



AGENDA FOR DECEMBER 1ST, 2025
BALDWIN CITY COUNCIL REGULAR MEETING
7:00 p.m.
(Revised 11/26/2025)

7:00 p.m. Call to Order

- a. Pledge of Allegiance
- b. Additions/Corrections to Agenda
- c. Approval of Regular Meeting Agenda With/Without Additions/Corrections

Treasurer's Report:

Sheriff's Report:

Fire Department Report:

7:30 Truth-in-Taxation Presentation – 2026 Property Tax Levy

Public Comments-Truth-in-Taxation:

This public hearing provides Baldwin Resident's an opportunity to comment and ask questions about the City's budget and related levy. At times, this hearing gets confused with the Board of Equalization Hearing that is typically scheduled in the spring whereby the City hosts a public hearing on property values. Any comments regarding property values will be deferred to the Board of Equalization Hearing in the spring.

Public Comment Requests:

Approval of Consent Agenda *(Items on Consent Agenda are reviewed in total by the City Council and may be approved through one motion. Any item on the Consent Agenda may be removed by any of the City Council Members for separate consideration.)*

- Approve Finlayson Administrative Subd. and IUP Escrow Refund of \$72.00
- Approve Special City Council Meeting Minutes for November 10th, 2025 and November 12th, 2025
- Approve City Council Meeting Minutes for November 17th, 2025
- Approve \$400.00 Expenditure for Energy Audit for Fire Station and City Hall Buildings

Public Hearing: 7:30 or Soon After as Time Permits – Ruff Start Rescue

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.

Planning Items:

- a. Discuss/Approve/Disapprove Resolution 25-30; Vacation of Drainage and Utility Easement for Ruff Start Rescue, Inc.
- b. Discuss Code Enforcements

Park Committee Report – Tom Rush**Cemetery Update – Tom Rush****Tabled Items:****New Business:****Announcements:**

- a. Safety Committee Meeting Tuesday, December 2nd, 2025 at 1:30 p.m.
- b. Engineering Workshop Monday, December 8th, 2025 at 7:00 p.m.
- c. League of MN Meeting Wednesday, December 10th, 2025 at 9:00 a.m.
- d. Next City Council Meeting Monday, December 15th, 2025 at 7:00 p.m.
- e. Infrastructure Committee Meeting Thursday, December 18th, 2025 at 7:00 p.m.

Any Other Business:**Approve Bills for Payment:****Adjourn:**

CITY OF BALDWIN

*Cash Balances

Cash Account: 10100
December 2025

Fund	Begin December 2025	Receipts	Disbursements	Transfers			JE Payroll	Balance No			
				Rec/Disb	Journal Entries	Investments		Investments	Balance		
10100 - Old National Bank											
101 - General Fund	(\$1,653,485.19)	\$0.00	(\$17,599.32)	\$0.00	\$0.00		(\$2,188.21)	(\$1,673,272.72)	\$0.00	(\$1,673,272.72)	In Bal
225 - Cemetery Fund	\$7,744.90	\$0.00		\$0.00	\$0.00		(\$107.65)	\$7,637.25		\$7,637.25	In Bal
250 - Fire Fund	\$54,816.53	\$0.00	(\$30,814.95)	\$0.00	\$0.00		(\$3,229.50)	\$20,772.08		\$20,772.08	In Bal
275 - Street Capital	\$765,100.99	\$0.00	(\$105,256.00)	\$0.00	\$0.00			\$659,844.99		\$659,844.99	In Bal
290 - Permits	\$167,229.96	\$0.00		\$0.00	\$0.00			\$167,229.96		\$167,229.96	In Bal
301 - G.O. 2017A	\$373,645.89	\$0.00		\$0.00	\$0.00			\$373,645.89		\$373,645.89	In Bal
302 - G.O. 2024A	\$23,326.91	\$0.00		\$0.00	\$0.00			\$23,326.91		\$23,326.91	In Bal
401 - Capital Project Fund	\$154,171.13	\$0.00		\$0.00	\$0.00			\$154,171.13		\$154,171.13	In Bal
402 - Fire Services	\$14,214.79	\$0.00		\$0.00	\$0.00			\$14,214.79		\$14,214.79	In Bal
403 - Fire Infrastructure Fund	\$190,262.48	\$0.00		\$0.00	\$0.00			\$190,262.48		\$190,262.48	In Bal
404 - Parks Capital Fund	\$28,467.05	\$0.00	(\$1,050.48)	\$0.00	\$0.00			\$27,416.57		\$27,416.57	In Bal
602 - Sewer Fund	\$67,505.57	\$0.00	(\$627.43)	\$0.00	\$0.00			\$66,878.14		\$66,878.14	In Bal
801 - Developers Account - Escrow	\$209,804.49	\$0.00		\$0.00	\$0.00			\$209,804.49		\$209,804.49	In Bal
803 - Misty Hollow Escrow	\$0.00	\$0.00		\$0.00	\$0.00			\$0.00		\$0.00	In Bal
805 - Sumser Farms 1st Addt Escr	\$2,186.41	\$0.00		\$0.00	\$0.00			\$2,186.41		\$2,186.41	In Bal
				MTD Amounts		Begin + YTD					
Begin	\$404,991.91		Investments	\$0.00	\$1,093,183.34						
Receipt	\$0.00		Petty Cash	\$0.00	\$0.00						
Disbursements	(\$155,348.18)		Savings	\$0.00	\$0.00						
Transfers Rec/Disb	\$0.00		Money Market	\$0.00	\$0.00						
Transfers JE	\$0.00										
JE Payroll	(\$5,525.36)		Balance	\$244,118.37	In Balance						



Truth in Taxation

2026 BUDGET AND LEVY
DECEMBER 1, 2025

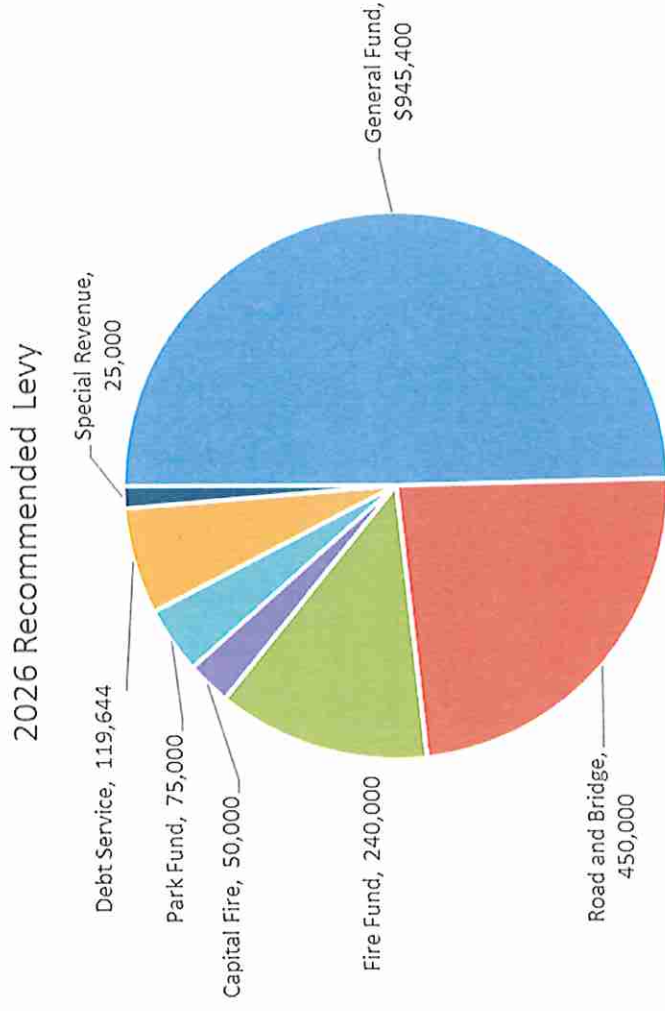


Recommended 2026 Property Tax Levy

	2025		2026	
	Adopted		Proposed	Recommended
General Fund	\$	520,000	\$	590,400
Road and Bridge		700,000		800,000
Fire Fund		200,000		275,000
Capital Fire		100,000		125,000
Park Fund		90,000		90,000
Debt Service		122,650		119,644
Special Revenue		25,000		26,000
Total	\$	1,757,650	\$	2,026,044
Lewy Increase (decrease) over prior year lewy	\$	156,099	\$	268,394
Lewy percent increase (decrease)		15.82%		9.75%
				8.39%

- Recommended lewy was designed to fund the General Fund balance while minimizing the impact on a median value home

Where Does the Property Tax Levy Go?



- General Fund Includes:
- City Council
 - Administration
 - Election
 - Public Works

General Fund Levy

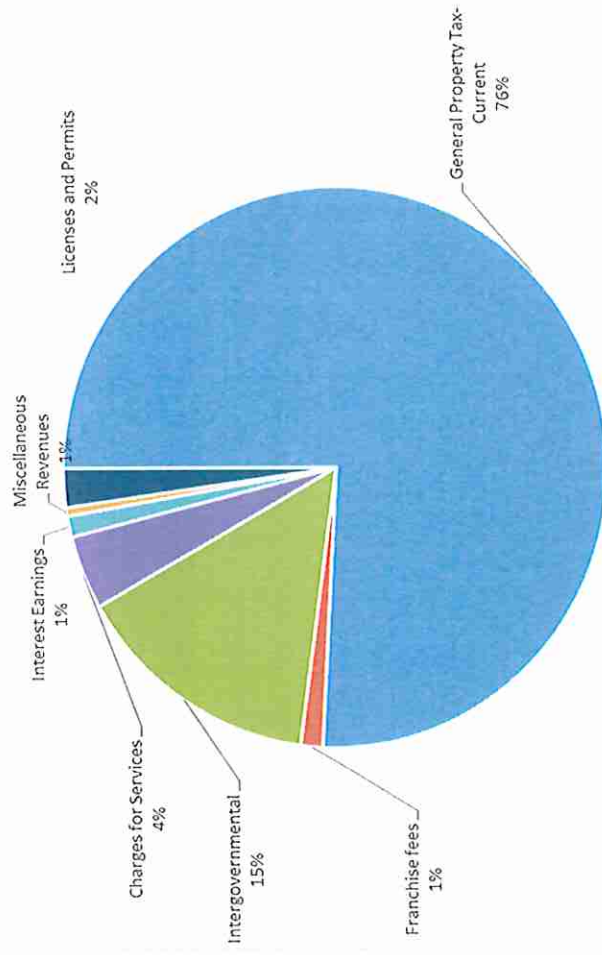
- Inflationary Adjustments
- New Initiatives

2026 Budget Initiatives	
Additional Staffing -Public Works	\$ 102,179
Feasibility study for potential liquor store	35,650
Codification of ordinances	14,010
Infrastructure design options	4,500
Infrastructure study	1,000
Total new 2026 proposed budget items	\$ 157,339

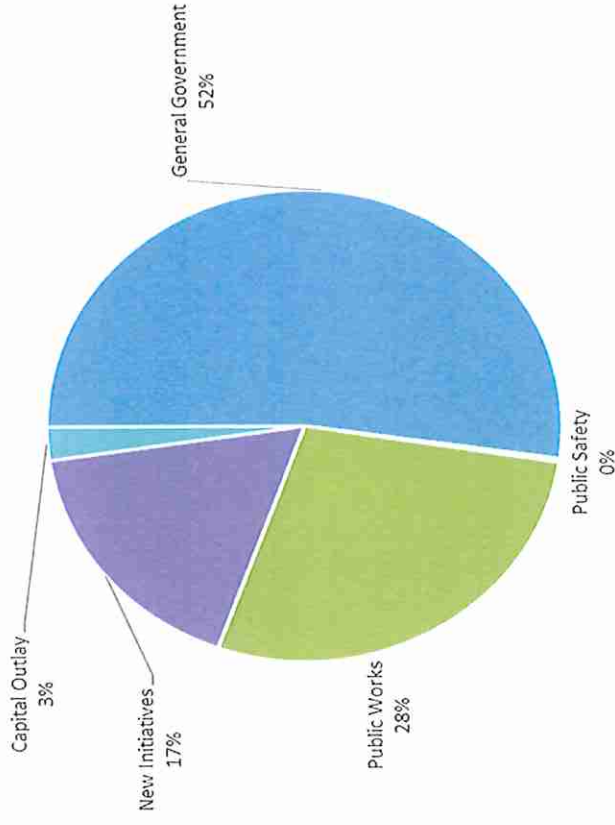


General Fund Revenues and Expenditures

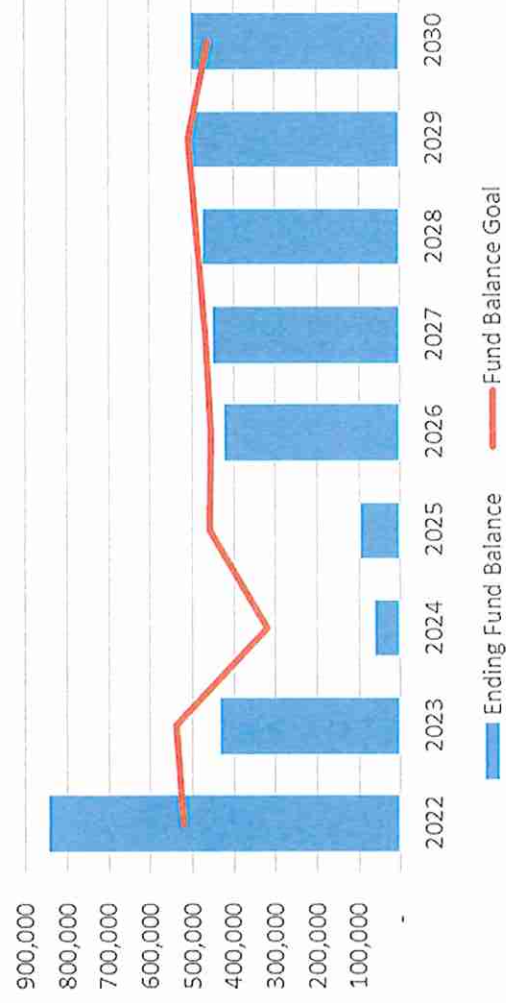
General Fund Revenues



General Fund Expenditures



General Fund Balance



2026 General Fund levy seeks to restore ending fund balance

General Fund Balance

	2025	2026	Amount Increase
Fire Fund	\$200,000	\$240,000	\$40,000
Fire Relief	\$25,000	\$25,000	\$0

Fire Fund

MINIMAL LEVY INCREASE FUNDS
FIRE OPERATIONS

- ✓ Accumulates funds for large fire related capital purchases
 - Fire Engine (2027) \$1,200,000
 - Tender (2029) \$630,000
- ✓ Levy helps reduce overall dependence on issuing debt for future capital purchases

Fire Apparatus Infrastructure Fund

- ✓ Levy decrease of \$250,000 from 2025 to 2026
 - From \$700,000 to \$450,000
- ✓ \$4,042,500 in street reconstruction projects in 2026
 - 100th St from CR 28 to CR 38
 - 297th St from CR 19 to 100th Street

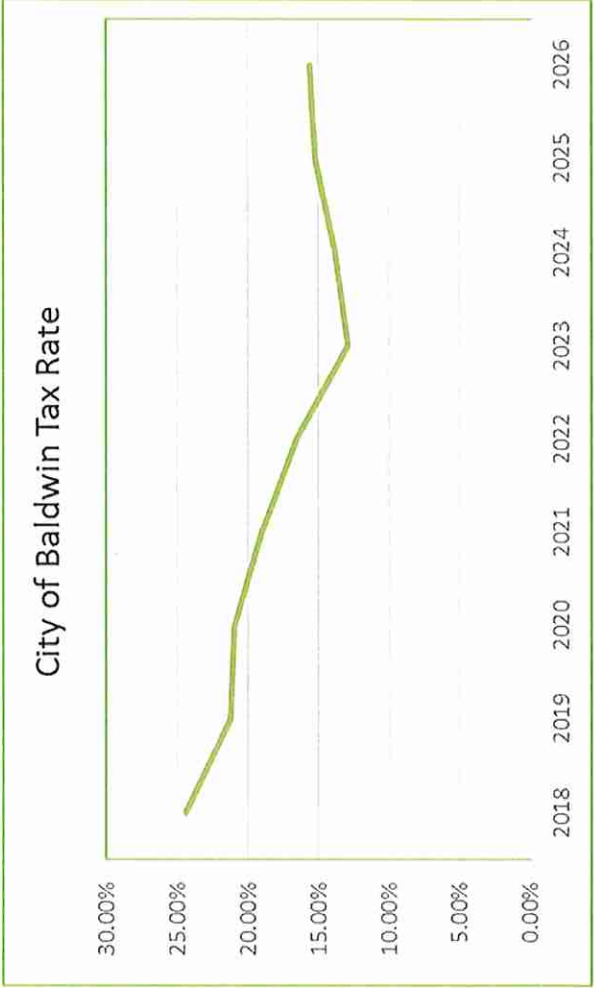
Road and Bridge Fund

- ✓ Levy decrease of \$15,000 from 2025 to 2026
 - From \$90,000 to \$75,000
- ✓ Funds personnel and capital items
 - ✓ Seal coat
 - ✓ Zero turn mower

Park and Recreation Fund

- ✓ Levies required to pay for existing debt
 - 2017 Equipment Certificate portion
 - Final debt payment in 2027
 - Sufficient funds on hand to eliminate the 2027 levy
 - 2024 Equipment Certificates
 - Final debt payment in 2030

Debt Service Funds



	2025		2026	
	Adopted		Proposed	Recommended
Median Value Home Taxes	\$	587.93	\$	655.39
Impact over 2025 adopted	\$	52.02	\$	67.46
Tax Rate		15.25%	16.63%	15.64%



Discussion





BALDWIN CITY COUNCIL ROAD WORKSHOP

NOVEMBER 10TH, 2025

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

Absent – City Council Member; Jeff Holm

Call to Order – The November 10th, 2025 Road 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

Recap of Engineering Meeting – Mayor Swanson and Scott Case met with the owners of Hakanson Anderson on October 22nd, 2025. The City received a letter of resignation from Hakanson Anderson dated October 9th, 2025. The goal of the meeting was to continue the professional engineering contract with Hakanson Anderson. Case stated there was good discussion at this meeting on moving forward with challenges.

Swanson stated that the City Council approved Public Works Supervisor managing the crack sealing project. At the preconstruction meeting, Hakanson Anderson attended the meeting as a courtesy to kick start the project, not to be involved in managing the project. Swanson went on to say that even though Hakanson Anderson provided the plans and specifications, Hakanson Anderson was not contracted by the city to do project management for this project.

The meeting Mayor Swanson and Scott Case had on October 22nd, 2025 included discussion at length regarding 305th Avenue, 123rd and 278th. Swanson stated that moving forward with Hakanson Anderson, another meeting needs to be scheduled with the full City Council. Swanson said everything will need to be put into writing going forward. Rush asked if Hakanson Anderson had staff to work for Baldwin and Hakanson Anderson stated they do. Rush asked if Hakanson Anderson can take constructive feedback and Swanson stated they could.

Discuss Communication with Engineers – Swanson stated that emails to the City Engineer need to be streamlined. The Engineers were directed to send all emails to the Clerk. Case stated that a weekly recap email should be done instead of daily communications. Hakanson Anderson also stated that the preferred method of communication would be a phone call instead of multiple emails.

Discuss Detailed Job Description for Public Works Director, Duties, Experience, Pay Scale and Expenditure Limits – Swanson discussed position description and duties of a Public Works Director. Rush stated he is not in favor of hiring a Public Works Director and would like to bring more projects in-house to save money. Walker stated he wants to leave the Public Works Department as is and hire a Maintenance Technician to

replace a future retirement within the department. Walker also stated the city should continue hiring summer help for mowing and miscellaneous duties. Case is in favor of hiring a Public Works Director and agrees that overall supervision is needed in the Public Works Department. Case does not believe the city will do wastewater management but believes the Public Works Director needs this experience.

Discuss/Approve/Disapprove Purchasing Expenditure Limits for Public Works and Council Liaison – Swanson is not ready to give expenditure limits to the Public Work Supervisor until a list is drawn up of bench stock and supplies needed annually. Swanson stated a policy should be developed for purchasing procedures in the Public Works Department. City Council Liaison number one should approve requested expenditures prior to a City Council meeting if needed. Case stated that the limit for the City Council Liaison should not exceed \$2500 in a month's time. Swanson stated that the \$2500 is for emergency purchases only. **Case/Rush unanimous to approve** Road Supervisor Liaison one approval for incidentals and day-to-day needs up to \$1500.00 a month.

Discuss Use of Truck – Swanson asked City Council if they had an issue with staff using the GMC. Case stated that Public Works has other vehicles they can use. Good, Public Works Supervisor, stated that the vehicle has specific tools in the GMC that need to be secured before other departments use the truck.

Adjourn – **Case/Walker unanimous** to adjourn at 8:50 p.m.

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

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

Date

Attendees: Public Works Supervisor; Zac Good and Maintenance Technician II; Phil Fadden



BALDWIN CITY COUNCIL SPECIAL MEETING

NOVEMBER 12TH, 2025

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

Absent – City Council; Jeff Holm

Also Present – Baldwin City Finance Consultant; Elizabeth Diaz from Ehler's

Call to Order – The November 12th, 2025 special meeting of the City of Baldwin was called to order by Mayor Jay Swanson at 7:01 p.m.

Pledge of Allegiance – All present recited the Pledge of Allegiance

Discuss/Approve/Disapprove Distribution of Investment Funds – In May of 2023, the city purchased a one-million-dollar certificate of deposit. The entire transaction was recorded within the general fund. This resulted in the general fund's cash balance appearing with a negative balance. Ehler's is proposing to reallocate the one-million-dollar CD and subsequent interest earnings to be allocated among all city funds. This would ensure that future monthly reports and audited financial statements accurately reflect the city's true financial position. **Case/Walker unanimous to approve** up to \$1500 for this expenditure from Ehler's and not to exceed 5 hours.

Discuss Proposed 2026 Budget/Levy – The City Council adopted a preliminary 2026 levy of \$2,026,044 on September 15th, 2025 at a special budget meeting. The City Council and staff have been diligently working on the 2026 budget and levy in preparation for final adoption on December 1st after the required Truth in Taxation Hearing. The preliminary 2026 levy represented a \$268,394 increase over the adopted 2025 levy. The final 2026 levy may be reduced but not increased over the preliminary adopted levy. Rush discussed that he is not in favor of increasing the levy to 12.08%. Rush also discussed that he is not in favor of doing the liquor store feasibility study. Case and Swanson discussed planning for the future if the city will do a municipal liquor store in the City of Baldwin or not. Elizabeth discussed the only option is to cut expenditures or wait to repair the general fund. Rush would like to have the park fund at \$75,000 and Capital Fire to \$50,000. Case would be okay with lowering the Capital Fire to \$50,000. This would change the tax increase for the homeowner from \$49 to \$28 based on a \$404,300 median residential homestead. The proposed 2026 levy would then be \$1,905,044.

PRELIMINARY LEVY 2026

GENERAL FUND 101 – \$590,400

ROAD & BRIDGE FUND 275 - \$800,000

FIRE FUND 250 - \$275,000

CAPITAL FUND 403 (FIRE) - \$125,000

PARK FUND 404 - \$90,000

DEBT SERVICES FUND 301 & 302 - \$119,644

SPECIAL REVENUE FUND 250-33420 - \$26,000

TOTAL: \$2,026,044

PROPOSED LEVY 2026

\$945,400

\$450,000

\$240,000

\$50,000

\$75,000

\$119,644

\$25,000

\$1,905,044

Adjourn - Rush/Walker unanimous to adjourn at 7:44 p.m.

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

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

Date

Attendees: Bruce West



BALDWIN CITY COUNCIL REGULAR MEETING

NOVEMBER 17TH, 2025

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

Jeff Holm arrived at 7:05 p.m.

Also Present – City Attorney: Bob Ruppe from Couri & Ruppe, City Engineer; Sam Jochum from Hakanson Anderson and City Planning & Zoning Administrator; Dan Licht from The Planning Company (TPC)

Call to Order – The November 17th, 2025 regular meeting 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

Prayer Request from Delmas Hines

Additions/Corrections to Agenda

Approval of Regular Meeting Agenda With/Without Additions/Corrections - Rush/Case unanimous to approve as amended.

October 2025 Final Treasurer's Report – Beginning balance of \$625,486.64, Receipts of \$75,651.60, Disbursements of \$252,487.97; Check Numbers 28941 – 29012 and 14 EFT Payments leaving an unaudited ending balance of \$448,650.27.

November 2025 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$448,650.27, Receipts of \$6318.00, Disbursements of \$154,657.71 leaving an unaudited ending balance of \$300,310.56.

Jeff Holm arrived at 7:05 p.m.

Presentation by Sherburne County Solid Waste Administrator, Dave Lucas – Yard Waste Drop Off Sites and Projects. Full presentation is on Baldwin's Website under meeting and agendas.

Sherburne County Commissioner Brad Schumacher was at the City Council meeting tonight to discuss the special taxing district (s) that is shown on the tax statement. This special taxing district is for St. Cloud Airport and is \$12.81. Schumacher stated that Sherburne County Board will be discussing the possibility of adding shotgun rifles for the 2026 deer hunting season.

Public Comment Requests - None

Approval of Consent Agenda – Rush/Walker unanimous to approve the consent agenda. Swanson asked if the City Council was okay with public works department purchases being put on the consent agenda. Case stated that he isn't sure this needs to be on the agenda. Swanson stated that this is a way for all the City Council to review these purchases.

- Approve Deputy Clerk Vacation Leave on November 20th, 2025
- Approve Fund Balance Policy
- Approve Paid Leave Policy
- Approve City Council Meeting Minutes for November 3rd, 2025
- Approve Purchase of Backpack Blower Stihl BR800 for \$600
- Approve Purchase of Milwaukee Battery Powered Pole Saw for \$599

Engineering:

Discuss/Approve/Disapprove Resolution 25-33; No Parking Resolution for 100th Street and 297th Avenue and Ordinance 2025-15 – The design for this project does not include additional width for vehicle parking. The minimum state aid standards for this proposed typical section of this project consists of 11-foot travel lanes and 4-foot shoulders. Given these widths, the design does not allow enough room for vehicles to park without encroaching into the travel lanes and therefore on-street parking must be prohibited. The no parking resolution needs to be submitted to MnDOT as part of their review. **Case/Holm unanimous to approve** Resolution 25-33 and Ordinance 2025-15.

Discuss Update on Oaks of Battle Brook Second Addition – City Engineer, Jochum, provided a memo on the development update for the Oaks of Battle Brook 2nd addition. The updates included erosion control and grading, 131st Street Cul-De-Sac work and driveway inspections. The main issue is establishing vegetation but City Engineer, Jochum, will continue future inspections.

Schedule Workshop with City Engineer; Hakanson Anderson – This meeting would be to discuss upcoming projects. **Case/Rush unanimous to approve** December 8th, 2025, at 7:00 p.m.

Frontier Trails Update – NSU has began managing the system at Frontier Trails Wastewater. Swanson discussed the Steinbrecher quote of \$14,000 and at this time NSU has not requested this work to be done.

Road Report:

Discuss Public Works Report – Full Public Works Report on file in the Clerk's Office. Rush asked what vehicle should be parked outside when the snowplow is delivered. Discussion on keeping GMC outside.

Discuss/Approve/Disapprove Encroachment Agreement for PID# 01-00030-1210 – **Case/Rush unanimous to approve** encroachment agreement for PID# 01-00030-1210.

Discuss/Approve/Disapprove Truck# 30; 2012 International, 8 Drive Tires – This is the New York Truck. **Rush/Walker unanimous to approve** Big J's Service Station for \$5765.92.

Discuss 2023 GMC 2500 Tommy Gate Installation – Walker discussed purchasing a Tommy Gate Installation for the GMC truck. **Rush/Walker unanimous to approve** Tommy Gate including Installation for \$5635.00.

Discuss Public Works Position – Case requested to discuss this in the spring.

Discuss Road Right of Way Tree Clearing – Proposal is to go out for quotes for consideration of road right-of-way tree clearing on various roads in the City of Baldwin. Holm questioned the budget for the tree clearing and service needed. Good said the work should be done by a boom truck. Swanson would like quotes for all the tree clearing. Case thinks quotes should be requested for each area. **Holm made a motion** to have quotes completed for each area. **Walker seconded the motion, motion carried.**

Tabled Items:

Discuss/Approve/Disapprove Zimmerman and Princeton Today Newspaper Insert – Rush would like to wait until 2026 to discuss the newspaper insert for the City of Baldwin and Holm agreed. **Case made a motion** to table until the first meeting in February. **Rush seconded the motion, motion carried.**

Discuss/Approve/Disapprove Resolution 25-32; Fire Department Tire Purchase Program – Holm/Walker unanimous to approve resolution 25-32.

New Business:

Discuss/Approve/Disapprove Replacement Items for Speed Humps – On July 17th, 2023, the Town board approved purchase of speed humps for a collector road. The product was received and did not work in the proposed area. The vendor agreed to exchange items which consist of 50 cones, 4 type 3 barricades, 4 type 1 barricades, 33 blank reflective diamond grade signs 48 X 9 and 33 blank reflective diamond grade signs 42 X 9. **Rush/Holm unanimous to approve** exchange items for speed hump.

Discuss/Approve/Disapprove IPAWS TextMyGov Alerts – In order to add IPAWS to the cities TextMyGov, it would add an additional cost of \$500 each year. A new 2-year agreement with TextMyGov will need to be signed as well. IPAWS is an integrated public alert and warning system to notify residents of public disasters and deliver emergency and public safety information to Baldwin Residents. **Rush/Walker unanimous to table** until the December 15th, 2025 City Council meeting.

Discuss City Council Goals for 2026- Rush/Case unanimous to table until the December 15th, 2025 City Council meeting.

Discuss/Approve/Disapprove Attorney Attendance at City Council Meetings Starting in 2026 – Rush made a motion for City Attorney to attend the second City Council meeting of the month starting in 2026. **Walker seconded the motion, motion carried.**

Discuss/Approve/Disapprove Resolution 25-34; Meadows of Baldwin Final Plat and Development Contract – Full planning report on file in the Clerk's Office. Planning report is also on Baldwin's website under meeting and agendas. City Attorney, Ruppe requests developers' agreement be approved contingent on Planner, Attorney and Engineer review. Plans will need to be revised for bitumen for turn lane. Jason Betzler spoke on why they got ahead of schedule on culverts and turn lanes. Road will be tarred once developers' agreement is approved. **Holm/Case unanimous to approve** resolution 25-34 contingent on 11 conditions.

Discuss/Approve/Disapprove AED Machine – AED Market is offering an AED machine for \$1.00 a day for rental. **Holm made a motion** for Fire Chief to research an AED machine and to proceed with renting after research is completed. **Rush seconded the motion, motion carried.**

Discuss/Approve/Disapprove Public Works Director Job Description – Swanson discussed creating a position for a combined Fire Chief and Public Works Director. Rush is not in favor of hiring a Public Works Director. Holm stated that there needs to be a job description for the Public Works Department. Holm stated he is not in favor of hiring a combined Public Works Director and Fire Chief at this time. **Rush/Walker disapproved** writing a job description for a combined Public Works Director and Fire Chief. **Case/Swanson approved, motion to disapprove carried** for writing a combined Fire Chief and Public Works Director job description.

Discuss/Approve/Disapprove Budget and Spending Policy for Public Works Department – Swanson discussed at the road workshop on November 10th, 2025, the City Council approved \$1500.00 for City Council road liaison. The emergency approval of \$2500.00 is still in place. City Attorney, Ruppe, recommends a written policy. Holm stated that policy should include bench stock items including PPE. **Holm made a motion** for a \$2000 monthly expenditure for City Council Road liaison and a written policy to be written. **Rush seconded the motion, motion carried.** City Attorney, Ruppe, stated that the City Council liaison should type up a document that includes monthly expenditures and include this on future consent agendas.

Discuss/Approve/Disapprove Delaney Performing Municipal Liquor Store Feasibility Study – Holm/Rush disapproved Delaney Municipal Liquor Store Feasibility Study. Holm recommends looking at doing the study in the spring. **Swanson/Case approved, motion carried to disapprove** moving forward with Municipal Liquor Store Feasibility Study with Delaney.

Discuss/Approve/Disapprove Local Units of Government Grant – Rush/Holm unanimous to table until the December 1st, 2025, City Council meeting.

Discuss/Approve/Disapprove Aggregate Purchase of \$50/ton Offer from Seal Pros – Swanson/Holm unanimous to disapproved aggregate purchase of \$50.00 a ton.

Announcements:

- a. Clerk Attending MCFOA Region IV Meeting Tuesday, November 18th, 2025
- b. Special Planning Commission Meeting Wednesday, November 19th, 2025 at 7:00 p.m.
- c. Infrastructure Committee Meeting Thursday, November 20th, 2025 at 7:00 p.m.
- d. City Hall Closed Thursday and Friday, November 27th and 28th, 2025 in Observance of Thanksgiving
- e. Truth in Taxation and Next City Council Meeting Monday, December 1st, 2025 at 7:00 p.m.
- f. Safety Committee Meeting Tuesday, December 2nd, 2025 at 10:00 a.m.

Any Other Business: MN Air Rescue will be landing south of the Fire Department tomorrow, November 18th, 2025 at 6:00 p.m.

Holm questioned resident living in a truck. City Planner stated that a letter has been sent to the resident

Approve Bill for Payment – Rush/Walker unanimous to approve check numbers 29050 – 29084 for \$67,896.65 and 7 EFT Payments for \$6127.80 for a total of \$74,024.45.

Adjourn - Rush/Holm unanimous to adjourn at 10:29 p.m.

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

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

Date

Attendees: Public Works Supervisor; Zac Good, Delmas Hines, Jason Betzler and Bruce West.



Natural Gas Energy Analysis Customer Agreement

Customer Information

Company _____
Address _____ City/State/Zip _____
Contact Person _____ Contact Phone _____
Customer E-mail _____ Alternate Phone _____

Service Address _____ City/State/Zip _____
(if different than address above)

CNP Contract Account(s) _____ Rate Class _____
_____ Rate Class _____
_____ Rate Class _____

I have read and understand the following information, which has been presented to me by CenterPoint Energy's authorized energy auditor:

- CenterPoint Energy is authorized to release natural gas consumption data from the account records for the property to receive the Natural Gas Energy Analysis. This data will be kept confidential and will be used only in the performance of this Natural Gas Energy Analysis.
- The auditor is not responsible for determining or ensuring the safety of my natural gas equipment and is not licensed to perform safety inspections of the equipment. Neither CenterPoint Energy nor its authorized energy auditor warrant or represent that this Natural Gas Energy Analysis ensures the safety of natural gas heating systems or other equipment in the designated facility.
- I accept responsibility for contacting a licensed mechanical contractor to perform safety inspections of the natural gas equipment in the designated facility.
- I understand that any equipment replaced with new direct install materials will be removed from my property and disposed of. Upon request, a demonstration of the proposed/provided equipment is available during the site visit, prior to installation.
- Direct install materials will be provided at the discretion of CenterPoint Energy's authorized energy auditor; installation of individual measures may not occur due to unsafe installation conditions, or incompatibility with standard materials available through program.

I am aware that the following co-payment(s) will be charged by CenterPoint Energy on a future bill for this facility* after completion of the Natural Gas Energy Analysis:

Natural Gas Energy Analysis

- ☐ Basic Energy Analysis - \$50
☒ Comprehensive Energy Analysis - \$200
☐ Custom Energy Analysis** - \$_____

Ad-hoc Services***

- ☐ Infrared Scan - \$_____
☐ Blower Door Test - \$_____
☐ Orsat/Other Combustion Test - \$_____
☐ Steam Trap Survey - \$_____

Date of Analysis _____

Customer Signature _____ Date _____

CenterPoint Energy Representative _____ Date _____

*Facilities are defined as individual structures with separate natural gas heating systems. If multiple accounts serve the facility, the account with the highest natural gas consumption will determine the level of Natural Gas Energy Analysis and co-payment for the service.

**Each Custom Energy Analysis is bid per facility, based on building size, scope of analysis and services provided.

***Ad-hoc services are bid and billed separately, per customer agreement.



3601 Thurston Avenue
Anoka, MN 55303
763.231.5840
TPC@PlanningCo.com

MEMORANDUM

TO: Baldwin Planning Commission

FROM: D. Daniel Licht

DATE: 18 October 2025

RE: Baldwin - Ruff Start Rescue; D/U Easement Vacation

TPC FILE: 269.02

BACKGROUND

Ruff Start Rescue, Inc. owns, Lot 6, Block 1, Buenaventura Vista and Lot 9, Block 1, Buenaventura Vista 2nd Addition, located at 12526 319th Avenue. The City approved an administrative subdivision to combine the two lots into one lot as part of an expansion of the principal building in 2024. The administrative subdivision erases the lot line, but does not vacate the drainage and utility easement overlying the property line. Vacation of drainage and utility easements requires a separate process that includes a public hearing as set forth by Minnesota Statutes 412.851. The property owners have petitioned for vacation of the drainage and utility easements to allow another proposed addition to the principal building. A public hearing to consider the petition has been noticed for the City Council meeting on 17 November 2025 at 7:00PM.

Exhibits:

- Site Location Map
- Vacation exhibit

ANALYSIS

The Subdivision Ordinance requires drainage and utility easements to be dedicated at the perimeter of platted lots. The drainage and utility easements are to be a minimum of 12 feet in width and may overlay interior side or rear lot lines one-half on each side. The purpose of these easements is to allow for conveyance of stormwater along lot lines and allow locations for utilities such as phone, gas, or cable lines where such services are available.

The combination of the two prior lots as one lot through and administrative subdivision approval removes the public purpose for the drainage and utility easement that had been dedicated with the Buenaventura Vista and Buenaventura Vista 2nd Addition plats. In that the drainage and utility easement no longer serves a public purpose for two separate properties, it is appropriate to vacate the easement and return the property rights to the owner.

RECOMMENDATION

The drainage and utility easement overlying the common lot line between Lot 6, Block 1, Buenaventura Vista and Lot 9, Block 1, Buenaventura Vista 2nd Addition no longer serves a public purpose with the combination of the lots as one. City staff recommends approval of the requested vacation.

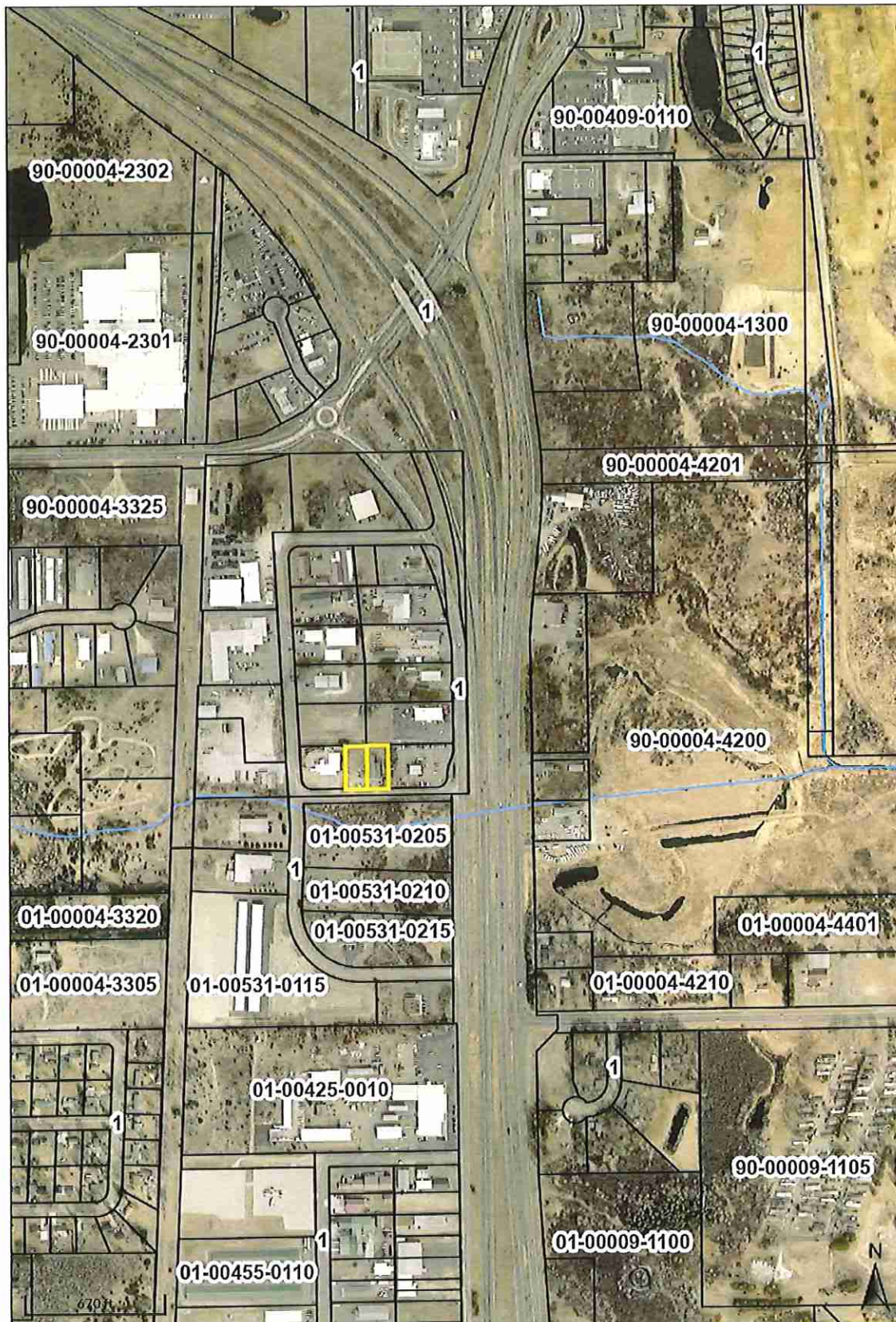
POSSIBLE MOTION

Motion to adopt a resolution vacating existing drainage and utility easements within Lot 6, Block 1, Buenaventura Vista and Lot 9, Block 1, Buenaventura Vista 2nd Addition.

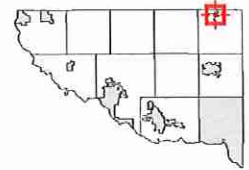
- c. Joan Heinen, City Clerk
 Bob Ruppe, City Attorney
 Andy Schreder, Building Official

Site Location Map

12526 319th Avenue



Overview



Legend

Public Water Inventory

Not Classified

General Development

Natural Environment

Recreational Development

Parcels

Streams

Certificate of Survey for Image Contracting, Inc.

Lot 6, Block 1, BUENAVENTURA VISTA and
Lot 9, Block 1 BUENAVENTURA VISTA 2ND ADDITION
City of Bladwin, Sherburne County, Minnesota

Existing Property Description (Per Doc. No. 892441):
LOT 6, BLOCK 1, BUENAVENTURA VISTA and LOT 9, BLOCK 1, BUENAVENTURA VISTA 2ND
ADDITION, Sherburne County, Minnesota

Survey Notes:
1. The survey was performed without the benefit of a title report. No search
for encumbrances or easements was made by the surveyor. We reserve the
right to update this survey upon receipt of title documentation.
2. Bearings are based on the plat of BUENAVENTURA VISTA and BUENAVENTURA
VISTA 2ND ADDITION.
3. The Ordinance & Utility Easement that was dedicated in BUENAVENTURA VISTA
may still exist as shown on this survey. No documents were provided that
showed the easement was released.
4. The purpose of this survey is to show a proposed building addition and
associated grading. See the proposed Civil Grading Plan by Bogert, Pederson
& Associates for additional information.

REFERENCE BENCHMARK

INDOT Geodetic Monument "HOPLAND"
Elevation = 960.00 feet (NAD 83)

PROPOSED ADDITION ELEVATIONS

Finished Floor Elev = 967.7

SETBACKS

50' Front (From ROW)
20' Side
20' Rear

ZONING

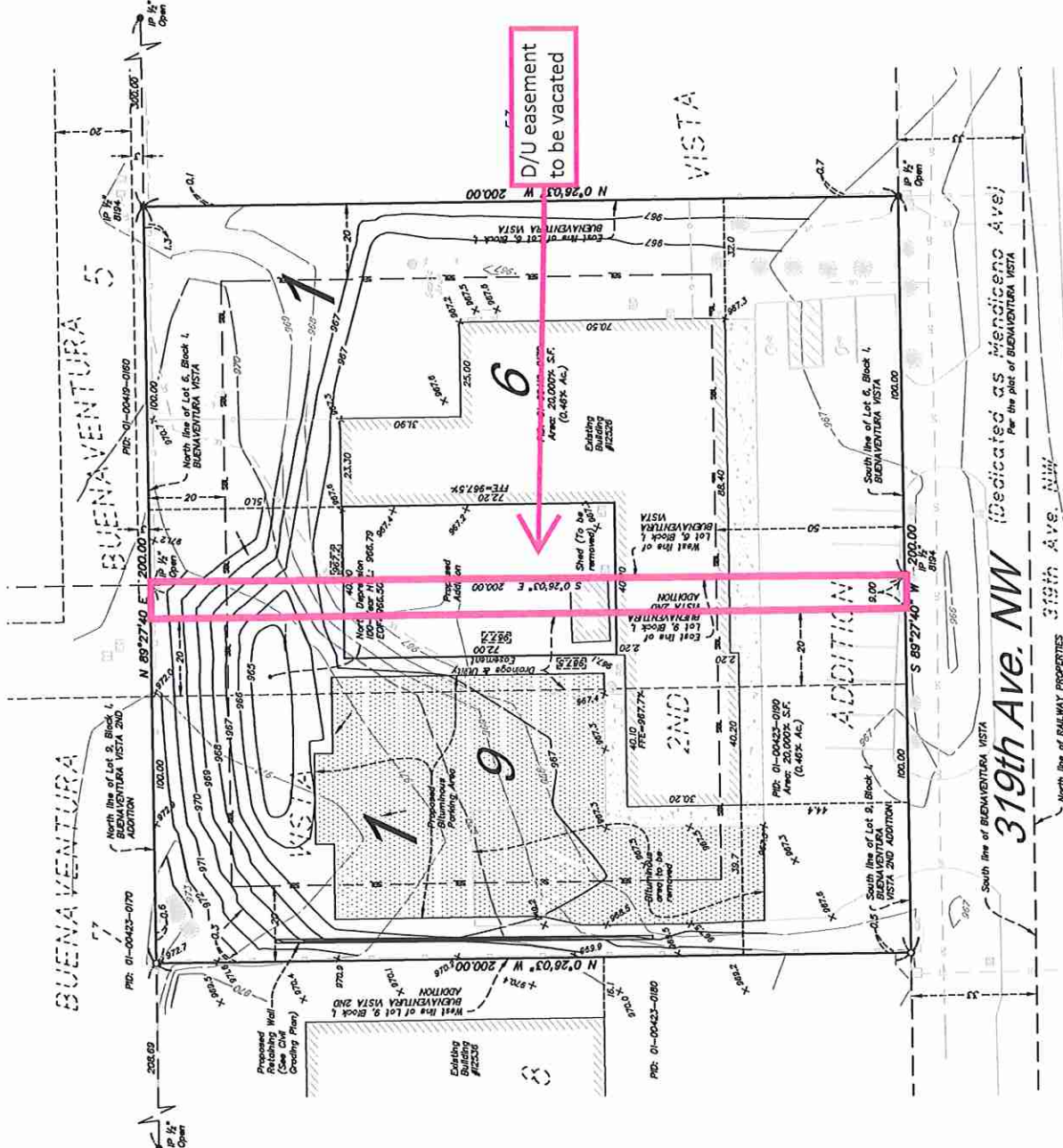
CM - General Commercial

IMPERVIOUS SURFACES
Total for Block 1, BUENAVENTURA VISTA
Existing Building Surface Area = 6,739% S.F.
Proposed Building Area = 2,433% S.F.
Existing Driveway Surface Area = 9,433% S.F.
Proposed Driveway Surface Area = 22,400% S.F.
Total Impervious Area = 22,400% S.F. (34.66)

LEGEND:

- Denotes found iron monument
- Denotes set iron monument
- Denotes existing ground elevation
- Denotes proposed elevation
- Denotes proposed drainage flow
- Denotes mailbox
- Denotes septic cleanout
- Denotes sanitary manhole
- Denotes telephone pedestal
- Denotes electric meter
- Denotes cable television box
- Denotes fiber optic service box
- Denotes fiber optic vault
- Denotes gas meter
- Denotes well
- Denotes air conditioning
- Denotes trees, coniferous
- Denotes trees, deciduous
- Denotes join Other, LS
- Denotes bituminous surface
- Denotes gravel surface
- Denotes wood fence
- Denotes chainlink fence
- Denotes underground telephone
- Denotes underground gas line
- Denotes underground electric
- Denotes underground water
- Denotes minor contour
- Denotes major contour
- Denotes existing easement
- Denotes building setback line
- Denotes proposed contour
- Denotes proposed bituminous surface

SCALE: 1" = 20'



I hereby certify that this survey, plan, or
report was prepared by me or under my
supervision and that I am a duly
Licensed Land Surveyor under the laws
of the State of Minnesota.

Signed: *Christopher E. Gray*
Date: 10/22/25 Lic. No. 64367

**BOGART, PEDERSON
& ASSOCIATES, INC.**

LAND SURVEYING
CIVIL ENGINEERING
MAPPING

13075 FIRST STREET, BECKER, MN 55305-4322
TEL: 763-282-8822 FAX: 763-282-8844

Image Contracting, Inc.
16, 81, BUENAVENTURA VISTA &
19, 81, BUENAVENTURA VISTA 2ND ADD.
12526 319th Ave. NW., Princeton, MN 55371
City of Baldwin, Sherburne County, Minnesota

Certificate of Survey

1
OF SHEETS

RESOLUTION NO: 25-30

**CITY OF BALDWIN
COUNTY OF SHERBURNE, MINNESOTA**

**VACATION OF DRAINAGE AND UTILITY EASEMENTS
LOT 6, BLOCK 1, BUENAVENTURA VISTA
LOT 9, BLOCK 1 BUENAVENTURA VISTA 2ND ADDITION**

WHEREAS, property owner Ruff Start Rescue, Inc. is petitioning for vacation of existing drainage and utility easements; and,

WHEREAS, the property is legally described as:

Lot 6, Block 1, Buenaventura Vista; and
Lot 9, Block 1, Buenaventura Vista 2nd Addition
All within Sherburne County, Minnesota

WHEREAS, the proposed vacation is those drainage and utility easements dedicated within the property described by Exhibit A; and

WHEREAS, the City has reviewed the proposed vacation and determined that the drainage and utility easements described to be vacated by Exhibit A are unnecessary for public purposes upon combination of the subject property as one lot; and

WHEREAS, the City Council held a public hearing at their meeting on 1 December 2025 to consider the vacation, preceded by required published and mailed legal notice, heard all parties interested therein, and closed the public hearing; and

WHEREAS, the memorandum dated 12 October 2025 prepared by the City Planner, The Planning Company LLC, is incorporated herein; and

WHEREAS, the City Council having considered all information received finds that the existing drainage and utility easements serve no useful public purpose and vacating the existing drainage and utility easements would be in the public interest.

NOW, THEREFORE BE IT RESOLVED that the Baldwin City Council does hereby order:

1. That the drainage and utility easements described by Exhibit A are hereby vacated.
3. The City Council hereby determines that the vacation of said drainage and utility easements shall cause no damage to any abutting or nearby property owners and therefore no damages are awarded to any such property owners.

(remainder of page intentionally blank)

ADOPTED by the Baldwin City Council this 1st day of December, 2025.

MOTION BY:

SECOND BY:

ALL IN FAVOR:

THOSE OPPOSED:

CITY OF BALDWIN

Jay Swanson, Mayor

ATTEST:

Joan Heinen, City Clerk/Treasurer