



AGENDA FOR JANUARY 21ST, 2026
CITY OF BALDWIN REGULAR MEETING
7:00 p.m.
(Revised 1/16/2026)

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:

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 Exempt Gambling Permit for Christ Our Light Church, Event on April 10th, 2026
- Approve Exempt Gambling Permit for Knights of Columbus, Event on August 20th, 2026
- Approve Clerk Attending Municipal Clerks and Finance Officers Association Conference on March 25th – March 27th, 2026
- Approve City Council Meeting Minutes for December 15th, 2025
- Approve City Council Meeting Minutes for January 7th, 2026
- Approve Ordering of 11 EMS Signs

Engineering:

- a. Discuss/Approve/Disapprove 278th Culvert Grading Project Quotes
- b. Discuss Plans for 100th Street and 297th Avenue
- c. Discuss Catch Basin and Curb Quotes for Lake Diann and Sandy Lake
- d. Discuss Reclaim and Pave Project for 299th Avenue, 300th Avenue, and 129th Street

Frontier Trails Update:

- a. Discuss Revenue/Expenditures and Monthly Report from NSU – Jay Swanson
- b. Discuss/Approve/Disapprove NSU Summary of Needs and Findings – Jay Swanson

Road Report – Alan Walker

- a. Discuss Public Works Report
- b. Discuss Letters Sent to Residents on October 28th, 2025 on Brush Chipping – Jay Swanson

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.

- c. Discuss OSHA Training from 2024 – Jay Swanson

Tabled Items:

- a. Discuss City Council Goals for 2026 – Jay Swanson
- b. Discuss Time Tracking Method – Jeff Holm

New Business:

- a. Discuss/Approve/Disapprove Resolution 26-03; Authorizing Interfund Transfer – Jay Swanson
- b. Discuss Unsigned Encroachment Agreements – Attorney
- c. Discuss/Approve/Disapprove City Planning and Zoning Administrator Attending all City Council Meetings – Jay Swanson
- d. Discuss City Signs on Highway 169 – Jay Swanson/PC
- e. Discuss Post Office Address – Jay Swanson
- f. Discuss/Approve/Disapprove Resignation of Fire Fighter; Joseph Pramann Effective January 15th, 2026 – Scott Case
- g. Discuss/Approve/Disapprove Resignation of Park Committee Chair; Zac Good Effective January 15th, 2026 - Tom Rush

Announcements:

- a. Infrastructure Committee Meeting Thursday, January 22nd, 2026 at 7:00 p.m.
- b. Planning Commission Meeting Wednesday, January 28th, 2026 at 7:00 p.m.
- c. Public Works Supervisor on Vacation Leave January 23rd, 2026 – January 27th, 2026
- d. Blue Hill Fire Contract Meeting Monday, February 2nd, 2026 at 6:00 p.m.
- e. Next City Council Meeting Wednesday, February 4th, 2026, Board of Audit Starting at 6:00 p.m., City Council Meeting Starting at 7:00 p.m.

Any Other Business:

Approve Bill for Payment:

Adjourn:

CITY OF BALDWIN

*Cash Balances

Cash Account: 10100

January 2026

01/16/26 1:23 PM
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Fund	Transfers				Balance No	
	Begin January 2026	Receipts	Disbursements	Rec/Disb	Investments	Balance
10100 - Old National Bank						
101 - General Fund	(\$677,957.27)	\$5,747.96	(\$27,472.05)	\$0.00	(\$691,395.26)	In Bal (\$691,395.26)
225 - Cemetery Fund	\$7,430.86			\$0.00	\$7,089.01	In Bal \$7,089.01
250 - Fire Fund	\$123,453.92	\$5,697.50	(\$700.51)	\$0.00	\$57,413.67	In Bal \$57,413.67
275 - Street Capital	\$858,683.92	\$15,000.00		\$0.00	\$873,683.92	In Bal \$873,683.92
290 - Permits	\$167,229.96			\$0.00	\$167,229.96	In Bal \$167,229.96
301 - G.O. 2017A	\$386,482.72		(\$193,979.55)	\$0.00	\$192,503.17	In Bal \$192,503.17
302 - G.O. 2024A	\$72,214.85		(\$81,656.50)	\$0.00	(\$9,441.65)	In Bal (\$9,441.65)
401 - Capital Project Fund	\$157,907.69			\$0.00	\$157,907.69	In Bal \$157,907.69
402 - Fire Services	\$14,227.19			\$0.00	\$14,227.19	In Bal \$14,227.19
403 - Fire Infrastructure Fund	\$240,472.06			\$0.00	\$240,472.06	In Bal \$240,472.06
404 - Parks Capital Fund	\$71,338.44		(\$9,630.00)	\$0.00	\$61,708.44	In Bal \$61,708.44
602 - Sewer Fund	\$86,958.17	\$4,249.00	(\$54,324.40)	\$0.00	\$36,882.77	In Bal \$36,882.77
801 - Developers Account - Escrow	\$188,228.69	\$145.90		\$0.00	\$188,374.59	In Bal \$188,374.59
802 - Baldwin Estates Escrow	\$1,489.61			\$0.00	\$1,489.61	In Bal \$1,489.61
804 - Buck Run Escrow	\$15,756.81			\$0.00	\$15,756.81	In Bal \$15,756.81
805 - Sumser Farms 1st Addt Escr	\$2,186.41			\$0.00	\$2,186.41	In Bal \$2,186.41
MTD Amounts						
Begin	\$1,716,104.03		Investments	\$0.00	Begin + YTD	\$0.00
Receipt	\$30,840.36		Petty Cash	\$0.00		\$0.00
Disbursements	(\$367,763.01)		Savings	\$0.00		\$0.00
Transfers Rec/Disb	\$0.00		Money Market	\$0.00		\$0.00
Transfers JE	\$0.00					
JE Payroll	(\$63,092.99)		Balance	\$1,316,088.39	In Balance	

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Christ Our Light Catholic Parish

Previous Gambling Permit Number: X- 48001-25-064

Minnesota Tax ID Number, if any: 1619218

Federal Employer ID Number (FEIN), if any: 27-2606585

Mailing Address: 11700 293rd Ave NW

City: Princeton State: MN Zip: 55371 County: Sherburne

Name of Chief Executive Officer (CEO): Fr. Kevin Anderson

CEO Daytime Phone: 763-389-2115 CEO Email: frkevin@christourlightmn.org
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): davidb@christourlightmn.org

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☒ Religious ☐ Veterans ☐ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:

www.sos.state.mn.us

651-296-2803, or toll free 1-877-551-6767

☐ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☒ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted
(for raffles, list the site where the drawing will take place): Christ Our Light Catholic Parish

Physical Address (do not use P.O. box): 11700 293rd Ave NW

Check one:

☒ City: City of Baldwin Zip: 55371 County: Sherburne

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): 4/10/26

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
☐ The application is acknowledged with no waiting period. ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city). ☐ The application is denied.	☐ The application is acknowledged with no waiting period. ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days. ☐ The application is denied.
Print City Name: _____	Print County Name: _____
Signature of City Personnel: _____	Signature of County Personnel: _____
Title: _____ Date: _____	Title: _____ Date: _____
The city or county must sign before submitting application to the Gambling Control Board.	TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)
	Print Township Name: _____ Signature of Township Officer: _____ Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Fr. Kevin Anderson Date: 12/19/25
 (Signature must be CEO's signature; designee may not sign)

Print Name: Fr. Kevin Anderson

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
 1711 West County Road B, Suite 300 South
 Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Knights of Columbus #8571

Previous Gambling Permit Number: X-93698

Minnesota Tax ID Number, if any: _____

Federal Employer ID Number (FEIN), if any: 41-1482010

Mailing Address: 11700 293rd Ave NW

City: Baldwin State: Mn Zip: 55371 County: Sherburne

Name of Chief Executive Officer (CEO): Joseph Crawford- Grand Knight

CEO Daytime Phone: 763-656-9178 CEO Email: crawfordjosephmn@gmail.com

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☒ Fraternal ☐ Religious ☐ Veterans ☐ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

☐ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☒ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Christ Our Light Catholoci Church

Physical Address (do not use P.O. box): 11700 293rd Ave Nw

Check one:

☒ City: Baldwin Zip: MN County: Sherburne

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): August 20, 2026

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

**CITY APPROVAL
for a gambling premises
located within city limits**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

**COUNTY APPROVAL
for a gambling premises
located in a township**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Joseph Crawford Date: 11/10/2026

(Signature must be CEO's signature; designee may not sign)

Print Name: Joseph Crawford- Grand Knight

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

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application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

BINGO AND RAFFLE – Checklist for Excluded/Exempt Permits

The purpose of this form is to help your organization conduct excluded/exempt gambling in compliance with the requirements listed below. Exempt and Excluded activities cannot be conducted in the same calendar year. The five forms of lawful gambling are bingo, paddlewheels, pull-tabs, raffles and tipboards. Detailed information regarding each requirement is available by clicking on the following links [in blue italics]: 1) applicable statutes and rules; 2) the [Lawful Gambling Manual](#); 3) the online class, ["Conduct of Raffles"](#); and 4) the [phone number and email address](#) of your county's Licensing (license, permits and leases) and Compliance (conduct and reporting) Specialists.

Check Box	RAFFLES
☒	1. Tickets are printed in accordance with MN Rule 7861.0310 .
☒	2. Tickets contain the sequential number of the raffle ticket. Theatre style tickets may be used. (349.173)
☒	3. A list of prizes and a statement of other relevant information is made available to ticket purchasers. (349.173)
☒	4. The organization must pay in full or otherwise become the owner of all prizes prior to the raffle drawing, except for raffles with gross receipts of \$60 or less. (7861.0260)
☒	5. A merchandise certificate is used when a prize requiring registration or licensure (guns, cars, ATVs, etc.) is offered. (7861.0260)
☒	6. Prizes must not consist of lawful gambling equipment including raffle tickets for another raffle. (7861.0260)
☒	7. The total value of lawful gambling prizes awarded (use fair market value for donated prizes) does not exceed \$50,000 in a calendar year. (349.166)
☒	8. Cash must not be substituted for merchandise prizes that have been won. (7861.0260 Subp. 4C(2))
☒	9. Alcohol is only awarded as a prize to persons who demonstrate that they are 21 years of age or older. (340A.707)
☒	10. Only cash, personal checks, cashier's checks, money orders, travelers' checks, and debit cards may be accepted for the purchase of tickets (NO CREDIT CARDS – NO INTERNET SALES). (349.2127) (7861.0260)
☒	11. The method of winner selection cannot be manipulated or based on the outcome of an event not under the organization's control. (349.173)
☒	12. Persons are not required to be present at a raffle drawing to be eligible to win. (349.173) (7861.0310)
☒	13. Raffle tickets are not sold to or won by persons under age 18. (349.181) (7861.0310)
☒	14. Purchasers are not required to buy anything other than the ticket. (349.173) (7861.0310)
☒	15. Clear and legible house rules in accordance with MN Rule 7861.0310 are prominently posted at the point of winner selection.
☒	16. An exempt permit financial report (LG220A) must be submitted to the Gambling Control Board within 30 days of the gambling occasion. (349.166)
	BINGO
	1. Clear and legible house rules in accordance with MN Rule 7861.0270 are prominently posted at the point of winner selection.
	2. House rules include the policy on declaring bingo and last number called. (7861.0270 Subp. 2A(1))
	3. House rules include the reasons for potentially cancelling bingo occasions. (7861.0270 Subp. 2A(1))
	4. All sales must be on a cash basis and take place at the permitted premises during or immediately prior to the bingo occasion. (NO CREDIT CARDS – NO INTERNET SALES) (7861.0270 Subp. 5B(1))
	5. Bingo paper must not be offered for free or discounted unless the price is reduced with a coupon. (7861.0270 Subp. 5B(7))
	6. Bingo balls must be available for inspection by at least one player before the occasion begins to determine that all are present and in operating condition. (7861.0270 Subp. 3A)
	7. No reservation of bingo cards or bingo paper for any person (7861.0270 Subp. 3F)
	8. Bingo records (including bingo program) must be kept for 3½ years. (7861.0270 Subp. 11)
	BINGO AND RAFFLES
☒	1. Gambling records must be kept for 3½ years. (7861.0310)
☒	2. Gambling funds may only be spent for allowable expenses and lawful purposes. (349.12 Subd. 3a) (349.12 Subd. 25) (mn.gov/gcb/faq-exemptexcluded.html) and (mn.gov/gcb/assets/infosheetspendinggamblingfunds.pdf)



Knights of Columbus

10/15/2025

Date

THIS CERTIFICATE HAS BEEN ISSUED FOR REINSTATEMENT PURPOSES ONLY. A NEW CERTIFICATE WILL BE ISSUED ONCE YOUR EIN HAS BEEN REINSTATED BY THE IRS.

CERTIFICATE OF EXEMPTION

TO WHOM IT MAY CONCERN:

RE: FEDERAL INCOME TAX EXEMPT STATUS

Knights of Columbus:

PRINCETON COUNCIL 8571

A Knights of Columbus affiliated Council

Instituted: **02/01/1984**

EIN: 41-1482010

This certifies that the above Council was duly constituted and is recognized by the Supreme Council of the Knights of Columbus, the central organization, as an affiliated unit at its institution date and is an active Council in good standing. This Council is included under a group exemption ruling from the Internal Revenue Service initially issued in 1940 to the Knights of Columbus Supreme Council, exempting it from Federal Income Tax pursuant to Internal Revenue Code Section 501(c)(8). The attached are true copies of the most recent supplemental rulings received regarding this exemption.

KNIGHTS OF COLUMBUS

John A. Marrella
Supreme Secretary

TJR/cvc
Attachments

Revised October 2024

MCFOA Conference at a Glance (See Whova schedule for detailed break-down)

TUESDAY - March 24, 2026 - Pre-Conference

8:00-9:00 am	Check-In & Breakfast.....	Main Entrance 1
9:00 am-3:00 pm	Athenian Dialogue: <i>Juliette Gordon Low: The Remarkable Founder of the Girl Scouts</i> by Stacy A Cordery.....	Captain's Room
9:00 am-4:00 pm	New City Clerk Orientation and Election Administration.....	Harvest Room A
12:00-12:30 pm	Lunch.....	Garden City Ballroom
4:30-7:00 pm	On-Site Conference Check-In.....	Main Entrance 1
4:30-5:30 pm	MCFOA Board Meeting (Board Only).....	Morgan*
5:30-6:30 pm	President's Reception.....	Garden City Ballroom

WEDNESDAY - March 25, 2026 - Conference Day 1

7:30-8:30 am	On-Site Conference Check-In Breakfast.....	Main Entrance 1/Garden City Ballroom
8:00-8:30 am	First Time Attendee Welcome Breakfast.....	TBD
8:30-8:45 am	Welcome and Presentation of Colors National Anthem.....	Garden City Ballroom
8:45-10:00 am	Opening Keynote with Michael Hingson.....	Garden City Ballroom
10:15-11:30 am	Concurrent Sessions #1 (CHOOSE ONE) - NOTE: Session NUMBERS may have been changed - be sure to note Session TITLE	
	1. Going Beyond the Ashes of Change to the Building Blocks of Success.....	TBD
	2. Council Staff Relations.....	TBD
	3. Mental Health - Burnout in the Workplace.....	TBD
	4. So...You're Also Doing Communications?.....	TBD
11:30 am	Exhibit Hall Opens Silent Auction Begins.....	Carriage Hall
12:00-1:00 pm	Lunch Vendors @ 11:00 am.....	Carriage Hall
1:00 pm	Vendor Show Continues Door Prizes @ 1:30.....	Carriage Hall
2:30 pm	Vendor Show & Silent Auction Ends Payment Due by 3:00.....	Carriage Hall
3:00-4:15 pm	Concurrent Sessions #2 (CHOOSE ONE) - NOTE: Session NUMBERS may have been changed - be sure to note Session TITLE	
	5. Small Cities Round Table Discussion.....	TBD
	6. Charitable Gambling: In a Nutshell.....	TBD
	7. Parliamentary Procedure (Minutes Best Practices).....	TBD
	8. MN Paid Family & Medical Leave.....	TBD
4:20-5:20 pm	Nominations & Interviews.....	Harvest Room A
4:30-7:45 pm	DJ Entertainment Cocktails Appetizers IIMC & MCFOA Drawing.....	Garden City Ballroom
7:45 pm	Dinner <u>On OWN</u>	Off-Site

THURSDAY - March 26, 2026 - Conference Day 2

8:00-9:00 am	On-Site Conference Check-In Breakfast.....	Main Entrance 1/Carriage Hall
9:00-9:45 am	Business Meeting Oath of Office	Carriage Hall
10:00-11:15 am	Elections with Secretary of State General Session.....	Carriage Hall
11:30 am-12:45 pm	Concurrent Sessions #3 (CHOOSE ONE) - NOTE: Session NUMBERS may have been changed - be sure to note Session TITLE	
	9. Budgeting Best Practices and Understanding Reserves.....	TBD
	10. Candidate Filing.....	TBD
	11. Stamp, Sign, Repeat: Notary Basics	TBD
	12. From First Look to First Day: Crafting City Employee Packets.....	TBD
12:45-1:45 pm	Awards Luncheon.....	Carriage Hall
1:45-3:00 pm	Concurrent Sessions #4 (CHOOSE ONE) - NOTE: Session NUMBERS may have been changed - be sure to note Session TITLE	
	13. Elections Updates (REPEAT).....	TBD
	14. Cannabis Legislative Updates (REPEAT).....	TBD
	15. AI for City Clerks (REPEAT).....	TBD
	16. Elections Advisory Committee Round Table Discussion.....	TBD
3:15-4:30 pm	Concurrent Sessions #5 (CHOOSE ONE) - NOTE: Session NUMBERS may have been changed - be sure to note Session TITLE	
	17. Elections Updates (REPEAT).....	TBD
	18. Cannabis Legislative Updates (REPEAT).....	TBD
	19. AI for City Clerks (REPEAT).....	TBD
	20. Write it Right: Mastering Staff Reports, Ordinances, and Resolutions.....	TBD
5:00-6:30 pm	Cocktail Hour Pizza & Taco Bar Pajama <u>OR</u> Super Hero Party!.....	Carriage Hall
6:45-7:45 pm	Comedy Sportz Entertainment (Followed by IIMC/MCFOA Drawing).....	Carriage Hall

FRIDAY - March 27, 2026 - Final Conference Day

8:00-9:00 am	Breakfast.....	Carriage Hall
9:00-10:15 am	Concurrent Sessions #6 (CHOOSE ONE) - NOTE: Session NUMBERS may have been changed - be sure to note Session TITLE	
	21. Healthy Workplace Culture.....	TBD
	22. Website Accessibility.....	TBD
	23. Digital Record Keeping.....	TBD
	24. Laserfiche (Electronic Storage).....	TBD
10:30-11:45 am	Closing Keynote with Julie Sampson.....	Carriage Hall
11:45 am	Final Announcements & IIMC/MCFOA Drawing.....	Carriage Hall

Adventures in Clerking

We're thrilled to welcome you to a week dedicated to learning, connection, and celebration. This year's theme, *Adventures in Clerking*, honors the dedication and professionalism you bring to your communities each day. Our hope is that this conference sparks inspiration, provides practical tools, and creates meaningful opportunities to connect with colleagues from across Minnesota.



Tuesday, March 24th: Optional Pre-Conference Sessions

- Athenian Dialogue: "Juliette Gordon Low: The Remarkable Founder of the Girl Scouts," facilitated by Kary Tillmann (all day)
- New City Clerk Orientation and Election Administration facilitated by Daphney Maras and Cindy Anderson (all day)

Keynote & General Session Speakers

Wednesday: Michael Hingson – "What Would You Do When..."

Thursday: Secretary of State, Steve Simon – "Elections"

Friday: Julie Sampson – "Breakthrough Conversations"

Educational Sessions and Trade Show

A total of 24 educational sessions will be held on a wide range of topics; note that there will be sessions held on Friday morning. The annual trade show will be held on Wednesday; this is a great opportunity to learn about new products and services that can help you perform your job.

Entertainment

The President's Reception will be held on Tuesday night to kick off the conference. On Wednesday night, join us for a social hour, light appetizers, and DJ entertainment. It doesn't stop there! Make sure to wear either your pajamas, or dress up as your favorite super hero Thursday evening, and enjoy a pizza and taco bar. Our featured entertainment will be Comedy Sportz.

MCFOA Organization

- The board will meet on Tuesday afternoon and again on Friday at the conclusion of the conference. Nominations for Board positions will be held on Wednesday at 4:20 PM. If you are interested in serving on the board, please submit an application to the Nominations Committee.
- The annual Awards Luncheon will be held on Thursday at 12:45. Normally, we encourage you to wear your region colors on Wednesday, however, please save that for Thursday!
- The Annual Business Meeting will be held on Thursday morning, and this includes elections for board members.
- The Silent Auction is held on Wednesday afternoon in the exhibit hall!
- IIMC and **NEW THIS YEAR:** MCFOA Conference drawings will be the last item of business on Friday morning – All MCFOA members in attendance are eligible for one of the trips to the annual IIMC Conference and to the 2027 MCFOA Conference. This year's IIMC conference will be located in Reno, Nevada for their 80th anniversary.

The Committee encourages you to come to the conference and celebrate our achievements! Thank you for everything you do in your roles, and thank you for attending this year's conference.

Sincerely,

Daphney Maras, City Clerk - MMC
Vice President & Planning Committee Chair

Special Features

Location/Accommodations

Same as last year, we will be located at the Heritage Center in Brooklyn Center, MN. The primary room block is set up at The Embassy Suites, but **PLEASE NOTE:** the block at the Embassy is already full. Thankfully, we have two overflow blocks. The first is just steps away in the same parking lot at The Fairfield Inn & Suites. The other is just 5 minutes away at The Comfort Inn. Each hotel provides overnight guests with a broad range of amenities including heated swimming pools, exercise areas, and dining facilities.

The sleeping room blocks (Embassy Suites-\$129/night plus tax, Fairfield Inn & Suites - \$129/night plus tax, and Comfort Inn-\$119/night plus tax) are being held until February 21st, or until they are sold out. Make your overnight reservations via phone or booking link. A booking link to both hotels can be found on the [PACE website](#).

OPTIONAL Tuesday Pre-Conference Workshops

This year's conference includes two pre-conference training options on Tuesday, March 24th. At 9:00 AM, join Daphney Maras, City of Albert Lea, and Cindy Anderson, City of Eden Valley, for a full-day orientation for New City Clerks, or join a full-day Athenian Dialogue moderated by Kary Tillmann, City of Zimmerman. She will be leading a discussion on the book, "Juliette Gordon Low: The Remarkable Founder of the Girl Scouts," by Stacy A Cordery. We are not offering half-day sessions this year. **Please keep in mind:** pre-conference sessions are **NOT** included in your conference registration fee, and are charged separately.

CMC/MMC/EPP Points

This year's education-rich conference offers numerous opportunities to earn CMC/MMC/EPP Education Points. Even the pre-conference sessions provide opportunity for IIMC credits. You can find more information in your final program and in the conference app, Whova, to receive these points.

For those pursuing CMC (Certified Municipal Clerk), MMC (Master Municipal Clerk), or EPP (Education Plus Program) credit, this conference provides 1 CMC Education or 1 MMC Advanced Education point for every 4 hours of approved participation in combination with a completed learning assessment. Participants will receive an automatically-generated certificate after completing each assessment in FlexiQuiz. If IIMC Points will not play a role in your ongoing education plans, then you need not take the assessments.

Continuing Education Units/Customized Certificates

For those who are not tracking Education Points, but desire a certificate for CEUs (Continuing Education Units) or Certificate of Attendance, you may request if it meets the criteria you need. A CEU is defined as, "10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction." If you want a customized certificate, the cost is \$15 each. St. Cloud State University will be in touch for the specific certificate you are requesting, and provide your certificate by email.

Instructional Materials/Speaker Handouts

This year, all speaker handouts from keynote and concurrent sessions will be downloaded directly into the Whova Conference App. This will allow you to print out all materials or load to your devices in advance for use during the conference.

Wednesday Vendor Show

For the very first time, the exhibit show will take place on Wednesday instead of Thursday. In addition, we are offering a **dedicated, 3-hour window** to spend with vendors from around the country showcasing their products and services to make a big difference in your daily work lives. ***It's extremely important to visit their booths as their support of the conference keeps your attendance costs as low as possible.***

Wednesday Silent Auction

The popular silent auction starts at 11:30 AM. Take time to view and bid on items donated by clerks and finance officers throughout the state, as well as items from our generous sponsors and exhibitors. Be sure to bid often... **Please note: the Silent Auction closes at 2:30 PM.** Silent Auction items must be paid for and picked up by 3:00 PM on Wednesday, March 25th. If you are not able to stay for the end of the Silent Auction, please make arrangements to have a colleague pick up your item(s). Proceeds from the auction support the Association's training, scholarship programs, and 3 lucky winners will be granted conference registration and travel costs to attend the 2026 IIMC Annual Conference in Reno (**Winners must be active MCFOA members at the time of the drawing**). **NEW THIS YEAR:** 3 lucky winners will also be granted conference registration to attend the 2027 MCFOA Annual Conference.

Wednesday Evening

After the vendor show ends, breakout sessions will take place from 3:00-4:15 PM. Once your learning is over for the day, kick back, relax, and have a fun time from 4:30-7:30 PM. Enjoy a cash bar, light appetizers, and DJ Entertainment put on by your conference entertainment committee! **Dinner will be on your own on Wednesday night.**

Thursday Highlights

Don't forget to wear your region colors, and join us for our annual awards luncheon. Then, make sure to stick around for cocktail hour, followed by a **Pizza & Taco Bar**. Either wear your pajamas, **OR** dress up as your favorite super hero! The choice is yours! After your meal, Comedy Sportz will keep you laughing throughout the evening. **Please note:** registration is required for the dinner buffet, so if you sign up, please make sure to attend, and if you don't sign up, please do **NOT** attend, as the venue will not have a meal prepared for you.

Conference Updates

You asked! We listened! See next page for important updates.

****Dietary Restrictions:** for those with allergies, a menu will be sent ahead of time, and the Chef will provide labeled options for you in the buffet line. If you have questions or concerns, please email Kassidi at kassidi.andres@stcloudstate.edu.

Conference Updates

We have some exciting news to share! Based on last year's conference feedback, we have implemented a few changes! These changes include:

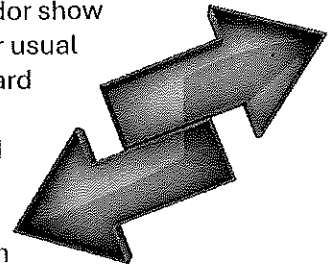
Beverage Breaks

We heard from several conference attendees that they would really like to have soda as a beverage option. We were able to meet somewhere in the middle: sodas will be offered on a "first come, first served" basis, and they will replace some AM or PM breaks, depending on the day. So, if you see "Bathroom & Beverage Break" on the schedule, that means there will be no food during that timeframe: just water, coffee, tea, and of course, canned soda.



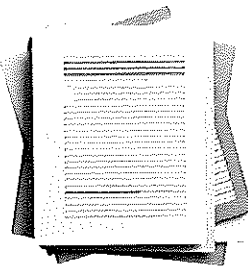
Thursday Room Swap

You're probably curious to know why our vendor show is taking place on a Wednesday instead of our usual Thursday. Well, there's a reason for it! We heard that the Garden City Ballroom felt a little too crowded at the 2025 conference. We decided to have the vendor show on Wednesday, and swap rooms on Thursday. So, our general session/entertainment/meal room will start in the Garden City Ballroom on Wednesday, and flip to Carriage Hall (your vendor show room) on Thursday & Friday to allow for more space!



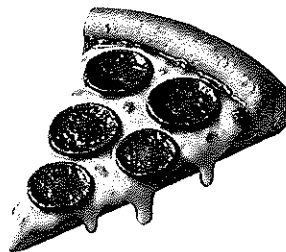
Handouts Stored in Whova

Unfortunately, storing handouts in the Google Drive didn't quite work out as planned last year...this year, all handouts will be stored directly in the Whova Conference App to reduce confusion and unnecessary headache. Just click on your session, and your handouts will be stored right there!



Pizza & Taco Buffet

Your MCFOA President loves pizza and tacos, so why not have a fun, casual, pizza & taco buffet for Thursday's dinner? Instead of a plated banquet, go through the buffet line, and enjoy some staple, comfort foods. Also, don't forget to dress up as your favorite Super Hero, or get comfy in PJ's.



Registration Information

Rates & Inclusions

The MCFOA earlybird member rates are **\$395/person** (through February 24, 2026) or **\$420** (after February 24, 2026). To qualify for these rates, individuals must be current, paid members of MCFOA. The non-member rate is **\$500**. To determine membership status, contact Betsy Snyder (MCFOA Administrative Assistant) at adminasst@mcfoa.org.

All above fees include tuition for Wednesday-Friday, instructional materials, Wednesday evening entertainment, Thursday evening entertainment, two lunches, three breakfasts, all refreshment breaks, and a Thursday evening buffet dinner. Appetizers are first come, first served, and **NOT** guaranteed. **Wednesday dinner is on your own.**

MCFOA retirees can register at a special rate of **\$325**, and **must pay an additional \$45 to attend Thursday's dinner**. To be eligible for this reduced rate, you must not be employed by or under contract with a Minnesota community.

Registration fees for Tuesday's pre-conference workshops are in addition to the overall conference amounts:

- Full-day sessions: Member rate **\$100/person**; Non-member rate **\$125/person** (lunch included). **Athenian Dialogue participants MUST be an MCFOA member.**

Important Information – Please Read!

Registrations must be received no later than **March 3, 2026**. Any registrations received/postmarked after March 3, 2026 will incur a **\$25 late registration fee**. On-site registrations will **not** be accepted.

NEW THIS YEAR: Payment must be received **no later than March 10, 2026**. If payment is not received, your registration is not valid, and you will not be permitted to participate in the conference.

Also, please note that SCSU has a policy that a **\$25 late fee** will be applied for payments not received within 30 days of the invoice date. Upon completion of registration for the conference, registrants will receive an electronic confirmation **ONLY** if an email address was provided.

Online registration is available at the [PACE website](https://pacestcloudstate.edu).

- While we hope to accommodate the request of participants selected for each breakout session room, you may be asked to consider another session due to capacity restrictions.
- You will not be able to change your breakout sessions this year. Make a note of what you signed up for by creating your own schedule in the conference app.
- You will receive a confirmation email of your registration (Note: may be sent to your Junk/Spam folder). The concurrent sessions selected will **not** be in the confirmation email.

Register online with a credit card. If paying with purchase order/check, register online and check the box for "pay later". Roxann Neu will generate an invoice for payment after registration has been completed. Questions, reach out to Roxann at reneu@stcloudstate.edu.

Additional Lunch or Entertainment Tickets

Have a guest you'd like to bring? Additional lunch tickets are **\$35/person**, and entertainment tickets are **\$45/person**. Tickets will not be available on-site, so make sure you have registered and ordered prior to the registration deadline date.

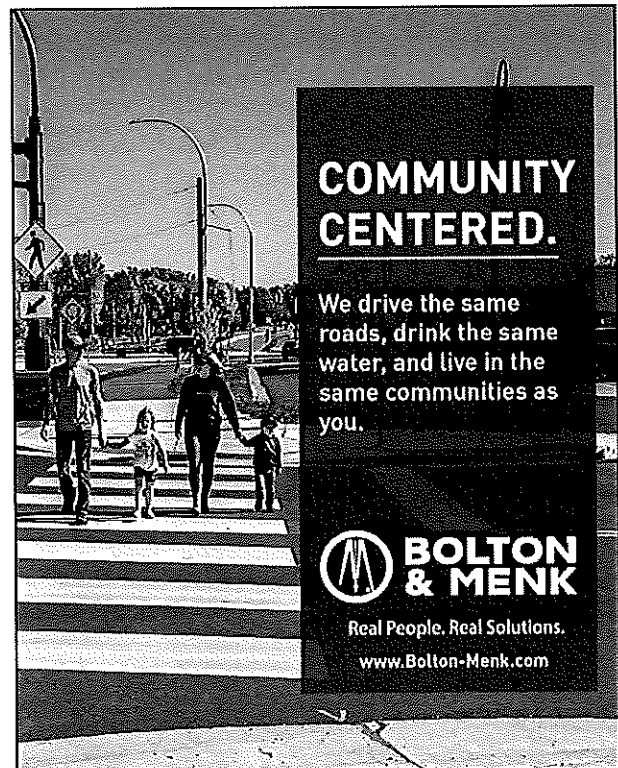
Cancellations/Refunds

Fees will be refunded (less a \$25 service fee) only if cancellation is received via email (PACE@stcloudstate.edu) by **March 3, 2026**. If you do not cancel your registration and do not attend, a refund will not be provided. Should inclement weather (or other circumstances beyond our control) necessitate program cancellation or postponement, you will receive communication from Kassidi Andres.

For Further Information

For program questions, please contact:
Kassidi Andres at kassidi.andres@stcloudstate.edu, 320-308-5759.

For registration questions, please contact:
Roxann Neu at reneu@stcloudstate.edu, 320-308-4962.



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Agenda – Whova app will include a detailed schedule, menu, & IIMC points

TUESDAY - March 24, 2026 (Pre-Conference)

- 8:00-9:00 am Continental Breakfast
- 8:00-9:00 am Pre-Conference Check-In
- 9:00-3:00 pm Athenian Dialogue: “Juliette Gordon Low: The Remarkable Founder of the Girl Scouts”
- 9:00-4:00 pm New City Clerk Orientation & Election Administration
- 12:00-12:30 Lunch
- 2:30-2:45 pm Afternoon Break
- 4:30-5:30 pm Board Meeting (Board Only)
- 4:30-7:00 pm Conference Check-In
- 5:30-6:30 pm President’s Reception

WEDNESDAY - March 25, 2026 (Day 1)

- 7:30-8:30 am Conference Check-In and Continental Breakfast
- 8:00-8:30 am First Time Attendee Welcome Breakfast
- 8:30-8:45 am Welcome Ceremony
- 8:45-10:00 am Opening Keynote: **Michael Hingson**
- 10:00-10:15 Morning Break
- 10:15-11:30 **Concurrent Sessions #1 (CHOOSE ONE)**
 - 1. Going Beyond the Ashes of Change
 - 2. Council Staff Relations
 - 3. Mental Health – Burnout in the Workplace
 - 4. So...You’re Also Doing Communications?
- 11:30-2:30 Vendor Show & Silent Auction
- 12:00-1:00 pm Attendee Lunch (Vendors @ 11:00)
- 1:30-2:30 pm Door Prizes Called
- 2:45-3:00 pm Afternoon Break
- 3:00 pm Silent Auction Payments Due
- 3:00-4:15 pm **Concurrent Sessions #2 (CHOOSE ONE)**
 - 5. Small Cities Round Table Discussion
 - 6. Charitable Gambling: In a Nutshell
 - 7. Parliamentary Procedure (Minutes)
 - 8. MN Paid Family & Medical Leave
- 4:20-5:20 pm Nominations & Interviews
- 4:30-7:30 pm Cocktail Hour | Light Apps | DJ Entertainment
- 7:30 pm IIMC & MCFOA Conference Drawing
- 7:45 pm **Dinner ON OWN**

THURSDAY - March 26, 2026 (Day 2)

- 8:00-9:00 am Conference Check-In | Hot Breakfast Buffet
- 9:00-9:45 am Business Meeting & Oath of Office
- 9:45-10:00 am Morning Break
- 10:00-11:15 Elections with **Secretary of State, Steve Simon**
- 11:15-11:30 Morning Break
- 11:30-12:45 **Concurrent Sessions #3 (CHOOSE ONE)**
 - 9. Budgeting Best Practices and Understanding Reserves
 - 10. Candidate Filing
 - 11. Stamp, Sign, Repeat: Notary Basics
 - 12. From First Look to First Day: Crafting City Employee Packets that Shine
- 12:45-1:45 pm Awards Luncheon
- 1:45-3:00 pm **Concurrent Sessions #4 (CHOOSE ONE)**
 - 13. Elections Updates – REPEAT SESSION
 - 14. Cannabis Legislative Updates – REPEAT SESSION
 - 15. AI for City Clerks – REPEAT SESSION
 - 16. Elections Advisory Committee Round Table
- 3:00-3:15 pm Afternoon Break
- 3:15-4:30 pm **Concurrent Sessions #5 (CHOOSE ONE)**
 - 17. Elections Updates – REPEAT SESSION
 - 18. Cannabis Legislative Updates – REPEAT SESSION
 - 19. AI for City Clerks – REPEAT SESSION
 - 20. Write it Right: Mastering Staff Reports, Ordinances, and Resolutions
- 5:00-5:30 pm Cocktail Hour
- 5:30-6:30 pm Pizza & Taco Bar | Pajama OR Super Hero Party
- 6:45-7:45 pm Comedy Sportz Entertainment
- 7:45-8:00 pm IIMC & MCFOA Conference Drawing

FRIDAY - March 27, 2026 (Day 3)

- 8:00-9:00 am Breakfast Buffet
- 9:00-10:15 am **Concurrent Sessions #6 (CHOOSE ONE)**
 - 21. Healthy Workplace Culture
 - 22. Website Accessibility
 - 23. Digital Record Keeping
 - 24. Laserfiche (Electronic Storage)
- 10:15-10:30 am Morning Break
- 10:30-11:45 am Closing Keynote: **Julie Sampson**
- 11:45-12:00 Final Announcements & IIMC/MCFOA Drawing
- 12:00 pm Adjourn



BALDWIN CITY COUNCIL REGULAR MEETING

DECEMBER 15TH, 2025

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

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

Call to Order – The December 15th, 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/Holm unanimous to approve as amended.

November 2025 Final Treasurer's Report – Beginning balance of 448,650.27, Receipts of \$124,434.42, Disbursements of \$162,901.80; check numbers 29013 – 29095 and 9 EFT payments leaving an unaudited ending balance of \$410,182.89.

December 2025 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$410,182.89, Receipts of \$792,054.81, Disbursements of \$304,134.93 leaving an unaudited ending balance of \$898,102.77.

Public Comment Requests - None

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

- Approve Building Permits for October 2025
- Approve Nutt Excavation Wetland Escrow Refund of \$320.25
- Approve Parker Administrative Subdivision Escrow Refund of \$240.00
- Approve Sagstetter/Sandberg Administrative Subdivision Escrow Refund of \$100.00
- Approve City Council Meeting Minutes for December 1st, 2025
- Approve Fire Department Election for Captains of Brian Torborg, Nick Cole and Matt Sullivan
- Approve Clerk Vacation Leave of December 23rd, 2025 Through January 2nd, 2026

Sherburne County Administrator: Bruce Messelt Presentation – General County Update – Bruce Messelt presented updates to the City Council regarding the Sherburne County Board meetings.

- NorthStar, which is the commuter rail, has been shut down. An agreement with Met Council and MnDOT for busing will start January 3rd, 2026.
- Sherburne County was presented by Minnesota Rural Electric Coop Association if Nuclear Power has a place in Minnesota. Sherburne County will look at the moratorium that has been in place for 30 years.
- Discussion on a data center in Becker. Sherburne County is going to discuss this with legislation to see if this can be added to transitional communities.
- Levy for Sherburne County was passed of 6.49%.
- Major transportation project on Highway 169 and major upcoming project on 10 & 11 between Becker and Big Lake
- Marijuana retail sales are minimal in Sherburne County.
- Sherburne County looked at their tobacco ordinance due to what is happening in schools. The goal is to minimize vaping overall.

Planning Items:

Discuss/Approve/Disapprove SSTS Administration Program Proposal – Rum River Consultants (RRC) attended the City Council with a SSTS proposal. RRC currently administers a portion of the City of Baldwin's subsurface sewage treatment system (SSTS) program including permitting and inspection services. RRC is proposing to administer Baldwin's SSTS program in its entirety. This would include ordinance revision, compliance tracking including enforcement, maintenance and operating permit administration and annual Minnesota Pollution Control Agency (MPCA) reporting. City Attorney, Ruppe, will research to see if non-compliance hourly rates can be assessed to the property owner's taxes if not paid. Rush asked what the hourly rate is and Schreder stated he believes \$95 hourly rate. Case and Rush would like to research the program further for the maintenance and operating permit administration. Rush would like to know how many noncompliant septs are in Baldwin. City Attorney, Ruppe, requested an annual budget for these costs. Andy Schreder with RRC will come back to the City Council with this information. **Case/Rush unanimous** to table the SSTS Administration Program Proposal until the second meeting in February 2026.

Discuss/Approve/Disapprove Ordinance 2025-16; Fee Schedule – **Case made a motion to approve** ordinance 2025-16. Rush would like more time to review the fee schedule. **Case changed his motion to table until the second meeting in February 2026. Case/Rush approved** the fee schedule section a. **Case/Rush unanimous** to table RRC fee schedule, which is section b, until the second meeting of February 2026.

Engineering:

Discuss/Approve/Disapprove 278th Culvert Grading Project Construction Plans and Request for Quotes – At the September 23rd Engineering Workshop, the City Council directed Hakanson Anderson to create a construction plan for the 278th Avenue

culvert grading project. The plan consists of construction notes, estimated quantities, removals, and the proposed construction/ditch excavation for the 278th Avenue culvert. **Rush/Case unanimous to approve** obtaining quotes from contractors for council to review and approve.

Discuss/Approve/Disapprove Final Payment to Knife River for 305th Avenue Reconstruction Project - Hakanson Anderson presented a signed final construction pay estimate, letter of consent from surety firm, certificate of claims payment (lien waivers) and affidavit of payment of state taxes for final payment to Knife River for 305th reconstruction project. **Case/Walker unanimous to approve** \$34,410.07 as the final payment to Knife River for 305th Avenue reconstruction project. This is the 5% retainage payment.

Discuss/Approve/Disapprove MnDOT Master Partnership Agreement Contract and Resolution 25-42 – Case/Walker unanimous to approve MnDOT Master Partnership Agreement Contract and Resolution 25-42.

Frontier Trails Update – None

Road Report:

Discuss Public Works Report – Full Public Works Report on file in the Clerk's office. **Rush/Walker unanimous to approve** expenditures of New Holland loader plow shoes of \$601.86, Case 621 loader parking brake and air conditioning repair of \$2015.88 and pivot pine replacement of \$28.12 for 2023 Chevy 5500HD. Rush took this as a friendly for a total amount of \$2645.86.

Discuss Expenditure Policy for Public Works – Rush/Walker unanimous to table until the January 7th, 2026 City Council meeting.

Discuss/Approve/Disapprove Additional Time for Driveway Compliance of PID# 01-00604-0245 – Property owner is requesting an extension until Spring for bringing the driveway into compliance due to the driveway width. **Rush/Case unanimous to approve** extension to June 1st, 2026 in order to bring the driveway into compliance.

Discuss/Approve/Disapprove Additional Time for Driveway Compliance of PID# 01-00604-0145 – Portions of the bituminous extension are failing and needs to be removed and replaced. Developer is requesting, due to the cold weather and time of year, an extension until the Spring of 2026 to make corrections. **Rush/Walker unanimous to approve** extension to June 1st, 2026 in order to bring the driveway into compliance.

Discuss/Approve/Disapprove Public Works and City Council Member Attendance at MN Equipment Government/Commercial Show on January 8th 2026 from 8:00 – 1:00 – **Rush/Walker unanimous to approve** Public Works and Alan Walker attending the show on January 8th, 2026 from 8:00 to 1:00.

Tabled Items:

Discuss/Approve/Disapprove IPAWS TextMyGov Alerts – Case/Walker unanimous to table until the second meeting in February 2026.

Discuss City Council Goals for 2026 – Rush/Walker unanimous to table until the January 7th, 2025, City Council meeting.

New Business:

Discuss Agenda Additions – Swanson stated that due to transparency, additions to the City Council agenda should be added to the next meeting agenda. Holm stated he disagrees.

Discuss/Approve/Disapprove The Planning Company (TPC) Rate Change – Rush/Case unanimous to approve TPC 2026 updated rate schedule.

Discuss/Approve/Disapprove Rum River Consultants Posting of Work Without a Permit Notices (WWOP) or Stop Work Orders (SWO) with Associated Costs – Swanson would like the city to continue to receive communication prior to these notice and orders being given to residents. This is work that has started without a permit or other special circumstances. These would be billed out at an hourly rate by Rum River Consultants (RRC). **Rush/Walker unanimous to approve** WWOP and SWO being billed out at an hourly rate by RRC.

Discuss/Approve/Disapprove Special Parking Permit for Ridgewood Bay Ice Fishing Contest on February 21st, 2026 – Paul Hans, address: 4777 109th Avenue in Clear Lake. Paul attended the meeting to request special parking for Ridgewood Bay ice fishing. Swanson stated that the city requests parking to be on one side of the road only. **Rush/Walker unanimous to approve** parking on one side of the road during the Ridgewood Bay ice fishing contest.

Discuss/Approve/Disapprove Fire Department Volunteering at Ridgewood Bay Ice Fishing Contest on February 21st, 2026 – Rush/Walker unanimous to approve Baldwin Fire Department volunteering for Ridgewood Bay ice fishing contest. **Case abstained.**

Discuss/Approve/Disapprove Resolution 25-37; Adopting the 2026 Final Levy – Case/Swanson approved Resolution 25-37. Holm requested going through each line of the 2026 levy. **Rush/Walker/Holm disapproved** resolution for final levy. Rush would like to reduce the general fund by \$36,000. Holm would like to reduce the general fund by \$50,000 and increase the road and bridge to \$50,000. Holm did a friendly to reduce the general fund by \$50,000 and add this to road and bridge fund. Rush accepted the friendly. **Rush/Walker/Holm approved, Swanson/Case disapproved, motion carried with a 2-3 vote to approve** Resolution 25-37 with these changes.

Discuss/Approve/Disapprove Resolution 25-38; Authorizing a City Absentee Ballot Board – Rush/Walker unanimous to approve Resolution 25-38.

Discuss/Approve/Disapprove Resolution 25-39; Designating Polling Places Within The City of Baldwin – Rush/Walker unanimous to approve Resolution 25-39.

Discuss/Approve/Disapprove Resolution 25-40; Establishing Procedures Related to Compliance with Reimbursement Bond Regulations Under the Internal Revenue Code – Rush/Holm unanimous to approve Resolution 25-40.

Discuss/Approve/Disapprove Resolution 25-41; Accepting Donation for Purchase of Lucas 3 – Rush/Walker unanimous to approve Resolution 25-41.

Discuss/Approve/Disapprove Local Board of Appeal and Equalization (LBAE) Date and Time – Original date given by Sherburne County Assessor was April 15th, 2026. This date falls on the same day as a City Council meeting. The City requested a different date and received the dates from Sherburne County of either April 6th or April 16th, 2026. **Rush/Walker unanimous to approve April 16th, 2026 at 3:00 p.m. for LBAE.**

Discuss/Approve/Disapprove Septic System Notice of Violation for PID# 01-00424-0320 – Rush/Case unanimous to approve escalating this to the City Attorney for a possible court case.

Discuss/Approve/Disapprove Joining Class Action Regarding Fire Truck – City Attorney recommends having this at the end of the meeting as a closed session per MN Statute 13d.05.

Announcements:

- a. Infrastructure Committee Meeting Thursday, December 18th, 2025 at 7:00 p.m. – This meeting has been cancelled.
- b. City Hall Closed Wednesday, December 24th and December 25th, 2025 for Christmas Eve and Christmas Day
- c. City Hall Closed Thursday, January 1st, 2026 in Observance of New Years Day
- d. Next City Council Meeting, Wednesday, January 7th, 2026 at 7:00 p.m.

Any Other Business:

City Council discussed Municipal Liquor Store and Feasibility Study.

Case/Rush unanimous to approve Clerk's revised time off of December 18th and 19th and will be in the office all day December 22nd and 23rd, 2025.

Clerk discussed staff entering daily tasks into Outlook Calendar. Swanson recommends putting this on the January 7th, 2026 City Council agenda.

Rush/Holm unanimous to approve closing the meeting at 9:44 p.m.

Discuss/Approve/Disapprove Joining Class Action Regarding Fire Truck – Per MN Statute 13d.05 closed session to discuss Attorney-Client privilege material for potential litigation against McQueen Equipment LLC doing business as McQueen Emergency leading to the purchase of the 2024 fire truck.

Holm/Rush unanimous to approve opening the meeting at 10:21 p.m.

Rush/Walker unanimous to approve proceeding with the contract for the purchase of the fire truck.

Approve Bill for Payment - Rush/Case unanimous to approve check numbers 29125 – 29167 for \$131,077.95 and 8 EFT Payments for \$12,183.44 for a total of \$143,261.39.

Adjourn – Holm/Rush unanimous to adjourn at 10:33 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, Rum River Consultants; Andy Schreder, Paul Hans, Sherburne County Administrator; Bruce Messelt, Rum River Consultants; Carri Levitski, Delmas Hines, Rum River Consultants; Adam Schreder and Craig Hrkal



BALDWIN CITY COUNCIL REGULAR MEETING

JANUARY 7TH, 2026

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

Also Present – City Planning & Zoning Administrator; Dan Licht from The Planning Company (TPC)

Absent – Mayor; Jay Swanson
Jeff Holm arrived at 7:09 p.m.

Call to Order – The January 7th, 2026 regular meeting of the City of Baldwin was called to order by Acting Mayor Tom Rush at 7:00 p.m.

Pledge of Allegiance – All present recited the Pledge of Allegiance

Prayer Request from Shirley Hines

Additions/Corrections to Agenda

Approval of Regular Meeting Agenda With/Without Additions/Corrections - Case/Walker unanimous to approve agenda as presented.

Treasurer's Report – The Clerk/Treasurer reported a beginning cash balance of \$1,712,954.37, no receipts yet for the month of January 2026, disbursements of \$10,731.51 leaving an unaudited ending balance of \$1,702,222.86. The beginning and ending balance include the CD balance previously reported separately on the cash balance report.

Sheriff's Report - Deputy Wilson reported a total of 207 calls for service in the City of Baldwin for December 2025. There were no burglaries or thefts. These calls consisted of 12 motor vehicle accidents, 21 medicals, 47 traffic stops, 23 additional patrols were performed. The rest were miscellaneous calls for service.

Fire Department Report – Captain Torborg reported 33 calls for December 2025. There were 28 medicals, 1 structure fire, 2 mutual aids, 1 grass/rubbish fire, and 1 alarm. Out of the 33 calls, 6 were for Blue Hill Township. Captain Torborg stated that there were 403 total calls for 2025.

Discuss/Approve/Disapprove Leave of Absence (LOA) for Assistant Chief; Robin Fischer – Case/Walker unanimous to approve LOA for Robin Fischer.

Discuss/Approve/Disapprove Proposal from Stinson Electric for \$6495.00 - Case/Walker unanimous to disapprove proposal from Stinson Electric for \$6495.00. This is for 3 door locks at the Fire Department.

Discuss/Approve/Disapprove Brandon Larson Resignation – Rush/Walker
unanimous to approve resignation for Brandon Larson effective December 31st, 2025.

Jeff Holm arrived at 7:09 p.m.

Public Comment Requests:

Todd Maloney – 10109 297th Avenue NW, Discussion on building a business at PID# 01-00009-4305. Maloney owns North Star Truck Sales and is looking to moving the business. Licht stated that the comp plan is being worked on by the Planning Commission, and this location is proposed for industrial. The timeline that the comp plan would be done is April of 2026. Holm asked if they reached out to MnDOT and Maloney stated he has. Case stated that this would be beneficial to the City.

Approval of Consent Agenda – Case/Walker unanimous to approve Consent Agenda.

- 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:

Discuss Code Enforcement Process – City staff is discussing changes to the process for code enforcement to streamline and make the process more efficient and timelier. Case stated that this new plan should be implemented.

Park Committee Report – Rush communicated that the next Park Committee meeting is January 15th, 2026. Rush stated that the Park Committee will be looking at future plans for the parks in 2026. Rush stated that once the comp plan is done, he would like the Park Committee to have a joint meeting with the Planning Commission.

Cemetery Update - None

Tabled Items:

Discuss Expenditure Policy for Public Works – Rush stated that the Public Works Supervisor should have a \$1000.00 monthly spending expenditure. Rush went on to say that this would be to purchase necessities for day-to-day operations. **Case/Walker unanimous to approve** \$1000.00 monthly expenditure for Public Works Supervisor.

Discuss City Council Goals for 2026 – **Case/Walker unanimous to table** until the January 21st, 2026 City Council meeting.

New Business:

Discuss Landscape and Driveway Escrow Agreement for Betzler Builders – Holm stated that on January 1st, 2026, the City Council adopted to do agreements for driveway and landscape with associated fees in order to receive a certificate of occupancy. Holm requested the agreement be broken down for grass seeding, trees, driveway aprons and the front yard setbacks with associated costs. Licht from (TPC) said the Planning Commission will be reviewing the comp plan. Rush asked how the costs were determined for the driveway and landscape fees and Licht stated that the current costs were received from the City Engineer. Case recommends the Planning Commission review the agreement and breakdown of costs to see if revisions should be made. Jondahl said that they are okay with paying an escrow, but the costs are not realistic. Licht stated that he would be open to reviewing the fees Jondahl recommends and working with the City Engineer on these recommendations. Jondahl stated that the escrow should be approximately \$8000.00. **Case/Holm unanimous to approve** sending this to the Planning Commission to review.

Discuss Time Tracking Method – Holm/Walker unanimous to table until the January 21st, 2026 City Council meeting.

Discuss City Council Re-Organization – No changes to the City Council organization/responsibilities.

Discuss/Approve/Disapprove Resolution 26-01; Making Appointments to Certain Offices and Positions Within the City of Baldwin for 2026 – Holm/Walker unanimous to approve Resolution 26-01

Schedule Board of Audit – Holm/Rush unanimous to approve February 4th, 2026 at 6:00 p.m.

Discuss/Approve/Disapprove January Newsletter – Holm/Walker unanimous to approve January – March 2026 newsletter.

Discuss/Approve/Disapprove NSU Summary of Needs and Findings – Natural Systems Utilities has identified needs for the wastewater treatment system at Frontier Trails. **Case/Holm unanimous to approve** up to \$500.00 for a new lid at the south site influent tank.

Holm/Walker unanimous to table the rest of the findings until the January 21st, 2026 City Council meeting.

Discuss/Approve/Disapprove Exhaust Manifold/Gasket Quotes for Truck # 30 – Walker/Holm unanimous to approve Ralph Biniek's quote for \$3372.60.

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 – Rush communicated that the new plow truck is being repaired and the repairs will be covered under warranty. Rush believes the initial build was rushed in order to meet delivery date.

Approve Bills for Payment – Case/Walker unanimous to approve check numbers 29168 – 29222 for \$304,435.54 and 3 EFT Payments for \$4992.21 for a total of \$309,427.75.

Adjourn - Holm/Walker unanimous to adjourn at 7:56 p.m.

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

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

Date

Attendees: Shirley Hines, Sharon Leider, Bruce West, Ron Messer, Todd Maloney, Joss Jondahl, Jason Betzler and Zac Good.

#	EMS Signs 2026 NEW / REPLACEMENT?	Order date: N/A		PID	INSTALL DATE	COMMENTS	TOTAL DUE	PERMIT #	DATE INVOICED
		ADDRESS	ADDRESS						
1	New Address		31475 116th St NW	01-00588-0120			Paid with Access Permit	25-07	
2	Shawn Frink		30034 100th St NW	01-00024-2000		damaged by accident	Paid with Restitution		
3	Randall Pool		30391 118th St NW	01-00557-0105		Sign and Post Only	Charge \$47.45		
4	New Address		11772 280th Ave NW	01-00610-0115			Paid with Access Permit	25-11	
5	New Address		14262 277th Ave NW	01-00596-0130			Paid with Access Permit	25-12	
6	New Address		13736 283rd Ave NW	01-00590-0125			Charge \$70.00	CTY RD	
7	New Address		14300 293rd Ave NW	01-00593-0120			Charge \$70.00	CTY RD	
8	New Address		13811 306th Ave NW	01-00540-0425			Paid with Access Permit	25-13	
9	New Address		29098 128th St NW	01-00584-0120			Charge \$70.00	CTY RD	
10	New Address		14250 277th Ave NW	01-00596-0125			Paid with Access Permit	25-18	
11	New Address		29476 131st St NW	01-00604-0165			Paid with Access Permit	25-19	

Wastewater Operation Summary

Frequency

Pretreatment Module

Log pump run times and event counters	1 / month	☒ Completed	☐ Not Completed
Verify pumps are operational	1 / month	☒ Completed	☐ Not Completed
Perform amp draw and voltage checks	2 / month	☒ Completed	☐ Not Completed
Check for orifice plugging	2 / year	☐ Completed	☒ Not Completed
Verify open pipes in VFW to flush solids	4 / year	☐ Completed	☒ Not Completed
Check blower for proper operation	1 / month	☒ Completed	☐ Not Completed

Disposal System

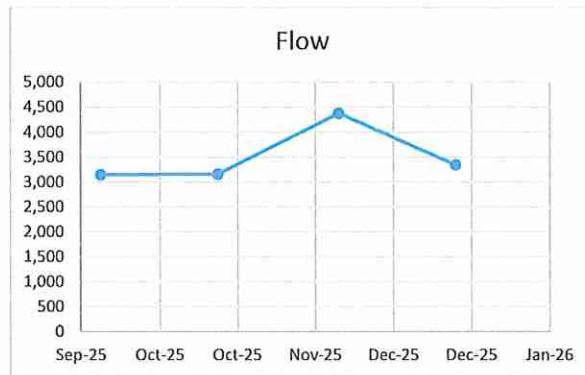
Sample effluent at WS002	4 / year	☒ Completed	☐ Not Completed
Visually inspect the drainfields	1 / month	☒ Completed	☐ Not Completed
Verify pumps are operational	2 / month	☒ Completed	☐ Not Completed
Turn pumps to hand to observe diverter operation at drainfields	2 / month	☒ Completed	☐ Not Completed
Sample wells at GW001-GW004 (Apr, July, Oct)	3 / year	☐ Completed	☒ Not Completed

Special Requirements

Home counts (Jun, Dec)	2 / year	☒ Completed	☐ Not Completed
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Monthly Flow Data

Current flow reading	1574	gpd
Previous flow reading	4372	gpd
Increase/decrease	-2,799	gpd



Comments

site operational

Future Maintenance Needs

Date:	12/24/2025	12/19/2025	12/3/2025	12/30/2025
Operator:	JC	JC	JC	JC

"We're more than just operators...."

Providing experienced water and wastewater operations, maintenance, and management services to homeowners associations, local governments, and residential developers.

CITY OF BALDWIN

01/16/26 12:22 PM

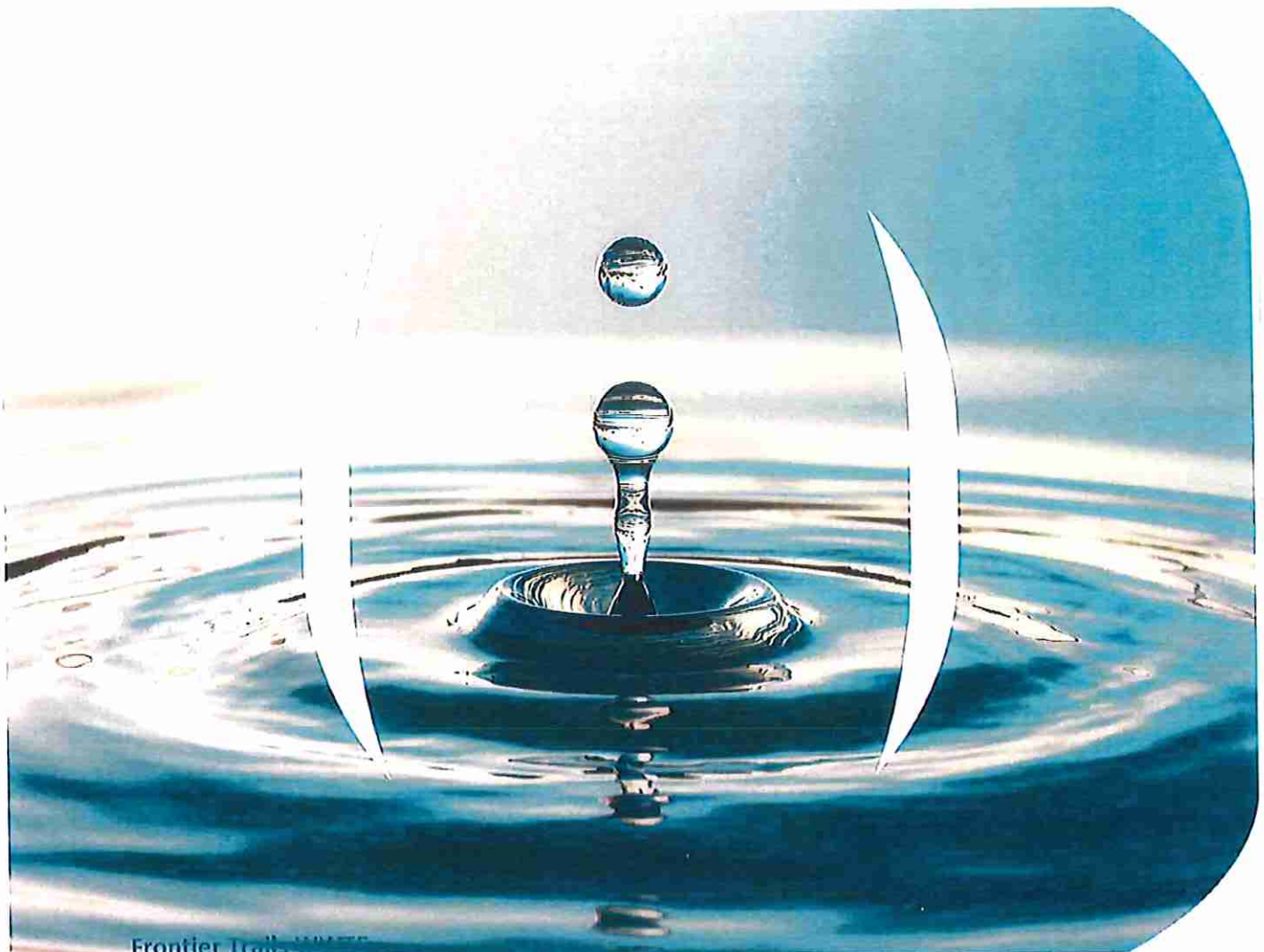
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602 Transactions

2025

December

Last Dim Descr	Search Name	Dr/Cr Amt	Comments
R Revenue			
Delinquent Propert	Sherburne County Auditor	-\$5,066.98	P2 Tax Settlement 2025
Interest Earnings	Bremer Bank	-\$53.12	December 2025 Bank Interest
Late Payments Se	Frontier Trails	-\$25.00	November2025FTPayments
Sewer Charges	Credit Card Payments	-\$138.00	James Meyer FT
Sewer Charges	Frontier Trails	\$138.00	James Meyer
Sewer Charges	Frontier Trails	\$276.00	Alex Bernier
Sewer Charges	Frontier Trails	\$138.00	Grace Derosier
Sewer Charges	Frontier Trails	-\$3,656.00	November2025FTPayments
Special Assessmen	Sherburne County Auditor	-\$17,024.01	P2 Tax Settlement 2025
R Revenue		-\$25,411.11	
G General Ledger			
Deferred Revenue	Frontier Trails	-\$1,421.00	November2025FTPayments
G General Ledger		-\$1,421.00	
E Expenditure			
Electric Utilities	Connexus Energy	\$423.43	Electric Utilities
Employer Paid Ins		\$61.78	Labor Distribution
FICA Contributions		\$12.41	Labor Distribution
General Liability a	League of MN Cities P and C	\$493.00	Property Casualty Coverage
General Liability a	League of MN Cities P and C	\$204.00	Frontier Trails SSD
Interest		\$3,600.00	123025FTInterfundLoan
Medicare Contribut		\$2.90	Labor Distribution
Other Professional	Natural Systems Utilities	\$2,096.50	Wastewater Plant Operations
Pera Contributions		\$15.03	Labor Distribution
Salaries and Wage		\$200.28	Labor Distribution
E Expenditure		\$7,109.33	
		-\$19,722.78	



Frontier Trails WATER

-Summary of Needs and Findings-

Greg Flood
Natural Systems Utilities
Monday, December 29, 2025

#mission water



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.

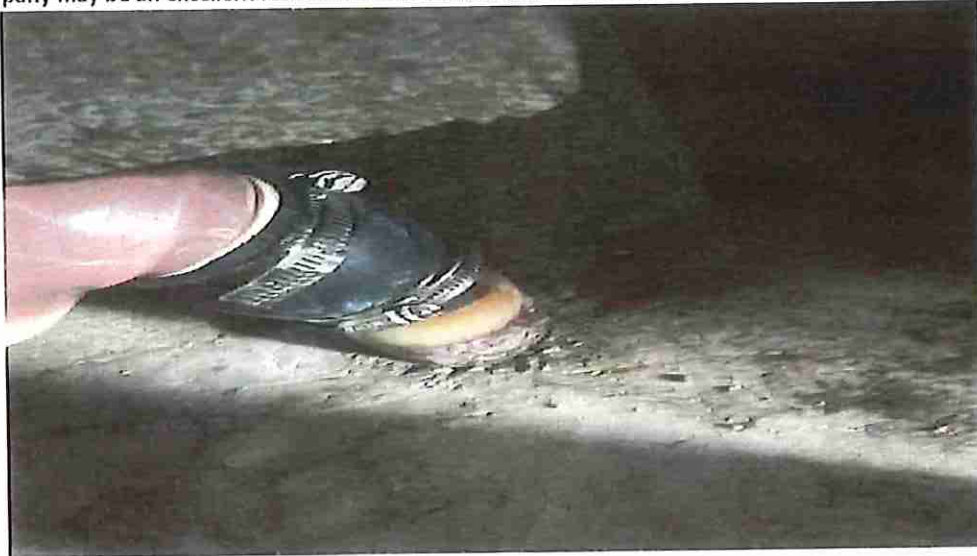
Finding and Observation

- 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 instalation. 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 be 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

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
COUNTY OF SHERBURNE
STATE OF MINNESOTA

RESOLUTION NO. 26-03

A RESOLUTION AUTHORIZING INTERFUND TRANSFERS

WHEREAS, the governing board of the City may direct that money held in any fund or account may be permanently or temporarily transferred to another fund or account of the City for payment of obligations; and

WHEREAS, the City invests its cash on a pooled basis for the benefit of all participating funds; and

WHEREAS, a certificate of deposit and the related interest earnings should be allocated among participating funds in a manner consistent with pooled cash practices and generally accepted accounting principles; and

WHEREAS, Fund 290 – Permits Fund activities have historically been shown in the General Fund for financial statement reporting purposes, and as determined by the City's revised Chart of accounts, should occur within the General Fund beginning in 2025 and Fund 290 be closed in 2025; and

WHEREAS, the City Council desires to authorize the necessary interfund transfers and accounting adjustments to ensure accurate fund-level financial reporting;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Baldwin, Minnesota as follows; that the Clerk/Treasurer is authorized and directed to transfer funds as follows:

Interfund Transfers Summary –

To close Fund 290 (Permits) into Fund 101 (General Fund) and reallocate CD earnings from Fund 101 (General Fund) and Fund 602 (Sewer Fund) to the appropriate other City funds (primarily via the closure of Fund 290), through Interfund Transfers.

Transfers from Fund 290:

Transfer To	Fund	Amount
General Fund	101	\$46,715.80
Cemetery Fund	225	\$883.09
Fire Operating Fund	250	\$7,096.31
Streets Capital Fund	275	\$44,820.31
G.O. 2017A Debt Service Fund	301	\$28,085.20
G.O. 2024A Debt Service Fund	302	\$13,645.10

Capital Project Fund	401	\$9,326.86
Fire Services Fund	402	\$2,057.54
Fire Infrastructure Fund	403	\$9,049.68
Parks Capital Fund	404	\$5,550.06

Transfers from Fund 602:

Parks Capital Fund	404	\$28.85
TOTAL INTERFUND TRANSFERS		\$167,258.81

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

Jay Swanson, Mayor
City of Baldwin

Joan Heinen, Clerk
City of Baldwin