

**CITY OF BALDWIN
SHERBURNE COUNTY
STATE OF MINNESOTA**

RESOLUTION NO. 26-04

**RESOLUTION DELEGATING AUTHORITY TO CERTAIN CITY
OFFICIALS TO ENTER INTO CERTAIN CONTRACTS**

WHEREAS, Minn. Stat. § 412.271, subd. 8 states that a City Council may delegate its authority for entering into certain contracts and paying certain claims against the City to certain City Officials subject to certain criteria; and

WHEREAS, the prerequisite criteria for delegating this authority have all be met by the City of Baldwin through the following: (i) City's internal accounting and administrative procedures, (ii) regular review of expenditure list by the City Council at each meeting, and (iii) preparation of an annual audited financial statement attested by an independent certified public accountant; and

WHEREAS, the City Council has designated certain members as the Public Works Liaison #1 and the Fire Chief, hereinafter "City Officials"; and

WHEREAS, all checks drawn for payment of claims must be signed by the City Clerk-Treasurer and the Mayor; and

WHEREAS, the City Clerk-Treasurer will present to the City Council at the regular City Council meetings a Claims List of all actions taken by City Officials pursuant to this Resolution; and

WHEREAS, procurement of goods and services are made under the authority granted in this purchasing policy, City Council-approved resolutions and/or applicable state statutes.

NOW, THEREFORE, BE IT RESOLVED by the City of Baldwin City Council as follows:

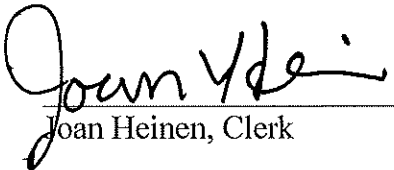
1. **Purchases up to \$2,500 for Goods and Services for the Fire Department:** The Fire Chief for the City of Baldwin is authorized to enter into and execute agreement with individuals, firms and corporations to provide goods and services for the City's Fire Department in an amount not to exceed \$2,500 per month without obtaining the prior approval of the City Council.

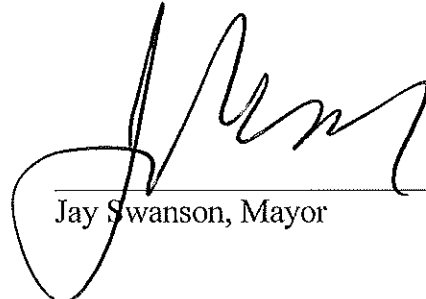
2. **Purchases up to \$2,000 for Replenishment of Supplies for the Public Works Department:** The Public Works Liaison #1 for the City of Baldwin is authorized to purchase supplies and other routine maintenance items necessary for the good working order of the Public Works Department in an amount not to exceed \$2,000 per month without obtaining the prior approval of the City Council. Supply List for Public Works attached as Exhibit A.
3. **Purchases up to \$2,500 for a Change Order/Work Order for Public Works/Road Projects:** The Public Works Liaison #1, in consultation with the City Engineer, is authorized to approve a "Change Order" or "Work Order" for a Public Works/Road Project previously approved by the City Council in an amount not to exceed \$2,500 per month without obtaining the prior approval of the City Council.
4. **Purchases up to \$2,500 for an Emergency by Public Works Liaison #1 and \$1,000 for all other City Council Members:** Public Works Liaison #1 is authorized to make purchases or enter into contracts during emergencies necessary to alleviate the emergency in an amount not to exceed \$2,500 per month without obtaining the prior approval of the City Council. All other Council members are authorized to make purchases or enter into contracts during emergencies necessary to alleviate the emergency in an amount not to exceed \$1,000 per month without obtaining the prior approval of the City Council. An emergency must be a situation arising suddenly and unexpectedly that requires speedy action essential to preserve the health, safety and welfare of the community, and not just an inconvenience. An emergency exists when a breakdown in machinery and/or a threatened termination of essential services or a dangerous condition develops, or when any unforeseen circumstances arise causing curtailment of an essential service.
5. **Purchases up to \$250 for Office Supplies:** the City Clerk-Treasurer is authorized to make purchases or enter into contracts for office supplies in an amount not to exceed \$250 per month without obtaining the prior approval of the City Council.
6. **Compliance with Minnesota Law:** All City Officials acting pursuant to the terms of this Resolution shall comply with the provisions of the Uniform Municipal Contracting Law, Minn. Stat. § 471.35.
7. **Documentation:** All City Officials acting pursuant to the terms of this Resolution shall inform the City Clerk-Treasurer of any actions taken pursuant to this Resolution. Specifically, all payments or authorizations under this Resolution shall be summarized by the City Clerk-Treasurer within a Claims List that will be presented to the City Council at their next regularly scheduled meeting. A copy of the invoice or receipt for payment must be included with the Claims List to verify

the amount of the expenditure and shall be provided to the City Clerk for inclusion with the next regular meeting's agenda packet and proper account coding. Receipts from vendors must identify all products or services purchased, shipping charges, and sales tax. A printed confirmation of an internet purchase may be sufficient to comply with this requirement. If an invoice is not immediately available, the invoice must be provided to the City Clerk-Treasurer when it becomes available.

8. **Review by City Council:** The City Council shall be responsible for reviewing the Claims List and verifying the validity of the expenditures and compliance with this Resolution as part of the Consent Agenda.
9. **Review of Documents:** Contracts and other documents entered into pursuant to this Resolution shall be available for review and inspection by any member of the City Council at any time upon reasonable request.
10. **Unauthorized Expenditures:** All City Officials acting pursuant to the terms of this Resolution shall be required to reimburse the City for any purchases not in compliance with the terms of is Resolution.

Adopted this 18th day of March, 2026.


Joan Heinen, Clerk


Jay Swanson, Mayor