

## BALDWIN TOWNSHIP PERSONNEL WORKSHOP

June 8, 2017

**Present** – Supervisors Brad Schumacher, Jay Swanson, Tom Rush and Larry Handshoe. Supervisor Bryan Lawrence absent as he had to attend a county meeting.

**Call to Order** – The June 8, 2017 personnel workshop of Baldwin Township was called to order by Chairman Brad Schumacher at 7:00 p.m.

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

**Discuss Maintenance Needs, i.e., Ball Field Needs, Park Mowing, Ditch Mowing, Road Patching, Road Shouldering, Plowing, Etc. How Many Hours Do We Need to Staff For?** Swanson stated that the board needs to make a decision on how many hours to staff for. Terry Carlile stated that he went through Rush's matrix and found it to be tough to put together.

Hours needed for mowing the park and ballfield: approximately 8-1/2 hours not including time to load and unload the equipment. Mowing the cemetery: approximately 8-12 hours. Mowing at the town hall: approximately 5-1/2 to 6 hours. Ditch mowing: 2 weeks for the season with Blue Hill adding 15 hours to the total.

Road patching and shouldering: discussion on needing 3 employees for this task. Handshoe stated that it should be one full time maintenance employee, one summer help employee and one part time employee. Discussion regarding overtime. Should it be over 40 hours per week or over 8 hours per day?

Discussion on maintenance not being able to help out the fire department. Chief Case stated that they hire Kirvidia as there are some certifications needed. If the township had someone in the maintenance department who is certified then the liability would not be there. Basic maintenance can be done here and would save money. Swanson asked what maintenance we want to perform in the shop. Are we hiring mechanics or are we hiring people to do the work of the town? We have the people but we don't have the tools. Swanson feels the town would be better off with truck repairs being done by an outside company. Discussion on some maintenance being done mainly in the winter. Swanson stated that there really is no reason to have someone here in the winter when the roads are clean.

Schumacher stated that the problem may be to find a quality person or people. It requires a position that is paid. They need stability too in their pay and job placement. Rush proposes up to 36 hours for the maintenance supervisor and summer help up to 24-32 hours. The maintenance II employee would work up to 32 hours. There is no full time maintenance person but the board can re-evaluate that. Swanson stated that he agrees totally. The problem with a maintenance job at Baldwin Township is what do we really have these people do in the winter? Discussion on investing in tools. Discussion

on purchasing a crack sealing machine and the personnel requirement for such a machine.

Discussion on the Maintenance II position and what the pay scale would be and what skill level would be required. We have to post and advertise. This person may be the next maintenance supervisor. The board reviewed Baldwin's salary and pay schedule. Discussion on what Livonia Township pays/benefits offered to their maintenance supervisor and what Baldwin pays/benefits.

### **On Call Emergency "First Call" Employees. Do We Need Them and, If So, Who Are They?**

In the winter all plow drivers are on call along with the alternates. In the summer one of two plow drivers are called if they are available. At this time on call employees do not get compensated if they are not actually on the close. Discussion regarding the validity of no compensation when on call. Carlile stated that the program works that, when called in, they are paid a one hour minimum at time and a half. Swanson stated that we have a fire department with emergency personnel. Discussion regarding qualifications needed. Discussion regarding maintenance department helping the fire department and making some of the maintenance equipment available to the fire department.

**Re-Hiring Procedure for Returning Seasonal Personnel** – Jobs are always posted. Discussion on interviewing applicants. Winter help discussion and saving money by hiring the plow drivers if they want to come back. There is a willing applicant for the summer help position. The Maintenance II position needs to be advertised. Review of a previous advertisement for maintenance personnel.

**Future Requirements That Are Known As Of Today, i.e., Goose Park, What Will Be There and How Many Hours, Etc.** – Discussion on future needs with Goose Lake Park and Young Park and how that will determine how many hours we need for maintenance personnel. Discussion on installing a driveway approach into Goose Lake Park.

### **Uniforms for Township Employees. Should We Begin To Look Unified In Our Public Appearance?**

Swanson stated that an approximate cost would be \$1,248/year for 3 employees. We have spent money on Paychex and they have only provided a pay scale. A raise for the town board, a raise for the firefighters, paying the Park Committee a raise and the Planning Commission received a bump. Our employees, not a thing. Schumacher stated that there is progress and things are happening. Swanson stated Paychex is not an excuse not to pay a 2-3% raise. We are dragging our feet and priorities are skewed. In regards to uniforms, Handshoe does not think it is a big expense.

### **Communications Between Maintenance Trucks. Do We Need More Than Cell Phones?**

Swanson stated that he had received a quote for radios under \$1,800 and found someone that will program them for nothing. As a board, do we think we need more communications than just cell phones? Chief Case stated that he can explore the

maintenance 800 MHz radios similar to the fire departments but programmed strictly for Baldwin maintenance. The only one would be needed. Radios usually last about 3 years depending on the quality of the radio. Discussion regarding emergency operations center.

**Necessary Instruction and Training on Equipment, Operating Procedures, SDS Sheets, MnAware Program** – Carlile stated that there are programs in the shop but no board has run with it. We have an AWAIR program but nothing has been done with it. We have MSDS sheets that are filed. Discussion on what training is necessary for the maintenance department. Firefighters go through rigorous training. It is wise that training happens.

Rush stated that he will put together a compensation study for the Maintenance Supervisor, Deputy Clerk and Clerk and the item will be placed on the June 19<sup>th</sup> agenda along with discussing continuing with Paychex. Chief Case stated that he not been able to connect with Paychex since February. The firefighters have had no increase since 2007. Swanson stated that he feels that the township is not getting the tailored experience he had hoped for from Paychex.

**Adjourn** – Handshoe/Swanson unanimous to adjourn at 8:50 p.m.



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



Approved By: (s/) Brad Schumacher  
Chairman, Board of Supervisors  
Baldwin Township

7-10-17

Date

Attendees: Terry Carlile, Zac Good, Scott Case