

## 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 (1<sup>st</sup> Contact)  
Liquor, Gambling Licenses  
Liaison with City of Princeton (1<sup>st</sup> Contact)  
Employee Liaison (2<sup>nd</sup> Contact)  
Airport Commission Liaison (1<sup>st</sup> Contact)  
Liaison with Township Engineer (2<sup>nd</sup> Contact)

### \$1000

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

### SUPERVISOR B – SCOTT CASE

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

### \$1000

Mailboxes  
Zoning Issues  
Princeton Planning Commission and/or Council Meeting (2<sup>nd</sup> Contact)  
Retro-reflectivity Standards  
Liaison with City of Princeton (2<sup>nd</sup> Contact)  
Newsletter (1<sup>st</sup> Contact)  
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### SUPERVISOR C – ALAN WALKER

Conditional & Interim Use Permits (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)  
Liaison with Planner (1<sup>st</sup> Contact)  
Septic Systems

### \$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)  
New Plat, Roads, Drainage & Cul-de-Sacs  
Liaison with Building Inspector (1<sup>st</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  
Yearly Mileage Certification  
Liaison with Township Attorney (2<sup>nd</sup> Contact)  
Road Maintenance (1<sup>st</sup> Contact) **\$2500**  
FunFest

### \$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 off on Expenditures in Absence of Chair  
Roads, Culverts, Ditches & Signs  
Road Construction  
Noxious Weed Control  
Liaison with Township Engineer (1<sup>st</sup> Contact)  
Finance

**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  
1<sup>st</sup> Emergency Town Manager  
Liaison with Planner (2<sup>nd</sup> Contact)

**\$1000**

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

**FIRE CHIEF \$2500**

**CLERK/TREASURER & DEPUTY CLERK/TREASURER \$250 for Clerk Approved 5/15/2023**

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 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
- 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	Revised 4/2/2024
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	Revised 08/03/2023	