

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 – JEFF HOLM

Economic Development Coordinator
 *BR&E Coordinator
 *Promotion & Marketing Coordinator
Animal Control (1st Contact)
Liquor, Gambling Licenses
Liaison with City of Princeton (1st Contact)
Employee Liaison (2nd Contact)
Airport Commission Liaison (1st Contact)
Liaison with Township Engineer (2nd Contact)

\$1000

Zoning Issues
Oak Wilt (2nd Contact)
Fire Dept. Liaison (3rd Contact)
Planning & Zoning Comp. Plan (2nd Contact)
Newsletter (2nd Contact)
Princeton Planning Commission and/or Council
 Meeting (1st Contact)

SUPERVISOR B – SCOTT CASE

Conditional & Interim Use Permits (2nd Contact)
Airport Commission Liaison (2nd Contact)
Address Signs
2nd Emergency Town Manager
Baldwin Planning Comm. Liaison (2nd Contact)
Road Maintenance (2nd Contact)
Animal Control (2nd Contact)
Liaison with Planner (2nd Contact)
Telecommunications Coordinator

\$1000

Mailboxes
Zoning Issues
Princeton Planning Commission and/or Council
 Meeting (2nd Contact)
Retro-reflectivity Standards
Liaison with City of Princeton (2nd Contact)
Newsletter (1st Contact)
Liaison with Building Inspector (2nd Contact)
IT

SUPERVISOR C – BRYAN LAWRENCE

Conditional & Interim Use Permits (1st Contact)
Parking Ordinance Advisor
Water Advisory Group
Baldwin Planning Comm. Liaison (1st Contact)
Fire Department Liaison (2nd Contact)
Liaison with Planner (1st Contact)
Septic Systems

\$1000

County Planning & Zoning (1st Contact)
Twp. Buildings & Grounds Manager (2nd Contact)
Urban Powers/Annexation (2nd Contact)
Frontier Trails SSD Liaison (2nd Contact)
New Plat, Roads, Drainage & Cul-de-Sacs
Liaison with Building Inspector (1st 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
Yearly Mileage Certification
Liaison with Township Attorney (2nd Contact)
Road Maintenance (1st Contact) **\$2500**
FunFest

\$1000

BVC Liaison (1st Contact)
Public Health, Safety & Welfare
Budget Coordinator
Oak Wilt (1st Contact)
Fire Department Liaison (1st Contact)
Twp, Buildings & Ground Manager (1st Contact)
Signs off on Expenditures in Absence of Chair
Roads, Culverts, Ditches & Signs
Road Construction
Noxious Weed Control
Liaison with Township Engineer (1st Contact)
Finance

SUPERVISOR E – CHAIRMAN JAY SWANSON

Facility & Equipment Process
 County PC Liaison (2nd Contact)
 Coordinates Activities of the Board
 Liaison with Township Engineer (2nd Contact)
 Developer Agreements/Engineering Standards
 Policies & Procedures
 Agenda Coordinator
 1st Emergency Town Manager

\$1000

Frontier Trails SSD Liaison (1st Cont.) **\$2500**
 Signs off on Expenditures
 Urban Powers/Annexation (1st Contact)
 Special Services Districts
 Conducts Town Board Meetings
 Employee Liaison (1st Contact)
 Review ROW Permits
 Liaison with Township Attorney (1st Contact)

FIRE CHIEF \$2500**CLERK/TREASURER & DEPUTY CLERK/TREASURER**

Minutes/History
 Legal Announcements
 Election Administrator
 Meeting Agendas
 Accounts Payable/Receivable
 Employee Benefits, Withholding, PERA
 Gopher Bounty
 Social Media
 Liaison with MAT Attorney
 Newsletter
 Utility Billing & Receivables
 WAN (Internet)
 Zoning Questions

Capital Asset/Inventory Coordinator
 Correspondence
 Budget Reporting
 Accounting
 Collections/Payments
 Insurance
 Cemetery (Lester Kriesel)
 Liaison w/Sherburne Co. Auditor
 Developers Accounts/Preliminary Plat Appl.
 Telephony (all wired & wireless telephone systems)
 Fire Clerk
 Information Technology
 Building Permit Questions

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 1st 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
- Roadside 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

Building Maintenance (Town Hall & Fire Hall)

- 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

Wastewater Treatment Plant Operation

Assist with Fire as Requested

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 04/06/2020

Revised 10/21/14 Revised 03/22/2021

Revised 4/13/15 Revised 03/18/2022

Revised 3/21/16 Revised 02/28/2023

Revised 4/4/16

Public/Miscellaneous/Town of Baldwin