



## BALDWIN CITY COUNCIL WORKSHOP

**MARCH 30th, 2026**

**Present** – Mayor Jay Swanson, City Council Members; Tom Rush, Alan Walker, Scott Case, and Jeff Holm

**Call to Order** – The March 30<sup>th</sup>, 2026 Workshop of the City of Baldwin was called to order by Mayor Jay Swanson at 7:00 p.m.

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

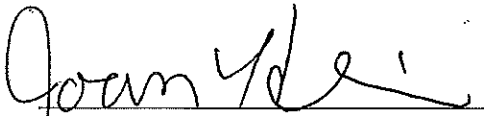
**Discuss Budget** – The City Council discussed the year-to-date budget and the expenditure accounts.

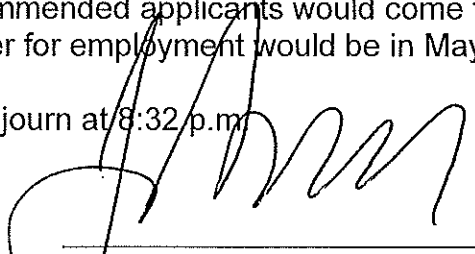
Jeff Holm arrived at 7:10 p.m.

**Discuss Job Descriptions for Clerk, Deputy Clerk and Public Works Supervisor** – Case discussed the job descriptions that he drafted for the Clerk, Deputy Clerk, Public Works Maintenance Technician, Public Works Supervisor and Fire Chief. The City Council reviewed the job descriptions together and would like additional time to review. The job descriptions will be added to April 15<sup>th</sup>, 2026 City Council agenda to discuss/approve/disapprove.

**Discuss Applicants for the Public Works Maintenance Position** – Mayor Swanson discussed the process for going through the Public Works applications and interviews. Council Member Walker and Case volunteered to review the applications and interview 4-5 applicants. Case asked for a timeline of when interviews should be set up. Tentative plan by the City Council would be the recommended applicants would come to the April 15<sup>th</sup>, 2026 City Council meeting and an offer for employment would be in May.

**Adjourn** – Rush/Walker unanimous to adjourn at 8:32 p.m.

  
Submitted By: (s/) Joan Heinen  
Clerk/Treasurer  
City of Baldwin

  
Approved By: (s/) Jay Swanson  
Mayor  
City of Baldwin

4-15-2026  
Date

Attendees: Cal Watson