

CITY OF BALDWIN ORGANIZATION

CITY COUNCIL:

Road Construction
Agenda Items
Fire Department Expenditures
Planning Commission

Plat Review and Recommendations
Special Service Districts
Employee Relations
Maintenance/Office Expenditures

COUNCIL, SEAT A – JEFF HOLM

Economic Development Coordinator
*BR&E Coordinator
*Promotion & Marketing Coordinator
Baldwin Planning Comm. Liaison (2nd Contact)
Planning & Zoning Comp. Plan (2nd Contact)
Airport Commission Liaison (1st Contact)
City, Buildings & Ground Manager (1st Contact)

\$1000

Zoning Issues
Liquor, Gambling Licenses
Liaison with Planner (2nd Contact)
Employee Liaison (2nd Contact)
Frontier Trails SSD Liaison (2nd Contact)
Capital Improvement Coordinator
Facility & Equipment

COUNCIL, SEAT B – SCOTT CASE

Conditional & Interim Use Permits (2nd Contact)
Airport Commission Liaison (2nd Contact)
Address Signs
2nd Emergency Town Manager
Liaison with Building Inspector (2nd Contact)
Newsletter (1st Contact)
Animal Control (2nd Contact)

\$1000

Mailboxes
Zoning Issues
IT
Assessor (2nd Contact)
Retro-reflectivity Standards
Telecommunications Coordinator
Public Health, Safety & Welfare

COUNCIL, SEAT C – ALAN WALKER

Animal Control (1st Contact)
Parking Ordinance Advisor
Water Advisory Group
Fire Department Liaison (2nd Contact)
Liaison with City Engineer (2nd Contact)
Liaison with Building Inspector (1st Contact)

\$1000

Oak Wilt (2nd Contact)
City Buildings & Grounds Manager (2nd Contact)
Newsletter (2nd Contact)
Roads, Drainage & Cul-de-Sacs
Road Maintenance (2nd Contact)
Septic Systems

COUNCIL, SEAT D – ACTING MAYOR TOM RUSH

\$1000

Clean Up Day
Cemetery Plots/Maintenance Advisor
Beautification-Tree Planting & Streetscape
Park Committee Liaison
Fire Department Liaison (1st Contact)
Road Abandonment
Delinquent Properties
Conducts Meetings In Absence of Mayor
Yearly Mileage Certification
Liaison with City Attorney (2nd Contact)
Road Maintenance (1st Contact) **\$5000**

Budget Coordinator
Oak Wilt (1st Contact)
FunFest
Finance
Signs off on Expenditures in Absence of Mayor
Roads, Culverts, Ditches & Signs
Road Construction
Noxious Weed Control
Liaison with City Engineer (1st Contact)

MAYOR, SEAT E – JAY SWANSON

Frontier Trails SSD Liaison (1st Cont.) **\$2500**
 County PC Liaison (1st Contact)
 Coordinates Activities of the City
 Liaison with City Engineer (2nd Contact)
 Developer Agreements/Engineering Standards
 Policies & Procedures
 Agenda Coordinator
 1st Emergency City Manager
 Liaison with Planner (1st Contact)
 Baldwin Planning Comm. Liaison (1st Contact)

\$1000

Liaison to Neighboring Communities
 Signs off on Expenditures
 New Plats
 Special Services Districts
 Conducts City Council Meetings
 Employee Liaison (1st Contact)
 Review ROW Permits
 Liaison with City Attorney (1st Contact)
 Assessor (1st Contact)
 Conditional & Interim Use Permits (1st 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 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.
 Telephone (all wired & wireless telephone systems)
 Fire Clerk
 Information Technology
 Building Permit Questions

MAINTENANCE DUTY LIST**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 City Council
- 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 equipment 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 City Council
- Arrange for all equipment
- Work with volunteers

Mowing

- Inventory mower blades
- Cemetery
- City 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 City Hall

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

Building Maintenance (City 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 5/20/2024
Revised 8/16/11	Revised 7/10/2017	Revised 12/9/2024
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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	
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Revised 4/4/16	Revised 08/03/2023	