

**BALDWIN TOWNSHIP
OATH OF OFFICE & REORGANIZATION OF TOWN BOARD**

March 27, 2014

Present - Supervisors Jay Swanson, Tom Rush, Larry Handshoe and Randy Atwood.

Call to Order – The March 27, 2014 Oath of Office & Reorganization of Town Board meeting was called to order by Chairman Jay Swanson at 7:00 p.m.

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

Oath of Office (Supervisor “C”) - The clerk administered the Oath of Office to Jeff Holm, Supervisor “C”.

Reorganization of Town Board:

Select Town Board Chair – Rush/Atwood unanimous to nominate Jay Swanson. Handshoe/Atwood unanimous to cease nominations. Jay Swanson accepts the position of town board chair. Atwood/Rush unanimous to approve Jay Swanson as town board chair.

Select Town Board Vice-Chair – Holm/Handshoe unanimous to select Tom Rush as town board vice-chair. Handshoe/Holm unanimous to cease nominations. Tom Rush accepts the position of town board vice-chair. Holm/Handshoe unanimous to approve Tom Rush as town board vice-chair.

Review Town of Baldwin Organization List – Proposed changes are:

Supervisor C – Jeff Holm:

- BVC Liaison (1st Contact)
- Newsletter (1st Contact)
- Parking Ordinance Advisor
- Township Buildings & Grounds Manager
- Water Advisory Group
- Telecommunications Coordinator
- Planning Commission Liaison (2nd Contact)
- Urban Powers/Annexation (2nd Contact)
- Economic Development Coordinator
 - ✓ BR&E Coordinator
 - ✓ Promotion & Marketing Coordinator

Supervisor E – Chairman Jay Swanson

- Signs off on Expenditures
- Coordinates Activities of the Board
- Urban Powers (1st Contact)
- Liaison with Township Engineer (2nd Contact)

- Developer Agreements/Engineering Standards
- Special Services Districts
- Policies & Procedures
- Conducts Town Board Meetings
- Agenda Coordinator
- Capital Improvement Coordinator
- Employee Liaison (1st Contact)
- BVC Liaison (2nd Contact)
- Road Maintenance (2nd Contact)
- Review ROW Permits
- County Planning Commission (2nd Contact)

Supervisor A – Larry Handshoe

- Delinquent Properties
- Road Maintenance (1st Contact)
- Retroreflectivity Standards
- Oak Wilt (2nd Contact)
- Roads, Culverts, Ditches, Signs
- Liaison with Township Engineer (1st Contact)
- Liquor, Gambling Licenses
- Mailboxes
- Yearly Mileage Certification
- Road Abandonment
- Facility & Equipment Process
- Road Construction
- Dog Ordinance

Supervisor D – Vice- Chairman Tom Rush

- Conducts Town Board Meeting in Absence of Chair
- Noxious Weed Control
- Fire Department Liaison (1st Contact)
- Public Health, Safety & Welfare
- Cemetery Plots/Maintenance Advisor
- Budget Coordinator
- Address Signs
- Oak Wilt (1st Contact)
- Clean Up Day
- Signs off on Expenditures in Absence of Chair
- Beautification – Tree Planting & Streetscape
- Park Committee Liaison

Supervisor B - Randy Atwood

- Employee Liaison (2nd Contact)
- Septic Systems

- Conditional & Interim Use Permits
- Planning & Zoning Comprehensive Plan
- New Plat Roads, Drainage, Cul-de-sacs
- Newsletter (2nd Contact)
- Planning Commission Liaison
- Zoning Issues
- Fire Department Liaison (2nd Contact)

Clerk/Treasure & Deputy Clerk

- Add Planning Commission Agenda

The changes will be placed on the April 7, 2014 agenda for final approval.

Confirm Transfer of Town Records to Newly Elected Officers – The town hall key has been given to the newly elected officer. The iPad will need some work before being handed over to Supervisor Holm.

Approve/Disapprove Compensation Rates for Town Officers – Handshoe//Atwood unanimous to keep the compensation rates for the town officers as is.

Review Employee Safety Program (AWAIR) – Holm recommended an update to the employee safety program. Handshoe will research into the most current AWAIR to use as a sample.

Review Town Ordinance & Resolution Book - The town board reviewed the town ordinance and resolution books. The deputy clerk is to ensure that all legal notices are attached to the ordinances.

Approve/Disapprove Official Township Newspaper – Handshoe/Atwood unanimous to approve the Princeton Union Eagle as the official township newspaper.

Approve/Disapprove Designated Legal Posting Areas – Handshoe/Rush unanimous to approve the town hall and Marv's True Value as the designated legal posting areas.

Approve/Disapprove Town Depository – Handshoe/Atwood unanimous to approve Bremer Bank as the town depository.

Affirm Current Regular Town Board Meeting Schedule – Rush/Handshoe unanimous to affirm the current regular town board meeting schedule although the May 20, 2014 meeting will be changed to May 22, 2014.

Adjourn – Holm/Handshoe unanimous to adjourn at 7:58 p.m.

Cathy Stevens

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

Jay Swanson

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

4-7-2014

Date

Attendees: Audrey Misiura, Elaine Philippi, Kimberly Good