

VILLAGE OF BALDWIN
REGULAR MEETING MINUTES
October 9, 2013 – 6:00pm

The Village Board of the Village of Baldwin opened their regular board meeting on Wednesday, Oct. 9, 2013 at the Baldwin Municipal Center, 400 Cedar Street. President Zevenbergen called the meeting to order at 6:00p.m.

Pledge of Allegiance was recited by all present.

Roll call was taken by Clerk Tracy Carlson – Present: President Willy Zevenbergen, Trustees Claire Stein, Greg Larson, Doug Newton, Jennifer Recifo-Smith and Duane Russett. Lisa Knutson arrived at 7:02pm.

Others present: Public Works Director John Traxler, Police Chief Jim Widiker, EMS Chief Craig Nelson, Village Engineer Mike Stoffel, Attorney Terry Dunst, Viola Roquette, John Walker, Lyle Jacobson, Babe Jacobson, Scott Rudd, Robert Traynor, Mark Donkergoed, Kristin Eitland, Cheryl Dix, Randy Walker, Russ Steele, Pat Thompson, Kristin Ziliak, Tana Cain, Kathleen Helgeson, Judge Tamora Hovde, Art Jenson, Merlee Jenson, Jerry Holman, Brian Nadeau, Megan McCracken, Rich Carlson and others.

Trustee Stein **moved** to approve written checks #28935-29045; voided check - #28597; payroll vouchers - #V14095-V14205; on-line checks #412-420. Seconded by Trustee Russett. Motion carried.

Trustee Newton **moved** to approve all the financial reports, including budget comparisons for September, 2013 as presented. Seconded by Trustee Russett. Motion carried.

Trustee Newton asked for agenda items #10 - Approval of county tax collection agreement for 2014 and #11 – Approval of bankruptcy write-off for water/sewer in the amount of \$276.85 be removed from the consent agenda for further discussion.

Trustee Larson **moved** to approve consent agenda items #6-9, 12-15. Seconded by Trustee Recifo-Smith. Motion carried. Items approved by consent agenda:

- Minutes dated Sept. 11, 2013
- Pay request – BS Construction – Fire Hall Parking Lot – Final - \$1,407.50
- Operator’s License for:
 - a. Sarah Larson – Bob & Steve’s BP
 - b. Rebecca Younger – Nilssen’s
 - c. David J. Ring – Nilssen’s
 - d. Hillary A. Bignell – Countryside Co-Op
 - e. Alicia L. Homberg – Countryside Co-Op
- Proclamation – “Freedom from Workplace Bullies Week”
- Ordinance amendments:
 - a. 35-5 (a) Municipal Court Procedure
 - b. 349-21 (B) (2) – Operators Licenses, Procedure upon application
 - c. 118-2 - Appointed Officials
- Budget amendment for purchase of public works loader and pick-up truck
- Job descriptions for administrative office, library and police department
- Supplement to master agreement for Ayres for the 2014 Oak St. project

Trustee Stein **moved** to approve county tax collection agreement for 2014. Seconded by Trustee Russett. Motion carried 6-1 with Trustee Newton opposed.

Trustee Russett **moved** to approve the bankruptcy write-off for water/sewer in the amount of \$276.85. Seconded by Trustee Stein. Motion carried.

President Zevenbergen called for public comments. Bob Traynor asked why sidewalks were being added to Oak St. and not 8th Ave. Trustee Stein informed Traynor that the Oak St. sidewalks are part of the 2014 streets project, which included reconstruction of Oak St. President Zevenbergen called for additional public comments. There were none.

Pat Thompson, St. Croix County Administrator, was asked by the board to attend this meeting to give a brief overview of the county activities and to address the concerns re: the possible sale of the Ag Center in Baldwin. He explained the strategic plan and the long-range plan for the county, which includes economic development, restructuring staff, county buildings, property and services offered to the residents of the county. He then explained that the Administrative Committee made the recommendation that the Ag Center in Baldwin be listed and sold. The board asked various questions re: the relocation of the services currently offered at the Ag Center. They were also concerned about the possibility of having another building sit empty should the Ag Center not sell. Members of the public also addressed Thompson. Thompson stated that he is aware of the concerns from the citizens of the county and that all petitions and letters that he receives are being shared with the count board. The village board thanked him for coming.

President Zevenbergen called for a brief recess at 7:02pm.

President Zevenbergen called the meeting back to order at 7:12pm.

Trustee Russett **moved** to approve the revised CSM (PID 106-1051-60-000) for Bob Traynor, per the recommendation from the Planning Commission. Seconded by Trustee Larson. Motion carried.

Trustee Stein **moved** to approve the site plan for Tri-Star Engine Supply, 530 Evergreen, expansion per the recommendation from the Planning Commission. Seconded by Trustee Newton. Motion carried.

Trustee Newton **moved** to approve the site plan for Vital Plastics expansion (old Stock Lumber Building – 1979 4th Ave.), per the recommendation from the Planning Commission. Seconded by Trustee Knutson. Motion carried.

The board discussed at length the status of the frontage road in front of A & W, 566 Hwy. 63. In 2002, when the state did the road construction at that intersection, the village signed an agreement to take possession of the road and maintain /plow it after construction. Because the project plan for the road was changed by the state (a turnaround area was removed from the plan) after the contract was signed, the village didn't take possession and it has not been maintained or plowed by the village. Randy Walker, owner of A & W, has been plowing the road. After much discussion, it was determined by legal opinion that it would be very difficult to get the state to agree to complete the project as was originally agreed to. Trustee Larson **moved** to take steps necessary to transfer jurisdiction of the road to the village and that the village will plow it from this date forward. Seconded by Trustee Russett. Motion carried.

The board was updated on the status of 640 Main St. The fire inspector has issued a notice of non-compliance as the sprinkler system is non-functional. The owners are getting an estimate of the cost of repairs to the sprinkler system. The village attorney and the fire inspector will be determining a course of action if the deadline for fixing the sprinkler system is not met. No action taken.

The board was made aware that there needs to be 3 new members appointed to the Police Commission per ordinance. It was discussed that the village president should be a standing member. No action taken. The item will be placed on the November board agenda for further review and appointment.

Trustee Larson reviewed the Public Safety Committee's recommendation that the ordinance allowing two chickens in the village be reduced to zero. After some discussion, the board sent this issue back to committee to create/review a more detailed ordinance re: keeping of chickens. The item will be placed on the November board agenda for further review.

The board reviewed the "no parking" policy on Baldwin Plaza Dr. Trustee Russett **moved** to allow parking from the cul-de-sac to the first driveway of Kwik Trip's parking lot on the southeast side of the road and 20 minute parking from Dairy Queen's driveway south to Kwik Trip's first north driveway. There will be no parking along the west and south sides of the road. Seconded by Trustee Larson. Motion carried 4-3 with Trustees Newton, Stein and Recifo-Smith opposed.

Russ Steele, Nolato Contour, inquired if the one acre lot that the village owns on 4th Ave., north of the public works shop is for sale. Nolato Contour is considering a possible expansion. The board would consider selling the lot. No action taken at this time.

Trustee Larson reviewed the Personnel Committee's discussion regarding wage adjustments for employees in 2014. The committee is split on what to offer. Larson would like to offer a 2.5% increase while Russett would like a policy in place to provide wage adjustments based on work performance. Trustee Larson **moved** to increase wages for full-time and part-time employees by 2.5% for 2014. Seconded by Trustee Knutson. Motion carried 6-1 with Trustee Russett opposed.

Per President Zevenbergen's request, a letter to the St. Croix County Board of Supervisors was created to show support to keep the Ag Center open and available to county residents and to not sell it as is proposed by the County Administration Committee. Trustee Knutson **moved** to send the letter as presented. Seconded by Trustee Recifo-Smith. Motion carried. Trustee Russett agreed to leave his name on the letter as a village trustee, even though he is also a county board supervisor. The letter will be sent to each county board supervisor individually and it will be submitted to the local newspapers throughout the county.

REPORTS -

Village Engineer – Mike Stoffel

Stoffel reported that he met with the DNR re: various wetland areas in the village. They discussed connecting the creamery property to Mill Pond Park, trails in Mill Pond Park, restoring flow to the wetland off of Maple St., Baldwin Creek at Windmill Park and the creek area at 4th and Willink. No action needed or taken.

Stoffel shared that Ayres Associates has a landscape architect on staff who would be able to assist the Village with a design plan for the creamery property, should the village be interested. No action taken.

Village Attorney – Terry Dunst – no report

Municipal Judge – Tammi Hovde – report submitted

Dept. Heads –

a). Public Works – Traxler is asking that there be money available in 2014 budget to continue improvements at the creamery property. He also stated that the picnic shelter at Mill Pond Park should be completed by the end of October.

b). Police Dept – Widiker reported that he attended a meeting in Ellsworth re: a feasibility study that would combine the Pierce and St. Croix County Dispatch Centers. Widiker is opposed to the idea due to the expenses to upgrade equipment for all local police departments.

c). EMS – Nelson also stated that he was aware of the discussion to combine the Pierce and St. Croix County Dispatch Centers, which would affect the fire and EMS departments in the two counties. There would be an expense to upgrade their systems as well. He also stated that he is working closely with the Baldwin Area Medical Center to do a public service campaign about drug and alcohol abuse in the area.

Committee Reports –

a). EMS – Trustee Stein reviewed the Ambulance meeting minutes. Nelson reported that he may want to hire another full-time person for the EMS. This will be discussed during the budget discussions.

b). Parks and Rec – Trustee Larson reviewed the minutes from their last meeting. The cemetery board will be meeting to discuss finances and who is responsible for paying for perpetual care in the cemetery. They will also meet to discuss the rules and regulations in place. Larson reported that the committee is recommending that the summer rec program be restructured. A meeting with all parties involved in summer rec will be called and the board will be updated at the November board meeting.

c). Streets and Building – no report

d). Public Safety/Personnel – no report

e). Water/Sewer – no report

Clerk's Report – Tracy Carlson - Carlson reported on the following:

- a). The vendors at the Main St. Farmers Market requested that they be able to hold the market for two additional weeks. The market will now end on Oct. 26 instead of Oct. 12.
- b). Requests are being made about the times for trick-or-treating in the village. The village will not set times.
- c). A special board meeting will be called for budget overview sometime at the end of the month. There will also need to be a Budget and Finance Committee meeting to review the budget with department heads.
- d). Insurance premiums for 2014 have been received. There will be an approx 5.7% increase in premiums.
- e). Carlson and Eggen will be attending the WMCA district meeting in Amery at the end of Oct.
- f). Public works department employees have started the employee evaluations as set by the recently passed policy.

Trustee Larson **moved** to adjourn the meeting. Seconded by Trustee Knutson. Meeting adjourned at 8:45pm.

Willard Zevenbergen
Village President

Tracy Carlson
Village Clerk