



**AGENDA FOR JANUARY 7TH, 2026
BALDWIN CITY COUNCIL REGULAR MEETING
7:00 p.m.
(Revised 1/2/2026)**

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:

- a. Discuss/Approve/Disapprove Leave of Absence (LOA) for Assistant Chief; Robin Fischer
- b. Discuss/Approve/Disapprove Proposal from Stinson Electric for \$6495.00
- c. Discuss/Approve/Disapprove Brandon Larson Resignation

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.)*

- Re-Approve City Council Meeting Minutes for December 1st, 2025
- Approve Special City Council Meeting Minutes for December 8th, 2025
- Approve Resolution 26-02; Adopting the 2026 Final Budget
- Approve Security Reduction for Northland Ponds as Recommended by Acting City Engineer
- Approve Quote from M-R Signs for \$679.58
- Approve Deputy Clerk Attending Ehler's Minnesota Public Finance Seminar February 5th and 6th, 2026

Planning Items:

- a. Discuss Code Enforcement Process

Park Committee Report – Tom Rush

Cemetery Update – Tom Rush

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.

Tabled Items:

- a. Discuss Expenditure Policy for Public Works – Tom Rush
- b. Discuss City Council Goals for 2026 – Jay Swanson

New Business:

- a. Discuss Landscape and Driveway Escrow Agreement for Betzler Builders – Jeff Holm
- b. Discuss Time Tracking Method – Jeff Holm
- c. Discuss City Council Re-Organization – Jay Swanson
- d. Discuss/Approve/Disapprove Resolution 26-01; Making Appointments to Certain Offices and Positions Within the City of Baldwin for 2026 – Jay Swanson
- e. Schedule Board of Audit – Jay Swanson
- f. Discuss/Approve/Disapprove January Newsletter – Clerk
- g. Discuss/Approve/Disapprove NSU Summary of Needs and Findings – Jay Swanson
- h. Discuss/Approve/Disapprove Exhaust Manifold/Gasket Quotes for Truck # 30 – Alan Walker

Announcements:

- a. Public Works Attending MN Equipment Show Thursday, January 8th from 8:00 – 1:00
- b. Special Planning Commission Meeting Wednesday, January 14th, 2026 at 7:00 p.m.
- c. Park Committee Meeting Thursday, January 15th, 2026 at 7:00 p.m.
- d. City Hall Closed Monday, January 19th, 2026 in Observance of Martin Luther King Day
- e. Next City Council Meeting Wednesday, January 21st, 2026 at 7:00 p.m.
- f. Baldwin/Blue Hill Township Fire Contract Meeting Monday, February 2nd, 2026 at 7:00 p.m.
- g. Local Board of Appeal and Equalization April 16th, 2026 at 3:00 p.m.

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

Leave of Absence/Fire Department Business Document and Missed BFD Documentation Form

This form is to be completed and submitted in a timely manner for proper calculation of quarterly call percentages.

Name ROBIN FISCHER

Address _____

Reason for Absence: (Check appropriate box and attach documentation to form.)

☒ Approved Leave of Absence (Circle One) Medical Military Maternity	☐ Death of a Family Member (Max. 5 days Excused) Relationship _____	☐ Fire Department Business (Describe Below)	☐ Other (Describe Below)
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Dates of Absence:

12/13/25 - 2/28/25

Description/Comments:

CARDIAC SURGERY

Signature of Firefighter:

Method of Deliver: (Select One)
 Given directly to Officer (name) SLOTT, CASHA
 Placed under Officer door & Officer contacted by phone (name) _____

Officer Use Only

Received: Date _____ Approved by: _____
 Total # of days absent: _____ Vacation days used: _____
 Accounted for in quarterly percentages: _____

Approved by BFD Board of Officers if necessary (Date): _____
 Approved by Township Board if necessary (Date): _____



Stinson Electric Inc.
8888 Xylite St. NE, Suite 100
Blaine, MN 55449
Phone (612) 788-0244

PROJECT INFORMATION

Fire Department Door Access
30239 128th St NW
Baldwin, Minnesota 55371

PREPARED FOR

Baldwin Fire Department
30239 128th St NW
Baldwin, Minnesota 55371

PROPOSAL DATE

December 17, 2025

DRAWINGS

Drawing Date:
Addendums:

Per Site Visit - December 15, 2025
NO ADDENDA ACKNOWLEDGED

PROJECT OVERVIEW

We are pleased to offer our proposal for remote door access at the Baldwin Fire Department in Baldwin, MN.

PROJECT PRICING

BASE BID:

\$6,495.00

SCOPE OF WORK

ACCESS CONTROL

(LOT) 3-Door HID access control pads
(40) Access cards
(LOT) Composite cabling and install
(1) 8-port power-over-ethernet switch
(LOT) Cloud access control

CLARIFICATIONS

- Due to commodity price volatility, we reserve the right to amend this proposal to reflect commodity prices in effect at the time of contract award.
- Pricing based on our best understanding of the customer's design intent and subject to change given their input during the design process.
- All work to take place Monday-Friday 6am - 5pm.

SCOPE INCLUSIONS & EXCLUSIONS

We **INCLUDE** the following items:

1. All applicable sales tax

We **EXCLUDE** the following items:

1. HVAC and plumbing connections/scope except as noted
2. Customer equipment connections/scope except as noted
3. Painting of conduit, Unistrut and boxes.
4. Saw cut and patch

All work to be completed in a professional manner according to standard Practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate.

Tim Engelstad | Project Manager

Stinson Electric Inc.

(612) 424-8462 | tim@stinsonelectricinc.com

Resignation from Volunteer Firefighter Position

12/22/2025

Dear Chief Scott Case,

I am writing to formally resign from my position as a volunteer firefighter with Baldwin Fire Department, effective 12/31/2025. Due to recent life changes and increased family commitments, I am no longer able to serve in this role at the level it deserves.

I am grateful for the opportunity to serve the department and the community, and I sincerely appreciate the training, experience, and camaraderie I've gained during my time here.

Thank you for the support and leadership you've provided. I wish the department continued safety and success.

Respectfully,
Brandon Larson



BALDWIN CITY COUNCIL REGULAR MEETING

DECEMBER 1ST, 2025

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

Also Present – Baldwin City Finance Consultant; Elizabeth Diaz from Ehler's and City Planning & Zoning Administrator; Dan Licht from The Planning Company (TPC)

Call to Order – The December 1st, 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/Walker unanimous to approve as amended.

December 2025 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$404,991.91, no receipts yet for the month of December, disbursements of \$160,873.54 leaving an unaudited ending balance of \$244,118.37.

Sheriff's Report – Deputy Wilson reported a total of 236 calls for service in the City of Baldwin for November 2025. There were no burglaries or thefts. These calls consisted of 19 medicals, 63 traffic stops, 10 motor vehicle accidents, 11 welfare checks, 14 civil complaints in nature and 8 traffic complaints. The traffic complaints resulted in leads to the Sheriff's Department due to license plate numbers being reported. There were 4 extra patrols performed for the public. Deputy Wilson communicated that the City Attorney and County Attorney are still working on ordinance actions. Swanson questioned the civil complaints and asked if there were any similar in nature. Deputy Wilson stated this is typically two parties that entered into an agreement and there was a disagreement. These civil complaints need to be heard by a Judge in order for proper ruling or course of action to be completed.

Holm questioned sign damage and Deputy Wilson stated that they have received leads and are working on this.

Fire Department Report – Captain Miller reported a total of 34 calls for service for the month of November 2025. These calls consisted of 28 medicals, 1 structure fire, 2 mutual aids fires, 2 grass/rubbish fires and 1 CO alarm. There were 4 calls for service in Blue Hill Township in the month of November.

Rush asked how many calls the Fire Department has had this year and Case stated there have been 370 calls to date for 2025.

Discuss/Approve/Disapprove Leave of Absence (LOA) for Kevin Wessel –
Rush/Walker unanimous to approve LOA for Kevin Wessel.

7:30 Truth-in-Taxation Presentation – 2026 Property Tax Levy: Presented by Elizabeth Diaz with Ehlers. Full presentation on file in the Clerk's office and posted on Baldwin's website under Agenda and Minutes.

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.

Brian Torborg- 29522 131st Street- Brian Torborg questioned what the median house values in the City of Baldwin. Elizabeth from Ehlers stated that for 2025 it was \$396,400 and for 2026 it is \$404,300.

Case/Rush unanimous to approve closing the Truth-in-Taxation hearing at 7:43 p.m.

Public Comment Requests - None

Approval of Consent – Case/Walker unanimous to approve consent agenda.

- 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

Seeing no comments, questions or concerns, **Rush/Case unanimous to approve** closing the public hearing at 8:06 p.m.

Planning Items:

Discuss/Approve/Disapprove Resolution 25-30; Vacation of Drainage and Utility Easement for Ruff Start Rescue, Inc. - Full planning report on file in the Clerk's office and posted on Baldwin's website under Agendas and Minutes.
Holm/Rush unanimous to approve resolution 25-30.

Discuss Code Enforcements – Rush/Walker unanimous to approve sending below correspondences.

Step 1 Letter:

- 31220 127th St. re: Dogs at large, junk/debris

Administrative Notices:

- 13399 279th Ave. re: occupancy of an accessory building
- 31611 127th St. re: outdoor storage/junk/debris
- 30840 141st St. re: shipping container
- 9604 285 1/2 Ave. re: construction debris, unlicensed vehicle
- 9746 300th Ave. re: home business, RV/semi-tractor as dwelling, residential parking

Dogs at Large:

- 13938 302nd Ave.
- 12748 316th Ave.

Park Committee Report – Rush stated that the Park Committee did not meet in November. The concrete slabs at Young Park were poured for installation of additional light poles at Young Park and we are waiting on the light fixtures.

Cemetery Update – Rush said the cemetery fence has been removed by the guard rail at the cemetery. This will help residents see down County Road 19 at the intersection.

Tabled Items – None

New Business:

Discuss/Approve/Disapprove Resolution 25-35; LRIP Grant Agreement for 100th Street and 297th Avenue – Rush/Case unanimous to approve resolution 25-35.

Discuss/Approve/Disapprove Resolution 25-36; LRIP Grant Agreement for 303rd Avenue – Rush/Walker unanimous to approve Resolution 25-36

Discuss New York Truck – Walker stated the turbo needs to be looked at in the New York truck. **Walker/Case unanimous to approve** traveling mechanic looking at the New York Truck at City Hall.

Discuss Policy to Dis-allow Council Meetings without Quorum – Holm stated that a couple of Council Members have met with vendors or contractors which should have had a quorum. An example of this is the meeting the Mayor and Council Member, Case, had with the Engineers. Holm stated there should have been 3 members of the Council at this meeting. Walker stated he would have liked to have attended the Engineering meeting. Holm and Rush stated that meetings should be in the evening so all Council members can attend. Swanson stated meetings are scheduled in the evenings for transparency. Case stated some vendors do not have availability to meet in the evenings. Holm would like a clear policy written so future meetings are clear and

defined. Swanson asked Holm to work on a policy and Holm stated this is for discussion only at this time.

Discuss/Approve/Disapprove all Staff Tracking Time with Outlook Calendar –

Public Works has been using outlook calendar for some time and Holm recommends, for budgeting purposes, outlook calendar be used by all internal staff. Rush stated that outlook calendar is currently used in Public Works along with a monthly road report.

Holm made a motion for all internal departments to start using outlook calendar to track time. **Rush seconded the motion. A friendly was given by Swanson** to have Fire Department Management use outlook calendar to track time. **Holm and Rush took this as a friendly. Walker/Rush/Holm approved, Walker/Swanson/Case disapproved.**

Roll call was called by Swanson.

Walker – Aye

Rush-Aye

Swanson-Nay

Holm-Aye

Case-Nay

Motion carried for all Office Staff, Public Works and Fire Administration using outlook calendar to track time.

Discuss/Approve/Disapprove Cancellation of Fire Engine Contract and Request

Refund of Deposit on Order – Holm stated there is class action lawsuit in federal court against several major fire apparatus manufacturers. Holm stated he does not think the city should proceed with purchasing the fire engine when this lawsuit is in process.

Holm made a motion for the City Attorney to look at possibilities of cancelling the contract and researching whether the deposit can be refunded. **Rush seconded the motion** but would like to hear what the Fire Chief has to say. Case said that there are different costs for rigs. Case went on to say he recommends waiting for the class action case outcome and there could possibly be some benefit from the case. Case stated the \$117,000 deposit will not be refunded. Baldwin's new engine will be delivered in July 2027 and if the contract is cancelled, this will add another 3 years to the contract if the apparatus is ordered at a later date. Case stated that the costs will be substantially more if the engine is delivered at a later day. Holm/Rush do not want to lose the deposit on the engine. **Holm added to his motion** for Attorney fees up to \$1000. **Rush took this as a friendly.** Swanson stated that the motion on the table is for the City Attorney to come up with a plan to cancel the fire truck purchase and get the city's deposit back. **Holm approved, Walker/Rush/Case disapproved, motion failed due to a 3-1 vote.**

Discuss/Approve/Disapprove Posting all Meetings on YouTube including

previous Budget Meetings and Engineering Meetings in the last 6 months –

Holm/Rush unanimous to approve posting all meeting videos on YouTube including the past budget meetings and the past 6 months of engineering meetings.

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 – Holm discussed the levy and asked when the City Council would approve the 2026 levy. Swanson stated the resolution approving the final levy will be on the December 15th City Council agenda.

Case/Rush unanimous to approve City Hall being closed all day on Christmas Eve, December 24th, 2025.

City Planner, Licht, stated that City Staff is reviewing the oak wilt ordinance for a resident.

Approve Bills for Payment - Rush/Walker unanimous to approve check numbers 29085 – 29124 for \$169,016.43 and 2 EFT Payments for \$101.20 for a total of \$169,117.63.

Adjourn – Holm/Rush unanimous to adjourn at 8:54 p.m.

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

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

Date

Attendees: Delmas Hines, Chad Miller, Mike Anderson, Laura Anderson, Brian Torborg, Ron Messer and Zac Good



BALDWIN CITY COUNCIL SPECIAL MEETING

DECEMBER 8TH, 2025

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

Absent – Alan Walker

Also Present – City Engineer; Sam Jochum and Shane Nelson from Hakanson Anderson

Call to Order – The December 8th, 2025, special meeting of the City of Baldwin was called to order by Mayor Jay Swanson at 7:02 p.m.

Pledge of Allegiance – All present recited the Pledge of Allegiance

Discuss/Recap of Meeting with Hakanson Anderson – Shane Nelson spoke about 2 agenda items that were discussed between Hakanson Anderson, Mayor Swanson and Scott Case at a meeting on October 22nd, 2025. The two agenda items that were discussed were reasonable expectations of the City Engineer. The second agenda item was reasonable expectations for construction contracts. Nelson stated it is unreasonable to expect Hakanson Anderson to change the construction industry. The construction industry is very big and Hakanson Anderson has little influence on it. Nelson stated they also discussed the 305th Avenue project and how the project was done well to the average resident but doesn't feel the City Council felt the same. Other items that were discussed was the 278th Avenue patch/hairline cracks and the final payment to Knife River. Discussed unit price contracts for road projects and Nelson stated they are often utilized due to different site conditions and different surroundings. Another topic of discussion was that earthwork is a huge variable due to compaction factors. Nelson discussed why Hakanson Anderson decided to give their resignation back in October. Nelson stated he doesn't feel there is teamwork between the city and Hakanson Anderson. Some examples of the lack of teamwork is the Elk Lake Survey and the micro surfacing project. Nelson communicated that Mayor Swanson and Council Member Case requested Hakanson Anderson reconsider resignation and stated that they would be supportive in making changes to reestablish a relationship on a permanent or temporary basis.

Rush communicated that he is no longer road contact number 1 and asked if Hakanson has a problem with working with the City Council or Baldwin's Public Works Department. Nelson said that many cities have a city administrator and it's not normal for Hakanson to work with so many different opinions within a municipality. Nelson said this puts them in difficult situations. Nelson said that Hakanson Anderson has 3 Board of Directors and they specialize in Municipal Engineering. Case said that Hakanson would like one contact and not multiple staff or Council Members. Jochum said email is the preferred method of communication or a phone call could be made if the topic is time sensitive.

Case stated that a streamline chain of command should be used when dealing with the city. Case asked how other cities communicate with Hakanson Anderson and Nelson stated typically they deal with a City Administrator, Road Supervisor or the Clerk. Swanson stated that putting expectations into writing would be helpful. Rush stated that Hakanson Anderson should go through City Council Member Walker or the Public Works Supervisor, Good. Nelson stated that in road construction, there are change orders that the road supervisor should be able to approve right away. Case recommends that road projects have a construction approval amount to avoid special meetings. Holm stated that in the past, there was a contingency amount per project. This was a blanket percentage per project and Holm recommends discussing this with Baldwin's City Attorney.

Discuss/Approve/Disapprove 2026 Road Projects – Swanson discussed the 2026 road projects and what road projects should be done if 100th and 297th aren't ready. Nelson stated that reclaim and pave are best to do in 2026 because they are typically platted neighborhoods. The City Council and Engineers discussed 300th Avenue, 129th Street, 299th Street and 127th Street. Swanson discussed that there is about \$650,000-\$700,000 available funds for road projects in 2026. This would be without special assessments or bonding. Swanson asked how many miles got done for crack sealing in 2025 and Rush said 14 miles for \$150,000. Rush stated micro surfacing was \$50,000 due to plants being closed for the season. Nelson asked if 131st, 130th and 314th could be a consideration. City Council asked Public Works Supervisor, Good, his recommended of road projects and Good recommended 300th, 129th and 299th. **Holm made a motion** for reclaim and pave of 300th Avenue, 299th Avenue and 129th Street for 2026 road projects. **Case seconded the motion, motion carried.**

Discuss Outstanding Projects – Swanson asked for the status of the 278th culvert excavation. City Engineer, Jochum, brought the plan sets for this project to the meeting tonight. These will be discussed at the December 15th, 2025 City Council meeting.

Discuss 100th and 297th Avenue Reconstruction Project Update – Nelson stated that the LRIP applications will be submitted this week. The city will find out if they receive the grants in March of 2026. One of the scoring attributes is project readiness and 100th Street and 297th will get a higher score due to all the work already completed. Nelson stated that 303rd would have a high chance of receiving the grant due to the fire department, emergency service and benefits to a larger population. Nelson stated that plans for 100th Street and 297th Avenue have been submitted to MnDOT for state-aid review.

Discuss Drainage and Stormwater Improvements – Project Areas: 284th Avenue, South Sandy and Lake Dianne – Good spoke that South Sandy catch basin that is too small. There are low spots in this area and the recommendation of Public Works Supervisor, Good, is to do curb and gutter similar to 285th Avenue by Elk Lake. This would need to be done at Lake Diann as well. Swanson requested a budgetary amount from Hakanson Anderson for these two projects.

Discuss Sinkhole Repairs – Rush stated that 10 soil borings were done. Rush asked the engineers about 131st, 289th, Lake Diann Road and 138th Street. Swanson requested the engineers review the interpretations of the soil borings and get back to the City Council.

Discuss Seal Over Gravel Program – Swanson stated this cannot be discussed until the budgetary numbers for the 2026 road projects are finalized.

Discuss Surface Treatment – 5 Year CIP Development – Rush stated up to \$200,000 could be available depending on the budgetary numbers for the 2026 road projects.

Adjourn – Holm/Rush unanimous to adjourn at 8:35 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

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

RESOLUTION NO. 26-02

A RESOLUTION ADOPTING THE 2026 FINAL BUDGET

WHEREAS, the City Council of the City of Baldwin has adopted a final budget; and

WHEREAS, the Baldwin City Council has adopted a final tax levy to be placed upon the taxable property in the City of Baldwin; and

WHEREAS, the Baldwin City Council desires to reserve within the General Fund those monies designated as capital outlays within various budget classifications, such that those monies can be disbursed only for those capital outlays so specified within the budget.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BALDWIN, MINNESOTA:

1. The attached budget is hereby adopted as the final budget for the City of Baldwin for the period January 1, 2026, through December 31, 2026.
2. All monies designated within the budget, as capital outlays shall be reserved within the Capital Reserves Fund, such that those monies can be disbursed only for those capital outlays so specified within the budget.
3. The Baldwin City Council has hereby complied with Minnesota Statutes.
4. The City Clerk is hereby authorized to transmit the City of Baldwin's 2026 budget information to the State Auditor as required by Minnesota Statute § 6.745.

Adopted by the City Council of the City of Baldwin this 7th day of January 2026.

Jay Swanson, Mayor
City of Baldwin

Joan Heinen, Clerk
City of Baldwin



**Bogart, Pederson
& Associates, Inc.**

CIVIL ENGINEERING
LAND SURVEYING
ENVIRONMENTAL SERVICES

Traditional Values • Creative Solutions

December 30, 2025

Dan Licht
City of Baldwin
30239 128th Street
Baldwin, MN 55371

RE: Northland Ponds, Letter of Credit review No. 1

Dear Mr. Licht:

On December 22nd, 2025, the city received a request for a Letter of Credit (LOC) reduction from the developer of the Northland Ponds development for work completed to date. The tab of completed and remaining items from this request is attached to this letter. In general, significant efforts completed so far were site grading and excavations, aggregate road base installation, base layer pavement, and culvert installation along with other related items. Inspections by city staff are in agreement with these noted efforts. The cost of remaining improvements is \$49,591.68.

The developer contract states that the City, at a minimum, shall retain the Letter of Credit or other security in the amount of at least ten percent (10%) of the estimated construction cost of the Infrastructure Improvements costs during the two-year warranty period.

Cost of Completed Improvements: \$162,263.83

10% Retainage for warranty period: \$16,226.38

Escrow Reduction
(Work completed Less Retainage) \$146,037.45

It is my recommendation that the Developer's Escrow be allowed to be reduced by \$146,037.45, assuming that the remaining cash escrow will cover the retainage, remaining improvement efforts, and any administrative (or other) costs intended to be covered by the total escrow amount.

Should you have any questions, please feel free to give me a call at 763-262-8822.

Sincerely,

Dan Bogart, P.E.
Project Engineer, BPA

PAY ESTIMATE #1
LAKESIDE INVESTMENTS MN, LLC
Northland Ponds

July 14, 2025

RE: Northland Ponds
Contractor: Gustafson Excavating, Inc.
Contract Amount: \$211,795.31

The following work has been completed on the above-referenced project by Gustafson Excavating, Inc.:

Base Bid

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION	REMAINING WORK
1	MOBILIZATION	1	LUMP SUM	\$ 12,200.00	\$ 12,200.00	0.89	\$ 10,858.00	\$ 1,342.00
2	REMOVE WOOD FENCE	60	LIN FT	\$ 5.00	\$ 300.00	60	\$ 300.00	\$ -
3	EXCAVATION - COMMON (P)	13531	CU YD	\$ 3.50	\$ 47,358.50	13531	\$ 47,358.50	\$ -
4	SUBGRADE PREPARATION	12.8	ROAD STATION	\$ 125.00	\$ 1,600.00	12.8	\$ 1,600.00	\$ -
5	AGGREGATE BASE CLASS 5	1743	TON	\$ 25.00	\$ 43,575.00	1678.70	\$ 41,967.50	\$ -
6	SHOULDER BASE AGGREGATE CLASS 5	185	TON	\$ 28.00	\$ 5,180.00		\$ -	\$ 5,180.00
7	BITUMINOUS MATERIAL FOR TACK COAT	198	GALLONS	\$ 8.16	\$ 1,615.68		\$ -	\$ 1,615.68
8	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	376	TON	\$ 110.25	\$ 41,454.00		\$ -	\$ 41,454.00
9	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B)	501	TON	\$ 87.13	\$ 43,652.13	485.25	\$ 42,279.83	\$ -
10	15" RC PIPE APRON	4	EACH	\$ 1,000.00	\$ 4,000.00	2	\$ 2,000.00	\$ -
11	15" RC PIPE CULVERT DESIGN 3006 CLASS V	88	LIN FT	\$ 75.00	\$ 6,600.00	96	\$ 7,200.00	\$ -
12	TRAFFIC CONTROL	1	LUMP SUM	\$ 1,100.00	\$ 1,100.00	1	\$ 1,100.00	\$ -
13	STABILIZED CONSTRUCTION EXIT	1	LUMP SUM	\$ 2,600.00	\$ 2,600.00	1	\$ 2,600.00	\$ -
14	CULVERT END CONTROLS	2	EACH	\$ 280.00	\$ 560.00		\$ -	\$ -
Total Base Bid					\$211,795.31		\$ 157,263.83	\$ 49,591.68

Change Order No. 1 (Added Items)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION	REMAINING WORK
15	15" RC SAFETY APRON	2	LUMP SUM	\$ 1,250.00	\$ 2,500.00	2	\$ 2,500.00	\$ -
16	SAFETY GRATE FOR 15" RC APRON	2	LIN FT	\$ 1,250.00	\$ 2,500.00	2	\$ 2,500.00	\$ -
Total Change Order No. 1					\$5,000.00		\$ 5,000.00	\$ -

Total Base Bid	\$211,795.31	\$ 157,263.83
Total Change Order No. 1	\$5,000.00	\$ 5,000.00
Total Work Completed to Date	\$216,795.31	\$ 162,263.83
Less 5% Retainage		\$ 8,113.19
WE RECOMMEND PAYMENT OF:		\$ 154,150.64

**M-R Sign Co., Inc.**

1706 1st Avenue North

Fergus Falls, MN 56537

Phone: (218) 736-5681

Fax: (218) 736-4070

QUOTATION

Quote No: 14849

Date: 12/23/25

Quote: BALDWIN, CITY OF
30239 - 128TH STREET NW
BALDWIN, MN 55371-3752

Attention: Karla

Phone No: 763-389-8931

Quoted By: KARLA

Fax No: 763-389-2751

Quantity	Stock Code	Description	Each	Line Total
5	900-607000	SS30"X30"OCTHIW080R1-1 STOP	49.950	249.75
8	900-998029	SS12"X18"RECHIW080R7-8A DISABLED PARKING \$200 FINE	20.950	167.60
4	900-692738	SS12"X18"RECHIW080R7-101B NO PARKING (REV) WITH COPY	29.450	117.80
		DO NOT BLOCK DOOR		
		*		
3	900-700169	SS18"X24"RECHIY080W9-12 SLOW (SYM) CHILDREN AT PLAY	34.810	104.43
		*		
		*		
		*		
		NOTE: 30" X 30"		
		WATCH FOR CHILDREN		
		IS \$54.67 PER SIGN		

Thank You,
Karla

3 week lead time

Line Total	639.58
Sales Tax	0.00
Freight	40.00
Quote Total	679.58

Ehlers' 2026 Minnesota Public Finance Seminar
February 5 - 6, 2026
The Westin Edina Galleria
Event Agenda

Day 1 - Thursday, February 5, 2026		
7:30am	Pre-Seminar Workshop Check-In & Breakfast <i>GW Baird Ballroom & Pre-Function</i>	
8:15am	Tax Increment Financing (TIF) 101 <i>Cahill Ballroom</i>	Municipal Finance 101: The Building Blocks of Local Government Finance <i>GW Baird Ballroom</i>
9:30am	Economic Development 101 <i>Cahill Ballroom</i>	Communications 101: Financial Reporting For Elected Officials <i>GW Baird Ballroom</i>
10:45am	Municipal Debt 101 <i>Cahill Ballroom</i>	Public Funds 101: Investing & Cash Management <i>GW Baird Ballroom</i>
11:30am	Full Seminar Attendee Check-In & Lunch <i>GW Baird Ballroom & Pre-function</i>	
12:45pm	Protecting Public Funds in Today's Market Environment <i>GW Baird Ballroom</i>	Protecting Public Resources in Economic (Re)Development <i>Cahill Ballroom</i>
1:45pm	Break	
2:00pm	Communicating with the Public <i>GW Baird Ballroom</i>	TIF 201 & Tax Abatement <i>Cahill Ballroom</i>
3:00pm	Break	
3:15pm	General Forum Panel: Effective Negotiations <i>GW Baird Ballroom</i>	
4:30pm	Reception <i>Pre-Function</i>	

Day 2 - Friday, February, 2026		
7:45am	Breakfast & Opening Remarks <i>GW Baird Ballroom & Pre-Function</i>	
8:15am	General Session: Legislative Update with The League of Minnesota Cities <i>GW Baird Ballroom</i>	
9:30am	Break	
9:45am	Facing The Financial Future: Part I <i>GW Baird Ballroom</i>	The State of Housing Development <i>Cahill Ballroom</i>
10:45am	Break	
11:00am	Facing Our Financial Future: Part II <i>GW Baird Ballroom</i>	Rapid Fire! City Development Snapshots from Across Minnesota <i>Cahill Ballroom</i>
12:00pm	Departure	

Registration Type

Select which you will be attending.

Pre-conference workshops & full seminar \$ 475

Pre-conference workshops only \$ 125

Full seminar only \$ 350

Complete Your Booking

Hotel - 1 night



Traditional, Guest room, 2 Queen

Summary of Charges

234.14 USD



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

MEMORANDUM

TO: Joan Heinen

FROM: D. Daniel Licht

DATE: 5 January 2026

RE: Baldwin – Code Enforcement; Process

TPC FILE: 269.01

BACKGROUND

City staff is discussing changes to the process for code enforcement to streamline and make the process more efficient and timelier.

ANALYSIS

- All complaints to be received at City Hall.
- City Clerk/Deputy Clerk will enter complaint into tracking spreadsheet along with property information.
- City Clerk/Deputy Clerk will forward complaint tracking spreadsheet to City Planner on the fourth Monday of each month.
- City Planner will visually inspect new complaints and open case prior to the first City Council meeting of each month.
- City Planner will report on new and open cases to the City Council at the next meeting for direction on next steps.
- Before the second Friday the month following City Council direction:
 - City Clerk/Deputy Clerk will prepare Step 1 letters.
 - TPC will prepare administrative notices and citations
- Responses to notices are to be received initially at City Hall:
 - City Clerk/Deputy Clerk will request time property owner is available to discuss City Planner or property owner may email City Planner to schedule directly.

- City Planner will follow up with property owner before the fourth Monday of each month:
 - City Planner will advise City Clerk/Deputy Clerk of updates to include on tracking spreadsheet.
 - City Planner will report on recommended next steps to the City Council at the first meeting of each month.

CONCLUSION

City staff intends to update the City Council on the revised Code Enforcement procedures at their meeting on 7 January 2026.

2025 CITY COUNCIL GOALS

Mayor - Jay Swanson

- Solicit Community Input and Involvement in Infrastructure Committee
- Work with the City of Princeton and Neighboring Cities on Projects and Relationships
- Remodel/Renovation of current Town Hall, Maintenance and Fire Department Buildings
- 136th Street and Working with County for Participation on this Street

City Council D - Tom Rush

- Request for Proposals for Frontier Trails
- Additions to Park Trails at Goose Lake Park & Young Park
- New Capital Improvement Plan (CIP) for Roads and Public Works
- Little League Ball Field for Young Park

City Council C - Alan Walker

- None

City Council B - Scott Case

- Update Capital Improvement Plan (CIP) for Fire Department based on Baldwin becoming a City.
- EMT's on Fire Department to have medical bags to respond directly.
- Continuous Improvements for services provided by Baldwin Fire Department

City Council A - Jeff Holm

- Work on a presentation for a 10-year plan for additions/remodel/renovation of Baldwin's current City Hall, Public Works Garage and Fire Department to get us by for the next decade
- Have City of Baldwin Explore Tools for Economic Development in the Future such as Tax Increment Financing, Economic Development Authority and Housing and Redevelopment Authority

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 (1st 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 (2nd 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
Revised 3/22/12	Revised 4/2/2018	Revised 1/6/2026
Revised 5/7/12	Revised 7/16/2018	
Revised 7/2/12	Revised 8/09/2018	
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	
Revised 4/13/15	Revised 03/18/2022	
Revised 3/21/16	Revised 02/28/2023	
Revised 4/4/16	Revised 08/03/2023	

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

RESOLUTION NO. 26-01

**A RESOLUTION MAKING APPOINTMENTS TO CERTAIN OFFICES AND POSITIONS WITHIN
THE CITY OF BALDWIN FOR THE YEAR, SETTING SALARIES AND EMPLOYMENT TERMS,
AND ESTABLISHING MEETING TIMES**

WHEREAS, the Baldwin City Council desires to make annual appointments to fill certain offices and positions within city government.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Baldwin, Minnesota, establishes the following:

1. That the following persons are appointed by the City Council to the following offices and positions for the year 2026:

MAYOR: Jay Swanson

ACTING MAYOR: Tom Rush

CITY CLERK: Joan Heinen

DEPUTY CLERK: Kayla Nielsen

CITY ENGINEER: Hakansan Anderson

CITY PLANNER: Dan Licht, The Planning Company

ANIMAL CONTROL OFFICER: Online Retrievers

BUILDING INSPECTOR: Rum River Consultants

CITY ATTORNEY: Couri & Ruppe P.L.L.P.

OFFICIAL NEWSPAPER: Union Times

OFFICIAL DEPOSITORIES: Old National Bank

2. City Council members shall have the responsibilities for supervising and directing the staff in the following areas: See City of Baldwin City Council organization listing attached.
 - a. Mayor
 - b. Council Member A
 - c. Council Member B
 - d. Council Member C
 - e. Council Member D

3. City Staff and/or Consultants will attend the boards, commissions and committee meetings as directed by the City Council. Staff who are directed to attend meetings will be compensated based on the City's personnel policies or contractual agreements. Staff who are not directed to attend will not be compensated for their attendance.
4. Regular meetings of the Baldwin City Council for 2026 shall held on the first and third Wednesday of each month. All such meetings shall be held at 7:00 p.m. at the Baldwin City Hall. The City Council may amend this meeting schedule from time to time.
5. Regular meetings of the Baldwin Planning Commission shall be held every fourth Wednesday of each month at Baldwin City Hall at 7:00 p.m.
6. Park committee meetings shall be held every third Thursday of each month at Baldwin City Hall at 7:00 p.m.
7. City Council members shall be compensated as follows:
 - * City Council Meeting Attendance: \$100
 - * City Council Monthly Stipend: \$100
 - * Other: Meeting Attendance as authorized by the City Council: \$100 minimum
 - * Hourly compensation shall be: \$25 per hour, including all meetings exceeding 4 hours.

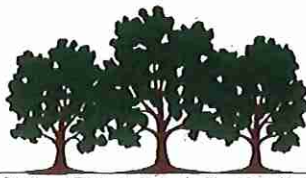
Mileage for travel to seminars, official functions, and other City business shall be reimbursed in the standard per-mile amount as published by the Internal Revenue Service and modified from time to time.

8. Election Judges shall be compensated at \$18 per hour for regular election judges and \$20 per hour for the head election judge.
9. All checks issued by the City shall be signed by the Mayor and City Clerk.
10. That such appointments shall take effect on the date thereof and shall continue until such time as a successor is appointed by the City Council.

Adopted by the City Council of the City of Baldwin this 7th day of January, 2026.

Jay Swanson - Mayor
City of Baldwin

Joan Heinen - City Clerk/Treasurer
City of Baldwin



CITY OF BALDWIN

30239 128th Street NW, Baldwin, MN 55371

NEWSLETTER

City of Baldwin
30239 128th Street NW
Baldwin, MN 55371

Office Hours

Mon-Thurs: 8:00 a.m. to 4:30 p.m.
Closed for Lunch: 12:30 p.m.-1:00 p.m.
Friday: 8:00 a.m. to 12:00 p.m.

Phone: 763-389-8931

Email: city.clerk@baldwinmn.gov

CITY COUNCIL

Jay Swanson, Mayor - 763-631-8545
mayor@baldwinmn.gov
Tom Rush - 763-389-8931
councilmemberD@baldwinmn.gov
Scott Case - 763-350-0374
councilmemberB@baldwinmn.gov
Jeff Holm - 763-389-8931
CouncilmemberA@baldwinmn.gov
Alan Walker - 763-389-8931
councilmemberC@baldwinmn.gov

CITY CLERK / TREASURER

Joan Heinen—Clerk/Treasurer
Kayla Nielsen—Deputy Clerk/Treasurer

FIRE STATION

****EMERGENCY DIAL 911****

Scott Case, Fire Chief - 763-350-0374

PUBLIC WORKS DEPARTMENT

Zachary Good, Supervisor
Phil Fadden, Maintenance Technician
763-389-8931

CITY OF BALDWIN WEBSITE:

www.baldwinmn.gov

CITY OF BALDWIN FACEBOOK:

[www.facebook.com/
CityofBaldwinMinnesota](http://www.facebook.com/CityofBaldwinMinnesota)

January—March 2026

Calendar of Events for 2026

(unless otherwise noted all meetings start at 7:00 p.m.)

January 1	New Years Day - CLOSED
January 7	City Council Meeting
January 14	Special Planning Commission Meeting
January 15	Park Committee Meeting
January 19	Martin Luther King Day - CLOSED
January 21	City Council Meeting
January 28	Planning Commission Meeting
February 4	City Council Meeting
February 11	Special Planning Commission Meeting
February 16	President's Day - CLOSED
February 18	City Council Meeting
February 19	Park Committee Meeting
February 25	Planning Commission Meeting
March 4	City Council Meeting
March 11	Special Planning Commission Meeting
March 18	City Council Meeting
March 19	Park Committee Meeting
March 25	Planning Commission Meeting

Baldwin City Council approved the regular meeting schedule for 2026 on November 3, 2025. City Council meetings will be held at 7:00 PM on the 1st and 3rd Wednesday of each month at City Hall.

See page 4 for yearly meeting schedule.

Burning Permits are available at City Hall or online at www.dnr.state.mn.us.

SNOW AND ICE CONTROL

CITY OF BALDWIN

SNOWPLOW AND ICE CONTROL OPERATIONS

Snow removal and/or ice control operations will begin under the direction of the City Council and/or designated representative. Operations will begin when **two or more inches** of snow have fallen. It is the intent of the City to complete plowing, widening, and sanding operations within 48 hours of the time the snowfall ceases, but such operations typically will not remove all snow or ice from the roads. Residents are reminded to use caution while driving, as the legal speed limit may not be safe or reasonable during winter weather conditions. Snow and ice removal operations may be suspended during periods of limited visibility and when weather conditions make snow and ice control operation unusually dangerous for the snow plow operators.

ICE CONTROL AND SALT/SAND APPLICATION

1. First Priority: Priority routes, high volume intersections, hills and curves
2. Second Priority: Stop intersections, moderate volume intersections
3. Third Priority: Residential intersections

PROPERTY DAMAGE: The City will not be responsible for any of the following damage occurring during the normal course of snow removal from City roads: 1) mailboxes or fences damaged by thrown snow or from improperly placed mailboxes per Postmaster policy; and 2) damage to landscaping or objects within the City road right-of-way.

RESPONSIBILITY OF RESIDENTS: Responsibilities include clearing their own driveways, clearing areas for trash cans, clearing around mailboxes and newspaper delivery tubes. These areas should be cleared without depositing any snow into the street. There also must not be any large piles, which obstruct vision of driveways. Trash cans must not be placed on the street surfaces. The City will not clear private drives. **Parking of vehicles or other objects on City roads from November 1st through April 30th is prohibited.** Any illegally parked vehicles may be towed to an impound lot at the car owner's expense.

Residents are reminded that it is against the law to plow snow from your driveway across a public road as this creates a hazardous situation for the public using the roads. Property owners who plow snow into the right of way will be billed for the cost of the City removing this snow.

Baldwin City Council

(Revised 12/12/24)

PUBLIC WORKS

Meet our Public Works Department

The City of Baldwin has 2 dedicated full time Public Works employees, Zac Good and Phil Fadden. Zac is the Public Works Supervisor and has been with the city for 15 years. Zac also serves as the Chair of the Baldwin Park Committee. Phil spent 13 years as a seasonal snowplow operator and has been full time with the city for the past 7 years. The city also relies on seven seasonal snow plow drivers and seasonal summer help. Despite the small staff size, the department provides year-round service across many areas of city operations.

Public Works maintains city streets, stormwater systems, parks, the cemetery, and city owned equipment. A primary focus of the department is street maintenance and road way preservation, including pot hole patching, road repairs, snow and ice control, and surface treatment planning. At the direction of City Council, Public Works has recently been tasked with developing a five year surface treatment plan and managing road way preservation efforts.

In addition to infrastructure responsibilities, Public Works coordinates city operations as directed by the City Council. They work with vendors and contractors, manages projects and provides regular updates to the City Council. The department also supports community efforts such as election set up and clean-up, Baldwin FunFest, and Baldwin clean-up day.

Public Works is currently working on roadway maintenance, drainage and stormwater improvements, park and facility upgrades, and equipment maintenance. All projects and major maintenance efforts are coordinated with and directed by the City Council. Priorities are based on safety, infrastructure condition, weather impacts, and available resources. An example of the departments hands on work includes placing as much as 87 tons of asphalt in a single season, with an average of over 50 tons per season.



Residents can support our Public Works department by reporting concerns and following seasonal guidelines. Public Works would like to remind our residents to keep obstructions out of the road right-of-way and that plowing snow across the roadway from your driveway is against the law. This creates hazardous situations for the public using the roads.

The City of Baldwin would like to thank Zac and Phil for all their hard work and dedication to the city and to our residents.

CITY COUNCIL

Baldwin City Council approved its regular meeting schedule for 2026 on November 3, 2025. City Council meetings will be held at 7:00 PM on the 1st and 3rd Wednesday of each month at City Hall, 30239 128th Street, Baldwin, MN 55371.

Month	Meeting Dates	
January	January 7, 2026	January 21, 2026
February	February 4, 2026	February 18, 2026
March	March 4, 2026	March 18, 2026
April	April 1, 2026	April 15, 2026
May	May 6, 2026	May 20, 2026
June	June 3, 2026	June 17, 2026
July	July 1, 2026	July 15, 2026
August	August 5, 2026	August 19, 2026
September	September 2, 2026	September 16, 2026
October	October 7, 2026	October 21, 2026
November	November 4, 2026	November 18, 2026
December	December 2, 2026	December 16, 2026

Public attendance at City Council meetings is welcomed and encouraged.



The City of Baldwin is looking for residents to join our volunteer committee! The Volunteer Committee helps with Baldwin FunFest and other events. If this is something you are interested in, please contact our Event Coordinator, Mary Larson, at 507-208-1053 or call City Hall at 763-389-8931.

PLANNING COMMISSION

Recognizing Our Outgoing Planning Commission Members

Due to personal and professional commitments, Calvin Schmock and Patti Miller have announced that they will not be able to serve another term on the Planning Commission. They expressed gratitude for the opportunity to contribute to the community and noted how much they have valued their time serving on the Planning Commission. Both extend their best wishes to the incoming commissioners and are confident that the work of the Planning Commission will continue to thrive in capable hands.

We extend our thanks and appreciation to Calvin and Patti for their dedication and hard work while serving on the Planning Commission. We wish them the very best!

Applications are now being accepted for Seat E on the Planning Commission. The term begins April 2026. Applications can be found on our website and returned to City Hall.

Introducing Our New Planning Commission Members

Bruce West - Bruce and his wife Melissa have been residents of Baldwin for 3 years. They have lived in Sherburne County for 30 years. Bruce retired after 43 years in the Public Safety industry serving in the fire service and emergency management. Bruce has vast planning and preparedness experience which has provided a solid background to be a voice in the community. Bruce is excited to help guide future development and ensure growth aligns with our resident values. Bruce would like to thank the City Council and the Planning Commission for giving him a chance to serve and give back to the community.

Mary Larson - Mary and her husband Jim have been residents of Baldwin for 3 years. Mary is the Volunteer Event Coordinator for the City, involved with the Baldwin Fire Foundation and is a member of the Baldwin Park Committee. Mary has a background in social work. Mary is excited to work with the Planning Commission and help shape the future development of the city.

BALDWIN FIRE

A heartfelt thank you to our incredible generous donors who made it possible for the Baldwin Fire Department to purchase a new LUCAS device.

Your support directly strengthens our ability to provide rapid, high-quality care when seconds truly matter.

The LUCAS machine delivers consistent, hands-free chest compressions during cardiac arrest, allowing responders to work more efficiently, maintain high-quality CPR, and improve patient outcomes — even in the most challenging situations.

We are beyond grateful for your contribution!

*Milaca Fire Relief Association
Zimmerman Livonia Fire Relief Association
Rum River Contracting
Twice New Clothing Center
Princeton Rental Center*



BALDWIN FIRE FOUNDATION

PRESENTS

Designer Pyre



MONDAY FEBRUARY 16TH, 2026

DOORS OPEN AT 6:00PM | BINGO STARTS AT 6:30PM

STATION 1 EVENT CENTER

26140 136TH ST NW ZIMMERMAN, MN 55398

\$30 PER PACKET

•EVENTBRITE PRE-REGISTRATION OPENING MID-DECEMBER AND INCLUDES ONE PACKET.

•ADDITIONAL PACKETS CAN BE PURCHASED AT EVENT.

•FUNDRAISING AT EVENT FOR NEW FIREFIGHTER HOODS.





Frontier Trails WATER

-Summary of Needs and Findings-

Greg Flood

Natural Systems Utilities

Monday, December 29, 2025

#missionwater

Frontier Trails WWTF Review

Natural Systems Utilities has been able to identify needs for the wastewater treatment system at Frontier Trails. This document is a summary of findings, observations, and recommendations.

Findings and observation

- The blower is within the building at the South site. With the blower installed here, the temperature inside the building regularly exceeds 120 degrees. Temperatures this high can cause damage to the panel components (1-2 PLC failures since 2017 noted in site notes), compromises testing materials, effects the safety of operations staff working at the site.

Recommendation

- We recommend moving the blower out of the building or making HVAC improvements to regulate the building's temperature.

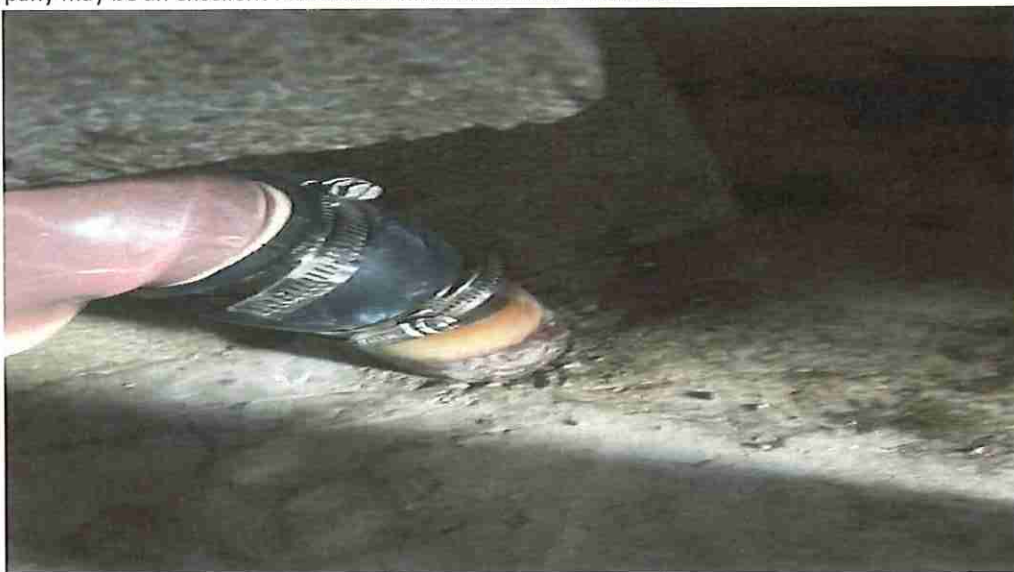
Finding and Observation

- The blower is not secure to the floor and not connected using materials that are able to handle the heat from the fan and the friction caused by unstable installation. This has caused an air leak, and melting is occurring.



Recommendation

- NSU recommends finding solutions to the ventilation and materials involving the blower. An HVAC company may be an excellent resource to find solutions to the issues.

Cost

- An HVAC company may be an excellent resource to find solutions to the issues.

Findings and Observations

- The main filter for the MBBR mixer has not been changed for an unknown amount of time. The filter was cleaned by NSU, but we recommend finding brand new filters for the unit and installing them periodically for optimal operation.

Cost

- A six pack of filters is estimated at \$75.

Finding and Observations

- Pocket Gophers have colonized the drainfield. This effects the operational capability of the drainfield by compromising the soils. NSU spotted around 40 gopher mounds within the drainfield area. *[5.26.55- Routine maintenance shall be conducted to discourage the presence of rodents and other burrowing animals and deer on the soil treatment system and to allow inspection of observation ports installed in the soil treatment system(s) inspection pipes Minn. R. 7001.0150, Subp, 3(F)]*

Cost

- NSU charges a rate of 0.75 labor hours per gopher caught. We estimate a total of fifteen gophers culled in 2026.



Finding and Observations

- A lid at the south site influent tank is severely damaged and must be replaced immediately.

Cost

- For an insulated fiberglass lid with Gasket installed will be estimated at \$500.

Findings and Observations

- Daily flow reporting is required by permit. There is no ability of the system to see daily flow without daily site visits by personnel.

Recommendation

- Daily flow logging could be available with an addition to the panel, a cellular modem connection that would allow the site to viewed daily from a remote location. Or personnel on site each day to log totalizers.

Cost

- Further research to find pricing and options would be needed for an accurate representation of cost. However, in the past different retrofit options have ranged from \$3,000-\$5,000 depending on the need of the facility.

Finding and Observation

- The two flowmeters within the Frontier Trails system must be calibrated and/or checked two times per year by permit. *[5.28.100 Equipment Calibration: Flow meters, pumps, flumes, lift stations or other flow monitoring equipment used for purposes of determining compliance with the permit shall be checked and/or calibrated for accuracy at least twice annually. [Minn. R. 7001.0150, 23(B and C)]*

Recommendation

- NSU recommends obtaining the services of a flow meter calibration company to service both flow meters once per year and NSU can confirm functionality as a “check” for the second event required.

Cost

- Cost of services from a calibration company is unknown. If requested, NSU can research and communicate the need for service with an accredited calibration company, request the work, and ensure the work is completed. The second “check” would be standard operations procedures.

The prior service provider may have been manipulating treatment results by settling effluent samples in a small bucket after the sample was out of the tank. This would be a method of providing better results by artificially removing TSS and TKN from the effluent.

- Evidence of this sample manipulation is supported by equipment at the site, such as a small bucket by the dose tank, breakers, and bailers. Conversations on site with City employee Zach Good indicated this activity may have been occurring.
- Settling of TSS (Total Suspended Solids) in a small bucket prior to bottling a sample would put a better result to the lab for testing. TSS, TN, and CBOD would all be impacted by small scale settling. NSU raises this point to bring attention to the fact that sample results from the past may have been artificially improved.
- The MPCA permit requires that representative samples be collected representing the effluent of the system. *[5.28.96) Representative Sampling. Samples and measurements required by this permit shall be conducted as specified in this permit and shall be representative of the discharge or monitored activity.]*

This document contains a summary of the Frontier Trails Waste Treatment Site needs and solutions to those needs.

If there are any questions, please contact me directly at:

Greg Flood
Natural Systems
763-620-0706
gflood@nsuwater.com

Repair Management
BY NAVISTAR

NORTH CENTRAL INTL LLC
375 33RD AVE. S - SAINT CLOUD, MN 563013751

Phone: (320) 251-9511 - Fax: (320) 251-9523

Estimate Number: 5021622 - RO Number: N/A

Service Writer: Lance Haegele - Date: 12/30/2025 8:56 AM (C)

Currency: USD



Unit No:

Baldwin, City Of

VIN: 1HTGSSHT5CJ659468
Model: 7600 SBA 6X4 2010
Engine: MAXXFORCE 11 390 HP/2100 RPM GOV SPD
Make: International
Delivered: 3/16/2012
In Service: 13 Years 9 Months
Mileage: 0 Eng Hrs: 0

Recall/AFC: No

Contact Name: Zach z
Position: service-primary
Phone: (763) 286-3394
E-Mail: maintenance@baldwintwpmn.com
PO Number:

Operation (All Sections)	Labor Cost	Parts Cost	Core Charge	Total Cost
Exhaust Manifold And/Or Gasket, Replace (1) BOLTS AND GASKET KIT, EXHAUST MANIFOLD, THICKER FLANGE (1) MANIFOLD, EXHAUST, REAR (1) MANIFOLD, EXHAUST, MIDDLE (1) MANIFOLD, EXHAUST, FRONT (4) NUT, HEX FLANGE M10 M10 (4) BUSHING, SPACER HIGH TEMP (1) TUBE ASSY, OIL SUPPLY, TURBO (1) FITTINGS KIT, SUPPLY LINE, TURBO (1) GASKET, TURBINE INLET (1) EPI [SUPERCEDED] ITEM	\$3,182.00	\$2,896.01	\$0.00	\$6,078.01
Steam Cleaning - Fixed Cost	\$0.00	\$0.00	\$0.00	\$92.50
Road Test / Test Drive - Fixed Cost	\$0.00	\$0.00	\$0.00	\$92.50

Notes: [12/30/2025 8:56 AM] - Dealer: Exhaust manifold leak
Reseal / Replace exhaust manifold
Steam clean engine
Road test

Parts: \$2,896.01
Core: \$0.00
Labor: \$3,182.00
Other Items: \$185.00
Shop: \$250.00
Tax: \$0.00
TOTAL: \$6,513.01

This estimate is subject to teardown and inspection of parts. Should estimate change at time of teardown estimate will be updated and further authorization will be needed. Estimate is valid for 30 days. I, the undersigned, authorize you to perform the repairs and furnish the necessary materials. I understand any costs verbally quoted are an estimate only and not binding. Your employees may operate vehicle for inspecting, testing and delivery at my risk. You will not be responsible for loss or damage to vehicle or articles left in it. The dealership is not responsible for damages from freezing while outside including lack of antifreeze, gelled fuel or frozen batteries.

Ralph Biniek's Heavy Repair LLC

10583 250th St.

Onamia, MN 56359

+17632380000

biniekralph@gmail.com

Estimate

ADDRESS

Baldwin Township

30239 128th ST

Princeton, MN 55371

ESTIMATE # 1013**DATE 12/18/2025**

DATE	ACTIVITY	QTY	AMOUNT
12/18/2025	Labor Remove & replace Exhaust manifold gaskets.	14.60	2,190.00
12/18/2025	Parts Gasket kit Center, Exhaust manifold 3007656C97	1	460.97
12/18/2025	Parts Seals Kit Turbo 3007662C94	1	288.75
12/18/2025	Parts Hose EGR low temp 3005967C2	1	134.08
12/18/2025	Parts Gasket kit Thermostat Housing 7092260C92	1	184.80
12/18/2025	Parts Gasket kit EGR cool side 3007666C92 I need a ST-3 form for tax exempt	2	114.00

Unit 30 1HTGSSHT5CJ659468
Maxxforce 11 2011

SUBTOTAL

3,372.60

TAX

0.00

TOTAL

\$3,372.60

Accepted By

Accepted Date