

AGENDA FOR MONDAY, MARCH 30TH, 2026
CITY OF BALDWIN WORKSHOP
7:00 p.m.

- I. Call to Order
- II. Pledge of Allegiance
- III. Discuss Budget
- IV. Discuss Job Descriptions for Clerk, Deputy Clerk and Public Works Supervisor
- V. Discuss Applicants for the Public Works Maintenance Position
- XI. Adjourn

Disclaimer: This agenda has been prepared to provide information regarding an upcoming meeting of the Baldwin City Council. This document does not claim to be complete and is subject to change. A quorum of the Baldwin City Council must be present. Five Copies of the agenda and one copy of the packet materials are available for review by the public. The meeting will be video and audio recorded for transcription purposes only.

CITY OF BALDWIN
***Expenditure Guideline**

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Account Descr	2026 YTD Budget	March 2026 Amt	2026 YTD Amt	Enc Current	2026 YTD Balance	% of YTD Budget
FUND 101 General Fund						
E 101-41100-101 Salaries and Wage	\$31,000.00	\$1,400.00	\$6,500.00	\$0.00	\$24,500.00	20.97%
E 101-41100-121 Pera Contributions	\$2,325.00	\$70.00	\$265.00	\$0.00	\$2,060.00	11.40%
E 101-41100-122 FICA Contributions	\$1,922.00	\$86.80	\$316.20	\$0.00	\$1,605.80	16.45%
E 101-41100-125 Medicare Contributi	\$450.00	\$20.30	\$94.25	\$0.00	\$355.75	20.94%
E 101-41100-131 MN Paid Leave Ins	\$205.00	\$12.32	\$38.28	\$0.00	\$166.72	18.67%
E 101-41100-150 Workers Compens	\$540.80	\$0.00	\$0.00	\$0.00	\$540.80	0.00%
E 101-41100-331 Continue Education	\$135.20	\$0.00	\$0.00	\$0.00	\$135.20	0.00%
E 101-41100-334 Mileage	\$270.40	\$0.00	\$0.00	\$0.00	\$270.40	0.00%
E 101-41100-361 General Liability an	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41100-430 Miscellaneous	\$0.00	\$0.00	\$30.00	\$0.00	-\$30.00	0.00%
E 101-41120-101 Salaries and Wage	\$8,400.00	\$715.28	\$1,526.24	\$0.00	\$6,873.76	18.17%
E 101-41120-121 Pera Contributions	\$630.00	\$16.15	\$39.48	\$0.00	\$590.52	6.27%
E 101-41120-122 FICA Contributions	\$521.00	\$44.35	\$94.62	\$0.00	\$426.38	18.16%
E 101-41120-125 Medicare Contributi	\$122.00	\$10.38	\$22.14	\$0.00	\$99.86	18.15%
E 101-41120-130 Employer Paid Insu	\$0.00	\$28.47	\$62.61	\$0.00	-\$62.61	0.00%
E 101-41120-131 MN Paid Leave Ins	\$55.00	\$6.30	\$11.54	\$0.00	\$43.46	20.98%
E 101-41120-201 Office Supplies	\$3,120.00	\$0.00	\$67.35	\$0.00	\$3,052.65	2.16%
E 101-41120-305 Planning and Zonin	\$10,000.00	\$500.00	\$1,000.00	\$0.00	\$9,000.00	10.00%
E 101-41120-322 Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41120-331 Continue Education	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41120-334 Mileage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41120-351 Legal and General	\$0.00	\$159.60	\$159.60	\$0.00	-\$159.60	0.00%
E 101-41120-430 Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41400-101 Salaries and Wage	\$123,666.00	\$9,676.19	\$29,742.88	\$0.00	\$93,923.12	24.05%
E 101-41400-110 Other Pay and Pool	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41400-121 Pera Contributions	\$9,275.00	\$725.70	\$2,230.70	\$0.00	\$7,044.30	24.05%
E 101-41400-122 FICA Contributions	\$7,667.00	\$599.92	\$1,844.07	\$0.00	\$5,822.93	24.05%
E 101-41400-125 Medicare Contributi	\$1,793.00	\$140.32	\$431.28	\$0.00	\$1,361.72	24.05%
E 101-41400-130 Employer Paid Insu	\$18,585.00	\$1,671.86	\$5,066.55	\$0.00	\$13,518.45	27.26%
E 101-41400-131 MN Paid Leave Ins	\$816.00	\$85.14	\$173.64	\$0.00	\$642.36	21.28%
E 101-41400-150 Workers Compens	\$129.36	\$0.00	\$0.00	\$0.00	\$129.36	0.00%
E 101-41400-201 Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41400-210 Operating Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41400-301 Accounting and Au	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41400-309 Software and IT Su	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41400-321 Telephone and Inte	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41400-322 Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41400-325 Cell Phone	\$584.06	\$45.48	\$90.96	\$0.00	\$493.10	15.57%
E 101-41400-331 Continue Education	\$224.97	\$20.00	\$899.14	\$0.00	-\$674.17	399.67%
E 101-41400-334 Mileage	\$365.58	\$0.00	\$93.80	\$0.00	\$271.78	25.66%
E 101-41400-350 Printing and Bindin	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41400-351 Legal and General	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41400-361 General Liability an	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41400-410 Rentals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41400-430 Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41400-433 Dues and Subscript	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41400-720 Operatng Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41400-810 Refunds and Reim	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41410-101 Salaries and Wage	\$8,320.00	\$0.00	\$0.00	\$0.00	\$8,320.00	0.00%
E 101-41410-110 Other Pay and Pool	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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Account Descr	2026 YTD Budget	March 2026 Amt	2026 YTD Amt	Enc Current	2026 YTD Balance	% of YTD Budget
E 101-41410-121 Pera Contributions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41410-122 FICA Contributions	\$516.00	\$0.00	\$0.00	\$0.00	\$516.00	0.00%
E 101-41410-125 Medicare Contributi	\$121.00	\$0.00	\$0.00	\$0.00	\$121.00	0.00%
E 101-41410-131 MN Paid Leave Ins	\$55.00	\$0.00	\$0.00	\$0.00	\$55.00	0.00%
E 101-41410-201 Office Supplies	\$436.29	\$0.00	\$0.00	\$0.00	\$436.29	0.00%
E 101-41410-220 Repair Main Vehicl	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41410-322 Postage	\$145.20	\$0.00	\$0.00	\$0.00	\$145.20	0.00%
E 101-41410-334 Mileage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41410-350 Printing and Bindin	\$1,805.00	\$0.00	\$0.00	\$0.00	\$1,805.00	0.00%
E 101-41410-351 Legal and General	\$535.00	\$0.00	\$0.00	\$0.00	\$535.00	0.00%
E 101-41410-410 Rentals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41550-305 Planning and Zonin	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41550-311 Assessing	\$36,750.00	\$0.00	\$5,000.00	\$0.00	\$31,750.00	13.61%
E 101-41900-101 Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41900-121 Pera Contributions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41900-122 FICA Contributions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41900-125 Medicare Contributi	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41900-140 Unemployment Co	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41900-201 Office Supplies	\$2,000.00	\$45.79	\$157.57	\$0.00	\$1,842.43	7.88%
E 101-41900-210 Operating Supplies	\$0.00	\$69.43	\$69.43	\$0.00	-\$69.43	0.00%
E 101-41900-301 Accounting and Au	\$35,000.00	\$1,958.75	\$4,021.10	\$0.00	\$30,978.90	11.49%
E 101-41900-303 Engineering Fees	\$8,000.00	\$3,064.15	\$5,526.05	\$0.00	\$2,473.95	69.08%
E 101-41900-304 Legal Fees	\$50,000.00	\$4,952.07	\$12,469.54	\$0.00	\$37,530.46	24.94%
E 101-41900-305 Planning and Zonin	\$31,200.00	\$4,825.00	\$11,317.50	\$0.00	\$19,882.50	36.27%
E 101-41900-307 Other Professional	\$55,160.00	\$0.00	\$100.00	\$0.00	\$55,060.00	0.18%
E 101-41900-308 Building Inspection	\$21,000.00	\$0.00	\$26,375.13	\$0.00	-\$5,375.13	125.60%
E 101-41900-309 Software and IT Su	\$2,080.00	\$107.36	\$107.36	\$0.00	\$1,972.64	5.16%
E 101-41900-322 Postage	\$224.97	\$2.17	\$158.17	\$0.00	\$66.80	70.31%
E 101-41900-341 Employment Ads	\$393.70	\$0.00	\$0.00	\$0.00	\$393.70	0.00%
E 101-41900-350 Printing and Bindin	\$562.43	\$551.64	\$917.72	\$0.00	-\$355.29	163.17%
E 101-41900-351 Legal and General	\$1,664.80	\$0.00	\$179.50	\$0.00	\$1,485.30	10.78%
E 101-41900-361 General Liability an	\$9,223.88	\$0.00	\$0.00	\$0.00	\$9,223.88	0.00%
E 101-41900-410 Rentals	\$6,186.75	\$0.00	\$0.00	\$0.00	\$6,186.75	0.00%
E 101-41900-430 Miscellaneous	\$918.00	\$0.00	\$10.00	\$0.00	\$908.00	1.09%
E 101-41900-433 Dues and Subscript	\$3,374.59	\$0.00	\$9,021.00	\$0.00	-\$5,646.41	267.32%
E 101-41900-490 Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41900-810 Refunds and Reim	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41910-305 Planning and Zonin	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41940-101 Salaries and Wage	\$6,344.00	\$419.01	\$1,010.91	\$0.00	\$5,333.09	15.93%
E 101-41940-121 Pera Contributions	\$476.00	\$31.43	\$75.83	\$0.00	\$400.17	15.93%
E 101-41940-122 FICA Contributions	\$393.00	\$25.97	\$62.66	\$0.00	\$330.34	15.94%
E 101-41940-125 Medicare Contributi	\$92.00	\$6.07	\$14.65	\$0.00	\$77.35	15.92%
E 101-41940-130 Employer Paid Insu	\$953.00	\$169.38	\$248.82	\$0.00	\$704.18	26.11%
E 101-41940-131 MN Paid Leave Ins	\$42.00	\$3.70	\$4.29	\$0.00	\$37.71	10.21%
E 101-41940-210 Operating Supplies	\$1,124.86	\$45.54	\$83.34	\$0.00	\$1,041.52	7.41%
E 101-41940-220 Repair Main Vehicl	\$432.64	\$0.00	\$0.00	\$0.00	\$432.64	0.00%
E 101-41940-307 Other Professional	\$5,624.32	\$0.00	\$1,483.00	\$0.00	\$4,141.32	26.37%
E 101-41940-309 Software and IT Su	\$2,812.16	\$0.00	\$865.00	\$0.00	\$1,947.16	30.76%
E 101-41940-321 Telephone and Inte	\$7,086.64	\$303.15	\$908.83	\$0.00	\$6,177.81	12.82%
E 101-41940-335 Fuel	\$146.23	\$0.00	\$0.00	\$0.00	\$146.23	0.00%
E 101-41940-381 Electric Utilities	\$5,624.32	\$712.56	\$1,355.44	\$0.00	\$4,268.88	24.10%

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E 101-41940-383 Gas Utilities	\$2,812.16	\$735.05	\$1,441.20	\$0.00	\$1,370.96	51.25%
E 101-41940-384 Refuse Disposal	\$506.19	\$52.51	\$157.53	\$0.00	\$348.66	31.12%
E 101-41940-401 Repair & Maintenanc	\$275.60	\$0.00	\$0.00	\$0.00	\$275.60	0.00%
E 101-41940-410 Rentals	\$1,124.86	\$0.00	\$0.00	\$0.00	\$1,124.86	0.00%
E 101-41940-520 Buildings and Struc	\$284.81	\$0.00	\$0.00	\$0.00	\$284.81	0.00%
E 101-42200-720 Operating Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42700-310 Animal Impounding	\$1,124.86	\$0.00	\$429.40	\$0.00	\$695.46	38.17%
E 101-42700-430 Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42700-437 Gopher Feet	\$1,124.86	\$0.00	\$50.00	\$0.00	\$1,074.86	4.45%
E 101-43100-101 Salaries and Wage	\$143,440.00	\$8,604.64	\$23,824.78	\$0.00	\$119,615.22	16.61%
E 101-43100-121 Pera Contributions	\$10,758.00	\$645.34	\$1,786.84	\$0.00	\$8,971.16	16.61%
E 101-43100-122 FICA Contributions	\$8,893.00	\$533.50	\$1,477.16	\$0.00	\$7,415.84	16.61%
E 101-43100-125 Medicare Contributi	\$2,080.00	\$124.78	\$345.47	\$0.00	\$1,734.53	16.61%
E 101-43100-130 Employer Paid Insu	\$19,062.00	\$1,582.67	\$4,832.23	\$0.00	\$14,229.77	25.35%
E 101-43100-131 MN Paid Leave Ins	\$947.00	\$75.76	\$148.71	\$0.00	\$798.29	15.70%
E 101-43100-140 Unemployment Co	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-43100-150 Workers Compens	\$4,499.46	\$0.00	\$0.00	\$0.00	\$4,499.46	0.00%
E 101-43100-201 Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-43100-210 Operating Supplies	\$2,193.48	\$142.99	\$151.03	\$0.00	\$2,042.45	6.89%
E 101-43100-220 Repair Main Vehicl	\$6,000.00	\$230.98	\$1,974.94	\$0.00	\$4,025.06	32.92%
E 101-43100-221 Tires	\$2,812.16	\$0.00	\$0.00	\$0.00	\$2,812.16	0.00%
E 101-43100-229 Personal Protective	\$1,124.86	\$0.00	\$1,586.87	\$0.00	-\$462.01	141.07%
E 101-43100-240 Small Tools and Mi	\$1,912.27	\$0.00	\$23.51	\$0.00	\$1,888.76	1.23%
E 101-43100-241 Street Maint Materi	\$22,121.60	\$0.00	\$0.00	\$0.00	\$22,121.60	0.00%
E 101-43100-303 Engineering Fees	\$2,699.67	\$983.00	\$2,833.50	\$0.00	-\$133.83	104.96%
E 101-43100-304 Legal Fees	\$0.00	\$213.75	\$351.25	\$0.00	-\$351.25	0.00%
E 101-43100-305 Planning and Zonin	\$28.12	\$0.00	\$0.00	\$0.00	\$28.12	0.00%
E 101-43100-306 SCBA/Fit/Physical	\$224.97	\$0.00	\$0.00	\$0.00	\$224.97	0.00%
E 101-43100-307 Other Professional	\$0.00	\$450.00	\$450.00	\$0.00	-\$450.00	0.00%
E 101-43100-321 Telephone and Inte	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-43100-325 Cell Phone	\$1,349.84	\$90.96	\$181.92	\$0.00	\$1,167.92	13.48%
E 101-43100-331 Continue Education	\$224.97	\$0.00	\$0.00	\$0.00	\$224.97	0.00%
E 101-43100-334 Mileage	\$61.87	\$0.00	\$0.00	\$0.00	\$61.87	0.00%
E 101-43100-335 Fuel	\$18,120.96	\$239.42	\$2,346.40	\$0.00	\$15,774.56	12.95%
E 101-43100-340 Advertising	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-43100-361 General Liability an	\$4,499.46	\$0.00	\$0.00	\$0.00	\$4,499.46	0.00%
E 101-43100-384 Refuse Disposal	\$15,748.10	\$0.00	\$0.00	\$0.00	\$15,748.10	0.00%
E 101-43100-400 Unpaved Street	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-43100-401 Repair & Maintenanc	\$20,000.00	\$0.00	\$5,728.48	\$0.00	\$14,271.52	28.64%
E 101-43100-402 Paved Streets	\$21,000.00	\$0.00	\$0.00	\$0.00	\$21,000.00	0.00%
E 101-43100-404 Machinery and Equi	\$0.00	\$0.00	\$5,635.00	\$0.00	-\$5,635.00	0.00%
E 101-43100-408 Tree Trimming and	\$5,624.32	\$525.00	\$525.00	\$0.00	\$5,099.32	9.33%
E 101-43100-410 Rentals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-43100-430 Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-43100-433 Dues and Subscript	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-43100-530 Improve Other Tha	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-43100-540 Heavy Machinery	\$1,687.30	\$0.00	\$0.00	\$0.00	\$1,687.30	0.00%
E 101-43100-550 Motor Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-43100-580 Road, Signs, and E	\$6,749.18	\$657.60	\$1,337.18	\$0.00	\$5,412.00	19.81%
E 101-43100-810 Refunds and Reim	\$224.97	\$0.00	\$0.00	\$0.00	\$224.97	0.00%
E 101-43125-101 Salaries and Wage	\$25,376.00	\$3,270.06	\$8,501.86	\$0.00	\$16,874.14	33.50%

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E 101-43125-121 Pera Contributions	\$1,903.00	\$146.40	\$437.08	\$0.00	\$1,465.92	22.97%
E 101-43125-122 FICA Contributions	\$1,573.00	\$202.74	\$527.09	\$0.00	\$1,045.91	33.51%
E 101-43125-125 Medicare Contributi	\$368.00	\$47.42	\$123.29	\$0.00	\$244.71	33.50%
E 101-43125-130 Employer Paid Insu	\$3,812.00	\$105.10	\$683.59	\$0.00	\$3,128.41	17.93%
E 101-43125-131 MN Paid Leave Ins	\$167.00	\$28.76	\$53.14	\$0.00	\$113.86	31.82%
E 101-43125-140 Unemployment Co	\$0.00	\$0.00	\$109.60	\$0.00	-\$109.60	0.00%
E 101-43125-241 Street Maint Materi	\$21,202.69	\$2,943.15	\$3,888.99	\$0.00	\$17,313.70	18.34%
E 101-43125-319 Medical Personnel	\$1,768.00	\$0.00	\$652.00	\$0.00	\$1,116.00	36.88%
FUND 101 General Fund	\$917,136.74	\$55,959.31	\$204,938.21	\$0.00	\$712,198.53	22.35%
FUND 225 Cemetery Fund						
E 225-49010-101 Salaries and Wage	\$7,544.00	\$75.78	\$425.21	\$0.00	\$7,118.79	5.64%
E 225-49010-110 Other Pay and Pool	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 225-49010-121 Pera Contributions	\$476.00	\$5.68	\$16.88	\$0.00	\$459.12	3.55%
E 225-49010-122 FICA Contributions	\$1,153.00	\$4.70	\$26.36	\$0.00	\$1,126.64	2.29%
E 225-49010-125 Medicare Contributi	\$270.00	\$1.10	\$6.17	\$0.00	\$263.83	2.29%
E 225-49010-130 Employer Paid Insu	\$953.00	\$28.25	\$88.20	\$0.00	\$864.80	9.25%
E 225-49010-131 MN Paid Leave Ins	\$50.00	\$0.66	\$2.85	\$0.00	\$47.15	5.70%
E 225-49010-150 Workers Compens	\$237.35	\$0.00	\$0.00	\$0.00	\$237.35	0.00%
E 225-49010-210 Operating Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 225-49010-301 Accounting and Au	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 225-49010-303 Engineering Fees	\$0.00	\$148.00	\$148.00	\$0.00	-\$148.00	0.00%
E 225-49010-334 Mileage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 225-49010-335 Fuel	\$123.74	\$0.00	\$0.00	\$0.00	\$123.74	0.00%
E 225-49010-361 General Liability an	\$49.49	\$0.00	\$0.00	\$0.00	\$49.49	0.00%
E 225-49010-401 Repair & Maintenan	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 225-49010-410 Rentals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 225-49010-430 Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 225-49010-490 Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 225 Cemetery Fund	\$10,856.58	\$264.17	\$713.67	\$0.00	\$10,142.91	6.57%
FUND 250 Fire Fund						
E 250-41940-401 Repair & Maintenan	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42200-101 Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42200-110 Other Pay and Pool	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42200-121 Pera Contributions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42200-122 FICA Contributions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42200-124 Fire Pension Contr	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
E 250-42200-125 Medicare Contributi	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42200-130 Employer Paid Insu	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42200-131 MN Paid Leave Ins	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42200-150 Workers Compens	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42200-207 Public Education S	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42200-210 Operating Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42200-218 Uniforms	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42200-220 Repair Main Vehicl	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42200-222 EMS Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42200-228 SCBA Maint/Repair	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42200-229 Personal Protective	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42200-240 Small Tools and Mi	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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Account Descr	2026 YTD Budget	March 2026 Amt	2026 YTD Amt	Enc Current	2026 YTD Balance	% of YTD Budget
E 250-42200-301 Accounting and Au	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42200-304 Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42200-306 SCBA/Fit/Physical	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42200-321 Telephone and Inte	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42200-323 Radio Units	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42200-325 Cell Phone	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42200-331 Continue Education	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42200-334 Mileage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42200-335 Fuel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42200-350 Printing and Bindin	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42200-361 General Liability an	\$9,280.13	\$0.00	\$0.00	\$0.00	\$9,280.13	0.00%
E 250-42200-380 Pool Fill Water	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42200-381 Electric Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42200-383 Gas Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42200-384 Refuse Disposal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42200-401 Repair & Maintenanc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42200-404 Machinery and Equi	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42200-430 Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42200-433 Dues and Subscript	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42200-490 Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42200-720 Operating Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42210-101 Salaries and Wage	\$36,000.00	\$3,011.96	\$12,306.04	\$0.00	\$23,693.96	34.18%
E 250-42210-110 Other Pay and Pool	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42210-121 Pera Contributions	\$662.00	\$0.90	\$0.90	\$0.00	\$661.10	0.14%
E 250-42210-122 FICA Contributions	\$2,232.00	\$186.74	\$765.45	\$0.00	\$1,466.55	34.29%
E 250-42210-125 Medicare Contributi	\$522.00	\$43.67	\$179.02	\$0.00	\$342.98	34.30%
E 250-42210-130 Employer Paid Insu	\$0.00	\$3.56	\$3.56	\$0.00	-\$3.56	0.00%
E 250-42210-131 MN Paid Leave Ins	\$317.00	\$26.50	\$108.15	\$0.00	\$208.85	34.12%
E 250-42210-201 Office Supplies	\$1,012.38	\$0.00	\$46.97	\$0.00	\$965.41	4.64%
E 250-42210-207 Public Education S	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42210-305 Planning and Zonin	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42210-306 SCBA/Fit/Physical	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42210-320 Communication	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42210-321 Telephone and Inte	\$3,937.02	\$187.52	\$562.30	\$0.00	\$3,374.72	14.28%
E 250-42210-322 Postage	\$22.50	\$0.00	\$0.00	\$0.00	\$22.50	0.00%
E 250-42210-325 Cell Phone	\$562.43	\$90.96	\$181.92	\$0.00	\$380.51	32.35%
E 250-42210-350 Printing and Bindin	\$0.00	\$152.50	\$231.05	\$0.00	-\$231.05	0.00%
E 250-42210-361 General Liability an	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42210-380 Pool Fill Water	\$1,687.30	\$0.00	\$0.00	\$0.00	\$1,687.30	0.00%
E 250-42210-430 Miscellaneous	\$0.00	\$42.00	\$42.00	\$0.00	-\$42.00	0.00%
E 250-42210-433 Dues and Subscript	\$899.89	\$0.00	\$0.00	\$0.00	\$899.89	0.00%
E 250-42220-101 Salaries and Wage	\$83,520.00	\$0.00	\$46,070.04	\$0.00	\$37,449.96	55.16%
E 250-42220-110 Other Pay and Pool	\$0.00	\$0.00	\$1,220.00	\$0.00	-\$1,220.00	0.00%
E 250-42220-121 Pera Contributions	\$0.00	\$0.00	\$5.38	\$0.00	-\$5.38	0.00%
E 250-42220-122 FICA Contributions	\$5,178.00	\$0.00	\$2,931.97	\$0.00	\$2,246.03	56.62%
E 250-42220-125 Medicare Contributi	\$1,211.00	\$0.00	\$685.70	\$0.00	\$525.30	56.62%
E 250-42220-130 Employer Paid Insu	\$0.00	\$0.00	\$21.65	\$0.00	-\$21.65	0.00%
E 250-42220-131 MN Paid Leave Ins	\$735.00	\$0.00	\$416.18	\$0.00	\$318.82	56.62%
E 250-42220-150 Workers Compens	\$3,374.59	\$0.00	\$0.00	\$0.00	\$3,374.59	0.00%
E 250-42220-210 Operating Supplies	\$393.70	\$32.82	\$32.82	\$0.00	\$360.88	8.34%
E 250-42220-218 Uniforms	\$7,874.05	\$201.30	\$201.30	\$0.00	\$7,672.75	2.56%

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E 250-42220-228 SCBA Maint/Repair	\$3,374.59	\$876.00	\$876.00	\$0.00	\$2,498.59	25.96%
E 250-42220-229 Personal Protective	\$6,749.18	\$373.46	\$373.46	\$0.00	\$6,375.72	5.53%
E 250-42220-240 Small Tools and Mi	\$11,248.64	\$0.00	\$40.00	\$0.00	\$11,208.64	0.36%
E 250-42220-335 Fuel	\$8,998.91	\$919.50	\$919.50	\$0.00	\$8,079.41	10.22%
E 250-42230-207 Public Education S	\$3,937.02	\$0.00	\$0.00	\$0.00	\$3,937.02	0.00%
E 250-42240-101 Salaries and Wage	\$20,880.00	\$585.00	\$12,055.00	\$0.00	\$8,825.00	57.73%
E 250-42240-122 FICA Contributions	\$1,295.00	\$36.27	\$744.93	\$0.00	\$550.07	57.52%
E 250-42240-125 Medicare Contributi	\$303.00	\$8.48	\$174.21	\$0.00	\$128.79	57.50%
E 250-42240-131 MN Paid Leave Ins	\$184.00	\$5.14	\$98.46	\$0.00	\$85.54	53.51%
E 250-42240-240 Small Tools and Mi	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42240-331 Continue Education	\$22,154.18	\$0.00	\$6,018.00	\$0.00	\$16,136.18	27.16%
E 250-42240-332 Fire Academy	\$0.00	\$2,219.25	\$2,219.25	\$0.00	-\$2,219.25	0.00%
E 250-42240-334 Mileage	\$562.43	\$0.00	\$0.00	\$0.00	\$562.43	0.00%
E 250-42250-320 Communication	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42250-323 Radio Units	\$6,248.64	\$0.00	\$0.00	\$0.00	\$6,248.64	0.00%
E 250-42260-101 Salaries and Wage	\$0.00	\$0.00	\$400.00	\$0.00	-\$400.00	0.00%
E 250-42260-122 FICA Contributions	\$0.00	\$0.00	\$24.80	\$0.00	-\$24.80	0.00%
E 250-42260-125 Medicare Contributi	\$0.00	\$0.00	\$5.80	\$0.00	-\$5.80	0.00%
E 250-42260-131 MN Paid Leave Ins	\$0.00	\$0.00	\$3.52	\$0.00	-\$3.52	0.00%
E 250-42260-220 Repair Main Vehicl	\$2,384.71	\$0.00	\$54.06	\$0.00	\$2,330.65	2.27%
E 250-42270-222 EMS Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42270-306 SCBA/Fit/Physical	\$5,286.86	\$0.00	\$0.00	\$0.00	\$5,286.86	0.00%
E 250-42270-312 Pre-Employment	\$2,249.73	\$0.00	\$0.00	\$0.00	\$2,249.73	0.00%
E 250-42270-315 Basic Physical FD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42270-316 Fit Test FD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42280-321 Telephone and Inte	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42280-325 Cell Phone	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 250-42280-350 Printing and Bindin	\$0.00	-\$75.74	\$0.00	\$0.00	\$0.00	0.00%
E 250-42280-381 Electric Utilities	\$2,812.16	\$452.11	\$924.01	\$0.00	\$1,888.15	32.86%
E 250-42280-383 Gas Utilities	\$2,812.16	\$711.28	\$1,344.11	\$0.00	\$1,468.05	47.80%
E 250-42280-384 Refuse Disposal	\$562.43	\$52.51	\$157.53	\$0.00	\$404.90	28.01%
E 250-42280-401 Repair & Maintenan	\$25,000.00	\$0.00	\$385.00	\$0.00	\$24,615.00	1.54%
FUND 250 Fire Fund	\$311,464.63	\$10,143.69	\$92,830.04	\$0.00	\$218,634.59	29.80%
FUND 275 Street Capital						
E 275-43100-303 Engineering Fees	\$112,486.40	\$8,549.75	\$16,807.75	\$0.00	\$95,678.65	14.94%
E 275-43100-304 Legal Fees	\$0.00	\$2,048.75	\$2,530.00	\$0.00	-\$2,530.00	0.00%
E 275-43100-307 Other Professional	\$0.00	\$7,135.00	\$7,135.00	\$0.00	-\$7,135.00	0.00%
E 275-43100-400 Unpaved Street	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 275-43100-402 Paved Streets	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 275-43100-520 Buildings and Struc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 275-43100-530 Improve Other Tha	\$4,252,500.00	\$0.00	\$0.00	\$0.00	\$4,252,500.00	0.00%
E 275-43100-550 Motor Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 275-43100-580 Road, Signs, and E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 275-47000-620 Fiscal Agent Fees	\$155,916.80	\$0.00	\$0.00	\$0.00	\$155,916.80	0.00%
FUND 275 Street Capital	\$4,520,903.20	\$17,733.50	\$26,472.75	\$0.00	\$4,494,430.45	0.59%
FUND 290 Permits						
E 290-49000-720 Operating Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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FUND 290 Permits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 301 G.O. 2017A						
E 301-47000-600 Principal	\$189,088.80	\$0.00	\$189,088.80	\$0.00	\$0.00	100.00%
E 301-47000-610 Interest	\$6,945.17	\$0.00	\$4,890.75	\$0.00	\$2,054.42	70.42%
E 301-47000-620 Fiscal Agent Fees	\$350.00	\$0.00	\$0.00	\$0.00	\$350.00	0.00%
FUND 301 G.O. 2017A	\$196,383.97	\$0.00	\$193,979.55	\$0.00	\$2,404.42	98.78%
FUND 302 G.O. 2024A						
E 302-47000-600 Principal	\$73,000.00	\$0.00	\$73,000.00	\$0.00	\$0.00	100.00%
E 302-47000-610 Interest	\$15,725.25	\$0.00	\$8,656.50	\$0.00	\$7,068.75	55.05%
E 302-47000-620 Fiscal Agent Fees	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
E 302-47000-720 Operating Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 302 G.O. 2024A	\$89,225.25	\$0.00	\$81,656.50	\$0.00	\$7,568.75	91.52%
FUND 401 Capital Project Fund						
E 401-43100-303 Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 401-43100-304 Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 401-43100-305 Planning and Zonin	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 401-43100-520 Buildings and Struc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 401-43100-530 Improve Other Tha	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 401-43100-540 Heavy Machinery	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
E 401-43100-550 Motor Vehicles	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
E 401-43100-580 Road, Signs, and E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 401 Capital Project Fund	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0.00%
FUND 402 Fire Services						
E 402-42200-240 Small Tools and Mi	\$22,704.94	\$0.00	\$0.00	\$0.00	\$22,704.94	0.00%
E 402-42200-720 Operating Transfer	\$29,367.94	\$0.00	\$22,244.28	\$0.00	\$7,123.66	75.74%
FUND 402 Fire Services	\$52,072.88	\$0.00	\$22,244.28	\$0.00	\$29,828.60	42.72%
FUND 403 Fire Infrastructure Fund						
E 403-42200-404 Machinery and Equi	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 403-42200-520 Buildings and Struc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 403-42200-530 Improve Other Tha	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 403-42200-550 Motor Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 403-42200-720 Operating Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 403 Fire Infrastructure Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 404 Parks Capital Fund						
E 404-45200-101 Salaries and Wage	\$12,688.00	\$191.30	\$286.98	\$0.00	\$12,401.02	2.26%
E 404-45200-110 Other Pay and Pool	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 404-45200-121 Pera Contributions	\$952.00	\$14.34	\$21.51	\$0.00	\$930.49	2.26%
E 404-45200-122 FICA Contributions	\$787.00	\$11.86	\$17.79	\$0.00	\$769.21	2.26%
E 404-45200-125 Medicare Contributi	\$184.00	\$2.77	\$4.16	\$0.00	\$179.84	2.26%
E 404-45200-130 Employer Paid Insu	\$1,906.00	\$70.51	\$70.51	\$0.00	\$1,835.49	3.70%
E 404-45200-131 MN Paid Leave Ins	\$84.00	\$1.68	\$2.10	\$0.00	\$81.90	2.50%
E 404-45200-150 Workers Compens	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	0.00%

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E 404-45200-201 Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 404-45200-210 Operating Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 404-45200-220 Repair Main Vehicl	\$21,469.76	\$0.00	\$0.00	\$0.00	\$21,469.76	0.00%
E 404-45200-225 Landscaping Materi	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 404-45200-303 Engineering Fees	\$11,000.00	\$0.00	\$0.00	\$0.00	\$11,000.00	0.00%
E 404-45200-304 Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 404-45200-305 Planning and Zonin	\$0.00	\$350.00	\$400.00	\$0.00	-\$400.00	0.00%
E 404-45200-307 Other Professional	\$0.00	\$159.60	\$159.60	\$0.00	-\$159.60	0.00%
E 404-45200-334 Mileage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 404-45200-335 Fuel	\$1,622.40	\$0.00	\$0.00	\$0.00	\$1,622.40	0.00%
E 404-45200-361 General Liability an	\$540.80	\$0.00	\$0.00	\$0.00	\$540.80	0.00%
E 404-45200-381 Electric Utilities	\$811.20	\$94.59	\$172.11	\$0.00	\$639.09	21.22%
E 404-45200-401 Repair & Maintenan	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 404-45200-410 Rentals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 404-45200-430 Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 404-45200-450 Funfest	\$1,622.40	\$0.00	\$0.00	\$0.00	\$1,622.40	0.00%
E 404-45200-490 Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 404-45200-530 Improve Other Tha	\$22,000.00	\$0.00	\$9,630.00	\$0.00	\$12,370.00	43.77%
FUND 404 Parks Capital Fund	\$76,467.56	\$896.65	\$10,764.76	\$0.00	\$65,702.80	14.08%
FUND 602 Sewer Fund						
E 602-47000-610 Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 602-49450-101 Salaries and Wage	\$12,688.00	\$191.30	\$191.30	\$0.00	\$12,496.70	1.51%
E 602-49450-121 Pera Contributions	\$952.00	\$14.34	\$14.34	\$0.00	\$937.66	1.51%
E 602-49450-122 FICA Contributions	\$787.00	\$11.86	\$11.86	\$0.00	\$775.14	1.51%
E 602-49450-125 Medicare Contributi	\$184.00	\$2.77	\$2.77	\$0.00	\$181.23	1.51%
E 602-49450-130 Employer Paid Insu	\$1,906.00	\$49.16	\$49.16	\$0.00	\$1,856.84	2.58%
E 602-49450-131 MN Paid Leave Ins	\$105.00	\$1.68	\$1.68	\$0.00	\$103.32	1.60%
E 602-49450-210 Operating Supplies	\$0.00	\$8.29	\$8.29	\$0.00	-\$8.29	0.00%
E 602-49450-220 Repair Main Vehicl	\$991.83	\$0.00	\$0.00	\$0.00	\$991.83	0.00%
E 602-49450-240 Small Tools and Mi	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 602-49450-303 Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 602-49450-307 Other Professional	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 602-49450-322 Postage	\$0.00	\$78.80	\$78.80	\$0.00	-\$78.80	0.00%
E 602-49450-361 General Liability an	\$674.92	\$0.00	\$0.00	\$0.00	\$674.92	0.00%
E 602-49450-381 Electric Utilities	\$5,624.32	\$427.38	\$870.30	\$0.00	\$4,754.02	15.47%
E 602-49450-401 Repair & Maintenan	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
E 602-49450-430 Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 602-49450-433 Dues and Subscript	\$0.00	\$495.00	\$495.00	\$0.00	-\$495.00	0.00%
E 602-49450-600 Principal	\$52,781.15	\$0.00	\$50,911.20	\$0.00	\$1,869.95	96.46%
E 602-49450-610 Interest	\$5,870.00	\$0.00	\$1,316.81	\$0.00	\$4,553.19	22.43%
E 602-49450-620 Fiscal Agent Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 602-49490-101 Salaries and Wage	\$3,171.00	\$0.00	\$0.00	\$0.00	\$3,171.00	0.00%
E 602-49490-110 Other Pay and Pool	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 602-49490-121 Pera Contributions	\$238.00	\$0.00	\$0.00	\$0.00	\$238.00	0.00%
E 602-49490-122 FICA Contributions	\$197.00	\$0.00	\$0.00	\$0.00	\$197.00	0.00%
E 602-49490-125 Medicare Contributi	\$46.00	\$0.00	\$0.00	\$0.00	\$46.00	0.00%
E 602-49490-130 Employer Paid Insu	\$477.00	\$0.00	\$0.00	\$0.00	\$477.00	0.00%
E 602-49490-150 Workers Compens	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 602-49490-210 Operating Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 602-49490-302 County Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF BALDWIN
***Expenditure Guideline**

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Current Period: March 2026

Account Descr	2026 YTD Budget	March 2026 Amt	2026 YTD Amt	Enc Current	2026 YTD Balance	% of YTD Budget
E 602-49490-303 Engineering Fees	\$1,040.00	\$0.00	\$0.00	\$0.00	\$1,040.00	0.00%
E 602-49490-304 Legal Fees	\$208.00	\$0.00	\$0.00	\$0.00	\$208.00	0.00%
E 602-49490-307 Other Professional	\$37,440.00	\$2,413.17	\$6,605.95	\$0.00	\$30,834.05	17.64%
E 602-49490-309 Software and IT Su	\$899.89	\$0.00	\$0.00	\$0.00	\$899.89	0.00%
E 602-49490-322 Postage	\$269.96	\$0.00	\$0.00	\$0.00	\$269.96	0.00%
E 602-49490-334 Mileage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 602-49490-720 Operating Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 602 Sewer Fund	\$127,551.07	\$3,693.75	\$60,557.46	\$0.00	\$66,993.61	47.48%
FUND 801 Developers Account - Escrow						
E 801-41120-305 Planning and Zonin	\$0.00	\$3,190.00	\$4,475.00	\$0.00	-\$4,475.00	0.00%
E 801-41900-302 County Charges	\$0.00	\$138.00	\$138.00	\$0.00	-\$138.00	0.00%
E 801-43100-210 Operating Supplies	\$0.00	\$0.00	\$6.93	\$0.00	-\$6.93	0.00%
E 801-43100-303 Engineering Fees	\$0.00	\$1,046.00	\$1,832.25	\$0.00	-\$1,832.25	0.00%
E 801-43100-304 Legal Fees	\$0.00	\$157.50	\$726.25	\$0.00	-\$726.25	0.00%
E 801-43100-305 Planning and Zonin	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 801-43100-351 Legal and General	\$0.00	\$80.50	\$80.50	\$0.00	-\$80.50	0.00%
E 801-43100-810 Refunds and Reim	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 801 Developers Account - Escrow	\$0.00	\$4,612.00	\$7,258.93	\$0.00	-\$7,258.93	0.00%
FUND 802 Baldwin Estates Escrow						
E 802-43100-303 Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 802-43100-304 Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 802-43100-810 Refunds and Reim	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 802 Baldwin Estates Escrow	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 803 Misty Hollow Escrow						
E 803-42200-720 Operating Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 803-43100-303 Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 803-43100-304 Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 803-43100-810 Refunds and Reim	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 803 Misty Hollow Escrow	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 804 Buck Run Escrow						
E 804-41910-305 Planning and Zonin	\$0.00	\$0.00	\$145.00	\$0.00	-\$145.00	0.00%
E 804-43100-303 Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 804-43100-304 Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 804-43100-810 Refunds and Reim	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 804 Buck Run Escrow	\$0.00	\$0.00	\$145.00	\$0.00	-\$145.00	0.00%
FUND 805 Sumser Farms 1st Addt Escrow						
E 805-43100-303 Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 805-43100-304 Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 805-43100-305 Planning and Zonin	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 805-43100-810 Refunds and Reim	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 805 Sumser Farms 1st Addt Escrow	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 902 General Long-Term Debt						

CITY OF BALDWIN
***Expenditure Guideline**

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Current Period: March 2026

Account Descr	2026 YTD Budget	March 2026 Amt	2026 YTD Amt	Enc Current	2026 YTD Balance	% of YTD Budget
E 902-41400-101 Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 902-43100-101 Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 902-45200-101 Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 902 General Long-Term Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	\$6,322,061.88	\$93,303.07	\$701,561.15	\$0.00	\$5,620,500.73	11.10%

FILTER: None

Below is a **revised, complete job description** that **explicitly includes a salary range and a clearly defined Preferred Qualifications section**, tailored for a **small Minnesota city like Baldwin**. The salary range shown is typical for full-time Clerk/Treasurer roles in small Minnesota cities and can be adjusted by the Council.

City of Baldwin, Minnesota

Job Description: City Clerk/Treasurer (Full-Time)

Employment Status

Full-Time

Department

Administration / Finance

Reports To

Mayor and City Council

Position Summary

The City Clerk/Treasurer serves as the City of Baldwin's chief administrative and financial officer. This position is responsible for maintaining official City records, administering elections, managing all municipal financial operations, and providing professional administrative support to the Mayor and City Council. The Clerk/Treasurer ensures compliance with Minnesota statutes, City ordinances, and generally accepted accounting principles while delivering responsive, accurate public service.

Essential Duties and Responsibilities

City Clerk Responsibilities

- Serve as statutory custodian of all City records and official documents.
- Prepare and publish ordinances, resolutions, public notices, and agendas.
- Attend all City Council meetings; prepare and maintain accurate meeting minutes.
- Manage records related to ordinances, resolutions, contracts, licenses, and permits.
- Administer municipal elections and maintain election records in compliance with Minnesota law.

- Respond to data requests pursuant to the Minnesota Government Data Practices Act.
- Maintain official oaths, bonds, and appointment records.
- Act as the City's election official and Responsible Authority unless otherwise designated.

Treasurer / Finance Responsibilities

- Serve as the City's chief financial officer and accountant.
- Receive, invest, and account for all City funds.
- Manage accounts payable, accounts receivable, and general ledger functions.
- Administer payroll and related state and federal reporting.
- Prepare monthly financial reports for the City Council.
- Assist in development and administration of the annual budget and levy.
- Coordinate and prepare materials for the annual audit; serve as liaison to auditors.
- Manage utility billing, special assessments, licenses, fees, and financial tracking.
- Ensure compliance with GAAP and Minnesota Statutes.

Administrative and Public Service Responsibilities

- Provide direct administrative support to the Mayor and City Council.
- Serve as primary point of contact for residents, businesses, and outside agencies.
- Maintain records retention schedules and oversee archiving.
- Draft correspondence, reports, and official City documents.
- Coordinate intergovernmental communication with county, state, and regional partners.
- Perform other duties as assigned by the Mayor or City Council.

Minimum Qualifications

- High school diploma or GED required.
 - Minimum of two (2) years of experience in municipal government, accounting, finance, or administrative services.
 - Knowledge of, or ability to learn, Minnesota municipal statutes and procedures.
 - Proficiency with accounting software, Microsoft Office, and record-keeping systems.
 - Strong organizational, communication, and time-management skills.
 - Ability to maintain confidentiality and exercise independent judgment.
 - Ability to work effectively with elected officials, staff, and the public.
-

Preferred Qualifications

- Associate's or bachelor's degree in public administration, accounting, finance, or related field.
- Prior experience as a city clerk, treasurer, or clerk/treasurer in a Minnesota municipality.
- Minnesota Certified Municipal Clerk (CMC or MMC).
- Minnesota Certified Municipal Finance Officer (CMFO).
- Election administration training or certification through the State of Minnesota.
- Experience with municipal budgeting, levy and audit preparation.
- Familiarity with utility billing systems and special assessments.

(Preferred certifications may be obtained within a specified timeframe after hire.)

Salary and Benefits

- **Salary Range: \$55,000 – \$75,000 annually**, depending on qualifications and experience.
 - Benefits include eligibility for:
 - PERA retirement
 - Health and other insurance options per City policy
 - Paid holidays, vacation, and sick leave
 - Training and professional development opportunities
-

Work Environment and Physical Requirements

- Primarily office-based with occasional evening meetings and election duties.
 - Ability to lift and carry materials up to approximately 25 pounds.
 - Regular use of standard office equipment.
-

Equal Employment Opportunity

The City of Baldwin is an equal opportunity employer and does not discriminate based on race, color, religion, sex, national origin, age, disability, or any other status protected by law.

If you'd like, I can also:

- Adjust the **salary range** to match council direction
- Convert this into a **job posting, council resolution, or PDF**

- Tailor it further to Baldwin's **population size or utility operations**
- Add a **probationary period or certification timeline**

Just tell me how you plan to use it.

Below is a **complete, ready-to-use job description** for a **Full-Time Deputy Clerk/Treasurer** for the **City of Baldwin, Minnesota**, including a **salary range** and **preferred qualifications**. It is written in a style commonly used by Minnesota cities and is suitable for posting, council adoption, or inclusion in personnel policies.

City of Baldwin, Minnesota

Deputy Clerk/Treasurer

Department: Administration

Reports To: City Clerk/Treasurer

FLSA Status: Non-Exempt

Employment Status: Full-Time

Work Location: Baldwin City Hall

General Statement of Duties

Under the general direction of the City Clerk/Treasurer, the Deputy Clerk/Treasurer performs a variety of responsible administrative, clerical, and financial duties in support of the statutory functions of the City Clerk and City Treasurer. This position assists with city records management, utility billing, accounting functions, elections, licensing, and customer service, and performs the duties of the Clerk/Treasurer in their absence as assigned.

Essential Duties and Responsibilities

The duties listed below are intended to describe the general nature and level of work performed. Other duties may be assigned.

Clerk Functions

- Assist with preparation of City Council agendas, packets, resolutions, ordinances, and supporting materials
- Attend City Council and other meetings as assigned and prepare accurate meeting minutes
- Maintain official city records in compliance with Minnesota records retention requirements
- Assist in administering municipal elections, including election judge coordination, election materials, and election day activities

- Process city licenses and permits, including liquor, tobacco, gambling, and other city-issued licenses
- Serve as Deputy Clerk and perform statutory Clerk duties in the absence of the City Clerk/Treasurer

Treasurer / Finance Functions

- Assist with accounts payable and accounts receivable
- Process utility billing, special assessments, and customer accounts
- Perform cash receipting, prepare bank deposits, and assist with account reconciliations
- Assist with payroll processing, PERA reporting, and benefit administration
- Support preparation of the annual budget and materials for the annual audit
- Maintain financial records in accordance with generally accepted governmental accounting principles

Administrative and Customer Service Functions

- Provide courteous and professional service to the public in person, by phone, and electronically
 - Respond to inquiries from residents, businesses, contractors, and other agencies
 - Maintain confidentiality of personnel, financial, and legal information
 - Assist with general office administration, records management, and special projects
 - Perform other related duties as assigned
-

Knowledge, Skills, and Abilities

- Knowledge of municipal government operations and office administrative practices
 - Knowledge of basic accounting principles and governmental finance practices
 - Ability to learn and apply Minnesota statutes, rules, and regulations related to city operations
 - Ability to prepare clear, accurate, and well-organized records and correspondence
 - Ability to communicate effectively with elected officials, staff, and the public
 - Ability to organize work, manage multiple priorities, and meet deadlines
 - Proficiency in Microsoft Word, Excel, and Outlook, and ability to learn municipal software systems
-

Minimum Qualifications

- Associate degree in accounting, business administration, public administration, or a related field, or an equivalent combination of education and experience

- Two (2) years of clerical, administrative, or accounting experience, preferably in a public sector or municipal setting
 - Ability to obtain required election and clerks training
 - Ability to pass a background check
-

Preferred Qualifications

- Experience working in a Minnesota city clerk, treasurer, or municipal administrative office
 - Familiarity with Minnesota municipal statutes, election laws, records retention, and data practices requirements
 - Experience with municipal accounting functions, including utility billing, payroll, assessments, or audit support
 - Working knowledge of governmental fund accounting
 - Experience using municipal accounting or utility billing software (such as Banyon, Civic Systems, or similar systems)
 - Completion of, or willingness to obtain, training through the League of Minnesota Cities (LMC), the Municipal Clerks and Finance Officers Association of Minnesota (MCFOA), or similar organizations
 - Experience preparing City Council agendas, minutes, resolutions, and ordinances
 - Ability to assume statutory Clerk/Treasurer duties in the absence of the Clerk/Treasurer
-

Physical Demands and Work Environment

This position is primarily office-based and requires extended periods of sitting, computer use, and interaction with the public. The employee may occasionally be required to lift or carry items weighing up to 25 pounds.

Compensation and Benefits

Salary Range: \$55,000 – \$75,000 annually, depending on qualifications and experience

The City offers a competitive benefits package, including participation in the PERA retirement system, paid vacation and sick leave, holidays, and other benefits as provided in City personnel policies.

If you would like, I can next:

- Tailor this for a **Minnesota City Jobs posting**
- Prepare a **Council resolution to adopt the job description**
- Adjust the salary range for **budget scenarios**
- Create an **interview and scoring rubric**

Just let me know how you'd like to use it.

Below is a **customized, ready-to-use job description** appropriate for a **small Minnesota city** like **Baldwin**. I've written it in a format that works well for council approval, posting on the League of Minnesota Cities job board, and inclusion in a personnel policy.

I've included a **reasonable salary range based on comparable Minnesota communities**, but you can easily adjust it.

City of Baldwin, Minnesota

Job Description

Position Title: Public Works / Maintenance Supervisor

Department: Public Works

FLSA Status: Exempt

Employment Status: Full-Time

Reports To: City Administrator / City Council (or Mayor, as applicable)

Position Summary

The City of Baldwin is seeking a **Full-Time Public Works / Maintenance Supervisor** to plan, direct, and perform the daily operations of the City's public works and maintenance functions. This position is responsible for supervising public works activities, maintaining City infrastructure, operating equipment, coordinating contractors, and ensuring safe, efficient, and cost-effective delivery of services to residents.

The Supervisor works independently and collaboratively with City leadership and provides hands-on leadership in a small-city environment.

Essential Duties and Responsibilities

The following duties are representative but not all-inclusive:

Public Works Operations

- Plan, schedule, and supervise daily public works and maintenance activities.
- Perform hands-on work in streets, parks, utilities, buildings, and grounds maintenance.
- Operate and maintain City equipment, vehicles, and tools.
- Coordinate snow plowing, ice control, and emergency response operations.
- Conduct routine inspections of streets, facilities, and infrastructure.

Utilities & Infrastructure

- Assist with or oversee water, wastewater, stormwater, and drainage system maintenance (as applicable).
- Monitor system performance and report issues or needed repairs.
- Coordinate required testing, reporting, and regulatory compliance.

Supervision & Administration

- Supervise, train, and evaluate public works staff and seasonal employees.
- Assist with budget preparation, expense tracking, and purchasing.
- Maintain maintenance records, work logs, and inventory.
- Coordinate with contractors, engineers, and utility providers.

Safety & Compliance

- Ensure compliance with OSHA, MnDOT, MPCA, MDH, and other applicable regulations.
- Promote safe work practices and maintain a safe working environment.
- Respond to citizen service requests and concerns professionally and promptly.

Other Duties

- Assist with special projects, community events, and emergency situations.
 - Perform other duties as assigned by City leadership.
-

Minimum Qualifications

- High school diploma or GED.
 - **Three (3) or more years** of experience in public works, maintenance, construction, utilities, or a related field.
 - Experience operating heavy equipment and power tools.
 - Valid Minnesota Class D driver's license (Class B CDL preferred or ability to obtain within a specified timeframe).
 - Ability to work independently, manage time effectively, and respond to after-hours emergencies.
-

Preferred Qualifications

- **Supervisory or lead worker experience**, preferably in a municipal setting.
- Minnesota water and/or wastewater operator certification (or ability to obtain).
- Class B CDL with air brake endorsement.
- Experience with snow and ice control operations.

- Knowledge of small-city public works operations, budgeting, and regulatory compliance.
 - Strong communication and customer service skills.
-

Physical & Work Requirements

- Ability to lift up to 75 pounds.
 - Ability to work outdoors in all weather conditions.
 - Ability to stand, walk, bend, climb, and operate equipment for extended periods.
 - Availability for nights, weekends, holidays, and emergency call-outs as required.
-

Salary & Benefits

- **Salary Range: \$60,000 – \$80,000 annually**, depending on qualifications and experience.
 - Comprehensive benefits package, which may include:
 - Minnesota PERA retirement
 - Health, dental, and life insurance
 - Paid vacation, sick leave, and holidays
 - Uniform and safety equipment allowance (if applicable)
-

Application Process

Interested candidates should submit an application, resume, and cover letter to the City of Baldwin by the posted deadline. Position open until filled.

The City of Baldwin is an Equal Opportunity Employer.

If you'd like, I can:

- Tailor this specifically to **Baldwin's size, utilities, or staffing model**
- Adjust it for **union vs. non-union**
- Convert it into a **League of Minnesota Cities posting**
- Benchmark the salary more tightly using nearby cities (Isanti, Cambridge, etc.)

Just tell me how you plan to use it.

Below is a **clean, professional job description** specifically framed as a **Full-Time Public Works / Maintenance Employee** for the **City of Baldwin, Minnesota**. It follows language commonly used by Minnesota municipalities and can be posted as-is or easily customized.

City of Baldwin, Minnesota

Job Description: Public Works / Maintenance Employee (Full-Time)

Department: Public Works

Reports To: Public Works Supervisor / City Administrator (or designee)

Employment Status: Full-Time

FLSA Status: Non-Exempt

Salary Range

\$22.00 – \$30.00 per hour, depending on experience and qualifications.

The City offers a competitive benefits package including health insurance, PERA retirement, paid holidays, vacation, and sick leave.

Position Summary

The City of Baldwin is seeking a reliable and motivated full-time Public Works / Maintenance Employee to perform a wide range of skilled and semi-skilled maintenance, repair, and operational duties. This position supports the maintenance of city streets, utilities, parks, buildings, and public facilities, ensuring safe and efficient services for residents. Work is performed under general supervision and may require on-call availability, overtime, and work during evenings, weekends, and emergencies.

Essential Duties and Responsibilities

Essential functions may include, but are not limited to, the following:

- Perform maintenance and repair of city streets, sidewalks, stormwater systems, and right-of-ways
- Operate, maintain, and repair public works equipment including trucks, plows, mowers, loaders, and power tools
- Perform snow plowing, sanding, and ice control operations during winter months
- Maintain city parks, trails, playgrounds, athletic fields, and public grounds
- Assist with maintenance and repair of city buildings, facilities, and grounds

- Perform routine inspections and preventive maintenance of equipment and facilities
 - Assist with water, wastewater, and stormwater system operations as assigned
 - Respond to emergency calls and after-hours service requests as required
 - Follow all safety procedures, policies, and applicable regulations
 - Interact professionally and courteously with residents, contractors, and other city staff
 - Perform other related duties as assigned
-

Minimum Qualifications

- High school diploma or GED
 - Valid Minnesota Class D driver's license
 - Ability to perform physically demanding work in all weather conditions
 - Ability to operate hand tools, power tools, and light to heavy equipment safely
 - Basic mechanical aptitude and maintenance skills
 - Ability to work independently and as part of a team
-

Preferred Qualifications

- 
- Two or more years of experience in public works, maintenance, construction, or a related field
 - Minnesota Class B Commercial Driver's License (CDL) with air brake endorsement, or ability to obtain within a specified timeframe
 - Experience with municipal snow removal operations
 - Experience maintaining streets, parks, utilities, or public facilities
 - Water or wastewater operator certifications, or willingness to obtain
 - Knowledge of occupational safety practices
 - Strong reliability, work ethic, and communication skills
-

Physical Requirements

- Ability to lift, carry, push, or pull up to 75 pounds
 - Ability to stand, walk, bend, kneel, climb, and work in confined spaces
 - Ability to work outdoors in extreme weather conditions
-

How to Apply

Interested applicants should submit a completed application and resume to:

City of Baldwin

[Insert contact name, email, or mailing address]

Position will remain open until filled.

If you'd like, I can:

- Adjust the **salary range** to match a specific levy or pay scale
- Customize this for **street-focused**, **parks-focused**, or **utility-heavy** duties
- Convert this into a **one-page posting** for job boards
- Add **probationary period** or **union language**

Just tell me how Baldwin plans to use the position.

Below is a **ready-to-post job description** you can use or adapt for the **City of Baldwin, Minnesota**. It is written in a professional municipal style and reflects common expectations for a **part-time Fire Chief** in a small Minnesota community.

City of Baldwin, Minnesota

Position Description: Part-Time Fire Chief

Department: Fire Department

Employment Status: Part-Time / Exempt

Reports To: City Council and/or City Administrator

Supervises: Volunteer and/or paid-on-call fire department personnel

Position Summary

The City of Baldwin is seeking a qualified and motivated **Part-Time Fire Chief** to lead and manage the operations of the Baldwin Fire Department. This position is responsible for the overall administration, organization, training, and emergency response readiness of the department while ensuring compliance with state and federal regulations. The Fire Chief serves as the principal fire protection advisor to the City Council and represents the department in community, intergovernmental, and mutual aid matters.

Essential Duties and Responsibilities

The duties listed below are intended to be representative and not exhaustive:

Administrative & Leadership

- Provide leadership, direction, and supervision of all fire department personnel.
- Oversee daily operations, staffing, scheduling, and on-call responses.
- Develop and enforce department rules, policies, and standard operating guidelines.
- Prepare and manage the fire department budget; make recommendations on apparatus, equipment, and capital improvements.
- Maintain accurate department records, reports, and documentation.

Emergency Response & Operations

- Respond to fire, rescue, medical, hazardous materials, and other emergency incidents as required.
- Assume incident command responsibilities in accordance with the Incident Command System (ICS).

- Ensure department readiness through equipment maintenance and operational planning.
- Coordinate mutual aid responses with neighboring departments and agencies.

Training & Compliance

- Plan, coordinate, and oversee firefighter training and certification programs.
- Ensure compliance with Minnesota State Fire Marshal requirements, OSHA standards, and other applicable regulations.
- Promote firefighter safety, accountability, and best practices.

Community & Intergovernmental Relations

- Serve as the department's liaison with city officials, county and state agencies, and mutual aid partners.
 - Participate in community outreach, public education, and fire prevention efforts.
 - Represent the City of Baldwin in regional fire service meetings and organizations.
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Minimum Qualifications

- High school diploma or GED (Associate's or Bachelor's degree preferred).
 - Minimum of **5 years of progressively responsible fire service experience**, including experience in a leadership or officer role.
 - Minnesota Firefighter I & II certification (or equivalent).
 - Minnesota Fire Officer certification or ability to obtain within a specified timeframe.
 - Knowledge of the Incident Command System (ICS 100, 200, 300, 400).
 - Valid Minnesota driver's license.
 - Ability to pass background check, physical exam, and any required medical or fitness testing.
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Preferred Qualifications

- Experience as a Fire Chief or Assistant Fire Chief in a volunteer or paid-on-call department.
 - Minnesota Fire Officer II certification.
 - Instructor certification (MN or NFA).
 - Experience with budgeting, grant writing, and capital planning.
 - Strong interpersonal, organizational, and communication skills.
 - Familiarity with small-community fire department operations in Minnesota.
 - EMS certification (EMR, EMT, or higher).
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Compensation & Benefits

- **Salary Range: \$45,000 – \$70,000 annually**, depending on qualifications, experience, and scope of assigned duties.
(Salary may be prorated based on agreed-upon hours and expectations.)
 - Additional benefits may include:
 - Paid training and certification expenses
 - Take-home vehicle or vehicle use allowance (if applicable)
 - Paid-on-call compensation for emergency responses (if applicable)
 - Retirement contributions or benefits as negotiated and allowed by city policy
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Work Schedule

- Flexible, part-time schedule with administrative availability during regular business hours.
 - Must be available for emergency response, meetings, training sessions, and special events as required.
 - Residency requirements, if any, to be determined by city policy.
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Application Process

Interested candidates should submit:

- Completed City of Baldwin application
- Resume
- Cover letter outlining qualifications and interest in the position

Applications will be accepted until the position is filled.

If you'd like, I can:

- Customize this to **mirror Minnesota job postings**
- Adjust the **salary range** to match surrounding departments
- Convert it into a **formal posting for League of Minnesota Cities**
- Simplify it for a **small volunteer-based department**

Just tell me how you want to use it.