

## BALDWIN TOWNSHIP WORKSHOP

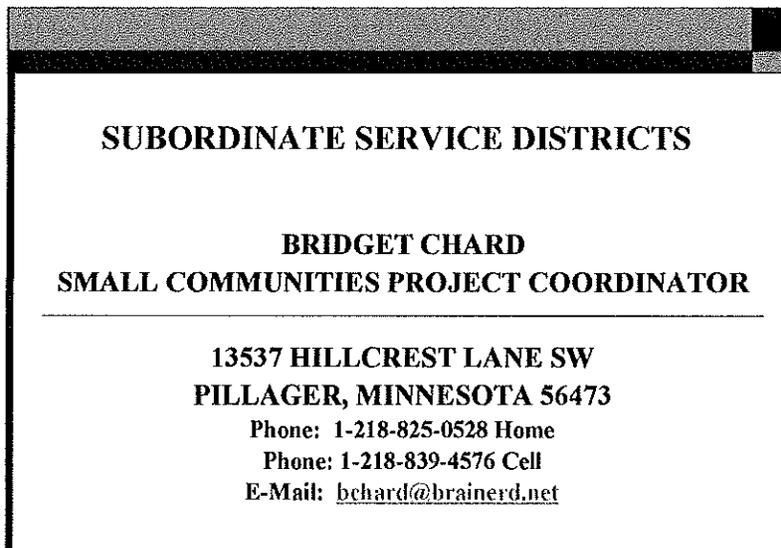
JULY 24, 2012

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

**Call to Order** – The July 24, 2012 Baldwin Township workshop was called to order by Chairman Jay Swanson at 7:00 p.m.

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

**Discuss Subordinate Service Districts** – Bridget Chard was present and gave the following PowerPoint presentation:



**SUBORDINATE SERVICE DISTRICTS**

**BRIDGET CHARD**  
**SMALL COMMUNITIES PROJECT COORDINATOR**

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**PILLAGER, MINNESOTA 56473**  
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## SUBORDINATE SERVICE DISTRICTS

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- Township Authority 365A – 1989 / California**
  - Provides a means by which a town can effectively provide and finance various governmental services for its residents.
- County Authority 375B – similar in concept**
- Subordinate – Service – District**
- Used for the following:**
  - Organizational / Financial / Provides Service
  - Transportation: new roads, cable, animal control, recycling, feasibility studies, and “Environmental” SSDs (water/wastewater)
- City – 428 A**

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## SUBORDINATE SERVICE DISTRICTS

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- 1994 – Cass County**
  - **Wabedo Township**
  - **Seasonal Landowners**
    - No new layer of government
    - Involvement in process by all stakeholders
    - Efficiency of costs
    - Replicable / Dynamic model that can grow
    - Means for long-term accountability

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## SUBORDINATE SERVICE DISTRICTS

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### “ FISCAL / ORGANIZATIONAL STRUCTURE”

- Protects the Individual as well as Community’s interests
- Fiscal Responsibilities / Allows Township to obtain funds
- Acquire Property and Easements
- Negotiate Contractual Agreements
- Framework for Ordinances, rules and policies
- Budget for OMMRR
- Provides on-going accountability / evaluation tools

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## SUBORDINATE SERVICE DISTRICTS

### Service District

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#### General Process

Community Process all the way – Petition only

Long-term Project – does not go away

Legal Process requires more time

Town Board acts on landowners behalf

Service District provides “framework” to do all other work needed to provide the service

Town Board cannot give up its authority to others

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## SUBORDINATE SERVICE DISTRICTS

### *Legal Process*

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1. **Petition from Landowners – Term: Property Owners**
2. **Verification – Hearing Statutory Required**
3. **Notice to all affected parties – Map**
4. **Hearing Process – Resolution (Service provided, size of District area, any changes in area, financial used, and start date)**
5. **Publication within 20 days after resolution passed – once**
6. **Sixty day (60) wait period – Reverse Referendum possible**
7. **Certification of District**

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## SUBORDINATE SERVICE DISTRICTS

### .... Legal Process continued

8. **District is created – Budget – Financing by property tax charge and/or user fees or both**
9. **Can expand the boundaries of District – General process**
10. **Dissolution of District – 75% changed in 1998**
11. **County vs. Township District**
12. **Timeframes for Project:**
  1. **District Creation: 120 days to longer**
  2. **Project: 3-4 years if all work together and no glitches**

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## SUBORDINATE SERVICE DISTRICTS

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### TWO IMPORTANT POINTS

365A.02

.....financed from revenues from the area!

365A.03

.....to provide and finance a governmental service or function that it is otherwise allowed to undertake. A function or service to be provided may include a function or service that the town ordinarily provides throughout the town ONLY to the extent that there is AN INCREASE IN THE LEVEL OF FUNCTION OR SERVICE PROVIDED IN THE SERVICE DISTRICT OVER that provided throughout the town.

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## SUBORDINATE SERVICE DISTRICTS RE-CAP

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**Service District Process is the beginning of the Project**

**Provides a Financing and Management tool – easy to use**

**Requires Landowner Involvement throughout – takes time!**

**Allows all stakeholders to be part of the answers**

**Township Board acts on landowners behalf – cannot give away their authorities!**

**Township Board has unique authorities to get Project done**

**Provides Landowners with Accountability and Audit Assurance**

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Bridget Chard then gave a PowerPoint presentation on road financing methods:



## Baldwin Township

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### Road Financing Methods

Bridget Chard, Small Communities Project Coordinator  
Bridget Chard & Associates  
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Pillager, MN 56473  
Phone: 1.218.825.0528 H voice mail  
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E-Mail: [bchard@brainerd.net](mailto:bchard@brainerd.net)

July 24<sup>th</sup>, 2012

## Baldwin Township

### ROAD FINANCING METHODS



#### METHOD # 1

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#### ANNUAL LEVY IN MARCH

- Ex: \$125,000 PAVING
- No Referendum / Election
- Net Debt of Town: NO

July 24<sup>th</sup>, 2012

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**ROAD FINANCING  
METHODS**

**METHOD # 2**

**Subordinate Service District**

Minnesota Statute § 365 A

- Homeowner Petition / Education
- 50% Petition Process
- Only those that get the service pay for the service[s].
- NET DEBT OF TOWN: NO

July 24th, 2012

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**ROAD FINANCING METHODS**

**METHOD # 3**

**SPECIAL ASSESSMENTS**

Minnesota Statutes §429 PROCEDURES

- 100% Petition / No hearing
- Petition of more than 35 % / Hearing
- Township Initiation / 4/5ths Majority
- Resolutions
- Assessment Hearings
- Assessment Policy
- Net Debt of Town: NO

July 24th, 2012

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ROAD FINANCING METHODS

METHOD # 4

Referendum Vote M.S. 475.58

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- Determination of Road Projects
  - Election Process / Timelines
  - Residents Vote on Bonding for project
  - Agricultural & Seasonal Exempt
  - Net Debt of Town: YES

July 24th, 2012

Baldwin Township  
ROAD FINANCING METHODS

METHOD # 5

ROAD IMPROVEMENT PLAN  
475.58, Subdivision 3b (Amended 2002)  
Five Year Street Reconstruction Plan

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- Preparation of a Road Plan
  - Hearing Required on Plan
  - Unanimous Vote of Township Board
  - Reverse Referendum Vote
  - Agricultural / Seasonal Exempt if vote passes
  - Net Debt of Town: YES

July 24th, 2012



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ROAD FINANCING METHODS

Financing Options

1. Annual Levy
2. Subordinate Service District
3. Special Assessment Process
4. Referendum Vote
5. Five Year Road Plan

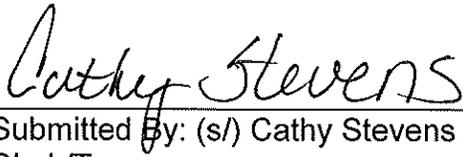
July 24th, 2012

Residents in the audience had questions regarding a feasibility study. Atwood stated that this was not specifically an Elk Lake issue. Elaine Philippi stated that Elk Lake residents have been coming to the board for years with road issues. Bridget Chard suggested building an assessment policy.

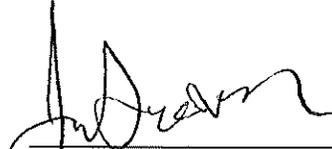
Bridget Chard then provided, and reviewed, a sample 5 year road plan. Discussion regarding Baldwin Township's capital improvement plan. Discussion regarding doing projects along with the county and other municipalities. Discussion on the procedure for the board to determine what roads need to be fixed with the town board deferring to the road conditions map developed by the township engineer. Discussion regarding sign retroreflectivity.

**Discuss Staffing Issues** – Rush stated that he had reviewed the metric for both the clerk and deputy clerk and highlighted where most of their time was spent. He is proposing town hall hours of Monday through Thursday 8:00 a.m. – 4:30 p.m. and Friday 8:00 a.m. – Noon. Then the town hall will be open 36 hours to the public. He believes the clerk should only be attending the two regular town board meetings and challenges the board to keep these meetings to two hours. The deputy clerk is currently authorized to work up to 25 hours a week and she is currently averaging 20 hours/week. Discussion was held to have the town hall open from 8:00 a.m. – 4:30 p.m. Monday through Wednesday and 8:00 a.m. – 6:30 p.m. on Thursdays. Closed on Fridays. This item will be added to the August 6, 2012 regular meeting agenda for approval/disapproval of the new town hall hours.

**Adjourn** – Handshoe/Good unanimous to adjourn at 9:37 p.m.



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



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

Attendees: Elaine Byker, Shelly Larson, Tech Huntington, Elaine Philippi, Chuck Nagle,  
Mark Zimmer, Blaine Ding, Dean McDevitt, David Schuldt, Gene Nitz, JoAnn Graham,  
Jessica Wright