

## TOWN OF BALDWIN ORGANIZATION

### TOWN BOARD:

Road Construction  
Agenda Items  
Fire Department Expenditures  
Planning Commission  
Plat Review and Recommendations  
Special Service Districts  
Employee Relations  
Maintenance/Office Expenditures

### SUPERVISOR A – PATRICK HUDSON

Economic Development Coordinator  
\*BR&E Coordinator  
\*Promotion & Marketing Coordinator  
Animal Control  
Liquor, Gambling Licenses  
Noxious Weed Control

**\$1000**

Telecommunications Coordinator  
Oak Wilt (2<sup>nd</sup> Contact)  
Septic Systems  
Planning & Zoning Comp. Plan (2<sup>nd</sup> Contact)  
Newsletter (2<sup>nd</sup> Contact)

### SUPERVISOR B – LARRY HANDSHOE

Employee Liaison (2<sup>nd</sup> Contact)  
Conditional & Interim Use Permits  
Airport Commission Liaison  
Address Signs  
Baldwin Planning Comm. Liaison (2<sup>nd</sup> Contact)  
Road Construction  
Road Maintenance (1<sup>st</sup> Contact) **\$2500**  
Roads, Culverts, Ditches, Signs

**\$1000**

New Plat Roads, Drainage, Cul-de-sacs  
Zoning Issues  
Princeton Planning Commiss. and/or Council Mtg.  
Yearly Mileage Certification  
Mailboxes  
Retroreflectivity Standards  
Liaison with Township Engineer (1<sup>st</sup> Contact)

### SUPERVISOR C – BRYAN LAWRENCE

Newsletter (1<sup>st</sup> Contact)  
Parking Ordinance Advisor  
Water Advisory Group  
Baldwin Planning Comm. Liaison (1<sup>st</sup> Contact)  
Fire Department Liaison (2<sup>nd</sup> Contact)

**\$1000**

County Planning & Zoning (1<sup>st</sup> Contact)  
Twp. Buildings & Grounds Manager (2<sup>nd</sup> Contact)  
Urban Powers/Annexation (2<sup>nd</sup> Contact)  
Frontier Trails SSD Liaison (2<sup>nd</sup> Contact)

### SUPERVISOR D – VICE-CHAIRMAN TOM RUSH

Clean Up Day  
Cemetery Plots/Maintenance Advisor  
Beautification-Tree Planting & Streetscape  
Park Committee Liaison  
Capital Improvement Coordinator  
Road Abandonment  
Delinquent Properties  
Conducts Town Board Mtgs. In Absence of Chair

**\$1000**

BVC Liaison (1<sup>st</sup> Contact)  
Public Health, Safety & Welfare  
Budget Coordinator  
Oak Wilt (1<sup>st</sup> Contact)  
Fire Department Liaison (1<sup>st</sup> Contact)  
Twp, Buildings & Ground Manager (1<sup>st</sup> Contact)  
Signs of on Expenditures in Absence of Chair

### SUPERVISOR E – CHAIRMAN JAY SWANSON

Facility & Equipment Process  
County PC Liaison (2<sup>nd</sup> Contact)  
Coordinates Activities of the Board  
Liaison with Township Engineer (2<sup>nd</sup> Contact)  
Developer Agreements/Engineering Standards  
Policies & Procedures  
Agenda Coordinator  
Review ROW Permits

**\$1000**

Frontier Trails SSD Liaison (1<sup>st</sup>Cont.) **\$2500**  
Signs off on Expenditures  
Urban Powers/Annexation (1<sup>st</sup> Contact)  
Road Maintenance (2<sup>nd</sup> Contact)  
Special Services Districts  
Conducts Town Board Meetings  
Employee Liaison (1<sup>st</sup> Contact)

## FIRE CHIEF \$2000

### **CLERK/TREASURER & DEPUTY CLERK**

Minutes/History	Capital Asset/Inventory Coordinator
Legal Announcements	Correspondence
Election Administrator	Budget Reporting
Meeting Agendas	Accounting
Accounts Payable/Receivable	Collections/Payments
Employee Benefits, Withholding, PERA	Insurance
Gopher Bounty	Cemetery (Lester Kriesel)
Park Committee Agenda	Liaison w/Sherburne Co. Auditor
Liaison with MAT Attorney	Developers Accounts/Preliminary Plat Appl.
Newsletter	Planning Commission Agenda
Utility Billing & Receivables	

### **MAINTENANCE DUTY LIST**

**\$1000**

#### Employees

- Prepare time roll every payday - deliver to Clerk
- Keep time clock up to date
- Keep timecards and claim slips available

#### Maintenance

- Maintain daily work schedule – work being done and to be done
- Keep monthly maintenance report with monthly memo report to Board
- Maintain all equipment
- Keep all equipment serviced and clean
- Keep all maintenance purchase orders and invoices up to date with P.O.#'s
- Maintain files for all vehicles-work done, etc.
- Hazardous materials, hazardous waste - Dispose of according to EPA regulations
- Assist with fire equip. time permitting
- Maintain inventory – tools and equipment
- Inventory fuel 1<sup>st</sup> of month fill out MN Revenue report
- Order fuel – maintenance and fire dept.
- Tailgate meeting records

#### Parks

- Mowing, including trails and ballfield

#### Snowplowing

- Salt/sand
- Manage salt reports/needs
- Snowplow drivers list
- Plow times and costs
- Tailgate meeting records
- Inventory of plow blades

#### Clean up day

- Quotes from vendors – report to Board
- Arrange for all equipment
- Work with volunteers

## Mowing

- Inventory mower blades
- Cemetery
- Town hall
- Road side ditches

## Roads

- Blacktop patching
- Gravel when necessary
- Signage – replace any damaged or missing
- Keep records of any major road concerns – see form
- Clean up trash along roadside
- Trim trees as needed
- Remove downed trees ASAP

## Clean shop

- Keep shop clean
- Clean floor drains yearly

## Clean Town Hall

- Vacuum/sweep monthly or as needed
- Bathrooms weekly or as needed

## Bldg Maintenance

- Lights, plumbing, heating, etc. as needed
- Keep brine tank filled
- Monitor sewer tanks - hall and fire dept. and have pumped as needed

## Elections/Special Events

- Set up/take down Shop/Hall

Revised 4/4/11            Revised 01/09/2017  
Adopted 4/4/11        Revised 3/28/2017  
Revised 8/16/11       Revised 7/10/2017  
Revised 3/22/12       Revised 4/2/2018  
Revised 5/7/12        Revised 7/16/2018  
Revised 7/2/12        Revised 8/09/2018  
Revised 8/6/12        Revised 4/15/2019  
Revised 4/1/13        Revised 12/16/19  
Revised 4/7/14  
Revised 10/21/14  
Revised 4/13/15  
Revised 3/21/16  
Revised 4/4/16  
Public/Miscellaneous/Town of Baldwin