say they were recommended. Good/Handshoe unanimous to go out for audit quotes with a deadline of March 1st to be done with the previous years audit.

Letter to Resident Regarding Lodging a Complaint – Good/Handshoe unanimous to send a letter to the resident interested in lodging a complaint to verify if they are still going to pursue the issue.

Announcements:

- Planner Interview, Tuesday, April 3, 7:00 p.m.
- Town Board Workshop, Monday, April 9, 7:00 p.m.

- Sherburne History Center Breakfast with the Director, Wednesday, April 11, 8:00 a.m.
- Urban Short Course, Thursday, April 19, Otsego
- Local Board of Appeal & Equalization, Wednesday, April 25, 3:00 p.m.
- County Association of Townships Meeting, April 18, Big Lake Township

ANY OTHER BUSINESS: None.

Motion to Approve Bills for Payment – Good/Atwood unanimous to approve for payment check numbers 16371 through 16404 and 2 EFT payments totaling \$18,327.02.

Adjournment – Handshoe/Rush unanimous to approve adjournment at 10:48 p.m.



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



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

Attendees: Lester Kriesel, Bob Gerold, Steve Smith, Thomas Leonard, Carol Swanson, Carissa Fuller, Rich Harris, Jon Wadsworth, Joe Blattner, Ron Hurkman, Robert Weeks, Elaine Byker, Elaine Philippi, Chuck Nagle, Jon Bogart

LH
TR R B S

PRELIMINARY

APRIL 2012

CHECK	TO WHOM	FOR WHAT	AMOUNT	GEN	R & B	ENG.	PARKS	DEBT SERVICE	CEM	FIRE
16371	ANCOM Commun	communications	\$1,058.44							\$1,058.44
16372	Bill Swigart	reimbursement	\$100.00							\$100.00
16373	Bogart, Pederson	engineering	\$4,555.00			\$4,555.00				
16374	Circle 9	fuel	\$113.49							\$113.49
16375	Connexus Energy	electric utilities	\$208.97							\$208.97
16376	Connexus Energy	electric utilities	\$436.36	\$436.36						
16377	Connexus Energy	electric utilities	\$33.09				\$33.09			
16378	Donald Larsen	reimbursement	\$34.61							\$34.61
16379	Finken Great Glacier	water & cooler rental	\$56.49	\$56.49						
16380	Jay Swanson	mileage	\$42.18	\$42.18						
16381	Kimberly Good	mileage & election judge	\$132.77	\$132.77						
16382	Larry Handshoe	mileage	\$15.54	\$15.54						
16383	Lester W. Kriesel	cemetery & election judge	\$167.00	\$117.00				\$50.00		
16384	Marks Sewer Service	pump tanks	\$270.00	\$270.00						
16385	Marvs True Value	supplies	\$252.84	\$127.34	\$31.43					\$94.07
16386	Medics Training	training	\$1,485.00							\$1,485.00
16387	Metro Fire	clothing	\$1,340.06							\$1,340.06
16388	Neft Auto Supply	supplies	\$213.60		\$174.54					
16389	NorthAmSaltCo	salt	\$1,876.93		\$1,876.93					
16390	Office Depot	office supplies	\$69.57	\$69.57						
16391	Petty Cash	postage	\$52.05	\$50.75						\$1.30
16392	Reliance Electric	electrical repair-heat	\$523.00	\$523.00						
16393	SherbCoAuditor	2012 property taxes	\$186.00	\$186.00						
16394	Kimberly Good	wages	\$594.04	\$594.04						
16395	Larry Handshoe	wages	\$430.23	\$430.23						
16396	Jay Swanson	wages	\$349.09	\$349.09						
16397	Michael Rademacher	wages	\$248.40							\$248.40
16398	Cheryl Dobson	wages	\$293.24	\$293.24						
16399	Terry Carlite	wages	\$215.31		\$215.31					
16400	Louis Christen	wages	\$580.30		\$580.30					
16401	Cathy Stevens	wages	\$1,355.93	\$1,355.93						
16402	Tom Rush	wages	\$390.01	\$390.01						
16403	Scott Case	wages	\$18.87							\$18.87
16404	Joe Kiel	wages	\$56.61							\$56.61
EFT	PERA	town board contribution	\$161.00	\$161.00						
EFT	PERA	employee contribution	\$411.00	\$312.72	\$98.28					

