



AGENDA FOR FEBRUARY 18TH, 2026
CITY OF BALDWIN REGULAR MEETING
7:00 p.m.
(Revised 2/12/2026)

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:

- Mary Larson: 29725 138th Circle – Discuss FunFest and Easter Egg Hunt

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 Special City Council Meeting Minutes for February 2nd, 2026
- Approve City Council Meeting Minutes for February 4th, 2026
- Approve Flag Purchase for City Hall
- Approve Deputy Clerk Vacation Leave for February 27th, 2026
- Approve Reappointment of Mary Larson as Planning Commissioner
- Approve Driveway and Landscape Agreement

Engineering:

- a. Discuss GIS Cemetery Map
- b. Discuss/Approve/Disapprove Letter to Residents on 100th Street and 297th Avenue Regarding Road Construction Status
- c. Discuss/Approve/Disapprove Connexus Energy Powerline Relocation Staying Overhead on 100th Street and 297th Avenue

Frontier Trails Update:

Road Report – Alan Walker

- a. Discuss Public Works Report
- b. Discuss/Approve/Disapprove Job Description for Public Works Position – Tom Rush

Tabled Items:

- a. Discuss/Approve/Disapprove SSTS Administration Program Proposal – 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.

- b. Discuss/Approve/Disapprove Ordinance 2026-01, Amendments to the Fee Schedule for Building Permits and Publication in Summary Form – Jay Swanson
- c. Discuss/Approve/Disapprove IPAWS TextMyGov Alerts – Scott Case

New Business:

- a. Discuss PID# 01-00404-0001 – Jay Swanson
- b. Discuss Newsletter for April – June 2026 – Tom Rush
- c. Discuss/Approve/Disapprove Budget for FunFest Including Funding Source (General or Park Fund) – Tom Rush
- d. Discuss/Approve/Disapprove 2026 Recycling Day Funding Application – Tom Rush
- e. Discuss/Approve/Disapprove Letter for Unsigned Encroachment Agreement Letters – City Attorney
- f. Discuss/Approve/Disapprove Resolution 26-04, Delegating Authority to Certain City Officials to Enter into Certain Contracts – Jay Swanson
- g. Discuss/Approve/Disapprove Charitable Gambling License Fee – Jay Swanson

Announcements:

- a. Park Committee Meeting Thursday, February 19th, 2026, at 7:00 p.m.
- b. Planning Commission Meeting Wednesday, February 25th, 2026, at 7:00 p.m.
- c. Next City Council Meeting Wednesday, March 4th, 2026, at 7:00 p.m.

Any Other Business:

Approve Bill for Payment:

Adjourn:

CITY OF BALDWIN

*Cash Balances

Cash Account: 10100

February 2026

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Fund	Begin February 2026	Receipts	Disbursements	Transfers			JE Payroll	Balance No Investments	Investments	Balance
				Rec/Disb	Journal Entries					
10100 - Old National Bank										
101 - General Fund	(\$681,302.47)	\$75,341.87	(\$81,274.42)	\$0.00	\$0.00		(\$16,369.12)	(\$703,604.14)	\$0.00	(\$703,604.14)
225 - Cemetery Fund	\$8,277.07			\$0.00	\$0.00		(\$107.65)	\$8,169.42		\$8,169.42
250 - Fire Fund	\$89,031.54		(\$9,774.97)	\$0.00	\$0.00		(\$4,360.60)	\$74,895.97		\$74,895.97
275 - Street Capital	\$926,634.72		(\$8,739.25)	\$0.00	\$0.00			\$917,895.47		\$917,895.47
301 - G.O. 2017A	\$231,932.62			\$0.00	\$0.00			\$231,932.62		\$231,932.62
302 - G.O. 2024A	\$11,903.07			\$0.00	\$0.00			\$11,903.07		\$11,903.07
401 - Capital Project Fund	\$170,809.40			\$0.00	\$0.00			\$170,809.40		\$170,809.40
402 - Fire Services	\$20,360.57			\$0.00	\$0.00			\$20,360.57		\$20,360.57
403 - Fire Infrastructure Fund	\$255,528.94			\$0.00	\$0.00			\$255,528.94		\$255,528.94
404 - Parks Capital Fund	\$69,017.13		(\$127.52)	\$0.00	\$0.00		(\$27.33)	\$68,862.28		\$68,862.28
602 - Sewer Fund	\$38,099.18	\$4,691.00	(\$2,539.31)	\$0.00	\$0.00			\$40,250.87		\$40,250.87
801 - Developers Account - Escrow	\$186,256.69		(\$2,646.93)	\$0.00	\$0.00			\$183,609.76		\$183,609.76
802 - Baldwin Estates Escrow	\$1,489.61			\$0.00	\$0.00			\$1,489.61		\$1,489.61
804 - Buck Run Escrow	\$15,546.81		(\$145.00)	\$0.00	\$0.00			\$15,401.81		\$15,401.81
805 - Sumser Farms 1st Addt Escr	\$2,186.41			\$0.00	\$0.00			\$2,186.41		\$2,186.41
				MTD Amounts		Begin + YTD				
Begin	\$1,345,771.29		Investments	\$0.00					\$0.00	
Receipt	\$80,032.87	\$1,725,230.87	Petty Cash	\$0.00					\$0.00	
Disbursements	(\$105,247.40)	\$157,246.10	Savings	\$0.00					\$0.00	
Transfers Rec/Disb	\$0.00	(\$492,789.12)	Money Market	\$0.00					\$0.00	
Transfers JE	\$0.00	\$0.00								
JE Payroll	(\$20,864.70)	(\$89,995.79)	Balance	\$1,299,692.06	In Balance					

***Cash Balances**

Cash Account: 10100

January 2026

Fund	Transfers					Balance No		
	Begin January 2026	Receipts	Disbursements	Rec/Disb	Journal Entries	JE Payroll	Investments	Balance
10100 - Old National Bank								
101 - General Fund	(\$660,841.00)	\$25,543.33	(\$47,250.76)	\$0.00		\$1,245.96	(\$681,302.47)	In Bal
225 - Cemetery Fund	\$8,618.92			\$0.00		(\$341.85)	\$8,277.07	In Bal
250 - Fire Fund	\$131,742.21	\$5,697.50	(\$700.51)	\$0.00	\$22,244.28	(\$69,951.94)	\$89,031.54	In Bal
275 - Street Capital	\$911,634.72	\$15,000.00		\$0.00			\$926,634.72	In Bal
301 - G.O. 2017A	\$425,912.17		(\$193,979.55)	\$0.00			\$231,932.62	In Bal
302 - G.O. 2024A	\$93,559.57		(\$81,656.50)	\$0.00			\$11,903.07	In Bal
401 - Capital Project Fund	\$170,809.40			\$0.00			\$170,809.40	In Bal
402 - Fire Services	\$17,604.85	\$25,000.00		\$0.00	(\$22,244.28)		\$20,360.57	In Bal
403 - Fire Infrastructure Fund	\$255,528.94			\$0.00			\$255,528.94	In Bal
404 - Parks Capital Fund	\$78,655.39	\$75.00	(\$9,630.00)	\$0.00		(\$83.26)	\$69,017.13	In Bal
602 - Sewer Fund	\$87,338.58	\$5,085.00	(\$54,324.40)	\$0.00			\$38,099.18	In Bal
801 - Developers Account - Escrow	\$185,444.29	\$812.40		\$0.00			\$186,256.69	In Bal
802 - Baldwin Estates Escrow	\$1,489.61			\$0.00			\$1,489.61	In Bal
804 - Buck Run Escrow	\$15,546.81			\$0.00			\$15,546.81	In Bal
805 - Sumser Farms 1st Addt Escr	\$2,186.41			\$0.00			\$2,186.41	In Bal
	MTD Amounts	YTD Amounts	MTD Amounts	Begin + YTD				
Begin	\$1,725,230.87	\$1,725,230.87	Investments	\$0.00		\$0.00		
Receipt	\$77,213.23	\$77,213.23	Petty Cash	\$0.00		\$0.00		
Disbursements	(\$387,541.72)	(\$387,541.72)	Savings	\$0.00		\$0.00		
Transfers Rec/Disb	\$0.00	\$0.00	Money Market	\$0.00		\$0.00		
Transfers JE	\$0.00	\$0.00						
JE Payroll	(\$69,131.09)	(\$69,131.09)	Balance	\$1,345,771.29	In Balance			

THE CITY OF BALDWIN PUBLIC COMMENT REQUEST FORM

As a courtesy, the City Council provides a public comment period as part of the agenda of its regular meetings. This is your chance to address the City Council on matters not on the agenda. Persons may address the City Council during the public comment period, provided they do so in compliance with the City's Administrative Policy.

Those wishing to address the City Council at the public comment portion of the meeting must comply with the following:

1. Fill out the form below, detach and present it to the Clerk/Treasurer or Mayor prior to the public comment portion of the meeting.
2. Public comment section is limited to 30 minutes and each speaker is limited to 5 minutes.
 - Speakers not heard will be first to present at the next City Council meeting or can be placed at the end of the current meeting agenda.
 - A person may only speak during the public comment period one time per month unless the Mayor approves another request form from the person to speak on a different subject.
3. Comments must relate to matters within the City Council's authority and be limited to the subject listed on the submitted request form.
4. The Mayor will review the request forms and will not allow a person to speak during the comment period if their request is not consistent with the Administrative Policy. Any commenter that fails to limit their comments to the listed subject, to the allowed time, or otherwise does not act in accordance with the Administrative Policy forfeits their opportunity to present to the City Council.
5. No one will be allowed to disrupt a City Council meeting.
6. The City Council will decide what action, if any, is appropriate to respond to the comments made.

Thank you!

TO ALL PERSONS ADDRESSING THE CITY COUNCIL AT PUBLIC COMMENT:
In order to accurately record your name and address to the official minutes of this meeting, please complete the following and hand it into the clerk, before addressing the City Council.

DATE: 02/18/2026

NAME: MARY LARSON

ADDRESS: 29725 138th Circle Baldwin MN 55311

PHONE: (507) 208-1053

SUBJECT TO BE PRESENTED TO THE CITY COUNCIL:

Baldwin Fun Fest 2026 Budget



BALDWIN CITY COUNCIL SPECIAL MEETING

FEBRUARY 2nd, 2026

Present - Mayor Jay Swanson, City Council Members; Alan Walker and Scott Case

Absent – City Council Member Tom Rush and Jeff Holm

Also Present – Blue Hill Township Town Board; Chair James Artmann, Vice Chair Edward Evens, Supervisor Mike King and Clerk Michelle Aaseby

Call to Order – The February 2nd, 2026, special meeting of the City of Baldwin was called to order by Mayor Jay Swanson at 6:00 p.m.

Blue Hill Township special meeting was called to order by Chair, James Artmann at 6:00 p.m.

Pledge of Allegiance – All present recited the Pledge of Allegiance

Discuss Fire Department Response Model Apparatus Positioning – Fire Chief, Case, discussed the possibility of positioning fire department apparatus at Blue Hill Township. Blue Hill Township is bringing a vote to the residents at their annual meeting in March proposing to build a new city hall/garage. Artmann suggested a grass rig and the older tender truck be stored at Blue Hill Township. This would help with medical and fire response times, the current crowding at Baldwin Fire Department, and the wild land at Sherburne County Wildlife Refuge which is in Blue Hill Township. Another benefit of the apparatus being stored at the proposed Blue Hill Township building would be the benefit of fire fighters that live in this area being able to respond directly from that location. Swanson discussed that insurance would need to be discussed with the League of Minnesota Cities. Artmann stated he had already looked into this and that Baldwin would cover the vehicles and Blue Hill would cover the building. Baldwin City Council and Blue Hill Township Supervisors discussed the equipment that could possibly be stored at Blue Hill Township's new facility. Baldwin City Council and Blue Hill Township agreed that the contract should be revised if Baldwin Fire Department vehicles are stored at the new building if the vote passes by Blue Hill Residents at the annual meeting in March.

Discussion with Blue Hill Town Board on Fire Contract – Case asked Blue Hill Township Supervisors if they had any questions on the formula used for the contract. Case stated that the formula/figures is for 2027 and the payment would be \$50,780.00. Case said the call volume for Baldwin has increased significantly. Artmann stated that Blue Hill is extremely happy with the service they have received from Baldwin Fire Department. Case stated that there is a cap built into the contract. The current formula includes call volume, taxable market value, population and the operational budget. The formula for 2027 is using 2025 figures.

Discuss/Approve/Disapprove Revised Blue Hill Fire Contract – King/Evens unanimous to approve contract amount of \$50,780.00. Artmann abstained. Motion passed 2-0 for Blue Hill Township.

Walker/Swanson unanimous to approve Blue Hill Fire Contract amount of \$50,780.00, motion carried 3-0.

Adjourn – Case/Walker unanimous to adjourn at 6:33 p.m. for the City of Baldwin. King/Evens unanimous to adjourn for Blue Hill Township meeting at 6:33 p.m.

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

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

Date

Attendees: None



**CITY OF BALDWIN
BOARD OF AUDIT
FEBRUARY 4TH, 2026**

Call to Order – The 2025 Board of Audit was called to order by Mayor Jay Swanson at 6:01 p.m.

Pledge of Allegiance – All present recited the Pledge of Allegiance

Perform 2025 Annual Board of Audit – The Mayor and City Council each selected the following receipts and disbursements to be audited for the year ending December 31st, 2025. During the audit, the Mayor and Council Members examined the invoices, claims and receipts to verify that the checks written to the vendor and the receipts received were correct.

Mayor: Jay Swanson selected the following:

Check# 28307 - Dated 1/27/2025	Payable to: League of Minnesota Cities	\$8,563.00
Check# 28341 – Dated 2/3/2025	Payable to: Titan Machinery	\$19,309.23
Check# 28370 – Dated 2/24/2025	Payable to: Hakanson Anderson	\$39,871.60
Check# 28469 – Dated 4/7/2025	Payable to: Helmin Construction	\$13,340.47
Check# 28755 – Dated 7/21/2025	Payable to: Elher's	\$3,835.00

City Council Seat A: Jeff Holm selected the following:

Check# 28474 – Dated 4/7/2025	Payable to: MacQueen	\$1216.00
Check# 28563 – Dated 5/5/2025	Payable to: Kirvida Fire	\$6,930.77
Check# 28759 – Dated 7/21/2025	Payable to: Joshua Rekstad	\$150.00
Check# 28760 – Dated 7/21/2025	Payable to: Kirvida Fire	\$1,028.23
Check# 28804 – Dated 8/4/2025	Payable to: Shawn Frink	\$125.00
Receipt from NE Sherburne Fire & Rescue – Dated 4/9/2025		\$8.51
Receipt from Ridgewood Bay Resort – Dated 6/24/2025		\$200.00
Receipt from Fairway Shores – Dated 6/12/2025		\$2,500.00

City Council Seat B: Scott Case selected the following:

Check# 28306 – Dated 1/27/2025	Payable to: Kirvida Fire	\$151.73
Check# 28333 – Dated 2/3/2025	Payable to: Century Link	\$403.56
Check# 28388 - Dated 2/24/2025	Payable to: The Planning Company	\$5,487.50
Check# 28474 – Dated 4/7/2025	Payable to: MacQueen	\$1,216.00
Check# 28525 – Dated 4/21/2025	Payable to: Metro Sales	\$74.31

Receipt for Building Permit 2024-407 – Dated 1/14/2025	\$502.19
Receipt from Kaytlin Wachmann for Pool Fill – Dated 5/9/2025	\$150.00
Receipt from Blue Hill Township for Fire Service – Dated 6/2/2025	\$27,500.00

City Council Seat C: Alan Walker selected the following:

Check# 28378 – Dated 2/24/2025	Payable to Midcontinent Communications	\$285.47
Check# 28393 – Dated 3/3/2025	Payable to CenterPoint Energy	\$1,648.26
Check# 28434 – Dated 3/17/2025	Payable to Hakanson Anderson	\$32,723.75
Check# 28472 – Dated 4/7/2025	Payable for Gopher Feet	\$62.00
Check# 28517 – Dated 4/21/2025	Payable to ECM Publishers Inc.	\$870.00
Receipt from Minnesota Management and Budget – Dated 4/30/2025		\$1,800.00
Receipt for Building Permit# 2025-057 – Dated 4/16/2025		\$2,104.65
Receipt for Bank Interest – Dated 5/15/2025		\$217.82

City Council Seat D: Tom Rush selected the following:

Check# 28275 – Dated 1/14/2025	Payable to Citizens State Bank	\$16,976.36
Check# 28276 – Dated 1/14/2025	Payable to Bank of Elk River	\$249,807.56
Check# 28307 - Dated 1/27/2025	Payable to League of MN Cities	\$8,563.00
Check# 28370 – Dated 2/24/2025	Payable to Hakanson Anderson	\$39,871.60
Check# 28516 - Dated 4/21/2025	Payable to Couri & Ruppe PLLP	\$14,850.00
Receipt from Reliable Tree Service – Dated 1/4/2025		\$15,000.00
Receipt from Sherburne County Auditor – Dated 1/29/2025		\$34,200.00
Receipt from Minnesota Management & Budget – Dated 7/7/2025		\$71,848.50

Rush/Walker unanimous to approve all checks and receipts and these have been verified by the Mayor and City Council Members.

Adjourn – Rush/Walker unanimous to adjourn the Board of Audit at 6:05 p.m.

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

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

Date

BALDWIN CITY COUNCIL REGULAR MEETING

FEBRUARY 4TH, 2026

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

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

Call to Order – The February 4th, 2026, 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.

February 2026 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$1,384,667.64, no receipts yet for the month of February, disbursements of \$73,855.39 leaving an unaudited ending balance of \$1,310,812.25.

Sherburne County Sheriff's Office Annual Report Presentation – Commander Ben Zawacki – Commander Zawacki reported 2375 calls for service/arrest in 2023, 2861 in 2024 and 2672 in 2025. Serious criminal activity for 2025 is 35 assaults, which aren't physical assaults, 3 burglaries, 6 narcotics, 6 DUI's, 5 criminal sexual conduct crimes, 23 thefts and 26 criminal damage to property. Commander Zawacki discussed the Sheriff Department retirements, K-9 updates were given along with Community Involvement of the Sherburne County Sheriff's Department. Commander Zawacki went over cases of interest/departments updates and projects.

Sheriff's Report – Commander Zawacki reported a total of 210 calls for service in the City of Baldwin for the month of January 2025. These calls consisted of 16 medicals, 4 domestics, 54 traffic stops, 3 snowmobile complaints and no thefts or burglaries were reported.

Fire Department Report – Captain Holland reported a total of 39 calls for service during the month of January 2026. These calls consisted of 28 calls for Baldwin which were 3 fires, 17 medicals, 3 personal injuries, 1 mutual aid and 4 alarms. Blue Hill Township had a total of 11 calls for service which were 9 medicals, 1 personal injury and 1 alarm.

Discuss/Approve/Disapprove Retirement for Fire Fighter Cal Watson
Rush/Walker unanimous to approve retirement of Cal Watson effective January 30th, 2026.

Discuss/Approve/Disapprove Resignation for Fire Fighter Alexander Schablitsky -
Rush/Walker unanimous to approve resignation of fire fighter Alexander Schablitsky effective January 23rd, 2026.

Discuss/Approve/Disapprove Resignation for Fire Fighter Shawn Frink –
Rush/Walker unanimous to approve resignation for fire fighter Shawn Frink effective December 31st, 2025.

Public Comment Requests - There was no one present to address the Council during Public Comment Requests.

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

- Approve Application to Conduct Excluded Bingo for Knights of Columbus Council for an Event at Christ Our Light Church on March 8th and November 15th, 2026
- Approve City Council Meeting Minutes for January 21st, 2026
- Approve City Easter Egg Hunt at Young Park on March 21st, 2026
- Approve Baldwin FunFest Date of September 19th, 2026

Planning Items:

Discuss Code Enforcements – Rush/Case unanimous to approve actions presented by City Planning and Zoning Administrator, Licht from (TPC)
PID# 01-00467-0145 – Semi tractor/trailer parking used as living quarters, request to send citation.
PID# 01-00009-3205 – Junk/Debris, property owner contacted Licht. Licht from (TPC) will contact property owner before sending administrative notice.
PID# 01-00418-0125 – Junk/debris/boats, request to send Citation
PID# 01-00415-0340 – Junk/Debris, burning garbage, unlicensed vehicle, request to send citation.

Discuss/Approve/Disapprove Publishing Ad in Newspaper for Planning Commissioner – Rush/Walker unanimous to approve publishing ad in the newspaper for a Planning Commissioner. This ad will be combined with 2 Park Committee Members. This will also be posted on Baldwin website, Facebook page and a TextMyGov message sent.

Discuss/Approve/Disapprove City Council Attending February 11, 2026, Planning Commission Meeting to Discuss Accessory Buildings – Rush/Walker unanimous to approve City Council attending the February 11th, 2026, Planning Commission meeting.

Park Committee Report – Rush stated that the Park Committee met and discussed goals and the park committee meetings being held quarterly instead of monthly.

Discuss/Approve/Disapprove Park Committee Vice Chair Resignation for Sarah Koste – Rush/Walker unanimous to table this until the March 18th, 2026, City Council meeting.

Discuss/Approve/Disapprove Publishing Ad in Newspaper for Park Committee Member – This was combined with the Planning Commissioner ad.

Cemetery Update –

Discuss/Approve/Disapprove Cemetery Map - Rush/Case unanimous to approve GIS map contingent on clarification on cost of Hakanson Anderson updating.
Rush/Walker unanimous to approve cemetery map for City Hall of \$1200.00.

Tabled Items:

Discuss/Approve/Disapprove Infrastructure Committees Request and Project Description – Swanson would like to put together a plan for remodeling the existing buildings with a 20-year lifespan including bringing all buildings up to code. Swanson suggests changing the next Infrastructure Committee meeting until March to complete this plan. **Rush/Walker unanimous to approve this plan.**

Discuss/Approve/Disapprove \$4500.00 plus Expenditure for Brunton to Obtain Information for Infrastructure Committee – This was combined with Infrastructure Committees Request and Project Description agenda item above.

Discuss/Approve/Disapprove Building Official Attending Walk Through with Brunton – This was combined with Infrastructure Committees Request and Project Description agenda item above.

Discuss/Approve/Disapprove Zimmerman and Princeton Today Newspaper Insert – Walker/Rush unanimous to approve option 2 publication which is every other month distribution to all USPS mailboxes in Baldwin, Princeton and Zimmerman.

New Business:

Discuss/Approve/Disapprove Request for Proposals of Soil Borings for 2026 Street Reconstruction Projects – City Engineer, Hakanson Anderson, provided 2 quotes to give project costs for performing 5 soil borings, 7 bituminous cores, and creating a geotechnical evaluation report for 299th Avenue, 300th Avenue, and 129th Street. Haugo Geotechnical Services quote was for \$7,135.00 and American Engineering Testing quote was for \$9,550.00. **Rush/Case unanimous to approve Haugo Geotechnical Services LLC quote for \$7135.00.**

Discuss No Parking Signs – Case/Walker unanimous to approve M-R Sign quote for \$608.40.

Discuss/Approve/Disapprove Tree Quotes – Quotes were received to cut down 3 dead oak trees on Elk Lake Road. The trees are leaning towards the road and are a safety concern. **Rush/Walker unanimous to approve North Metro Tree Service quote for \$525.00.**

Discuss Public Works Position – This would be for the Public Works Maintenance Technician replacement due to a retirement in the department. Case requested an updated job description. Rush would like this advertised so interviews could be completed and the applicant could be hired in the spring. Swanson would like the job description updated and brought back to the February 18th, 2026, City Council meeting.

Discuss/Approve/Disapprove Kris Engineering Quote for Cutting Edges of \$4141.24 – Rush/Walker unanimous to approve quote for \$4141.24.

Announcements:

- a. Special Planning Commission Meeting Wednesday, February 11th, 2026 at 7:00 p.m.
- b. City Hall Closed Monday, February 16th, 2026 in Observance of President's Day
- c. Next City Council Meeting Wednesday, February 18th, 2026, at 7:00 p.m.

Any Other Business:

Rush communicated that the next Park Committee meeting will be February 19th, 2026.

Case stated that the Fire Department is hiring and the application deadline is April 1st, 2026.

Approve Bills for Payment – Rush/Case unanimous to approve check# 29251 – 29284 for \$73,855.39 and 5 EFT payments for \$19,693.71 for a total of \$93,549.10

Adjourn – Rush/Walker unanimous to adjourn at 8:17 p.m.

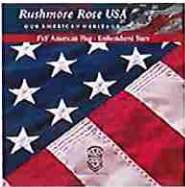
Submitted By: (s/) Joan Heinen
Clerk/Treasurer
City of Baldwin

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

Date

Attendees: Delmas Hines, Bruce West, Baldwin Fire Department Captain Phil Holland and Sherburne County Commander Ben Zawacki

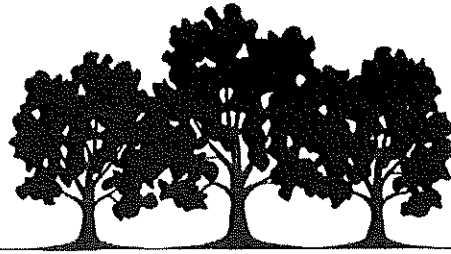
Shopping Cart

		Price
	Double Sided Minnesota State Flag 3x5 Outdoor The Longest Lasting MN Flags Heavy Duty 210D Nylon, Sewn Stripes, Embroidered Star, Stronger Brass Grommets,4 Stitched... In Stock Shipped from: AGUIFLGS FLAG FREE delivery Feb 25 - Mar 3 Gift options not available. Learn more Color: Minnesota - 2 + Delete Save for later Compare with similar items Share	\$28.99
	MIDLE Fire Department Flag 3x5 Ft Outdoor Large, Embroidered Firefighter logo[Quadruple Stitched Fly Ends] US Firefighter Service Sector Flags Gifts House Deco... In Stock FREE Returns ☐ This is a gift Learn more Color: Red Firefighter - 2 + Delete Save for later Compare with similar items Share	\$21.99
	N&B Pow Mia Flag Embroidered 3x5 Ft Outdoor 340D Double Sided Heavy Duty Military Flags Polyester with Durable Canvas Header and 2 Brass Grommets You are Not Forgott... In Stock FREE Returns ☐ This is a gift Learn more Embroidery Double Sided 🗑 1 + Delete Save for later Compare with similar items Share	\$32.99
	American Flag Made in USA American Flags for Outside 3X5 Premium US Flag 3X5 Heavy Duty Outdoor with Embroidered Stars and Sewn Stripes. In Stock FREE Returns ☐ This is a gift Learn more Size: 3X5 🗑 1 + Delete Save for later Compare with similar items Share	\$39.98 Save 15%  Clip Coupon
Subtotal (6 items):		\$174.93

Subtotal (6 items): **\$174.93**

☐ This order contains a gift

Proceed to checkout



CITY OF BALDWIN

30239 128th Street NW, Baldwin, MN 55371

February 11, 2026

Mary Larson
29725—138th Circle
Princeton, MN 55371

Re: City of Baldwin Planning Commission

Dear Mary Larson

This is to inform you that your commission will expire April 1, 2026.

Please indicate below if you wish to be reappointed for another term on the Planning Commission Board.

☒ Yes, I wish to be reappointed for another 3 years

☐ No, I do not wish to be reappointed for another term
Please include letter of resignation

The Baldwin City Council will review your reappointment at the March 4, 2026 City Council Meeting.

Kayla Nielsen
Deputy Clerk
City of Baldwin

Driveway Escrow – Lot platted before 3 April 2023:

Grading	\$2,480.00
Culvert	\$2,520.00
Paving	\$2,760.00
Access Restoration	\$1,300.00
TOTAL	\$8,540.00
125%	\$10,675.00

Driveway Escrow – Lot platted on 3 April 2023 or later:

Grading	\$2,480.00
Culvert	\$2,520.00
Paving	\$6,204.00
Access Restoration	\$1,300.00
TOTAL	\$11,984.00
125%	\$14,980.00

Landscape Escrow:

Trees (\$600.00/ac)	
Grading Restoration (\$2,615.00/ac.)	
TOTAL	
125%	

CITY OF BALDWIN
DRIVEWAY COST ESTIMATE
SCENARIO 1: 24' WIDE DRIVEWAY PAVED TO RIGHT-OF-WAY

SCHEDULE A - GRADING

ITEM NO.	ITEM DESCRIPTION	UNIT	TOTAL ESTIMATED QUANTITY	UNIT COST	EXTENSION
1	MOBILIZATION	LUMP SUM	1	\$800.00	\$800.00
2	COMMON EMBANKMENT	CU YD	56	\$30.00	\$1,680.00

TOTAL COST FOR SCHEDULE A \$2,480.00

SCHEDULE B - CULVERT

ITEM NO.	ITEM DESCRIPTION	UNIT	TOTAL ESTIMATED QUANTITY	UNIT COST	EXTENSION
1	15" CS PIPE CULVERT	LIN FT	36	\$70.00	\$2,520.00

TOTAL COST FOR SCHEDULE B \$2,520.00

SCHEDULE C - PAVING

ITEM NO.	ITEM DESCRIPTION	UNIT	TOTAL ESTIMATED QUANTITY	UNIT COST	EXTENSION
1	BITUMINOUS WEARING COURSE MIXTURE (3" THICK)	SQ YD	56	\$38.00	\$2,128.00
2	AGGREGATE BASE CLASS 5	TON	20	\$31.60	\$632.00

TOTAL COST FOR SCHEDULE C \$2,760.00

SCHEDULE D - RESTORATION AND STABILIZATION AROUND DRIVEWAY AND CULVERT

ITEM NO.	ITEM DESCRIPTION	UNIT	TOTAL ESTIMATED QUANTITY	UNIT COST	EXTENSION
1	RESTORATION	SQ YD	30	\$15.00	\$450.00
2	EROSION CONTROL BLANKET - CATEGORY 15	SQ YD	30	\$11.00	\$330.00

TOTAL COST FOR SCHEDULE D \$780.00

SCHEDULE E - RESTORATION FOR ENTIRE LOT

ITEM NO.	ITEM DESCRIPTION	UNIT	TOTAL ESTIMATED QUANTITY	UNIT COST	EXTENSION
1	RESTORATION	SQ FT	108900	\$0.06	\$6,534.00

TOTAL COST FOR SCHEDULE E \$6,534.00

CITY OF BALDWIN
DRIVEWAY COST ESTIMATE
SCENARIO 2: 24' WIDE DRIVEWAY PAVED BEYOND RIGHT-OF-WAY

SCHEDULE A - GRADING

ITEM NO.	ITEM DESCRIPTION	UNIT	TOTAL ESTIMATED QUANTITY	UNIT COST	EXTENSION
1	MOBILIZATION	LUMP SUM	1	\$800.00	\$800.00
2	COMMON EMBANKMENT	CU YD	56	\$30.00	\$1,680.00

TOTAL COST FOR SCHEDULE A \$2,480.00

SCHEDULE B - CULVERT

ITEM NO.	ITEM DESCRIPTION	UNIT	TOTAL ESTIMATED QUANTITY	UNIT COST	EXTENSION
1	15" CS PIPE CULVERT	LN FT	36	\$70.00	\$2,520.00

TOTAL COST FOR SCHEDULE B \$2,520.00

SCHEDULE C - PAVING

ITEM NO.	ITEM DESCRIPTION	UNIT	TOTAL ESTIMATED QUANTITY	UNIT COST	EXTENSION
1	BITUMINOUS WEARING COURSE MIXTURE (3" THICK)	SQ YD	130	\$36.00	\$4,680.00
2	AGGREGATE BASE CLASS 5	TON	40.0	\$31.60	\$1,264.00

TOTAL COST FOR SCHEDULE C \$6,204.00

SCHEDULE D - RESTORATION AND STABILIZATION AROUND DRIVEWAY AND CULVERT

ITEM NO.	ITEM DESCRIPTION	UNIT	TOTAL ESTIMATED QUANTITY	UNIT COST	EXTENSION
1	RESTORATION	SQ YD	50	\$15.00	\$750.00
2	EROSION CONTROL BLANKET - CATEGORY 15	SQ YD	50	\$11.00	\$550.00

TOTAL COST FOR SCHEDULE D \$1,300.00

SCHEDULE E - RESTORATION FOR ENTIRE LOT

ITEM NO.	ITEM DESCRIPTION	UNIT	TOTAL ESTIMATED QUANTITY	UNIT COST	EXTENSION
1	RESTORATION	SQ FT	108900	\$0.06	\$6,534.00

TOTAL COST FOR SCHEDULE E \$6,534.00

CEMETERY GIS MAP UPDATE

Since April of 2025, there have been approximately 12 burials.
If it takes Hakanson Anderson .5 hours to update the cemetery map, the 12 updates would be about 6 hours.

Here is the approximate breakdown of the past few years:

2026: 2 burials already

2025: 14 burials

2024: 12 burials

2023: 4 burials

2022: 8 burials

2021: 5 burials

2020: 10 burials

GIS SOFTWARE QUOTE FROM HAKANSON ANDERSON

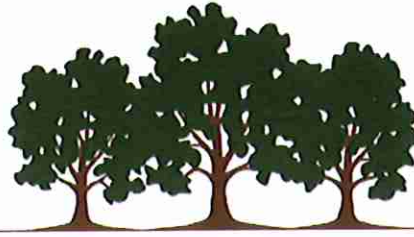
Option 1: \$500-\$1000

This is what it would cost annually for the City to have a GIS membership that would allow the City to perform basic tasks in GIS. This option would be good if the City just wanted to make simple edits to GIS maps that have already been created.

Option 2: \$2,500

This is what it would cost annually for the City to have a GIS membership that would allow the City to perform advanced tasks within GIS. This is the price of the membership we pay for.

Again, these are just ballpark values. We are only familiar with the program memberships that we use. If the City is interested in taking on GIS tasks, I would recommend reaching out to sales associates with Esri.



CITY OF BALDWIN

30239 128th Street, Baldwin, MN 55371

Telephone: (763) 389-8931

Fax: (763) 389-2751

February 6, 2026

Re: 100th Street and 297th Avenue Reconstruction Update

Dear Property Owner:

As you are aware, the City of Baldwin has been taking steps towards the reconstruction of 100th Street and 297th Avenue. Obtaining easements from property owners to allow for work activities adjacent to the road corridor is a necessary pre-requisite to advancing this project to construction.

At this time, we have received 32 out of the required 66 easement documents. Therefore, we will not solicit bids for 2026 construction (due to not having obtained all necessary easements).

We have heard from a few property owners requesting compensation for the easement and/or trees. Given the City's limited budget, aAt this time, the City of Baldwin has determined that we will not offer compensation for trees and/or easements as it will limit our ability to complete road repairs in other neighborhoods.

If the City receives all signed easement documents **on or before May 1, 2026** we will continue scheduling efforts towards reconstruction of the roads. While this timeline would not allow for the road work to begin in 2026, it would allow for tree removal and utility relocation to occur this fall/winter, making way for construction to begin promptly in 2027.

Your easement document has been provided to you by mail already. If this is the first you are hearing about this project or that a signed easement document is required from you, please reach out as soon as you are able to the contacts provided in the information below. Your cooperation is essential in getting this long overdue road construction project completed.

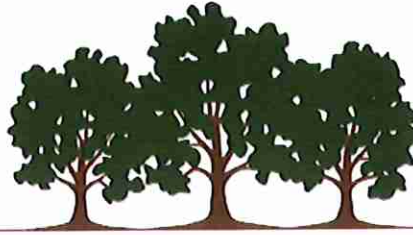
If you have any questions or comments, you may submit them to [Joan Heinen, City Clerk, at city.clerk@baldwinmn.gov](mailto:Joan.Heinen@city.clerk@baldwinmn.gov) or contact us by phone at (763) 389-8931.

Sincerely,

City of Baldwin

Mission Statement

To make the City of Baldwin a proud place to live by safeguarding property rights, encouraging agriculture, commercial communities and residential growth.



CITY OF BALDWIN

30239 128th Street, Baldwin, MN 55371

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Fax: (763) 389-2751

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Thank you for your time and consideration in reviewing and signing the easement document. Your cooperation is greatly appreciated and is an important step toward advancing this long-overdue road construction project.

If you have any questions or comments, you may submit them to [Joan Heinen, City Clerk, at city.clerk@baldwinmn.gov](mailto:Joan.Heinen@city.clerk@baldwinmn.gov) or contact us by phone at (763) 389-8931.

Sincerely,

City of Baldwin

Mission Statement

To make the City of Baldwin a proud place to live by safeguarding property rights, encouraging agriculture, commercial communities and residential growth.



14601 Ramsey Boulevard
Ramsey, Minnesota 55303
763.323.2600
Fax: 763.323.2603
www.connexusenergy.com
info@connexusenergy.com

your most powerful membership™

February 11, 2026

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

Dear Mayor Swanson & Baldwin City Council Members,

The City of Baldwin is planning to reconstruct one mile of 297th Avenue NW and two miles of 100th Street NW within the city ("Project"). The Project will expand and widen the right-of-way and the travelled portion of the roadways.

In order to accommodate the widening of the roadway and to meet state clear zone requirements, Connexus Energy is required to relocate its electrical facilities, which provide reliable and economical electric service to Connexus Energy members – and Baldwin residents – residing along these routes. Connexus Energy is planning to do this work to accommodate the City's construction timeline, pending right-of-way acquisition and route clearing.

Connexus Energy representatives and staff from Hakanson-Anderson, as well as the City's attorney, met to discuss the type of power line construction that will be used along these routes – overhead or underground. Connexus Energy chooses the most practical, cost-effective, and reliable type of construction to serve our members. In brand-new developments and for the vast majority of new services, the preferred method is underground construction. For the Project, the optimal method is overhead construction.

There are several reasons why overhead is the optimal construction type for the Project. The upfront cost of constructing underground facilities is \$305,000 more than overhead construction, which would achieve similar capacity. In addition, underground is more difficult to "tap" for new services that may be constructed over time along these fairly rural routes, resulting in additional costs and the addition of pad-mounted cabinets along the route to provide connection points to the underground system. Many of the existing services along the route are overhead, and would not be converted to underground without a contribution to the cost of construction by the member as well as conversion of their electrical equipment on their houses. This means that Connexus Energy would have to set poles on properties along the route to provide a place for the underground system to feed the existing overhead services, which would likely be regarded negatively by the landowners. In summary, overhead is the optimal construction type for the Project.

While both parties are reserving their legal arguments in this matter, Connexus Energy looks forward to working collaboratively with the City of Baldwin to complete this project to our mutual benefit.

Sincerely,

A handwritten signature in black ink, appearing to read "Nick Loehlein", with a stylized flourish at the end.

Nick Loehlein
Vice President, Electric Operations
Connexus Energy
14601 Ramsey Boulevard
Ramsey, MN 55303
763.323.4223



Frontier Trails 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

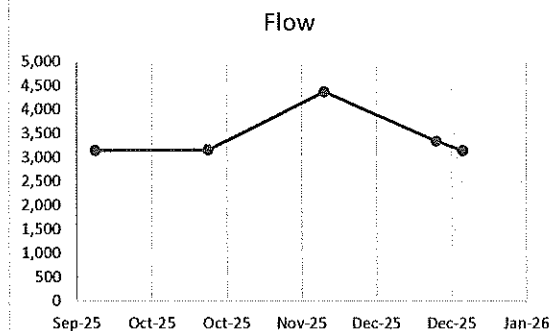
Sample effluent at WS007	4 / year	☒ Completed	☐ Not Completed
Visually inspect the drainfields	1 / month	☒ Completed	☐ Not Completed
Verify pumps are operational	2 / month	☒ Completed	☐ Not Completed
Turn pumps to hand to observe diverter operation at drainfields	2 / month	☒ Completed	☐ Not Completed
Sample wells at GW001-GW004 (Apr, July, Oct)	3 / year	☐ Completed	☒ Not Completed

Special Requirements

Home counts (Jun, Dec)	2 / year	☐ Completed	☒ Not Completed
------------------------	----------	------------------------------------	---

Monthly Flow Data

Current flow reading	3148	gpd
Previous flow reading	3347	gpd
Increase/decrease	-199	gpd



Comments

site is operational

Future Maintenance Needs

Date:	1/28/2026	1/22/2026	1/15/2026	1/8/2026
Operator:	JC	JC	JC	JC

FACILITY NAME/ADDRESS:
Frontier Trails Septic Treatment System
unknown
Baldwin Township, MN 55371

STATION INFORMATION:
W/S 001 (Influent Waste System #1)
Waste Stream

No Discharge/No Flow
(Enter 'x' if no discharge/no flow occurred for this station):

PERMITEE
NAME/ADDRESS:
Baldwin Township
30239 128th St
Princeton, MN 55371

WASTEWATER TREATMENT
DISCHARGE MONITORING REPORT

PERMIT #	LIMIT STATUS	FORMER #
NN10064459		

MONITORING PERIOD	
YEAR MO DAY	YEAR MO DAY
2026-01-01	2026-01-31

FROM: TO:

PARAMETER	QUANTITY			UNITS	CONCENTRATION			UNITS	FREQUENCY OF ANALYSIS	SAMPLE TYPE	Exception
	SAMPLE VALUE	PERMIT	REQ		SAMPLE VALUE	PERMIT	REQ				
BOD, Carbonaceous 05 Day (20 Deg C) 80082	*****	*****	*****	mg/L	*****	*****	*****	mg/L	twice per month	Grab	
	*****	*****	*****		REPORT calendar month average	*****	*****		twice per month	Grab	
	*****	*****	*****		*****	*****	*****		once per day	Measurement, Continuous	
Flow 50050	*****	*****	*****	mgd	*****	*****	*****	mgd	once per day	Measurement, Continuous	
	*****	*****	*****		REPORT calendar month total	*****	*****		once per day	Measurement, Continuous	
	*****	*****	*****		*****	*****	*****		twice per month	Grab	
pH 00400	*****	*****	*****	SU	*****	*****	*****	SU	twice per month	Grab	
	*****	*****	*****		REPORT calendar month minimum	*****	*****		twice per month	Grab	
	*****	*****	*****		*****	*****	*****		once per day	Measurement	
Precipitation 00193	*****	*****	*****	In	*****	*****	*****	In	once per day	Measurement	
	*****	*****	*****		REPORT calendar month total	*****	*****		once per day	Measurement	
	*****	*****	*****		*****	*****	*****		twice per month	Grab	
Solids, Total Suspended (TSS) 00530	*****	*****	*****	mg/L	*****	*****	*****	mg/L	twice per month	Grab	
	*****	*****	*****		REPORT calendar month average	*****	*****		twice per month	Grab	
	*****	*****	*****		*****	*****	*****		twice per month	Grab	

COMMENTS:

FACILITY NAME/ADDRESS:
Frontier Trails Septic Treatment System
unknown
Baldwin Township, MN 55371

WS 004 (Influent Waste System #2)
Waste Stream

PERMITTEE
NAME/ADDRESS:
Baldwin Township
30239 128th St
Princeton, MN 55371

WASTEWATER TREATMENT
DISCHARGE MONITORING REPORT

PERMIT #	LIMIT STATUS	FORMER #
MN0064459		

YEAR MO DAY	YEAR MO DAY
2026-01-01	2026-01-31

FROM: TO:

No Discharge/No Flow
(Enter 'x' if no discharge/no flow occurred for this station):

PARAMETER	QUANTITY		UNITS	CONCENTRATION		UNITS	FREQUENCY OF ANALYSIS	SAMPLE TYPE	Exception
	SAMPLE VALUE	PERMIT		REPORT	calendar month average				
BOD, Carbonaceous 05 Day (20 Deg C) 80082		*****		*****	24	*****	twice per month	Grab	
		*****		*****			twice per month	Grab	
		*****		*****			once per day	Measurement, Continuous	
Flow 50050		*****		*****	.0466	.0015	once per day	Measurement, Continuous	
		*****		*****	REPORT	0.01023	once per day	Measurement, Continuous	
		*****		*****	calendar month total	daily maximum	twice per month	Grab	
PH 00400		*****		*****	6.33	7.16	twice per month	Grab	
		*****		*****	REPORT	REPORT	twice per month	Grab	
		*****		*****	calendar month minimum	calendar month maximum	twice per month	Grab	
Solids, Total Suspended (TSS) 00430		*****		*****	9.7	*****	twice per month	Grab	
		*****		*****	REPORT	*****	twice per month	Grab	
		*****		*****	calendar month average		twice per month	Grab	

COMMENTS:

CITY OF BALDWIN

02/18/26 8:14 AM

Page 1

602 Transactions

2026

January

Last Dim Descr	Search Name	Dr/Cr Amt	Comments
R Revenue			
Late Payments Se	Frontier Trails	-\$66.51	UB Receipt Serv Pen 1 Frontier Trails
Sewer Charges	Frontier Trails	\$137.00	Grace DeRosier Austin Baumann
Sewer Charges	Credit Card Payments	-\$138.00	James Meyer FT Payment
Sewer Charges	Credit Card Payments	-\$138.00	Bradley Jansen FT Payment
Sewer Charges	Frontier Trails	-\$4,037.49	UB Receipt Serv 1 Frontier Trails
Sewer Charges	Credit Card Payments	-\$372.00	Alex Bernier FT Payment
Sewer Charges	Credit Card Payments	-\$186.00	Grace Derosier FT Payment
Sewer Charges	Frontier Trails	\$138.00	James Meyer
Sewer Charges	Frontier Trails	\$138.00	Bradley Jansen
Sewer Charges	Credit Card Payments	-\$137.00	Grace Derosier - FT Septic
Sewer Charges	Frontier Trails	\$135.00	NSF Check - Tibor
R Revenue		-\$4,527.00	
G General Ledger			
Deferred Revenue	Frontier Trails	-\$558.00	UB UR Receipt Group 01 FRONTIER TRAILS
G General Ledger		-\$558.00	
E Expenditure			
Interest	The Bank of Elk River	\$1,316.81	Feb 1 2026 GO 2017A
Other Professional	Natural Systems Utilities	\$2,096.39	Frontier Trails Jan 2026 Services
Principal	The Bank of Elk River	\$50,911.20	Feb 1 2026 GO 2017A
E Expenditure		\$54,324.40	
		\$49,239.40	

CITY OF BALDWIN

JOB DESCRIPTION

PUBLIC WORKS MAINTENANCE WORKER

Department: Public Works

FLSA Status: Non-Exempt

Reports To: Public Works Maintenance Coordinator

Position Objective

The Public Works Maintenance Worker performs maintenance operations on city streets, parks, buildings, equipment, and other municipal property under the direction of the Public Works Maintenance Coordinator. Work includes operation of heavy and light equipment, general maintenance activities, and manual labor necessary to support safe and efficient public works operations for the City of Baldwin.

Essential Duties and Responsibilities

The following duties describe the general nature and level of work performed. This list is not intended to be all-inclusive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Street, Right-of-Way, and Public Area Maintenance

- Assists in repairs and maintenance of the city's streets, rights-of-way, and related public works infrastructure.
- Performs street repairs including pothole patching and crack-sealing operations.
- Replace damaged or missing street and traffic signs.
- Clears obstructions from city rights-of-way.
- Performs snow and ice control activities including plowing, sanding, and salting.
- Works with materials such as bituminous materials, sand, gravel, black dirt, and salt.

Grounds, Parks, and Facilities Maintenance

- Mows grass and maintains landscaped areas.
- Picks up trash and debris in parks and public areas.
- Trims trees and assist with landscaping installation and maintenance.
- Maintains city-owned parks, shelters, cemetery grounds, and City Hall grounds.
- Assists in maintaining municipal buildings including general cleaning and minor repairs.
- Assists with upkeep and general cleanliness of city buildings, facilities, and public works areas.

Equipment Operation and Work Support

CITY OF BALDWIN

- Operates trucks, loaders, tractors, mowers, and other public works equipment in a safe and efficient manner.
- Performs routine inspection, cleaning, and basic servicing of vehicles and equipment.
- Reports on equipment problems, damage, or maintenance needs of the Public Works Maintenance Coordinator.
- Maintains tools and equipment in safe working conditions.
- Maintains maintenance records and assists with estimates and requisitions for supplies, materials, and equipment when necessary and assigned.

Workplace Expectations and Conduct

- Maintains effective working relationships with coworkers, city officials, contractors, and the public.
- Performs work in a professional manner while interacting with the public and other employees.
- Maintains regular and reliable attendance during scheduled work hours.
- May be required to work overtime or adjusted schedules as operational needs require.
- Adheres to safety rules and procedures, work rules, and city policies.
- Performs other duties and responsibilities as apparent or assigned.

Lead / Task Guidance (Non-Supervisory)

- May provide task guidance or serve in a lead capacity during assigned work activities or in the absence of the Public Works Maintenance Coordinator.

Knowledge, Skills, and Abilities

- Knowledge of the safe use, operation, and preventive maintenance of assigned equipment.
- Skill in the use of hand tools and equipment associated with public works maintenance.
- Ability to understand and follow oral and written instructions.
- Ability to work independently and as part of a team.
- Ability to maintain effective working relationships with coworkers and the public.
- Ability to perform physical labor for extended periods under varying weather conditions.

Minimum Qualifications

- High school diploma or GED.
 - Must possess a valid Minnesota Class B Commercial Driver's License with air brake endorsement.
 - One year of street maintenance, construction, equipment operation, or related experience, or an equivalent combination of education and experience.
-

CITY OF BALDWIN

Desirable Qualifications

- Class A Commercial Driver's License preferred.
 - Additional street and/or utility maintenance, construction, or farming experience including use of associated equipment.
 - Experience working in a municipal public works department.
 - Training or education in maintenance, machinery, mechanics, or related fields.
 - History of safe work habits and a clean driving record.
-

Working Conditions / Physical Requirements

Work is performed both indoors and outdoors and may involve exposure to weather extremes, noise, dust, moving equipment, and other hazards associated with public works activities.

The position may be required to respond to emergencies or assist with emergency responses outside normal working hours as needed.

Physical requirements include the ability to frequently lift and carry objects weighing up to sixty (60) pounds and occasionally lifting heavier items with assistance or mechanical equipment. Duties may include bending, climbing, kneeling, reaching, standing for extended periods, and performing repetitive movements as required for the job.

Conditions of Employment

- Must comply with organizational and department policies.
 - Must maintain required licenses and certifications for the position.
-

Equal Opportunity Employer / ADA Statement

The City of Baldwin is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. The city will provide reasonable accommodations for qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

CITY OF BALDWIN

JOB DESCRIPTION

PUBLIC WORKS MAINTENANCE COORDINATOR

Department: Public Works

FLSA Status: Exempt or Non-Exempt (City to determine)

Reports To: City Council or City Administrator (as applicable)

Supervises: Public Works Maintenance Worker(s), seasonal or temporary staff

Position Objective

The Public Works Maintenance Coordinator coordinates and oversees the daily operations of the Public Works Department including streets, parks, buildings, equipment, and related municipal infrastructure. The position supports safe, efficient, and reliable delivery of public works services while participating in maintenance activities as needed to support department operations.

Work activities and priorities may change based on weather conditions, emergencies, staffing levels, equipment availability, budget considerations, and direction from the City Council or administration.

Essential Duties and Responsibilities

The following duties are intended to describe the general nature and level of work performed. This list is not intended to be all-inclusive, and additional duties may be assigned as needed.

Operations Management

- Coordinates and oversees daily public works activities including streets, parks, facilities, equipment, grounds, and related infrastructure.
- Establishes general maintenance priorities based on operational needs, weather conditions, emergencies, and direction from city administration or council.
- Adjusts work activities as necessary to respond to changing conditions, service requests, and operational demands.
- Work priorities may change frequently due to weather conditions, emergencies, equipment availability, and operational needs.
- Participates in maintenance and operational work as needed to support department operations.
- Assists in identifying maintenance needs and operational improvements.

Administrative Responsibilities

- Prepares periodic operational reports for the City Council or administration.
- Maintains records related to maintenance activities, equipment, inventories, and work performed.
- Coordinates purchasing activities, obtains quotes, and processes requisitions in accordance with city policy and approved budgets.

CITY OF BALDWIN

- Provides input for annual operating budgets and capital improvement planning related to public works operations.
- Communicates with city officials, staff, and the public regarding public works activities and service concerns.
- Coordinates investigation and response to citizen concerns in a professional manner consistent with city policies.

Equipment and Asset Management

- Oversees inspection, maintenance, and servicing of city vehicles and equipment.
- Maintains inventories of tools, materials, and supplies necessary for operations.
- Recommends equipment repair, replacement, and acquisition needs based on operational requirements.

Compliance and Safety

- Ensures compliance with applicable federal, state, and local regulations including OSHA and safety requirements.
- Establishes and enforces safe work practices and procedures.
- Oversees proper handling, storage, and disposal of materials and waste in accordance with regulations.

Project and Contractor Coordination

- Coordinates work with engineers, consultants, contractors, and vendors related to public works projects.
- Assists with implementation and inspection of public works projects to ensure work meets established standards and specifications.
- Coordinates activities with other departments and contracted services to minimize service interruptions and improve efficiency.

Staff Coordination

- Provides direction, training, and oversight to public works maintenance staff.
- Assists with recruitment activities including participation in interviews, hiring recommendations, and selection of seasonal or temporary staff such as snowplow operators.
- Assists in identifying staffing needs and coordinating staff resources to meet operational demands.
- Promotes a safe and productive work environment and encourages cross-training to improve operational efficiency.
- Establishes and maintains procedures for emergency response and coordinates staff response during emergencies or major equipment failures.

Knowledge, Skills, and Abilities

CITY OF BALDWIN

- Knowledge of municipal public works operations including streets, parks, facilities, and equipment maintenance.
 - Knowledge of equipment operation, maintenance practices, and safety procedures.
 - Ability to organize and coordinate multiple work activities in a changing work environment.
 - Ability to communicate effectively with employees, contractors, city officials, and the public.
 - Ability to maintain effective working relationships and resolve problems in a practical and professional manner.
-

Minimum Qualifications

- High school diploma or GED.
 - **Must possess a valid Minnesota Class B Commercial Driver's License.**
 - Experience in public works, construction, equipment operation, or related field, or an equivalent combination of education and experience.
-

Desirable Qualifications

- Supervisory or lead worker experience.
 - Experience in municipal public works operations.
 - Training or certification related to safety, equipment operation, or public works management.
-

Working Conditions

Work is performed both indoors and outdoors and may involve exposure to weather extremes, noise, dust, moving equipment, and other hazards associated with public works activities. The position requires physical activity including lifting, bending, climbing, and operating equipment.

The position may be required to respond to emergencies or coordinate staff response outside of normal working hours as needed. Employee may be required to work evenings, weekends, or holidays depending on operational needs.

The position requires the ability to frequently lift and carry objects weighing up to sixty (60) pounds and occasionally lift heavier items with assistance or mechanical equipment. Duties may include bending, climbing, kneeling, reaching, and prolonged standing or walking while performing maintenance and operational activities.



December 2, 2025

Joan M. Heinen, City Clerk/Treasurer
City of Baldwin
30239 128th Street NW
Baldwin, MN 55371
Sent via Email

RE: Subsurface Sewage Treatment System (SSTS) Program Administration Proposal

Dear Ms. Heinen,

Rum River Consultants (RRC) currently administers a portion of the City of Baldwin's Subsurface Sewage Treatment System (SSTS) program, including permitting and inspection services. Some of these services have previously been provided at no cost. As we look ahead to 2026, we would like to provide a proposal to administer Baldwin's SSTS program in its entirety.

Ordinance Revision

RRC would provide a full repeal and replace of Baldwin City Code Chapter 4, *Subsurface Sewage Treatment Systems* to align the City's ordinance with current State regulations, MPCA requirements, and best administrative practices. This project includes drafting the ordinance language and submitting it to the Minnesota Pollution Control Agency (MPCA) for State review and approval. This is a one-time project.

Construction Permits

SSTS construction permits are submitted electronically through Baseline. RRC currently completes permit intake, plan review, field inspections, and compliance documentation. This service remains budget neutral for the City. Construction permitting would continue to be fully administered by RRC under this model.

Compliance Report Tracking and Enforcement

SSTS professionals submit compliance reports after system evaluations. Compliant reports are recorded for tracking purposes, while non-compliant reports require notification to the property owner, citation of applicable codes, timelines for corrective action, and follow-up documentation. If compliance is not achieved, enforcement measures must be initiated. This function can be administered by RRC to ensure deadlines are met and reporting remains accurate for annual MPCA requirements.

Maintenance and Operating Permit Administration

Maintenance (pumping) and operating permits obtained by contractors with documentation should be filed upon completion. RRC can administer these permits, file all records, and communicate with property owners as needed regarding documentation or renewal. The program would operate similar to SSTS construction permitting, with Baseline collecting permit fees directly once the SSTS module is ready to launch.

Annual Minnesota Pollution Control Agency (MPCA) Reporting

Each year, the MPCA requires jurisdictions to submit a full program report documenting new construction, repairs, maintenance activities, compliance and enforcement actions, installer data, and tracking needs. RRC



can compile all program records and prepare the annual MPCA report on behalf of the City of Baldwin. This ensures consistency between program administration and State reporting requirements.

Because SSTS program oversight is tied to the Designated Building Official, Andy Schreder will remain responsible for reviewing and signing the MPCA reports. If compliance monitoring is retained by Baldwin staff, RRC would need electronic access to the City's record management system to maintain State-required workflow continuity for permitting.

Proposal Overview

Item	Scope	Initial Cost	Ongoing Cost
Ordinance Revision – SSTS Code Update	Repeal and replace Baldwin City Code, Chapter 4 and submit to MPCA.	\$900	One-time project
Construction Permitting	Intake, review, inspection, and documentation through Baseline.	No cost to Township	Percentage of permit
Compliance Report Tracking & Enforcement	Notification, tracking, follow-up, enforcement coordination, recordkeeping.	Hourly	Estimated 2 hours for non-compliant report follow-up & No charge for compliant reports
Maintenance & Operating Permit Administration	Issue permits, record receipt of documentation, homeowner communication.	No cost to Township	Permit fee retained by RRC
Annual MPCA Reporting	Compile data, complete and submit annual SSTS program report	Hourly	Estimated 10 – 16 hours

RRC respectfully asks that this proposal be placed on the December 15, 2025 City Council meeting agenda. Our team will prepare a concise 10-minute presentation outlining service options and seeking direction on how the City of Baldwin would like its SSTS Program administered moving into 2026.

Please let me know when materials for the City Council packet are due so I can ensure this proposal, along with the staff report and presentation, is submitted in time for inclusion in the December 15, 2025 packet.

Thank you for considering this proposal and for the opportunity to support your community.

Warmly,

Carri Levitski
Senior Advisor | Government Relations
Rum River Consultants
carri@rumrivercc.com
763-464-8798



CITY OF BALDWIN COUNCIL ACTION REQUEST



PRESENTER: Rum River Consultants (RRC)
Andy Schreder, Chief Building Official & Co-Owner
Carri Levitski, Senior Advisor | Government Relations

DATE: December 15, 2025

AGENDA ITEM: SSTS Administration Program Proposal

BACKGROUND INFORMATION:

Rum River Consultants (RRC) currently administers a portion of the City of Baldwin's Subsurface Sewage Treatment System (SSTS) program, including permitting and inspection services. Some of these services have previously been provided at no cost. As we look ahead to 2026, we would like to provide a proposal to administer Baldwin's SSTS program in its entirety.

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Annual Minnesota Pollution Control Agency (MPCA) Reporting

Each year, the MPCA requires jurisdictions to submit a full program report documenting new construction, repairs, maintenance activities, compliance and enforcement actions, installer data, and tracking needs. RRC can compile all program records and prepare the annual MPCA report on behalf of the City of Baldwin. This ensures consistency between program administration and State reporting requirements.

Because SSTS program oversight is tied to the Designated Building Official, Andy Schreder will remain responsible for reviewing and signing the MPCA reports. If compliance monitoring is retained by Baldwin staff, RRC would need electronic access to the City's record management system to maintain State-required workflow continuity for permitting.



CITY OF BALDWIN
COUNCIL ACTION REQUEST



Proposal

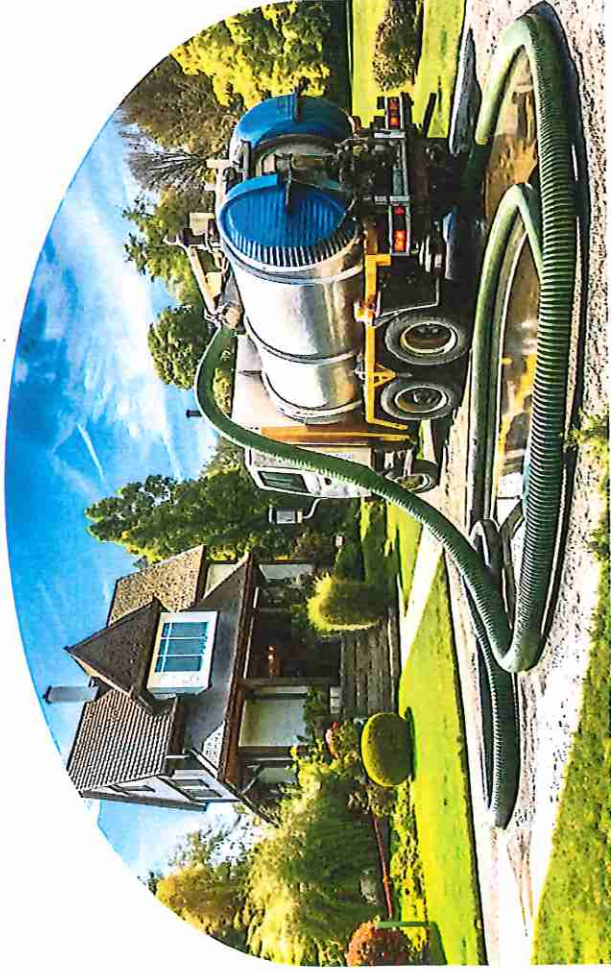
SSTS Program Component	Scope	Initial Cost	Ongoing Cost
Ordinance Revision	Repeal and replace City Code, Chapter 4 & submit to MPCA.	\$900	One-time project
Permits & Inspections	Intake, review, inspection, and documentation.	\$0 budget impact	Percentage of permit
Compliance Reports	Notification, tracking, follow-up, enforcement coordination, recordkeeping.	Hourly	~2 hours for non-compliance & no charge for compliance reports
Maintenance & Operating Permit Administration	Issue permits, record receipt of documentation, homeowner communication.	\$0 budget impact	Permit fee retained by RRC
Annual MPCA Reporting	Compile data, complete & submit annual SSTs program report	Hourly	Estimated 10 – 16 hours

REQUESTED COUNCIL ACTION:

1. Discuss Proposal
2. If the council supports the proposal, a motion and second to approve the proposal as presented with a do not exceed amount of \$900 for RRC to author a repeal and replace ordinance amendment.

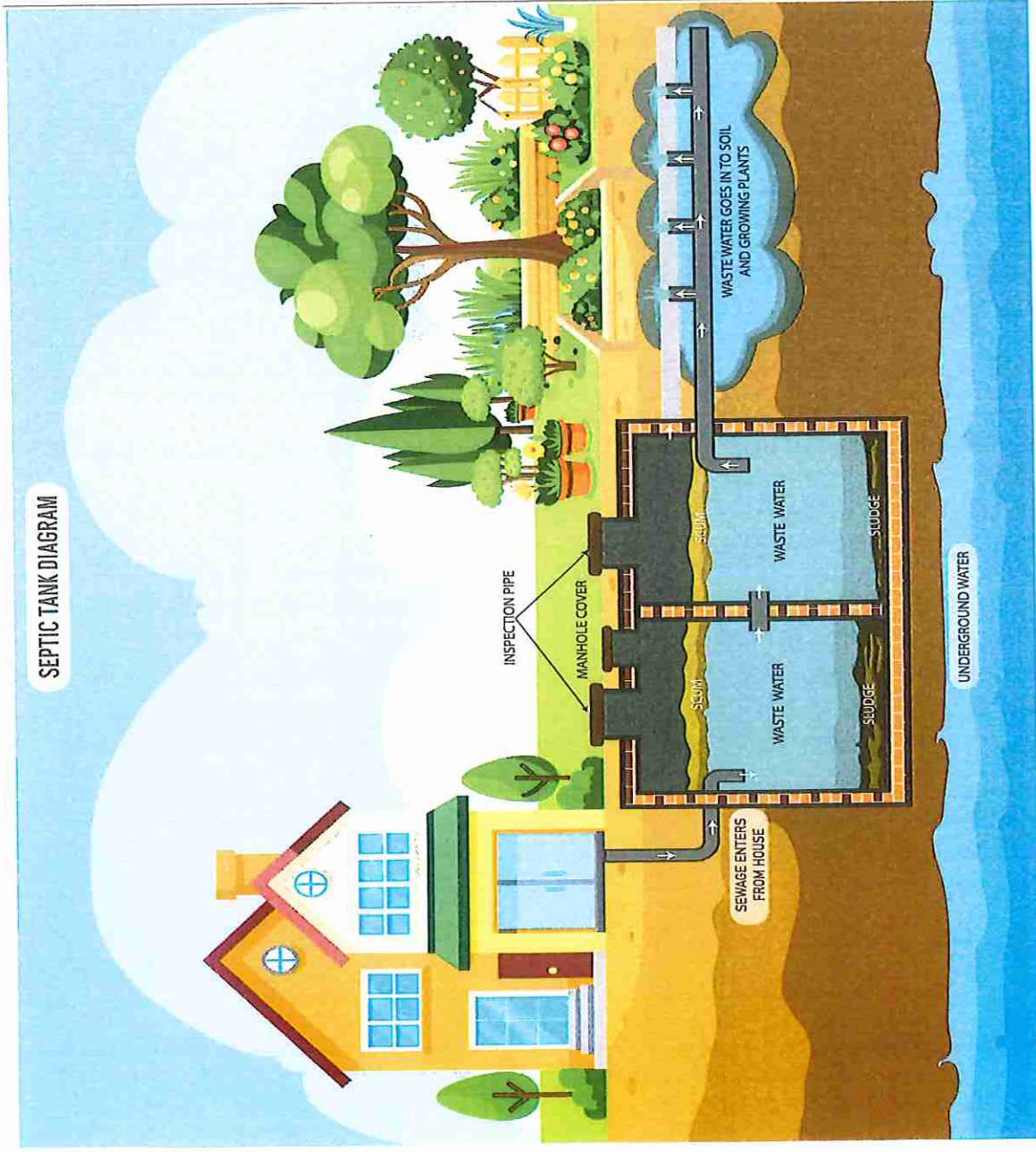
ATTACHMENTS:

1. SSTs Presentation
2. December 2, 2025 Letter to City Clerk Heinen



SUBSURFACE SEWAGE TREATMENT SYSTEM ADMINISTRATION

Presented by Rum River Consultants, LLC
Baldwin City Council Meeting
December 15, 2025



PURPOSE & INTENT

To ensure the proper location, design, installation, use, and maintenance of subsurface sewage treatment systems (SSTS).

Which protects the public health, safety, and general welfare by adequately discharging treated sewage to groundwater

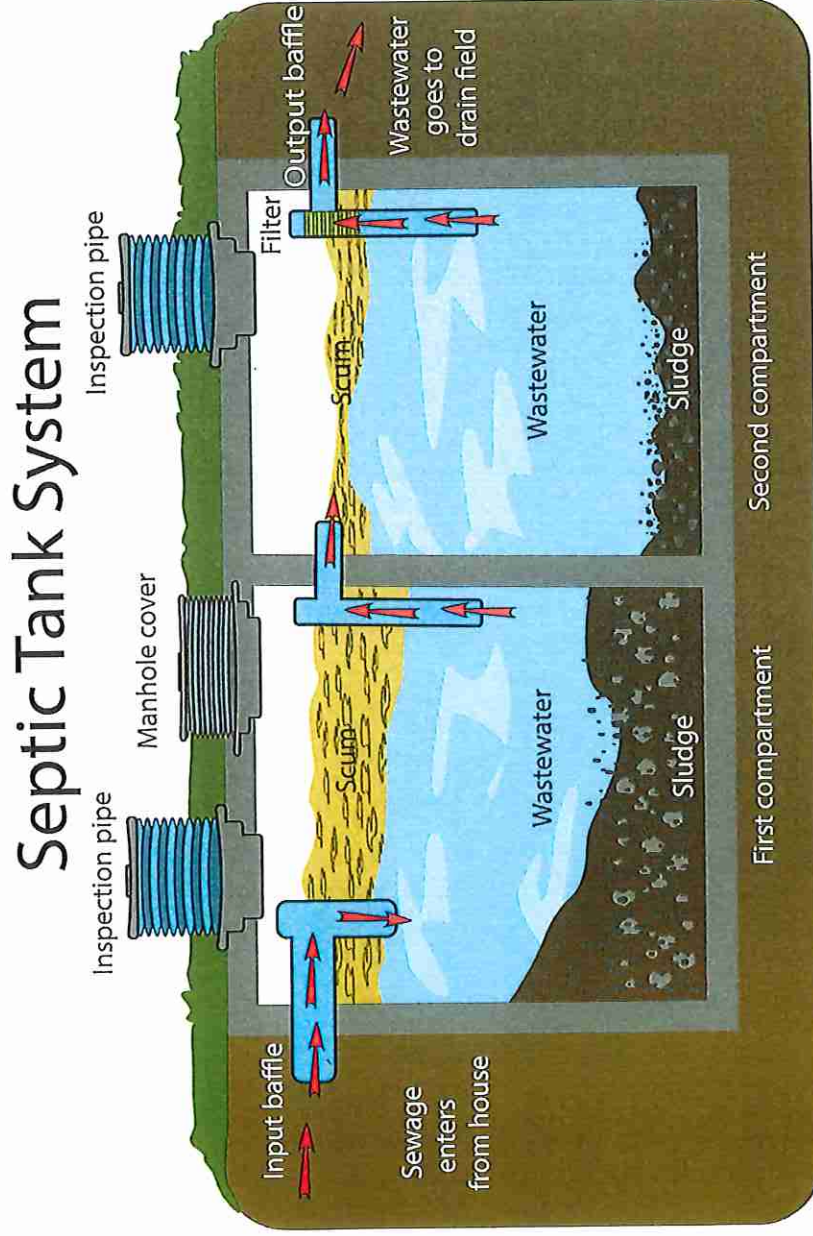
WHAT IS A TANK ASSESSMENT?

A tank assessment is an evaluation of your septic tank to answer two basic questions:

1. Is the septic tank watertight?
 - a. Water must not be leaking out of the tank into the surrounding ground.
 - b. Excess water should not be leaking into the tank as this can overload the system.
2. Are the levels or amounts of solids inside the tank within operating parameters? These solid layers are:
 - a. Scum – material floating at the top of the tank; and
 - b. Sludge – material sitting at the bottom of the tank

WHAT IS A TANK ASSESSMENT?

Solids are held inside the tank by baffles (see diagram). The *Maintainer* should verify the presence and condition of the baffles while completing on site work.



TIPS FOR TANK ASSESSMENTS

If the tank's contents are removed (pumped out) as a matter of practice or abundance of caution, measurement (assessment) of the tank's solids is not required.

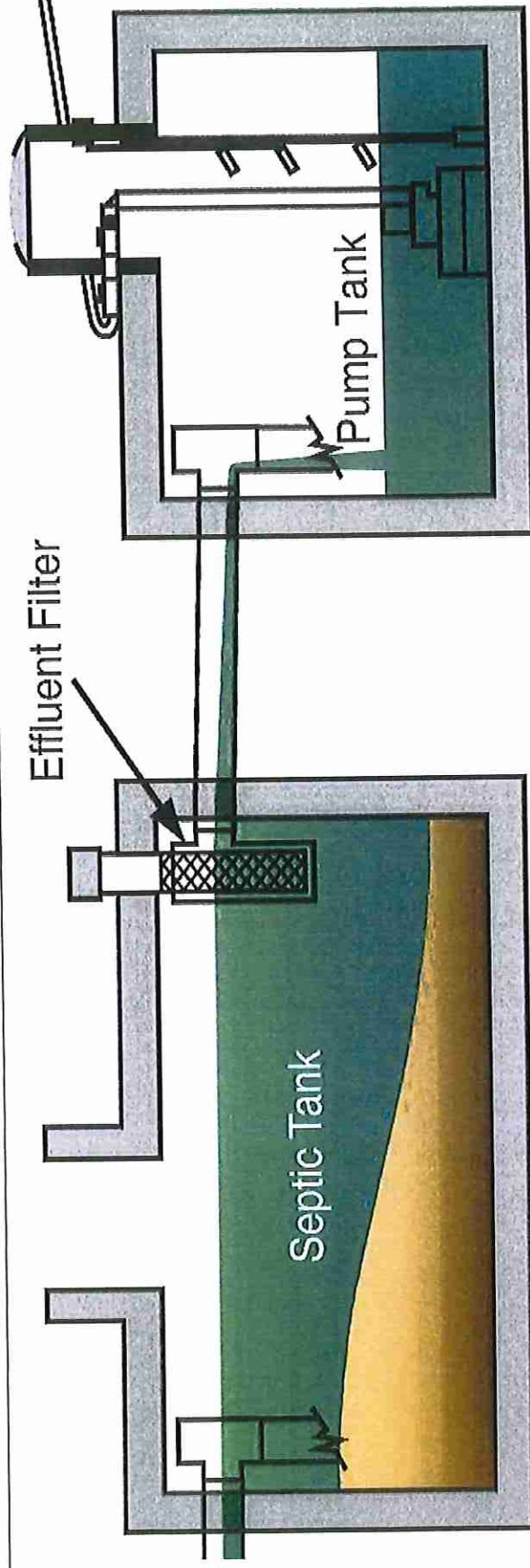
If the occupants have been consistently taking care of their septic system by monitoring what is disposed of and controlling water usage, they may choose to communicate with the *Maintainer* upon scheduling their triennial appointment that an assessment is requested rather than a full service of removal of the tank's contents.

This may be less expensive and can be performed timelier as it requires different/less costly equipment.

PUMP TANKS

If your system has a pump tank (where the effluent is pumped to the drainfield), it must also be assessed or pumped/cleaned every three years.

- The same criteria for water tightness also applies to pump tanks.
- Solid material should not be in the pump tank
 - If significant amounts of scum or sludge are present, the source/cause should be determined while the *Maintainer* is on site.
 - Solid material in this tank can cause significant damage to the pump and is a serious risk of plugging in the drain field.



ASSESSMENT vs. PUMPING

If the *Maintainer* measures the tank's contents in an assessment and find the measurements indicate the tank is beyond allowable levels, pumping/removing the tank contents will then be required.

Pumping cannot be performed through the inspection ports. Fully compliant pumping activities can only be performed through the maintenance/access holes.

Pumping will entail either backflushing or agitation by mechanical means to ensure solids become suspended in the liquid for thorough removal/cleaning.

STATE vs. LOCAL



STATE RESPONSIBILITIES



- State Laws
- Certifications
- Registrations

STATE REQUIREMENTS

- SSTS are governed by Minnesota Rules 7080 through 7083.
- Minnesota Rule 7082: Local ISTS Programs has 9 Chapters
 - 7082.0010: *Purpose & Intent*
 - 7082.0020: *Definitions*
 - 7082.0040: *Regulatory Administration Responsibility*
 - 7082.0050: *General Requirements for Local Ordinances*
 - 7082.0100: *Requirements for Local Ordinances*
 - 7082.0300: *Local Program Administration*
 - 7082.0500: *Permit Program for SSTS*
 - 7082.0600: *System Management*
 - 7082.0700: *Inspection Program for SSTS*

Minnesota Rules Chapters 7080 through 7083

Subsurface Sewage Treatment Systems Program



Extracted from Minnesota Rules 7080 through 7083, originally adopted through December 2020.

Transmitted by the University of Minnesota and is not the official version compiled by the Office of the Revisor of Statutes.

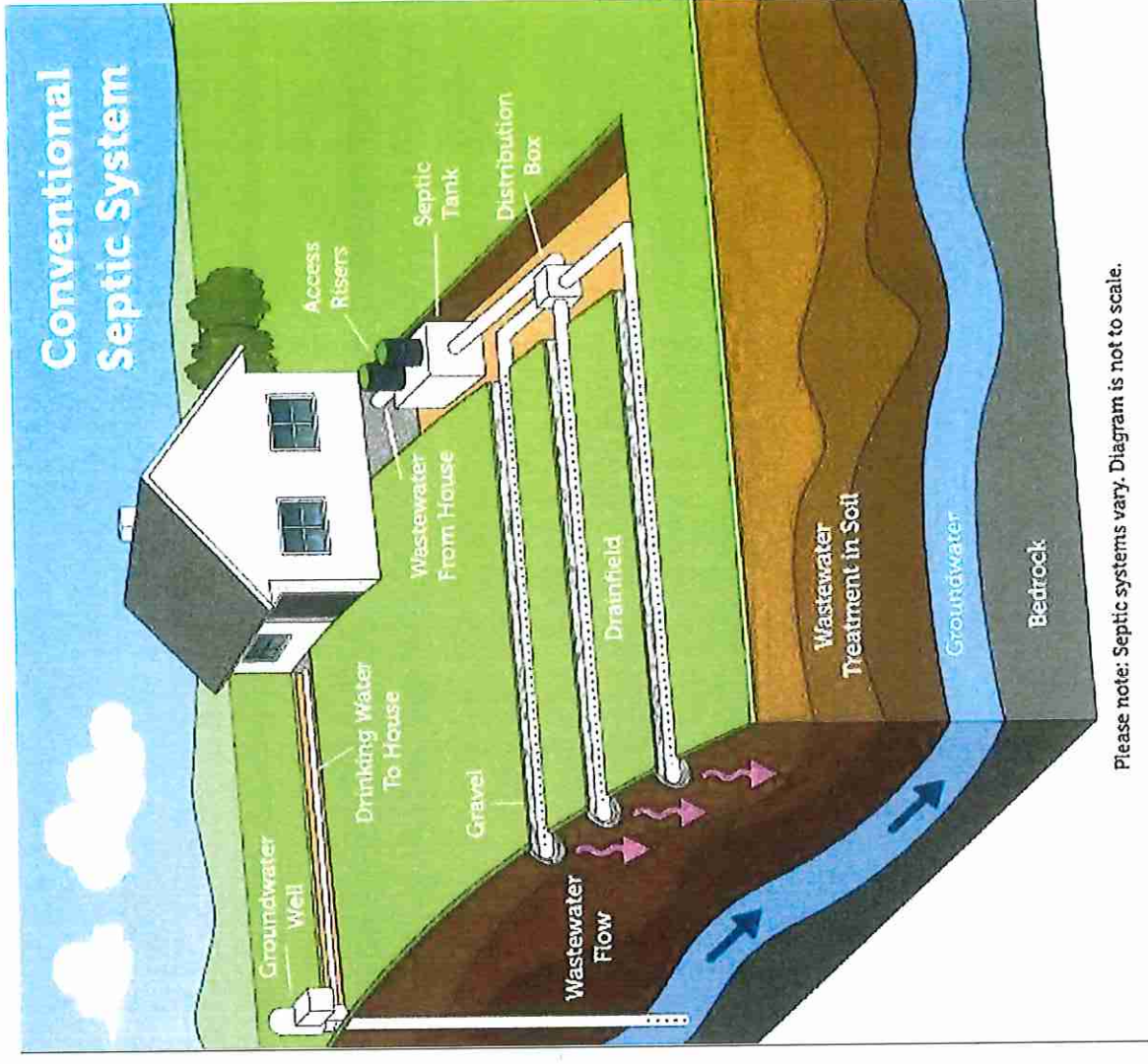
The official rule language for Minn. Rules chs. 7080, 7081, 7082 and 7083 can be found at the Revisor's website at revisor.mn.gov

STATE REQUIREMENTS

Tanks must be assessed or emptied/cleaned at least every 3 years by a licensed septic *Maintainer*.

Septic tanks are examined to ensure they are watertight and operating as designed to protect the drainfield from clogging and becoming overloaded.

Adequate maintenance helps avoid costly repairs and potentially hazardous situations of surfacing raw sewage and/or pollution to the environment.



➤ Ordinance

➤ Permits

➤ Maintenance

➤ Compliance

➤ Reporting

LOCAL RESPONSIBILITY



ORDINANCE

Chapter 4 SUBSURFACE SEWAGE TREATMENT SYSTEMS

SECTION:
XX-4-1: Purpose
XX-4-2: Authority
XX-4-3: Definitions
XX-4-4: General Provisions
XX-4-5: General Requirements
XX-4-6: SSTS Standards
XX-4-7: SSTS Permitting
XX-4-8: Management Plans
XX-4-9: Compliance Management
XX-4-10: Enforcement

Baldwin City Code Chapter 4 Subsurface Sewage Treatment Systems

- Must be at least as restrictive as state rules – can be more restrictive.
- Must require that all SSTS design, installation, and repair be performed by an appropriately licensed business with at least one certified employee.
- Must require the remediation of noncompliant systems.
- Must enforce all local ordinances.
- Must prohibit surface discharge of sewage.
- Must describe when a holding tank is allowed.
- Must require management plans and operating permits, as needed.
- All changes to local ordinances must be reviewed by the MPCA.

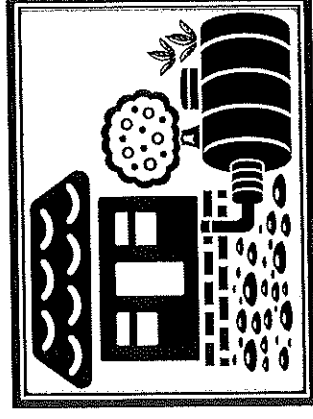
PERMIT PROGRAM



-
- Required for all new and replacement SSTS constructions.
 - All permits and construction documents must be reviewed and approved by an appropriately certified individual.
 - Must maintain permit applications and issued permits.
 - Verify that designs have an accurate measurement of the depth to limiting conditions.
 - Inspections performed by a certified SSTS inspector and performed during critical stages of installation to ensure the system is installed in accordance with all applicable regulations. Minimum of 7 inspections.
 - Management plan is reviewed.
 - SSTS permit applications must:
 - Be submitted by a certified individual
 - Contain a site evaluation, design report, and management plan.
 - Have soil observations that are verified by a certified inspector

COMPLIANCE PROGRAM

- Compliance Inspections
 - Performed by private inspection companies that have certified SSTS Inspectors.
 - Performed at property point of sale.
 - Required when adding a bedroom.
 - Verify the system's tanks are watertight.
 - Verify the system has sufficient vertical separation above the seasonal high-water table.
- Local government must maintain records of:
 - Certificates of Compliance
 - Notices of Noncompliance



ANNUAL REPORTING

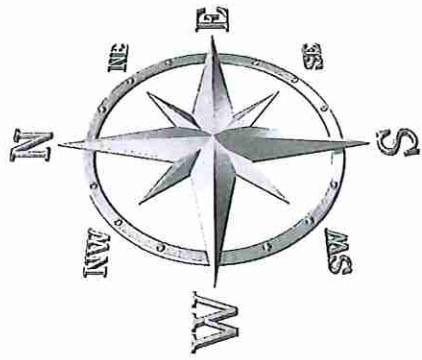
State law requires that every Local Unit of Government that has an SSTS program, submit an annual report every January. The annual report must include:

- The number of compliant and noncompliant systems in the City of Baldwin.
- The number of systems installed of each type.
- What tanks are being installed (including the number and manufacturer).
- The number of systems serving non-residential buildings and seasonal dwellings.

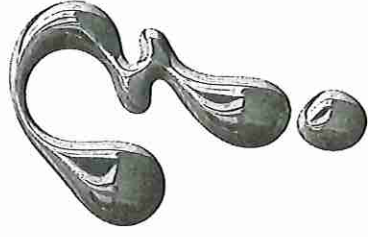
MAINTENANCE PROGRAM



- Maintenance, monitoring, and operational requirements are included in the management plan.
- Operating permits for advanced systems or special situations.
- Residential system management
 - Maintenance Permits for Tank Assessment
 - State code requires SSTs are maintained (pumped) every 2 – 3 years.
 - Helps to ensure pumping is happening at the required frequency.
 - Reminders are sent to homeowners when their system is coming due.
 - Maintenance is tracked, including the frequency and any results or findings from the pumping.
 - Program funding by a small permit fee paid by SSTs Maintainers



DIRECTION



QUESTIONS



THANK YOU!

DRAFT ORDINANCE 2026-01

CITY OF BALDWIN
SHERBURNE COUNTY, MINNESOTA

The Baldwin City Council hereby ordains:

Section 1. Section 600.01(B) of Ordinance 600 (Fee Schedule) is hereby repealed in its entirety and amended to read as follows:

- (B) Building Permit and Inspection Fees. The administration and issuance of permits, along with the collection of fees and services administered by the City of Baldwin's Designated Building Official and the collection of fees shall be as authorized conducted in accordance with the Baldwin City Code, Minnesota Statutes and Chapter 326B, Minnesota-Administrative Rules, 1300.0120 and 1300.0160, and as provided by this Ordinance section. Fees are to be commensurate with the service provided. Permit fees not specifically identified within this Ordinance section are based on the valuation determined by in Appendix A, Subdivision 2 section 600.01(B)(2).

- ~~(1) — Permit and Inspection Fees for Residential Building, Commercial Building, Fire Suppression, Fire Alarm, Commercial Mechanical, and Commercial Plumbing. The minimum fee for processing these permits is \$100.00.~~

Total Valuation	Permit Fee
\$1.00 to \$2,000.00	\$100.00 Minimum
\$2,001.00 to \$25,000.00	\$100.00 for the first \$2,000.00 plus \$16.55 for each additional \$1,000.00 or fraction thereof, to and including \$25,000
\$25,001.00 to \$50,000.00	\$464.15 for the first \$25,000.00 plus \$12.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000
\$50,001.00 to \$100,000.00	\$764.15 for the first \$50,000.00 plus \$8.45 for each additional \$1,000.00 or fraction thereof, to and including \$100,000
\$100,001.00 to \$500,000.00	\$1,186.65 for the first \$100,000.00 plus \$6.75 for each additional \$1,000.00 or fraction thereof, to and including \$500,000
\$500,001.00 to \$1,000,000.00	\$3,886.65 for the first \$500,000.00 plus \$5.50 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000; and
\$1,000,001.00 and up	\$6,636.65 for the first \$1,000,000.00 plus \$4.50 for each additional \$1,000.00 or fraction thereof

- ~~(2) — Project Valuation Determination. The Designated Building Official has the authority and responsibility to determine project valuation for the purposes of establishing applicable plan review and permit fees. Valuation data may be referenced from the State of Minnesota and/or the International Code Council.~~

- ~~(3) — Plan Review Fees.~~

- ~~(1) — Where a plan review fee is performed and charged, the minimum plan review fee for all permits is \$50.00. Plan review fees for building, fire suppression, and fire alarm permits shall be sixty five percent (65%) of the building permit fees as set forth in Subdivision 1 of this Section. Plan review fees for similar plans are set forth in Minnesota Rules 1300.0160.~~

- ~~(2) — Plan review fees for all commercial mechanical permits shall be ten percent (10%) of the permit fee when a project job valuation is determined to exceed \$30,000.00.~~

~~(3) — In the event a permit applicant submits an application that requires plan review and decides not to proceed with the building project after the plan review has been completed, the plan review fee will be billed by the jurisdiction to the permit applicant.~~

~~(4) — State Surcharge on Building, Mechanical, and Plumbing, Permit Fees. In addition to the permit fees established in this fees schedule, a surcharge fee shall be collected on all permits issued for work governed by the Minnesota State Building Code in accordance with Minnesota Statutes, Section 326B.148.~~

~~(5) — Refunds.~~

~~1. — The jurisdiction may refund up to 80% of the permit fees in which no work has been done and no inspections have been made. Requests for refunds must be made by the permit applicant in writing within 180 days of issuance. Within 10 days of receipt, the Building Official must review the refund request and determine the amount to be refunded or deny the refund request for just cause.~~

~~2. — No refunds will be approved or granted for the following: plan review fees, state surcharge fees, re-inspection fees, or any other services that have previously been rendered.~~

~~(6) — Work Without a Permit. Work commenced without a permit may result in additional fees as specific in MN Rules 1300.010, Subpart 8.~~

~~(7) — Residential Mechanical Permit Fees for Structures Regulated under the Minnesota Residential Code:~~

New construction mechanical (includes HVAC system, mechanical ventilation system, and gas lines)	\$150.00 per unit
Addition, alteration, remodel, or replacement mechanical	\$125.00
Basement finish mechanical	\$125.00
Fireplace	\$125.00
Garage heater	\$125.00
Gas lines	\$125.00
Miscellaneous mechanical appliance	\$125.00
All other minor mechanical work	\$125.00
Furnace and air conditioner units installed and inspected simultaneously	\$185.00

~~(8) — Plumbing Permit Fees for Structures Regulated under the Minnesota Residential Code:~~

New construction plumbing	\$150.00 per unit
Addition, alteration, remodel, or replacement	\$125.00
Basement finish	\$125.00
Water heater	\$125.00
Water conditioning system	\$125.00
Miscellaneous plumbing fixtures	\$125.00
Municipal sewer connection	\$125.00
Municipal water connection	\$125.00

~~(9) — Other Permits and Fees:~~

Accessory structures	Refer to Subd. 1 table. A 65% plan review may apply.
Structure additions, alterations	Refer to Subd. 1 table. A 65% plan review may apply

Structure remodel	Refer to Subd. 1 table. A 65% plan review may apply
Basement finishes	Refer to Subd. 1 table. A 65% plan review may apply
Deck	Refer to Subd. 1 table. A 65% plan review may apply
Fence over 7 feet high	Refer to Subd. 1 table. A 65% plan review may apply
Residential structure moving (exceeding 60 miles from the jurisdiction)	\$250.00
Residential roofing	\$125.00
Residential siding	\$125.00
Residential window replacement (same size)	\$125.00
Commercial demolition	Refer to Subd. 1 table. 65% plan review may apply
Residential demolition	\$200.00
Manufactured home set-up (foundation and connections only)	\$175.00
Solar/Photovoltaic Systems Residential (up to 3.5kW)	\$175.00
Solar/Photovoltaic Systems Residential (over 3.5kW)	Refer to Subd. 1 table. 65% plan review may apply
Solar/Photovoltaic Systems Commercial	Refer to Subd. 1 table. 65% plan review may apply
Residential irrigation system, including backflow prevention	\$125.00
Miscellaneous commercial or residential building permits for which no fee is specifically indicated	Refer to Subd. 1 table, 65% plan review may apply
Temporary Heating Equipment	\$150.00
Inspections which no fee is specifically indicated	\$125.00 per hour
Additional plan review required by changes, additions, or revisions to previously approved plans	\$95.00 per hour
Re-inspection fees	\$95.00 per hour/inspection — whichever is greater (minimum charge of 1 hour)
Inspections outside of normal business hours	\$150.00 per hour (minimum charge of 2 hours)
Change of Use/Occupancy	Refer to Subd. 1 table. 65% plan review may apply (minimum fee of \$300.00)
Septic System — Residential New	\$250.00 350.00
Septic System — Commercial New	Refer to Subd. 1 table. 65% plan review may apply
Septic System — Residential Alteration/Repair	\$200.00
Septic System — Commercial Alteration/Repair	Refer to Subd. 1 table. 65% plan review may apply
Operating Permit	\$125.00 200.00 Annually
Maintenance/Pumping Permit	\$10.00 Triennial

(1) **Fee Multiplier Table (FMT).** The following table establishes permit and inspection fees for all projects that require plan review or are not otherwise specifically identified within this fee schedule. The minimum fee for these permits is \$125. The cost of plan review is separate, if applicable.

<u>Valuation</u>	<u>Permit Fee</u>
<u>\$1 to \$4,000</u>	<u>\$125.00</u>
<u>\$4,001 to \$25,000</u>	<u>\$125.00 for the first \$4,000 plus \$16.55 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00</u>
<u>\$25,001 to \$50,000</u>	<u>\$464.15 for the first \$25,000.00 plus \$12 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00</u>
<u>\$50,001 to \$100,000</u>	<u>\$764.15 for the first \$50,000.00 plus \$8.45 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00</u>
<u>\$100,001 to \$500,000</u>	<u>\$1,186.65 for the first \$100,000 plus \$6.75 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00</u>
<u>\$501,000 to \$1,000,000</u>	<u>\$3,886.65 for the first \$500,000.00 plus \$5.50 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00; and</u>
<u>\$1,000,001 and up</u>	<u>\$6,636.65 for the first \$1,000,000.00 plus \$4.50 for each additional \$1,000.00 or fraction thereof</u>

- (2) Plumbing Permit Fees for Non-residential or Multi-Family Structures Regulated under the Minnesota State Building Code and Minnesota Rules Chapter 1305. The following permit fee table is based upon the construction valuation of the plumbing system. The cost of plan review is separate, if applicable.

<u>Valuation/Project Details</u>	<u>Permit Fee</u>
<u>\$0 to \$1,500</u>	<u>\$135.00</u>
<u>\$1,501 to \$2,500</u>	<u>\$135.00 for the first \$1,500.00, plus \$43.00 for each additional \$500.00 or fraction thereof, to and including \$2,500.00;</u>
<u>\$2,501 to \$5,000</u>	<u>\$221.00 for the first \$2,500.00, plus \$28.00 for each additional \$500.00 or fraction thereof, to and including \$5,000.00;</u>
<u>\$5,001 to \$25,000</u>	<u>\$361.00 for the first \$5,000.00, plus \$53.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00;</u>
<u>\$25,001 to \$50,000</u>	<u>\$1,421.00 for the first \$25,000, plus \$51 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00;</u>
<u>\$50,001 to \$500,000</u>	<u>\$2,696.00 for the first \$50,000.00, plus \$47.00 for each additional \$10,000.00 or fraction thereof, to and including \$500,000.00;</u>
<u>\$500,001 to \$3,000,000</u>	<u>\$4,811.00 for the first \$500,000.00, plus \$61.00 for each additional \$50,000.00 or fraction thereof, to and including \$3,000,000.00; or</u>
<u>\$3,000,001 and over</u>	<u>\$7,861.00 for the first \$3,000,000.00, plus \$51.00 for each additional \$100,000.00 or fraction thereof;</u>
<u>Manufactured home park or campground</u>	<u>\$25.00 for each site, minimum charge of \$135.00</u>
<u>Single fixture permit</u>	<u>\$210.00</u>

- (3) Plumbing Permit Fees for Structures Regulated under the Minnesota Residential Code. The following table establishes plumbing permit fees for one and two-family residential structures.

<u>Type of Plumbing Permit</u>	<u>Permit Fee, Per Dwelling Unit</u>
<u>New construction</u>	<u>\$150.00</u>
<u>Addition, alteration, remodel, or replacement</u>	<u>\$125.00</u>
<u>Basement finish – Owner-occupied, non-rental (owner performed work)</u>	<u>Included with building permit provided inspections are performed together (e.g. framing, rough-in plumbing and mechanical)</u>
<u>Basement finish – Rental property and/or contractor-performed work</u>	<u>\$125.00</u>
<u>Water heater, conditioning system, sewer or water connection, irrigation, backflow prevention <i>or</i> minor work</u>	<u>\$125.00</u>
<u>Water heater, conditioning system, sewer or water connection, irrigation, backflow prevention <i>and</i> other minor work</u>	<u>\$185.00, provided work is installed and inspected simultaneously</u>

- (4) Mechanical Permit Fees for Structures Regulated under the Minnesota Residential Code. The following table establishes mechanical permit fees for one and two-family residential structures:

<u>Type of Mechanical Permit</u>	<u>Permit Fee, Per Dwelling Unit</u>
<u>New construction (HVAC, mechanical ventilation system, and gas lines)</u>	<u>\$150.00</u>
<u>Addition, alteration, remodel, or replacement</u>	<u>\$125.00</u>
<u>Basement finish – Owner-occupied, non-rental (owner performed work)</u>	<u>Included with building permit provided inspections are performed together (e.g. framing, rough-in plumbing and mechanical)</u>
<u>Basement finish – Rental property and/or contractor-performed work</u>	<u>\$125.00</u>
<u>Furnace, fireplace, air conditioner, garage heater, gas lines, miscellaneous appliance, <i>or</i> other minor work</u>	<u>\$125.00</u>
<u>Furnace, fireplace, air conditioner, garage heater, gas lines, miscellaneous appliance, <i>and</i> other minor work</u>	<u>\$185.00, provided work is installed and inspected simultaneously</u>

- (5) Fire Protection System Permits. The following table establishes permit and inspection fees for administration of fire protection permits as regulated according to Section 105.7.1 through 105.7.25 of the Minnesota State Fire Code (MSFC). The cost of plan review is separate, if applicable.

<u>Valuation/Project Details</u>	<u>Permit Fee</u>
<u>\$0 to \$1,500</u>	<u>\$135.00</u>

<u>Valuation/Project Details</u>	<u>Permit Fee</u>
<u>\$1,501 to \$2,500</u>	<u>\$135.00 for the first \$1,500.00, plus \$43.00 for each additional \$500.00 or fraction thereof, to and including \$2,500.00;</u>
<u>\$2,501 to \$5,000</u>	<u>\$221.00 for the first \$2,500.00, plus \$28.00 for each additional \$500.00 or fraction thereof, to and including \$5,000.00;</u>
<u>\$5,001 to \$25,000</u>	<u>\$361.00 for the first \$5,000.00, plus \$53.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00;</u>
<u>\$25,001 to \$50,000</u>	<u>\$1,421.00 for the first \$25,000.00, plus \$51.00 for each additional \$1,000 or fraction thereof, to and including \$50,000.00;</u>
<u>\$50,001 to \$500,000</u>	<u>\$2,696.00 for the first \$50,000.00, plus \$47.00 for each additional \$10,000 or fraction thereof, to and including \$500,000.00;</u>
<u>\$500,001 to \$3,000,000</u>	<u>\$4,811.00 for the first \$500,000.00, plus \$61.00 for each additional \$50,000 or fraction thereof, to and including \$3,000,000.00; or</u>
<u>\$3,000,001 and over</u>	<u>\$7,861.00 for the first \$3,000,000.00, plus \$51.00 for each additional \$100,000.00 or fraction thereof;</u>
<u>Operational permits</u>	<u>\$350.00, duration of permit determined by the Fire Code Official or their designee</u>
<u>Single fixture permit</u>	<u>\$210.00</u>

(6) Plan Review Fees. The following fees apply when an administrative or technical plan review is completed for all projects that are not otherwise specifically identified within this fee schedule. Plan review is determined by the Designated Building Official or their designee.

(a) Building and Mechanical Permit Plan Review:

- (1) Sixty five percent (65%) of the permit fee as calculated in the FMT in subsection B.1.
- (2) Plan review fees for similar plans are set forth in Minnesota Rules 1300.0160.
- (3) Where a plan review fee is performed and charged for residential, the minimum fee for plan review is \$81.25.
- (4) Where a plan review fee is performed and charged for non-residential and multi-family, the minimum fee is \$150.00.

(b) Plan Revisions. Applicant-submitted changes:

(1) Non-Residential or Multi-Family Projects:

- (i) Review of plans for which the Designated Building Official or their designee has issued two (2) or more requests for additional information: \$125.00 per hour with a minimum of one-half (1/2) hour.
- (ii) Additional plan review required for changes, additions, or revisions to previously

approved plans: \$125.00 per hour with a minimum of one-half (1/2) hour.

(2) Residential Projects:

(i) Review of plans for which the Designated Building Official or their designee has issued two (2) or more requests for additional information: \$95.00 per hour with a minimum of one-half (1/2) hour.

(ii) Additional plan review required for changes, additions, or revisions to previously approved plans: \$95.00 per hour with a minimum of one-half (1/2) hour.

(c) Abandoned Permit Applications. When an application requiring plan review is submitted, and the applicant either:

(1) Elects not to proceed following completion of the review, or

(2) The application is deemed abandoned by the Designated Building Official pursuant to Minnesota Rules 1300.0120, Subpart 9;

(3) The applicant will be assessed one hundred percent (100%) of the plan review fee, for plan review and processing services, whether or not a permit is issued.

(d) Non-Residential or Multi-Family Plumbing and Fire Construction Permit Plan Review: the following table establishes plan review and audit fees, unless otherwise indicated. These fees are based on the construction valuation of the performed work. This does not include the cost of the permit.

<u>Valuation/Project Details</u>	<u>Plan Review Fee</u>
<u>\$0 to \$1,500</u>	<u>\$135.00</u>
<u>\$1,501 to \$2,500</u>	<u>\$135.00 for the first \$1,500.00, plus \$28.00 for each additional \$500.00 or fraction thereof, to and including \$2,500.00;</u>
<u>\$2,501 to \$5,000</u>	<u>\$191.00 for the first \$2,500.00, plus \$25.00 for each additional \$500.00 or fraction thereof, to and including \$5,000.00;</u>
<u>\$5,001 to \$25,000</u>	<u>\$316.00 for the first \$5,000, plus \$33.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00;</u>
<u>\$25,001 to \$50,000</u>	<u>\$976.00 for the first \$25,000, plus \$31.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00;</u>
<u>\$50,001 to \$500,000</u>	<u>\$1,751.00 for the first \$50,000.00, plus \$23.00 for each additional \$10,000 or fraction thereof, to and including \$500,000.00;</u>
<u>\$500,001 to \$3,000,000</u>	<u>\$2,786.00 for the first \$500,000.00, plus \$41.00 for each additional \$100,000.00 or fraction thereof, to and including \$3,000,000.00; and</u>
<u>\$3,000,001 and over</u>	<u>\$3,811.00 for the first \$3,000,000.00, plus \$33.00 for each additional \$100,000.00 or fraction thereof;</u>

<u>Valuation/Project Details</u>	<u>Plan Review Fee</u>
<u>Manufactured home park or campground (plumbing only)</u>	<u>One to 25 sites: \$300.00</u>
	<u>26 to 50 sites: \$350.00</u>
	<u>51 to 125 sites: \$400.00</u>
	<u>More than 125 sites: \$500.00</u>

(7) Industrialized Modular or Prefabricated Buildings, Plan Review and Inspection Fees.

(a) Inspections and Audit Fees. Inspection fees for industrialized modular or prefabricated buildings will be assessed at \$125.00 per hour.

(b) Plan Review Fees. The following fees are for plan review and inspections of industrialized or modular buildings as defined in Minnesota Statutes § 326B.103, subdivision 8a, and prefabricated buildings as defined in Minnesota Statutes § 326B.103, subdivision 10a.

(1) Fees for the review of quality-control manuals, systems manuals, and related documents submitted are \$125.00 per hour.

(2) Fees for the review of building plans, specifications, installation instructions, and related documents submitted include sixty five percent (65%) of the fee, minimum plan review fee of \$150.00. Plan review is determined by Designated Building Official or their designee.

(8) Project/Construction Valuation Determination. Valuation shall be assessed in accordance with Minnesota Rules 1300.0160. It must be based on the contract value with tables published by the State of Minnesota or the International Code Council (ICC).

(9) Other Permits and Fees. The following table identifies costs for permits or fees associated with administration of either the Minnesota State Building Code or Baldwin City Codes. The minimum fee for the following permits is \$125.00. Plan review is charged according to Section B.6 of this ordinance, unless otherwise identified.

<u>Description</u>	<u>Cost (FMT = Fee Multiplier Table)</u>
<u>Accessory structure building permit, residential</u>	<u>Refer to the FMT in subsection B.1</u> <u>Maximum fee: \$850.00, includes plan review</u>
<u>Addition, alteration, remodel, or repair building permit</u>	<u>Refer to the FMT in subsection B.1</u>
<u>Agriculture permit exemption administrative application</u>	<u>\$250.00, includes preliminary site plan review</u>
<u>Basement finish building permit</u>	<u>Refer to the FMT in subsection B.1</u> <u>Maximum fee: \$500.00, includes plan review</u>
<u>Change of use/occupancy</u>	<u>Refer to the FMT in subsection B.1</u> <u>Minimum fee: \$300.00</u>
<u>Consultants, cost for service</u>	<u>If the actual cost to the City of Baldwin for services provided by a contracted consultant is greater than indicated by this fee schedule, the greater rate shall be paid.</u>

<u>Description</u>	<u>Cost (FMT = Fee Multiplier Table)</u>
<u>Deck building permit</u>	<u>Refer to the FMT in Subd. 1</u> <u>Maximum fee: \$675.00, includes plan review</u> <u>(pertains only if a residential deck is attached to</u> <u>the primary dwelling)</u>
<u>Demolition building permit, residential, non-residential, or multi-family</u>	<u>\$300.00, includes two (2) site inspections and</u> <u>administrative plan review</u>
<u>Fence building permit, over seven (7) feet high</u>	<u>Refer to the FMT in subsection B.1</u>
<u>Inspection, no fee specifically indicated</u>	<u>\$95.00 per hour, one (1) hour minimum</u>
<u>Inspection, outside normal business hours</u>	<u>\$150.00 per hour, two (2) hour minimum</u>
<u>Inspection, reinspection</u>	<u>\$95.00 per hour, one (1) hour minimum</u>
<u>Investigation</u>	<u>In addition to, but not to exceed, the original</u> <u>permit fee.</u>
<u>Manufactured home set-up building permit</u>	<u>\$375.00, includes mechanical and plumbing</u> <u>inspections and plan review</u>
<u>Mechanical single appliance permit, non-residential or multi-family</u>	<u>\$210.00</u>
<u>Mechanical temporary heating equipment, non-residential or multi-family</u>	<u>\$210.00</u>
<u>Miscellaneous building permit, no fee specifically indicated</u>	<u>Refer to the FMT in Subd. 1</u>
<u>Moved-in structure building permit, residential</u>	<u>\$250.00 if the structure being moved is within the</u> <u>City of Baldwin; or</u> <u>\$250.00 plus \$95.00/hour plus mileage at the</u> <u>current IRS standard rate if the structure is located</u> <u>outside the City of Baldwin</u>
<u>Reissuance or renewal of a permit</u>	<u>Refer to the FMT in subsection B.1 and determined</u> <u>based on the remaining work to be completed.</u> <u>Minimum fee: \$50.00</u>
<u>Roof building permit, one and two-family residential</u>	<u>\$125.00</u>
<u>Siding building permit, one and two-family residential</u>	<u>\$125.00</u>
<u>Solar/Photovoltaic system building permit, one and two-family residential up to 3.5kW</u>	<u>\$175.00</u>
<u>Solar/Photovoltaic system building permit, one and two-family residential over 3.5kW</u>	<u>Refer to the FMT in subsection B.1</u>
<u>Solar/Photovoltaic system building permit, non-residential or multi-family</u>	<u>Refer to the FMT in subsection B.1</u>
<u>Window same size replacement building permit, one and two-family residential</u>	<u>\$125.00 per dwelling unit</u>

<u>Description</u>	<u>Cost (FMT = Fee Multiplier Table)</u>
<u>Technology fee (includes contractor license verification)</u>	<u>\$10.00 per permit</u>

- (10) State Surcharge. In accordance with Minnesota Statutes § 326B.148, a state surcharge shall be charged on all permits, if applicable.
- (11) Refunds. The Designated Building Official may authorize refunds of up to eighty percent (80%) of the issued permit fee when no work has commenced and no inspections have been performed.
- (a) Requests must be submitted in writing by the permit applicant within one hundred eighty (180) days of permit issuance.
 - (b) Within (10) business days of receipt, the Designated Building Official or their designee shall review the request and determine the amount to be refunded or provide written justification if the request is denied.
 - (c) Fees retained shall cover expenses incurred for services rendered by the city and/or its consultant(s).
 - (d) Refunds shall only be issued to the original payee.
 - (e) No refunds shall be granted for the following:
 - (1) Plan review fees;
 - (2) Re-inspection fees;
 - (3) State surcharge fees;
 - (4) Fraudulent applications;
 - (5) Expired, revoked, suspended, or invalid permits;
 - (6) Technology fee, unless canceled within the same business day; or
 - (7) Contractor license verification.
- (12) Work Without a Permit. If work requiring a permit under state law, rule, or the Baldwin City Code has commenced without first obtaining a permit, an investigation shall be conducted before a permit may be issued. Investigation fees are identified in subsection B.10 of this ordinance. This fee is in addition to the permit fee and is due whether or not a permit is ultimately issued.
- (13) Abandonment, Expiration, Revocation/Suspension, or Validity. The validity, expiration, suspension, and revocation of permits shall be governed by Minnesota Rules 1300.0120 and the following:
- (a) An application for a permit for any proposed work shall be considered abandoned one hundred eighty (180) days after the date of filing, except in the following cases:
 - (i) The application has been actively pursued in good faith by the applicant, as determined by the Designated Building Official or their designee; and

- (ii) A written request for an extension, not to exceed one hundred eighty (180) days, has been submitted with justifiable cause demonstrated, and the extension has been approved by the Designated Building Official or their designee.
- (b) Every permit issued shall expire unless the authorized work is commenced within one hundred eighty (180) days of issuance. The Designated Building Official or their designee may grant written extensions of time, not to exceed one hundred eighty (180) days, if the applicant demonstrates justifiable cause.
- (c) The Designated Building Official or their designee may suspend or revoke a permit if it was issued in error, if the application contained incorrect, inaccurate, or incomplete information, or if there is a violation of any state law, rule, or ordinance.
- (d) The issuance of a permit, or the approval of plans, specifications, or computations, shall not be construed as authorization for any violation of this code or any other ordinance of the City of Baldwin. Any permit purporting to authorize work in violation of the code or other ordinances shall be invalid. A permit also becomes invalid if the authorized work is suspended or abandoned for more than one hundred eighty (180) days, commencing on the first day the work was suspended or abandoned.

(14) Subsurface Sewage Treatment System (SSTS) Fees. The following table identifies costs associated with SSTS administration and permits.

<u>Description</u>	<u>Fee</u>
<u>SSTS: Type I, II, or III (new or replacement)</u>	<u>\$450.00 (includes soil verification)</u>
<u>SSTS: Type IV or V (new or replacement for performance or engineered systems)</u>	<u>\$375.00 + Actual Cost</u>
<u>Holding Tank (additional maintenance and operating permits required)</u>	<u>\$350.00 (includes first years' operating permit)</u>
<u>Soil Site Review (charged in addition to the land use application)</u>	<u>\$250.00 + \$100.00 per lot</u>
<u>SSTS Abandonment/Removal</u>	<u>\$125.00</u>
<u>Operating Permit</u>	<u>\$200.00 annually</u>
<u>Maintenance Permit</u>	<u>\$20.00</u>
<u>SSTS Reinspection</u>	<u>\$95.00 per hour, 1 hour minimum</u>

Section 2. Effective Date. This Ordinance shall become effective after passage and publication.

Section 3. Repealer. Any portion of any prior ordinance that conflicts with this ordinance is hereby repealed and replaced by this ordinance.

(remainder of page intentionally blank signatures follow)

ADOPTED by the Baldwin City Council this 18th day of February, 2026.

MOTION BY:

SECONDED BY:

IN FAVOR:

OPPOSED:

CITY OF BALDWIN

Jay Swanson, Mayor

ATTEST:

Joan Heinen, City Clerk/Treasurer

THE CITY OF BALDWIN PUBLIC COMMENT REQUEST FORM

As a courtesy, the City Council provides a public comment period as part of the agenda of its regular meetings. This is your chance to address the City Council on matters not on the agenda. Persons may address the City Council during the public comment period, provided they do so in compliance with the City's Administrative Policy.

Those wishing to address the City Council at the public comment portion of the meeting must comply with the following:

1. Fill out the form below, detach and present it to the Clerk/Treasurer or Mayor prior to the public comment portion of the meeting.
2. Public comment section is limited to 30 minutes and each speaker is limited to 5 minutes.
 - Speakers not heard will be first to present at the next City Council meeting or can be placed at the end of the current meeting agenda.
 - A person may only speak during the public comment period one time per month unless the Mayor approves another request form from the person to speak on a different subject.
3. Comments must relate to matters within the City Council's authority and be limited to the subject listed on the submitted request form.
4. The Mayor will review the request forms and will not allow a person to speak during the comment period if their request is not consistent with the Administrative Policy. Any commenter that fails to limit their comments to the listed subject, to the allowed time, or otherwise does not act in accordance with the Administrative Policy forfeits their opportunity to present to the City Council.
5. No one will be allowed to disrupt a City Council meeting.
6. The City Council will decide what action, if any, is appropriate to respond to the comments made.

Thank you!

TO ALL PERSONS ADDRESSING THE CITY COUNCIL AT PUBLIC COMMENT:

In order to accurately record your name and address to the official minutes of this meeting, please complete the following and hand it into the clerk, before addressing the City Council.

DATE: February 4, 2026

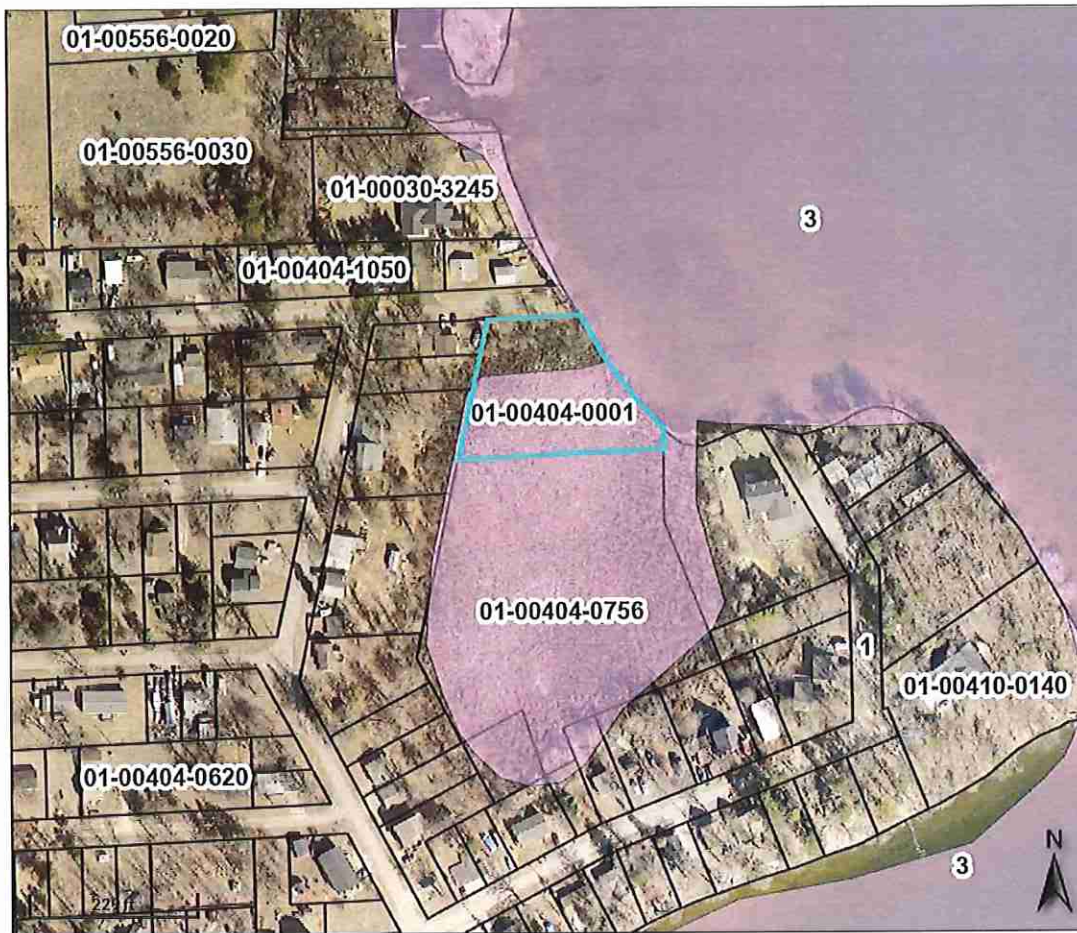
NAME: Teresa Barnes and Todd Jackson

ADDRESS: 28641 143rd St NW and 14250 287th Ave NE

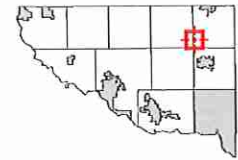
PHONE: 513-706-8991

SUBJECT TO BE PRESENTED TO THE BOARD:

a portion of parcel 01-00404-0001 abuts a portion of the Barnes property to the west, right-of-way to the north and the Jackson property on the other side of the road. We would like to present an offer to purchase this 0.8 acre portion.



Overview



Legend

Public Water Inventory

-  Not Classified
-  General Development
-  Natural Environment
-  Recreational Development
-  Parcels
-  Streams

Parcel ID	01-00404-0001	Alternate ID	n/a	Owner Address	BALDWIN TOWNSHIP
Sec/Twp/Rng	30-35-26	Class	776-Municipal - All Other		30239 128TH ST NW
Property Address		Acreage	1.25		PRINCETON MN 55371
District	BALDWIN CITY				
Brief Tax Description	n/a				

(Note: Not to be used on legal documents)

Disclaimer: Every attempt has been made to ensure that the information contained on this web site is valid at the time of publication. Sherburne County reserves the right to make additions, changes, or corrections at any time and without notice. Additionally, Sherburne County disclaims any and all liability for damages incurred directly or indirectly as a result of errors, omissions or discrepancies and is not responsible for misuse or misinterpretation. Data is updated periodically. For the most current information contact the appropriate county department.

Disclaimer for St Cloud Parcels: Sherburne County information about St Cloud properties are limited to classification and value. Any questions regarding additional information please contact the City of St Cloud's assessor office.

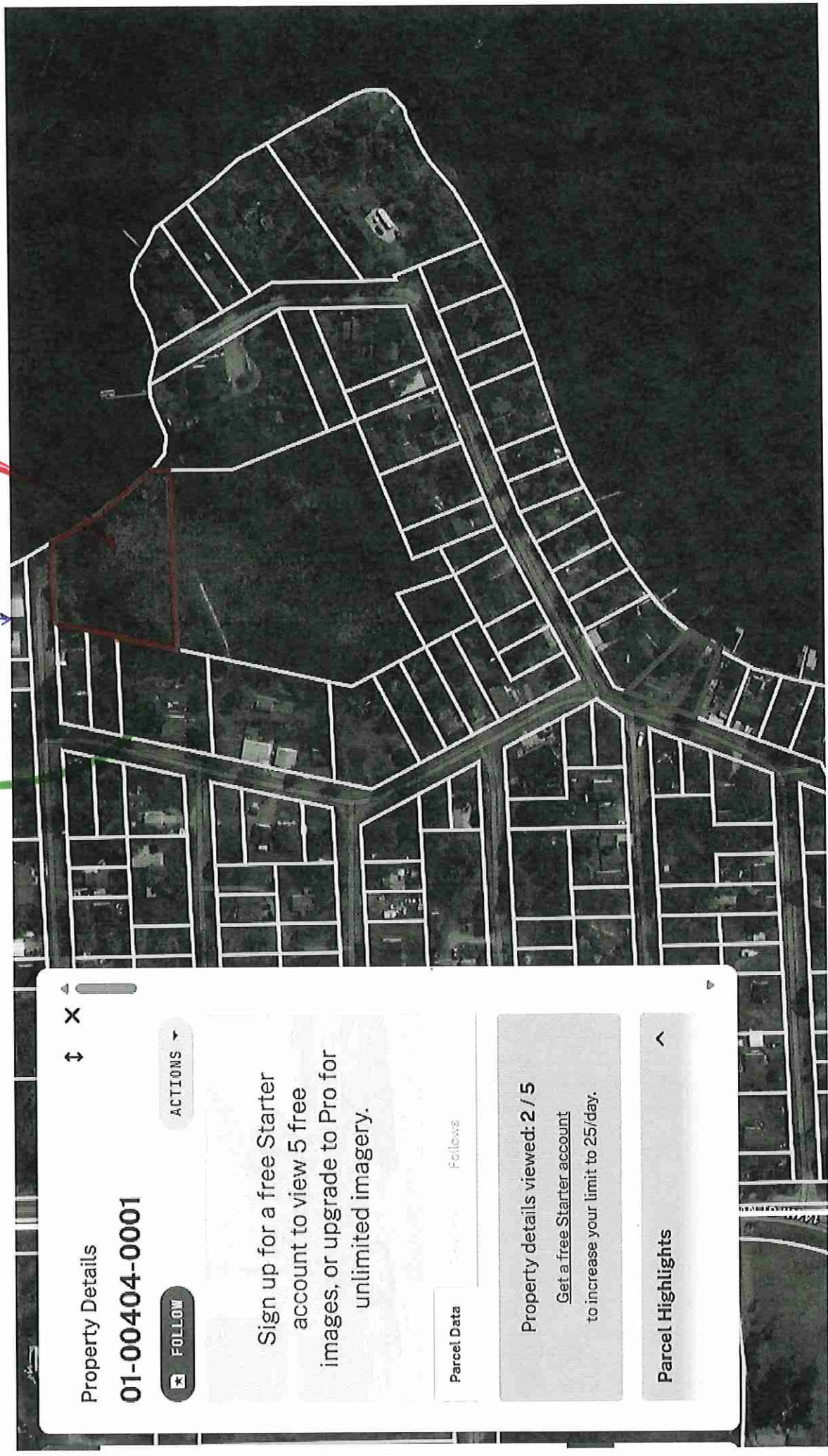
Date created: 2/9/2026
Last Data Uploaded: 2/9/2026 1:55:02 PM

Developed by  **SCHNEIDER**
GEOSPATIAL

EARNES PRO PERTY

PORTION OF PROPERTY

JACKSON PROPERTY



Property Details

01-00404-0001

FOLLOW

ACTIONS

Sign up for a free Starter account to view 5 free images, or upgrade to Pro for unlimited imagery.

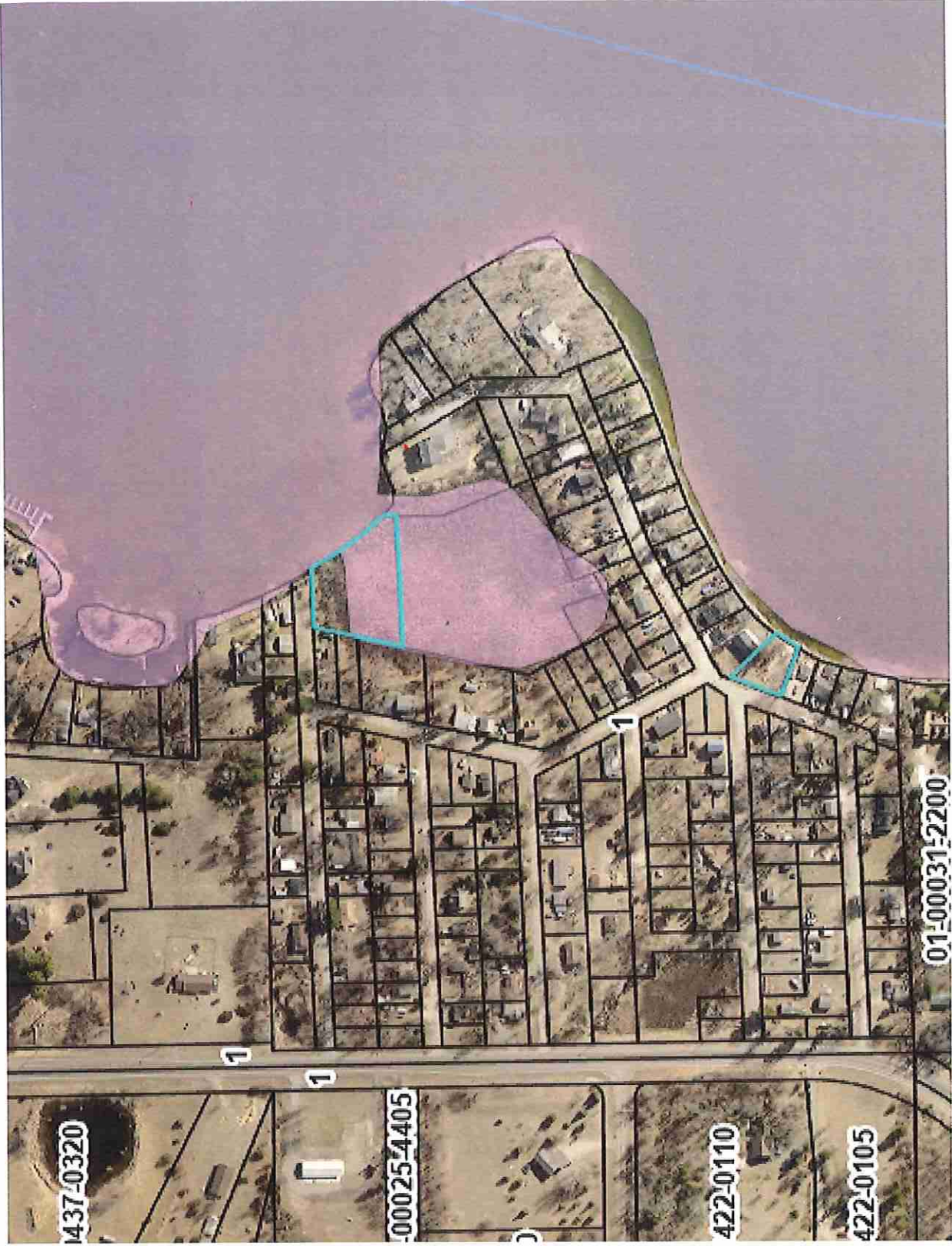
Parcel Data

Follows

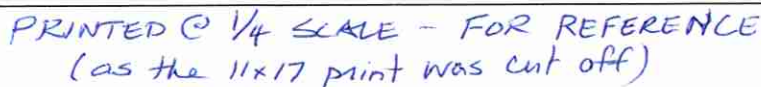
Property details viewed: 2 / 5

Get a free [Starter account](#) to increase your limit to 25/day.

Parcel Highlights



SCREEN SHOT OF SHERBURNE COUNTY GIS



2026 RECYCLING DAY APPLICATION

This application shall be completed by Cities and Townships who wish to operate a 2026 "Recycling Day" event in Sherburne County. Applications shall be submitted to the Sherburne County Zoning Department prior to **February 28, 2026**, to be considered eligible.

APPLICANT INFORMATION

City of Baldwin	Grant Amount: \$ 8,900.00
Contact Person Tom Rush	Phone Number 763-389-8931
Mailing Address 30239 128th Street N.W., Baldwin, MN 55371	
Email Address city.clerk@baldwinmn.gov	
Date of Event May 2nd, 2026	Location of Event City Hall @ 30239 128th Street
Event Address Same as above	Event Time 8:00 a.m. to 11:00 a.m.

ELIGIBILITY REQUIREMENTS

- 1) Electronic Waste (E-Waste) shall be collected by a facility or delivered to a facility that is registered with the Minnesota Pollution Control Agency (MPCA) as a "Collector". Unregistered collectors cannot accept covered electronic devices from Minnesota households/consumers. <https://www.pca.state.mn.us/business-with-us/registered-collection-sites>
- 2) Applicant shall provide collection services to Sherburne County residents only.
- 3) Applicant shall record the number of participants, by municipality, for each event.
- 4) Applicant shall ensure that collected items, which are subject to County reimbursement, are delivered and processed by a licensed recycling or processing facility.
- 5) Municipal Solid Wastes that are delivered to a landfill or other waste disposal facility are not eligible for County reimbursement.
- 6) Construction/Demolition Waste and Hazardous Wastes are not eligible for County Reimbursement.
- 7) Applicant shall submit "Reporting Form" (provided by County) and all invoices for reimbursement prior to **July 31, 2026**.

VENDOR INFORMATION

ITEM	VENDOR OR HAULER	RECYCLING FACILITY OR LANDFILL
Electronic Waste	Jim's Mille Lacs	Milaca Iron & Metal
Scrap Metal / Propane Tanks	Jim's Mille Lacs	Milaca Iron & Metal
Tires	Jim's Mille Lacs	First State Tire
Fluorescent Bulbs	Jim's Mille Lacs	N/A
Major Appliances	Jim's Mille Lacs	Milaca Iron & Metal
Automotive Batteries / Household Batteries	Jim's Mille Lacs	B & E Recycling
Mattresses/Box Springs (Recycled)	Jim's Mille Lacs	Elk River Landfill
Paper Shredding	Jim's Mille Lacs	N/A
Car Seats	Jim's Mille Lacs	N/A
Municipal Solid Waste (garbage, etc.)	Jim's Mille Lacs	Elk River Landfill
Other (County Permission Required)	List Other Items Here:	

As the city or township representative applying for "Recycling Day" funding from Sherburne County, by my signature below, I agree to comply with the "Eligibility Requirements" listed above. Furthermore, I understand that the "Recycling Day" may not be subsidized if "Eligibility Requirements" are not met.

February 18th, 2026

Signature of Authorized Representative

Date

Memo



Date: January 30, 2026
To: Sherburne County Cities and Townships
From: Maureen Mossak, Environmental Specialist
RE: **2026 City and Township Recycling Day Event Applications**

Enclosed, please find your 2026 City or Township's Recycling Day Event Funding Application. The 2026 funding amounts will remain the same as last year's Recycling Day funding amount. Please include a copy of your gate sheet/advertisement with your application. Please affix the MPCA logo in any of your publicity for the event.

Similar to years past, if eligible costs exceed grant amounts, the city or township can request reimbursement for the remaining eligible expenses that exceed their grant amount *only if* other cities and townships have not requested reimbursement for the full amount of their initial grant amount. Each city and township must submit all invoices to the County to be considered for reimbursement for the eligible costs.

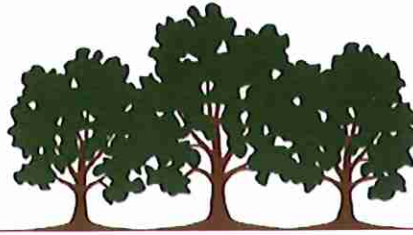
Eligible Costs:

1. **All Recycling fees.** This includes electronics, scrap metal, tires, fluorescent bulbs, major appliances, batteries, mattresses and box springs, propane tanks, paper shredding, car seats, and other items that you recycle (**proof of recycling will be required**). The recycling vendor that you choose does not need to be located within Sherburne County, but it does need to be licensed by the local licensing authority where the facility is located (City, County and/or MPCA). Attached is a list of area recycling vendors that are registered with the State.
2. **Advertisement.** Advertisements published for the event to inform residents when and where the township or municipality will be hosting the event.

Ineligible Costs:

As in the past, MSW delivered to a landfill is NOT eligible for SCORE reimbursement, pursuant to MN§115A.557. Construction/Demolition waste is **NOT** eligible for reimbursement. Labor/salary costs for staff and employees, food and/or beverage, and supplies are **NOT** eligible costs for reimbursement.

If you have any questions about this year's application, please let me know. I appreciate all that you do to keep our County clean and encourage the proper management of solid waste. You can contact me either by email at maureen.mossak@co.sherburne.mn.us or phone at 763-765-4457.



CITY OF BALDWIN

30239 128th Street, Baldwin, MN 55371

Telephone: (763) 389-8931

Fax: (763) 389-2751

February 19, 2026

Name

Address

Baldwin, MN 55371

Re: Unsigned Encroachment Agreement

Dear Property Owner:

At the September 8, 2025 City Council meeting the City agreed to allow the retaining wall located on your property and within the City's road right-of-way to remain provided that you lower the elevation of the retaining wall so that no portion of the retaining wall exceeds a six (6) inch reveal and enter into a License Agreement with the City. On October 21, 2025, the City Attorney mailed you a License Agreement for your review and signature. To date, this License Agreement remains unsigned.

The City requests that you please sign the License Agreement were indicated in front of a notary public and return it to the City at the address listed above. You can also deliver the signed, notarized Agreement to City offices during normal business hours. The City Clerk is a notary who can witness your signature on the License Agreement. The City will mail you a completed copy of the License Agreement for your records once it is signed by the Mayor and City Clerk. Please contact the City if you would like another copy of the License Agreement emailed to you.

If you do not sign and return the License Agreement by **March 31, 2025**, the City Council will enforce their rights under Minnesota law and City ordinances, by completing the abatement work and assessing the removal costs incurred, including attorney's fees and other enforcement costs, to your property taxes.

Your prompt attention to this matter is appreciated. If you have any questions, please contact Joan Heinen, City Clerk, by phone at (763) 389-8931 or by email at city.clerk@baldwinmn.gov.

Sincerely,

City of Baldwin

Mission Statement

To make the City of Baldwin a proud place to live by safeguarding property rights, encouraging agriculture, commercial communities and residential growth.

PID	Address	Name	ROW Violation	City Council 8/18/25	Notes	City Council Agreement
01-409-0208	29019 138th St NW	Fintan Moore	Decorative Brick retaining wall	Send letter to remove	Fintan sent letter 9/8/25	Retaining wall to be lowered - Encroachment agreement sent 10/21/25
01-409-0210	29011 138th St NW	Grant Locke	Large Wooden post in ROW	Public Works to remove	PW found more posts in ROW	Encroachment agreement on wooden posts - sent 1/7/2026
01-409-0216	13903 290th Ave NW	Kurt Boutin	Decorative mailbox post	Encroachment Agreement		Encroachment agreement on mailbox - sent 1/7/26
01-409-0230	13921 290th Ave NW	Sharlyn Schedbauer	Storage shed and driveway boulders	Send letter to remove	Public Comment 9/8/25	Encroachment agreement on shed - remove 3 rocks and lower retaining wall - sent 10/21/25
01-409-0232	13923 290th Ave NW	Heather Rodgers	Large mailbox post and driveway stones	Send letter to remove	Public Comment 9/8/25	Remove 2 rocks and lower retaining wall with encroachment agreement - sent 10/21/25
01-409-0370	14061 290th Ave NW	Jay Anderson	Driveway wall	Send letter to remove	Public Comment 9/8/25	lower retaining wall -remove up to power pole and encroachment agreement - sent 10/21/25
01-409-0345	28953 141st St NW	Tim Marchand	Shed in ROW	Encroachment Agreement	9/5/25 agreement drafted	Encroachment agreement on Shed - sent 10/21/25
01-030-1210	14105 290th Ave NW	Brian Bluhm	Privacy Fence	Send letter to remove	Email from Brian 9/11/25	Encroachment agreement on fence - sent 11/18/2025

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

RESOLUTION NO. 26-04

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

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

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

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

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

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

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

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

1. **Purchases up to \$2,500 for Goods and Services for the Fire Department:** The Fire Chief for the City of Baldwin is authorized to enter into and execute agreement with individuals, firms and corporations to provide goods and services for the City's Fire Department in an amount not to exceed \$2,000 per month without obtaining the prior approval of the City Council.

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

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

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

Adopted this 18th day of February 2026.

Jay Swanson, Mayor

Joan Heinen, Clerk

CITY OF BALDWIN
SHERBURNE COUNTY
STATE OF MINNESOTA

ORDINANCE 2025-16

The Baldwin City Council hereby ordains:

Section 1. Ordinance 600 (Fee Schedule) is hereby repealed in its entirety and amended to read as follows:

Section 600.01 Fee Schedule. The following fees in the City of Baldwin shall be charged effective January 1, 2026 for the following materials, services, zoning and subdivision applications, licenses, and other matters as set forth herein:

(A) - General Fees, Permits, Development Applications, and Liquor Licenses:

General Fees		
Animals		
Canine Pick Up		\$150.00 plus \$5.00 if online payment
City Staff Research Fee		\$75.00/hr.
DVDs (if borrowed from the City)		\$1.00
EMS sign, post, and hardware		\$70.00
Electronic data		\$10.00
Electronic payment		2.9% of transaction + \$0.30 for each successful transaction
Fines and Penalties		
Administrative Citation Civil Fine		\$50.00
Overdue Utility Fee		7% of delinquent balance plus \$25.00/month
Parking Violation		\$50.00
Fire Report		\$20.00
Notary Fee		\$2.00
Photo Copies:		
Up to 100 copies of letter size paper		\$0.25 per page
Over 100 pages, any size		Actual cost to copy and locate requested documents
Letter		\$0.25/page or \$0.35/page color
Legal		\$0.50/page or \$0.60 page color
Ledger		\$1.00/page
Postage:		Actual cost
Public Hearing Fee		\$1,000.00
Special Assessment Search Charge		\$20.00
Tape/CD of Meeting Recording		\$20.00
Zoning Confirmation Letter		\$65.00
Permits		
Fence Permit		\$50.00
Gambling Permit		
Local Premises		\$100.00
Donation of Net Profits		10%
Right-of-Way Permit		\$500.00
Sign Permit		\$65.00
Development Applications		

**CITY OF BALDWIN
APPLICATION FOR LOCAL GAMBLING PERMIT**

Date of Application: _____ \$100 Permit Fee Paid: \$ _____

Applicant Information

Name: _____ Title: _____
(Last) (First) (Middle)

Address: _____

(Street) (City) (State) (Zip Code)

Telephone: (____) _____ - _____

Email Address: _____

Organization Information

Name: _____

Address: _____

(Street) (City) (State) (Zip Code)

Telephone (____) _____ - _____

Proposed Location

Address: _____

(Street) (City) (State) (Zip Code)

If the Organization does not own the facility:
Property Owner:

Address: _____

Telephone: (____) _____ - _____

(Attach a copy of the rental or leasing arrangement to the application)

Name and address of any officer/person who will account for receipts, expenses, and profits for the event:

Description of the gambling activities to be conducted (include days & hours and estimated value of prizes to be awarded):

Provide any relevant information supporting the organization's exclusion or exemption from state licensing requirements and eligibility for a local gambling permit (Minn. Stat. § 349.166):

I hereby certify that all statements made in this application are true and complete to the best of my knowledge. I understand that any misstatements or omissions may result in a denial of my application. I authorize the city to investigate the information provided and contact the persons or organizations listed in this application.

The undersigned agrees that the gambling event will, if approved, conform to all applicable state and local regulations.

Applicant (please print): _____

Signature: _____ Date: _____