

BALDWIN TOWNSHIP REGULAR MEETING

May 7, 2012

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

Call to Order – The May 7, 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

- Under Fire Department add Approve/Disapprove Upping Fire Chief's Limit to \$1500 for Training Only;
- Under New Business add Discuss of Township Hours;
- Move Fire Department Report to under Sheriff's Report;
- Remove from under Old Business City of Princeton Planning Commission Report.

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

April 2012 Preliminary Treasurer's Report – The clerk reported receipts of \$2,694.16 and disbursements of \$56,760.88, check numbers 16371 through 16441 and 9 EFT payments leaving a balance of \$435,732.03. The April 2012 final treasurer's report was accepted subject to audit.

May 2012 Preliminary Treasurer's Report – The clerk reported receipts of \$747.02 and disbursements of \$32,676.27, check numbers 16442 through 16481 and 1 EFT payment leaving a preliminary balance of \$405,922.21.

Fire Department Report - Captain Scott Case reporting for the Fire Department said there were 14 calls in the month of April.

Approve/Disapprove Adding 2nd Town Board Contact for Fire Department to Organization List – Good nominated Swanson. Swanson accepted the nomination. Handshoe/Good unanimous to approve Swanson as a 2nd town board contact for the Fire Department's organization list.

Approve/Disapprove Leave of Absence for Firefighter Gene Ludwig – Handshoe/Good unanimous to table.

The Fire Department will have no business meeting in June. The next meeting will be July 10th. There will also be no meeting in the month of August.

Captain Case said the garage sale generated \$2,700 for the Relief Fund. He appreciated the help from the auxiliary.

Approve/Disapprove Upping Fire Chief's Limit to \$1,500 for Training Only –
Atwood/Good unanimous to approve upping the fire chief's limit to \$1,500 for training only.

Sheriff's Report – There were 137 calls of service for the month of April. There has been more patrolling at the park. If "No Parking" signs were placed, a ticket could be issued based on state statute. Administrative fees could be done through the township, but different steps would need to be taken.

Approval of Consent Agenda – Good/Atwood unanimous to approve Town Board Meeting Minutes of April 17, April 25, April 26 and April 30, 2012 Meeting Minutes.

Open Forum for Citizens – Chuck Nagle commented that if any one fund drops below 20% a resolution was passed requiring public notification. He also suggested that the fire department minutes be changed back to what they were.

Elaine Philippi asked if the picnic tables had been put in at the park. She also inquired if there was any oversight on the mileage for the fire department service car.

Conditional & Interim Use Permits: None.

Plats: None.

Variances: None.

Approve/Disapprove Appointing Planning Commission Members & Schedule Oath of Office – The results of the roll call vote for Eleanor Rittenour were: Atwood-aye; Rush-aye; Good-aye; Handshoe-aye; and Swanson-aye. Good/Handshoe unanimous to approve Eleanor Rittenour to the Planning Commission.

The results of the roll call vote for Peggy Patten were: Atwood- aye; Rush-aye; Good-aye; Handshoe-aye; and Swanson-aye. Handshoe/Atwood unanimous to approve Peggy Patten to the Planning Commission.

The results of the roll call vote for Scott Case were: Atwood- aye; Rush-aye; Good-aye; Handshoe-aye; and Swanson-aye. Handshoe/Rush unanimous to approve Scott Case to the Planning Commission

The results of the roll call vote for Terry Carlile were: Atwood- aye; Rush-aye; Good-aye; Handshoe-aye; and Swanson-aye. Good/Handshoe unanimous to approve Terry Carlile to the Planning Commission

The results of the roll call vote for Richard Harris were: Atwood- aye; Rush-aye; Good-nay; Handshoe-nay; and Swanson-aye. Swanson/Atwood unanimous to approve Richard Harris to the Planning Commission

The results of the roll call vote for Ross Perry were: Atwood- aye; Rush-nay; Good-aye; Handshoe-aye; and Swanson-aye. Handshoe/Atwood unanimous to approve Ross Perry to the Planning Commission

The Oath of Office will be Tuesday, May 15th at 7:20 p.m.

Each of the members introduced themselves. Patten wasn't present. All were welcomed.

Open/Review/Approve/Disapprove Quotes for Sandy Lake Graveling Project –

Three quotes were received. Helmin Construction quoted \$72,230.41; Twin Pines Earthworks quoted \$89,397.75 and West Branch Construction quoted \$79,864.00. Good/Atwood unanimous to approve the bid from Helmin Construction contingent on the engineer's assessment of the figures.

Open/Review/Approve/Disapprove Quotes for 136th Street & 120th Street Projects

Three quotes were received. Helmin Construction quoted \$69,542.60; Twin Pines Earthworks quoted \$83,984.50; and West Branch Construction quoted \$84,604.00. Rush/Atwood unanimous to approve the bid from Helmin Construction contingent on the engineer's assessment of the figures.

Open/Review/Approve/Disapprove Sending Quotes for Elk Lake Estates Rain Garden Project to Sherburne County Soil & Water for Payment –

One quote was received by West Branch Construction in the amount of \$18,875.00. Bogart stated that 75% of this will be paid for by Sherburne County Soil and Water and the remaining 25% will be in-kind or cash from the township. Swanson stated that the township already had trees removed at a cost of \$800.00 which would be in-kind. The township would pay this up front and then request reimbursement. Handshoe/Good unanimous to approve our 25% payment.

OLD BUSINESS:

Road Report – Handshoe reported the cracksealing is done. Several places were cracksealed that wasn't in the bid. Next week pothole patching will start.

Discuss/Approve/Disapprove No Parking Signs In Undeveloped Cul-De-Sacs –

It was discussed having a policy for 'No Parking' signs in undeveloped cul-de-sacs with the signs being removed once the area is developed. Bogart commented that this is unusual. Swanson/Good motion to approve having Good work with Bogart regarding this matter. Voice vote as taken with Good, Handshoe, Swanson and Rush in favor; Atwood opposed. Motion carried.

Approve/Disapprove Revised Engineering Standards – Rush/Good unanimous to approve revised engineering standards with changes.

Approve/Disapprove Revised Developer Agreements – Rush/Handshoe with friendly amendment from Rush to table until to the May 15th agenda; then add approval/disapproval to the 2nd meeting in June.

Discuss/Approve/Disapprove Removing Request for Quotes & Bids from Township Website – Asking for bid bonds and extra protection over the township website that may not be needed costs engineering dollars as well as potentially inexperienced contractors. By requesting quotes it allows the township to be more selective as well as be able to choose firms that are specific for a particular job. Rush/Good unanimous to approve only the ad on the township website.

Approve/Disapprove Sending Developer Agreements to Township Attorney for Final Review – Good/Handshoe unanimous to table until mid June.

Discuss Access to Property – Jeff Dotseth was present asking for a letter of support from the township to the county for access off of the frontage road instead of through a residential development. The property is located south of Freheit Addition and is currently zoned residential. If the access was off of the frontage road they would like to have the property rezoned to commercial. Handshoe stated that the county denied a driveway approach off of the frontage road. The item will be placed on the May 15th agenda for approve/disapprove letter of support. The town board would be in favor if the access off of the frontage road and rezoning was done at the same time.

Approve/Disapprove Letter to Property Owner on Elk Lake – Handshoe/Swanson unanimous to approve writing a letter to a property owner on Elk Lake giving him 30 days to clean up the property.

Status of 2012 Road Projects Per Capital Improvement Plan - See above quotes.

Approve/Disapprove Deletion of 2012 Road Projects Per Capital Improvement Plan Agenda Item – Good/Handshoe motion to delete the 2012 road projects per capital improvement plan agenda item. Voice vote taken with Good, Swanson, Handshoe, and Atwood in favor; Rush opposed. Motion carries.

Fire Department Report – See above.

Approve/Disapprove Adding 2nd Town Board Contact for Fire Department to Organization List – See above.

Approve/Disapprove Leave of Absence for Firefighter Gene Ludwig - See above.

PAVC Update – Good reported that the PAVC is still brainstorming financial ideas.

Park Committee Report:

Recommendation of Nordwall Estates County Park Area – Rush stated that the Park Committee would like to see that parcel developed as a park with parking lot, playground equipment and fishing pier. His recommendation was noted. Rush will contact the county.

Discuss Revision of Park Ordinance as Recommended by Park Committee – Rush/Atwood unanimous to table and to add to the June meeting with revisions for approval/disapproval.

Approve/Disapprove Portable Toilet(s) for Park – Handshoe/Good unanimous to approve a portable handicap toilet for the park from Jimmy Johnny's from mid-May until the 8th of October.

Regional Park Committee Update – Rush reported that the next board meeting will be the 23rd of May. There will be a bike rodeo on May 12th; and they are looking for grant opportunities.

TCI Baldwin Volunteer Corps Update – Carol Swanson reported that the Volunteer Corps is working on the Business Luncheon Event. The invitations have been sent out. A survey through Survey Monkey with questions generated with the help of Bridget Chard has been included in the invitation. John Bowen is the chairman for the next 6 months. After the luncheon is over, the Corps will be concentrating on the FunFest.

Joint Committee with City of Princeton Status – A meeting open to the public is scheduled with Mayor Riddle and Councilor Walker on May 9th at 7:00 p.m. at the Baldwin Town Hall along with Supervisors Swanson and Rush.

City of Princeton Planning Commission Report – Taken off the agenda.

Approve/Disapprove Letter and Road Agreement to City of Princeton – Swanson/Atwood unanimous to table until the June meeting so Bogart can draft letter and road agreement.

Approve/Disapprove 50% Down Payment to Artistic Ornamental Iron – Good/Handshoe unanimous to approve a 50% down payment to Artistic Ornamental Iron for the Baldwin Cemetery gate.

TABLED ITEMS:

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 – Good/Handshoe motion to disapprove removing the open forum sign up sheet requirement from the Administrative Policy and disapproving Resolution 12-07, a resolution amending the town's administrative policy.

Upon voice vote, Good, Handshoe and Rush in favor and Atwood and Swanson opposed. The motion carried.

Approve/Disapprove Mille Lacs Band Grant – Rush/Good unanimous to approve the Mille Lacs Band grant with changes.

NEW BUSINESS:

Approve/Disapprove Contract with Bridget Chard – Good/Handshoe unanimous to approve the contract with Bridget Chard contingent on clarification of the mileage issue.

Schedule Employee Reviews – Employee reviews are scheduled for June 5, 2012.

Approve/Disapprove Attending Township Legal Seminar, Thursday, June 7th, 9 am – 4 pm, Albertville City Hall – Swanson/Good unanimous to approve all of the board members who can attend the township legal seminar along with the clerk.

Approve/Disapprove Sherburne History Center Membership Renewal – Handshoe/Good unanimous to disapprove a membership renewal for the Sherburne History Center.

Approve/Disapprove Presorted Mail Renewal – Good/Handshoe unanimous to approve the renewal of presorted mail for \$190.00.

Approve/Disapprove Continuing Benchmark – Handshoe/Good unanimous to approve continuing Benchmark.

Approve/Disapprove Adding Terry Carlile and Kris Macko to Marv's True Value, NAPA and Circle 9 Charge Accounts – Handshoe/Good unanimous to approve adding Terry Carlile and Kris Macko to Marv's True Value, NAPA and Circle 9 charge accounts. Lou Christen will be taken off the accounts.

Discussion of Township Hours – After discussion approval/disapproval of changing township hours will be added to the June 4 agenda with input from the clerk/deputy clerk.

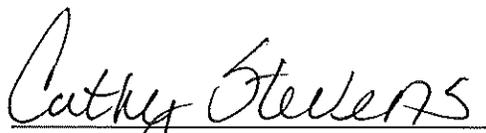
Announcements:

- GTS Training for the Planning Commission, June 7

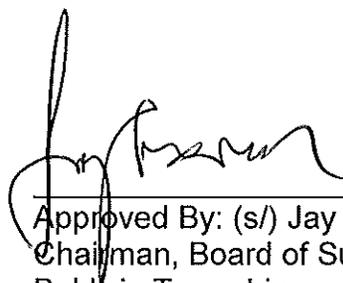
Any Other Business: None.

Motion to Approve Bills for Payment – Handshoe/Good unanimous to approve payment of check numbers 16442 through 16481 and 1 EFT totaling \$32,676.27.

Adjournment – Handshoe/Good unanimous to adjourn at 10:08 p.m.



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



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

Attendees: Scott Case, Lester Kriesel, Elaine Byker, Carol Swanson, Carl Swanson,
Elaine Philippi, Richard Harris, Eleanor Rittenour, Chuck Nagle, Ross Perry, Terry
Carlile

APRIL 2012

FINAL

LH *[Signature]* TR *[Signature]* JS

CLAIMS										
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 Carlile	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					
EFT	MN Dept of Revenue	fuel tax - march	\$38.92		\$38.92					

CHECK	TO WHOM	FOR WHAT	AMOUNT	GEN	R & B	ENG.	PARKS	DEBT SERVICE	CEM	FIRE
EFT	EFTPS	941 tax payment - march	\$2,121.46	\$1,388.88	\$700.92					\$31.66
EFT	MN Dept of Revenue	withholding payment-march	\$409.98	\$276.64	\$133.34					
16405	Terry Carlile	wages	\$390.43		\$390.43					
16406	Louis Christen	wages	\$687.75		\$687.75					
16407	Cheryl Dobson	wages	\$487.64	\$487.64						
16408	Cathy Stevens	wages	\$1,405.05	\$1,405.05						
EFT	PERA	employee contribution	\$477.56	\$359.60	\$117.96					
EFT	MN Dept of Revenue	fuel tax - november	\$76.11		\$76.11					
16409	AT&T Mobility	cell phones & ipads	\$281.07	\$131.38	\$59.42					\$90.27
16410	AT&T Capital	ipad lease	\$173.84	\$173.84						
16411	Brand Manufacturing	supplies	\$50.00		\$50.00					
16412	CenterPoint Energy	gas utilities	\$177.69	\$177.69						
16413	CenterPoint Energy	gas utilities	\$162.76							\$162.76
16414	CenturyLink	phone & internet	\$428.80	\$285.25						\$143.55
16415	Craig Hilburn	animal control - 4 months	\$391.62	\$391.62						
16416	EastCentralSanitation	garbage service	\$45.64	\$22.82						\$22.82
16417	Essig Construction	road grading	\$2,130.00		\$2,130.00					
16418	Gave Garage Door	fire station	\$200.00							\$200.00
16419	Joe Kiel	reimbursement	\$175.00							\$175.00
16420	Lance Soderholm	reimbursement	\$88.00							\$88.00
16421	Marvs True Value	supplies	\$311.02	\$105.96	\$167.33		\$37.73			
16422	MN Assoc of Twps	training	\$150.00	\$150.00						
16423	MN UJ Fund	unemployment	\$483.50		\$483.50					
16424	M-R Sign	road signs	\$118.32		\$118.32					
16425	Neft Auto Supply	supplies	\$6.01		\$6.01					
16426	NorthMemUrgentCare	VOID	\$0.00		\$0.00					
16427	Office Depot	office supplies	\$37.12	\$37.12						
16428	PrincetonAnimalClinic	animal impounding	\$180.00	\$180.00						
16429	Randy Atwood	mileage	\$9.99	\$9.99						
16430	Schroet Bolt	supplies	\$41.51		\$41.51					
16431	SherbCoAuditor	assessments	\$18,151.50	\$18,151.50						
16432	SherbCoAuditor	election expense	\$640.42	\$640.42						
16433	Timmer Implement	tractor repair	\$3,004.82		\$3,004.82					
16434	Randy Atwood	wages	\$488.88	\$488.88						
16435	Larry Boeke	wages	\$142.54							\$142.54
16436	Secretary of State	business listing	\$108.21	\$108.21						
EFT	EFTPS	1st qtr 941	\$383.18	\$127.72	\$127.73					\$127.73
16437	Terry Carlile	wages	\$317.41		\$317.41					
16438	Louis Christen	wages	\$694.29		\$694.29					

MAY 2012

PRELIMINARY

CLAIMS

CHECK	TO WHOM	FOR WHAT	AMOUNT	GEN	R & B	ENG.	PARKS	DEBT SERVICE	CEM	FIRE
16442	Artistic Ornamental Iron	cemetery (50% payment)	\$4,200.00						\$4,200.00	
16443	AT&T Mobility	cell phones & ipads	\$266.15	\$114.14	\$60.58					\$91.43
16444	Bogart, Pederson	engineering	\$2,725.00			\$2,725.00				
16445	Callen Watson	reimbursement	\$100.00							\$100.00
16446	CenterPoint Energy	gas utilities	\$119.98	\$119.98						
16447	CenterPoint Energy	gas utilities	\$32.39							\$32.39
16448	Central Fleet	repairs	\$141.22		\$141.22					
16449	CenturyLink	telephone and internet	\$428.24	\$284.97						\$143.27
16450	Connexus Energy	electric utilities	\$31.50				\$31.50			
16451	Connexus Energy	electric utilities	\$353.15	\$353.15						
16452	Connexus Energy	electric utilities	\$188.95							\$188.95
16453	ECM Publishers	legal notices	\$172.05	\$172.05						
16454	Fairview Health	firefighter	\$234.00							\$234.00
16455	IKON Office	copy machine lease	\$600.00	\$600.00						
16456	James Buell	reimbursement	\$119.69							\$119.69
16457	Kern DeWenter Viere	audit (50% payment)	\$3,000.00	\$3,000.00						
16458	Kimberly Good	mileage	\$33.86	\$33.86						
16459	Larry Handshoe	mileage	\$21.09	\$21.09						
16460	Lester W. Kriesel	cemetery & reimbursement	\$800.00				\$750.00		\$50.00	
16461	Lyle Signs	posts	\$14,011.55		\$14,011.55					
16462	Marvs True Value	supplies	\$926.32	\$208.73	\$145.76		\$571.83			
16463	Michael Rademacher	reimbursement	\$100.00							\$100.00
16464	Midwest Machinery	supplies	\$51.47		\$51.47					
16465	MN Assoc of Twps	training	\$240.00	\$240.00						
16466	M-R Sign	posts	\$751.00		\$751.00					
16467	NorthMemorial	drug test	\$22.00		\$22.00					
16468	Office Depot	office supplies	\$116.70	\$116.70						
16469	Pety Cash	clean up day beginning cash	\$100.00	\$100.00						
16470	Postmaster	permit 30	\$190.00	\$190.00						
16471	PrincetonAnimalClinic	animal impounding	\$120.00	\$120.00						
16472	Princeton Township	road grading	\$125.00		\$125.00					
16473	Randy Atwood	mileage	\$28.86	\$28.86						
16474	Robin Fischer	reimbursement	\$100.00							\$100.00
16475	Ross Martin	reimbursement	\$100.00							\$100.00
16476	Randy Atwood	wages	\$448.98	\$448.98						
16477	Kimberly Good	wages	\$659.31	\$659.31						
16478	Larry Handshoe	wages	\$418.39	\$418.39						

TR KH
 PMG RD JS

