



**AGENDA FOR MARCH 4TH, 2026
BALDWIN CITY COUNCIL REGULAR MEETING
7:00 p.m.
(Revised 02/27/2026)**

7:00 p.m. Call to Order

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

Treasurer's Report:

Sheriff's Report:

Fire Department Report:

- a. Discuss/Approve/Disapprove Conway Shield Invoice for \$1594.02
- b. Discuss/Approve/Disapprove Electrical Quote of \$752.00 for Fire Dance

Public Comment Requests:

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

- Approve Escrow Refund to North Country Goldens for \$1613.50
- Approve Escrow Refund to Ruff Start Rescue for \$2042.50
- Approve City Council Meeting Minutes for February 18th, 2026
- Approve 2025 Noxious Weed Control Report
- Approve Updated Oath of Office for a Planning Commissioner

Planning Items:

- a. Discuss Code Enforcements
- b. Discuss/Approve/Disapprove Publication in Summary Form Ordinance 2026-02.
Revising the Fee Schedule Regarding Gambling Fees
- c. Discuss/Approve/Disapprove Resolution 26-05; Country Pup Kennel IUP
Amendment

Park Committee Report – Tom Rush

- a. Discuss Appreciation for Park Committee Member Lester Kriesel
- b. Discuss/Approve/Disapprove Reappointment of Park Committee Member Robb Rydmark

Disclaimer: This agenda has been prepared to provide information regarding an upcoming meeting of the Baldwin City Council. This document does not claim to be complete and is subject to change. A quorum of the Baldwin City Council must be present. Five Copies of the agenda and one copy of the packet materials are available for review by the public. The meeting will be video and audio recorded for transcription purposes only.

- c. Discuss/Approve/Disapprove Appointment of Park Committee Member Rosie Marie Walker
- d. Discuss/Approve/Disapprove Resignation of Park Committee Member Sarah Koste

Cemetery Update – Tom Rush

- a. Discuss Cemetery Sexton

Tabled Items:

- a. Discuss/Approve/Disapprove Resolution 26-04, Delegating Authority to Certain City Officials to Enter into Certain Contracts – Jay Swanson

New Business:

- a. Discuss/Approve/Disapprove Job Descriptions for Public Works Supervisor, Clerk and Deputy Clerk – Tom Rush
- b. Discuss/Approve/Disapprove Paid Family and Medical Leave Act Policy – Clerk

Announcements:

- a. Special Planning Commission Meeting Wednesday, March 11th, 2026, at 7:00 p.m.
- b. Next City Council Meeting Wednesday, March 18th, 2026, at 7:00 p.m.
- c. Easter Egg Hunt at Young Park Saturday, March 21st, 2026 at 10:00 a.m.
- d. Local Board of Appeal and Equalization Thursday, April 16th, 2026, at 3:00 p.m.

Any Other Business:

Approve Bills for Payment:

Adjourn:

CITY OF BALDWIN

*Cash Balances

Cash Account: 10100

March 2026

Fund	Begin March 2026	Transfers		Receipts	Disbursements	Rec/Disb	Journal Entries		JE Payroll	Balance No		Balance
										Investments	Investments	
10100 - Old National Bank												
101 - General Fund												In Bal
225 - Cemetery Fund												In Bal
250 - Fire Fund												In Bal
275 - Street Capital												In Bal
301 - G.O. 2017A												In Bal
302 - G.O. 2024A												In Bal
401 - Capital Project Fund												In Bal
402 - Fire Services												In Bal
403 - Fire Infrastructure Fund												In Bal
404 - Parks Capital Fund												In Bal
602 - Sewer Fund												In Bal
801 - Developers Account - Escrow												In Bal
802 - Baldwin Estates Escrow												In Bal
804 - Buck Run Escrow												In Bal
805 - Sumser Farms 1st Addt Escr												In Bal
Begin												
Receipt												
Disbursements												
Transfers Rec/Disb												
Transfers JE												
JE Payroll												

	YTD Amounts		MTD Amounts		Begin + YTD	
	MTD Amounts	YTD Amounts	MTD Amounts	YTD Amounts	Begin + YTD	Begin + YTD
Begin	\$1,314,454.36	\$1,725,232.91			\$0.00	\$0.00
Receipt	\$5,395.00	\$182,606.65	Investments	\$0.00	\$0.00	\$0.00
Disbursements	(\$21,764.11)	(\$519,760.56)	Petty Cash	\$0.00	\$0.00	\$0.00
Transfers Rec/Disb	\$0.00	\$0.00	Savings	\$0.00	\$0.00	\$0.00
Transfers JE	\$0.00	\$2.04	Money Market	\$0.00	\$0.00	\$0.00
JE Payroll	(\$10,344.00)	(\$100,339.79)	Balance	\$1,287,741.25	In Balance	In Balance



Sherburne County Sheriff
13880 Business Center Dr
Elk River MN 55330
Ph: (763) 765-3500

CAD Summary Report - City of Baldwin February 2026

Printed On: 03/02/26 08:41

Sherburne County Sheriff

	02/26	Total
90600 THEFT	2	2
90900 ASSAULT	2	2
91600 DISTURBING THE PEACE	1	1
91650 HARASSMENT	1	1
91700 OBSCENITY	1	1
9201 DAR/DAS/DAC	9	9
92750 FRAUD COMPLAINT	1	1
9302 ANIMAL LOST	1	1
9303 PROPERTY LOST	1	1
9440 ACCIDENT-MV-PROPERTY DAM	2	2
9462 ACCIDENT-VEHICLE VS ANIMA	5	5
9560 ANIMAL COMPLAINT	1	1
9561 CONSERVATION	4	4
9562 DOG COMPLAINT	1	1
9600 FIRE-OTHER	1	1
9601 FIRE-DWELLING	1	1
9603 FIRE-VEHICLE	2	2
9611 GAS LEAK/SMELL	1	1
9612 ALARM-CARBON MONOXIDE	1	1
9730 MEDICAL	18	18
9740 MENTAL CASE	2	2
9800 MISCELLANEOUS PUBLIC	1	1
9804 ALARM-SECURITY	1	1
9805 CIVIL COMPLAINT	5	5
9807 TRAFFIC STOP	60	60
9808 TRAFFIC COMPLAINT	2	2
9812 SUSPICIOUS VEHICLE	2	2
9817 SECURITY CHECK	10	10
9818 EXTRA PATROL	14	14
9823 CHECK THE WELFARE	5	5
9826 ATV COMPLAINT	1	1
9834 PARKING COMPLAINT	1	1
9850 PAPER SERVICE	10	10
9853 SUSPICIOUS ACTIVITY	2	2
9863 HAZARDOUS ROAD	1	1
9865 AIRCRAFT COMPLAINT	1	1



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CAD Summary Report - City of Baldwin

February 2026

Printed On: 03/02/26 08:41

9900 MISCELLANEOUS OFFICER	6	6
9904 WARRANT ARREST	3	3
9908 TOW	1	1
9937 911 HANG UP	3	3
M5350 JUVENILE RUNAWAY	2	2
Park Patrol	2	2
VEHICLE LOCKOUT	3	3
Vehicle Off Road	1	1
Total	195	195



Conway Shield
14100 W Cleveland Ave
New Berlin, WI, 53151
Phone: (800) 955-8489

Web: conwayshield.com

QUOTE

Quote Number: Q007021
Order Date: 2/24/2026
Valid Until: 4/25/2026
Salesperson: John Kaczorek
Customer ID: 000003731
Reference:

ISSUED TO:

Baldwin Fire(MN)
30239 128TH Street
Attn: Robin Fischer
Princeton MN 55371
United States of America

ITEM	ITEM DESCRIPTION	QTY.	PRICE	AMOUNT
20224	LI-ION BNK CGR AC BAT Includes (8) SL-B26 Batteries	1.00	164.77	164.77
22105 - STREAMLI	SL-B26 Protected Li-ion USB Rechargeable Battery Pack - 8pk	4.00	119.83	479.32
20237 - STREAMLI	SL-B9 Battery Pack - 2pk	41.00	19.95	817.95
20234 - STREAMLI	8-Unit SL-B9 Bank Charger - 120V/100V AC - Includes (8) SL-B9 batteries	1.00	131.98	131.98

Quote Total: 1,594.02
Less Discount: 0.00
Tax Total: 0.00
Total (USD): 1,594.02

BOE ELECTRICAL CONTRACTORS INC

PO Box 156

Princeton, MN 55371

+17632418922

**ADDRESS**

Baldwin Fire Department

30239 128th St NW

Princeton, MN 55371

SHIP TO

Baldwin Fire Department

30239 128th St NW

Princeton, MN 55371

ESTIMATE 3105**DATE 02/25/2026****QTY DESCRIPTION****RATE****AMOUNT**

Furnish and install electrical as follows:

752.00

752.00

(1) 120/240volt 50amp outdoor receptacle with GFCI protection on the southeast corner of building

If installed by the patio door
\$1097If installed on the southwest corner
\$1544

Permit included

Credit card transactions are subject to a 3% processing fee.

Thank you for your business.
We look forward to working with you.**TOTAL****\$752.00**

Accepted By

Accepted Date



DRAFT

BALDWIN CITY COUNCIL REGULAR MEETING

FEBRUARY 18TH, 2026

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

Absent – Mayor Jay Swanson

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

Call to Order – The February 18th, 2026, regular meeting of the City of Baldwin was called to order by Acting Mayor Tom Rush at 7:00 p.m.

Pledge of Allegiance – All present recited the Pledge of Allegiance

Prayer Request from Delmas Hines

Additions/Corrections to Agenda

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

January 2026 Final Treasurer's Report – The beginning balance of \$1,725,230.87, receipts of \$77,213.23, disbursements of \$456,672.81; check numbers 29209 – 29250, void check number 29219, 11 EFT payments, 35 ACH payroll payments leaving an unaudited ending balance of \$1,345,771.29.

February 2026 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$1,345,771.29, receipts of \$80,032.87, disbursements of \$126,112.10 leaving an unaudited ending balance of \$1,299,692.06.

Public Comment Requests:

- Mary Larson: 29725 138th Circle – Discuss FunFest and Easter Egg Hunt at Young Park. Bob Ruppe requested approval to contact the IRS to get a determination letter, so donations are tax deductible. This will be helpful in collecting donations for FunFest and the Easter Egg Hunt. **Holm/Walker unanimous to approve** Attorney contacting IRS to get this correspondent. Rush asked for the date of the Easter Egg Hunt and Larson said it will be March 21st, 2026, at 10:00 a.m.
- Scott Schmidt: 14215 285th Avenue N.W. – Discussing Elk Lake boat landing and city land adjacent to this area. Scott also gave an update of clear cut of the city property on 278th Avenue.

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

- 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 Temporary Liquor License for Ridgewood Bay on February 21st, 2026
- Approve Gambling Permit for Christ Our Light Church Event on April 12th, 2026.

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Engineering:

Discuss GIS Cemetery Map – City Engineer, Hakanson Anderson, sent the city a price quote for GIS software including how much it would cost for Hakanson Anderson to update the GIS map. The price quote for the software is \$500.00 to \$1000.00 annually for GIS membership. This would allow the city to perform basic tasks. If Hakanson Anderson updated the GIS map, it would cost the city approximately \$64.00 to \$67.50 per lot. Rush proposes that these rates get added to the cemetery plot cost. Case asked about option two which is performing advanced tasks with GIS mapping. Rush has a concern regarding training of city staff on the GIS map. Hakanson will bring additional information back to the March 18th, 2026, City Council meeting on option 2.

Case/Walker unanimous to table this to the March 18th, 2026, City Council meeting.

Discuss/Approve/Disapprove Letter to Residents on 100th Street and 297th Avenue Regarding Road Construction Status – **Case/Walker unanimous to approve** sending letters to residents on 100th Street and 297th Avenue on road construction status.

Discuss/Approve/Disapprove Connexus Energy Powerline Relocation Staying Overhead on 100th Street and 297th Avenue – Case asked about safety of overhead powerlines. The incremental cost would be \$305,000 to do underground power lines. **Holm made a motion to approve** overhead power on 100th Street and 297th Avenue. **Walker seconded the motion, motion carried.**

Discuss/Approve/Disapprove Driveway and Landscape Agreement – **Holm made a motion** to require \$5000.00 for paving escrow and \$2000.00 for landscaping escrow for a total of \$7000.00. **Case seconded the motion, motion carried.**

Frontier Trails Update:

NSU sent an operation summary and included comments that the site is operational. Financials for Frontier Trails are \$5085.00 receipts for the month of January 2026 and \$54,324.40 expenditures which include the bond payment due February 1st, 2026. Rush stated that the balance in Frontier Trails fund is \$38,099.18.

Road Report:

Discuss Public Works Report – Full Public Works Report on file in the Clerk's office.

Discuss/Approve/Disapprove Job Description for Public Works Position – City Attorney, Ruppe, questioned if air brake endorsement should be added to the job description. Rush would like to add to the job description a Class C Wastewater License as a desirable qualification. **Case/Walker unanimous to approve** job description for Public Works contingent on City Attorney review.

Tabled Items:

Discuss/Approve/Disapprove SSTS Administration Program Proposal - **Case/Walker unanimous to table** until the March 18th, 2026, City Council meeting.

Discuss/Approve/Disapprove Ordinance 2026-01, Amendments to the Fee Schedule for Building Permits and Publication in Summary Form – **Case/Walker unanimous to table** until the March 18th, 2026, City Council meeting.

Discuss/Approve/Disapprove IPAWS TextMyGov Alerts – **Case/Rush unanimous to table** until the March 18th, 2026, City Council meeting.

New Business:

Discuss PID# 01-00404-0001 – Teresa Barnes lives at 28641 143rd Street N.W. and Todd Jackson lives at 14250 287th Aven N.W. They are requesting buying the 0.8-acre portion of PID# 01-00404-0001. This would be preserved as a natural state and not built on. Holm would like to direct City Attorney on how the land was acquired and if this could be sold. City Attorney, Ruppe, stated they need to research if the land was dedicated to the city and how the city acquired it. **Holm made a motion** for City Attorney to research and bring back to the March 18th, 2026, City Council meeting. **Walker seconded the motion, motion carried.**

Discuss Newsletter for April – June 2026 – At the February 4th, 2026, City Council meeting, the City Council approved doing a newspaper insert in the Princeton and Zimmerman Today Newspaper. Rush is asking the City Council if they want to continue doing a quarterly newsletter. Holm stated they would like to continue the newsletter and possibly phase out in the future. Case agreed with Holm that the newsletter should continue for now.

Discuss/Approve/Disapprove Budget for FunFest Including Funding Source (General or Park Fund) – **Case/Holm unanimous to approve** coming out of the general fund first of \$2000.00 and the remaining \$2000.00 coming out of the park fund.

Discuss/Approve/Disapprove 2026 Recycling Day Funding Application – Rush is requesting Jim's Mille Lacs coming to a future meeting to discuss pricing. **Case/Holm unanimous to approve** recycling day funding application.

Discuss/Approve/Disapprove Letter for Unsigned Encroachment Agreement Letters – Case/Holm unanimous to approve sending letters to eight residents that requested encroachment agreements by north Elk Lake loop.

Discuss/Approve/Disapprove Resolution 26-04, Delegating Authority to Certain City Officials to Enter into Certain Contracts – Holm/Walker unanimous to table until the March 4th, 2026, City Council meeting.

Discuss/Approve/Disapprove Charitable Gambling License Fee – Currently the City charges \$100.00 for a gambling permit. If the City receives a permit for charitable gambling, should the city charge a fee for these licenses. Holm suggested a fee of \$15.00 for one-day events. **Holm/Walker unanimous to approve** the \$15.00 for one-day events. **Case/Holm unanimous to approve** City Attorney sending letters to establishments requesting 10% donation of net profits. These profits would be payable to the city going forward and not retroactive. City Planner, Licht, recommends Holm amend his motion to include a resolution to be completed on the 10% donation of net profits. **Holm amended his motion** to have City Attorney draft a resolution for the 10% donation of net profits. The motion also stated that these funds will be used towards fire departments operation budget. **Walker seconded the motion, motion carried.**

Discuss Code Enforcement – Rush discussed the code enforcement process which is two letters being sent out and then a citation. Rush would like these expedited if there are public safety, health safety or welfare issues. The Mayor will be notified so letters and citations can be sent right away instead of waiting 30 days.

Discuss Getting Salary Information from the League of Minnesota Cities for Employees – The Clerk to reach out to The League of Minnesota Cities and surrounding cities regarding salary information for city staff.

Discuss Top Ordinance Violations to be Posted on Website – Rush would like top ordinance violations posted on Baldwin's website, Princeton/Zimmerman newspaper and the newsletter. These are usually nuisance violations. Holm recommends a monthly spotlight on Facebook page and in the quarterly newsletter. Holm would like us to start out with dog barking violations.

Discuss Meeting with Zimmerman and Princeton Today Newspaper Editor – Case would like attendance of the City Council at the meeting with Princeton and Zimmerman newspaper Editor. The meeting will be scheduled for March 5th, 2026, at 10:00 a.m.

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 - None



Approve Bill for Payment - Case/Walker unanimous to approve check numbers 29285 – 29324 for \$85,589.23 and 5 EFT Payments for \$5,782.43 for a total of \$91,371.66. Check Number 29285 for Hakanson Anderson was posted in closing December 2025 for \$38,811.35 and check number 29320 was a void reissue of \$303.60 for a fire department payroll which was posted in January of 2026.

Adjourn – Holm/Walker unanimous approve adjourn at 9:10 p.m.

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

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

Date

Attendees: Teresa Barnes, Scott Schmidt, Charles and Danielle McConaughay, Todd Jackson, David Jackson, Mary Larson, Nick Loehleih and Steven Hieb.

emailed to Matt
Danzl at Sherburne

2025 Local Weed Inspector Annual Township and City Report

Noxious Weed Control
Required by Minnesota Statutes Section 18.81

2-24-26

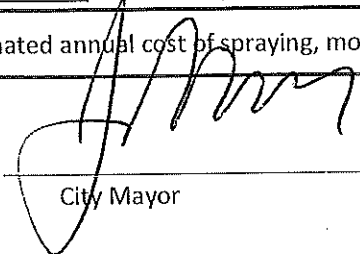
INSTRUCTIONS: Please write or print legibly. Upon completion and appropriate signatures, copies should be submitted to the Sherburne County Agriculture Inspector by: **February 27, 2026.**

Township or City: City of Baldwin	County: Sherburne	Date: 2/11/2026
County Agriculture Inspector (CAI): Matt Danzl	CAI Phone #: 763-765-4463	
Local Weed Inspector (LWI): Please indicate who the Township or City has designated as their Local Weed Inspector with the Person's name, address, phone number, and email address in the space provided below. If the CAI has any questions, this will be the person in the Township or City that is contacted.		
1. Name: Tom Rush	2. Name: ZACHARY GOOD	
Address: 30239 128 TH ST NW BALDWIN, MN 55371	Address: 30239 128 TH ST NW BALDWIN, MN 55371	
Phone #: 763-389-8931	Phone #: 763-286-3314	
Email: TRUSH@BALDWINMN.GOV	Email: PUBLICWORKS@BALDWINMN.GOV	
Noxious Weed Control		Number
Number of noxious weed inspections made in the Township or City this year?		2
Number of landowner contacts made in the Township or City for voluntary compliance or General Weed Notice this year?		0
How many landowners received the formal "Notice #1" Form?		0
Number of contacts made to federal, state or county owned land managers? (i.e. DNR, USFWS, MNDOT)		0
Number of times the City or Township hired or performed the requested control/eradication work and added to the property taxes or issued a citation (under City ordinance) or submitted cost to the county under the state noxious weed law (Townships only):		1
Noxious Weeds that are a concern in your Township or City that are on Minnesota Prohibited Noxious Weed List (Suggestions): ☐ Plumeless Thistle ☒ Canadian Thistle ☐ Wild Parsnip ☐ Leafy spurge ☐ Knotweeds ☐ Knapweeds ☒ Buckthorn ☐ Common tansy ☐ Other:		
Does your City or Township have a local weed ordinance?		YES ☐ NO ☒
Do you publish a notice of weed control? Example: city newspaper, township newsletter		YES ☐ NO ☒
Does your City or Township participate in noxious weed outreach?		YES ☐ NO ☒
What training or outreach would help you as Local Weed Inspectors?		
(Continue to page 2)		

2025 Local Weed Inspector Annual Township and City Report

Noxious Weed Control

Required by Minnesota Statutes Section 18.81

Total Area Controlled & Cost of Treatment	Biological (miles or acres)	Spraying (miles or acres)	Mowing (miles or acres)
Estimated amount sprayed, mowed, and/or biological control for <u>noxious weed control</u> on Township or City property:	3 MELES		
Estimated annual cost of spraying, mowing, and/or biological weed control?	\$ 1,030	\$	\$
 City Mayor	 Local Weed Inspector		
2-23-2026 Date	2-20-2026 Date		
_____ Chairperson, Township Board			
_____ Date			

In accordance with the Americans With Disabilities Act, an alternate form of communication is available upon request.
 TTY: 1-800/627-3529 The Minnesota Department of Agriculture is an Equal Opportunity Employer

OATH OF OFFICE PLANNING COMMISSIONER

I, _____, do solemnly swear that:

I will faithfully perform the duties of a Planning Commissioner for the City of Baldwin fairly and ethically, befitting the responsibilities of the office.

I will support the Comprehensive Plan, ordinances, and policies of the City of Baldwin, and all other applicable laws.

I will honor the Constitution of the United States and the Constitution of the State of Minnesota.

I swear to not knowingly receive any money or other valuable thing related to being a Planning Commissioner, directly or indirectly, other than as allowed by law.

Signature of Affiant

County of Sherburne))ss
State of Minnesota)

Sworn before me this _____ day of _____, 20____.

Kayla Nielsen
Deputy Clerk
City of Baldwin

Baldwin Code Enforcement Summary

4 March 2026

(Projects listed in reverse chronological order by date of complaint)

Address	Owner	PID #	Complaint Date	Date of Site Visit(s)	Ordinance Violation (if a complaint is not valid or no violation exists put NA)	Step 1 Date	Notice Date	Citation Date	Comments/Status/Action Plan
ACTIVE									
29974 128th St.; 55371	Georgio, Oleson & Manley June	01-00020-1100	19 Feb 26		Storage containers				No action until PC/CC process complete
29513 142nd St.; 55371	Kathy Kiel/Terry Lee Sather	01-00524-0240	11 Feb 26		Dog barking				No action pending Sherburne County agreement
14336 286th Ave.; 55371	Samantha Rockstroh	01-00404-0806	4 Feb 26		Inoperable vehicles, parking not on driveway, junk/debris, vehicle in ROW			19 Feb 26	Reopen; Mayor authorized action;
28328 100th St.; 55398	Stephen Rohloff	01-00407-0225 01-00407-0230	4 Feb 26		Dwelling occupancy of RV	19 Feb 26			Property owner contacted City staff. Agreement reached to cease use of RV.
31220 127th St.	Richard Anderson/Dana Nistler	01-00009-3205	30 Sep 25		Dogs at large, junk/debris	4 Dec 26			Spoke to property owner re: abatement; Hold.
13359 279th Ave;	Kathleen Bell	01-00408-0225	30 Sep 25		Residential occupancy of acc. Bldg.	4 Dec 26			Spoke to property owner re: abatement; Hold.
31611 127th St.; 55371	14529 Willemite St. NW, #237 Ramsey, MN 55303 Timothy D. Olson	01-00418-0125	Aug 26		Junk/Debris/Outdoor storage		4 Dec 26	17 Feb 26	Prior complaint closed; New complaint re: boats, junk/debris; No response. Request Court summons.
14233 294th Ave; 55371	Bobbi/Jacob Fore	01-00585-0205	09 Sep 25		Shipping container				Inspect week of Dec 1.
14122 294th Ave	Joshua Webber	01-00486-0210	13 May 24 9 Sep 25		Motorcycles/ATV		Jun 25		New complaint 9 Sep 25 re: constructing track; inspected week of Nov 24. Hold.
9746 300th Ave; 55371	Nicholas Diemert/K. Bechtold	01-00487-0145	12 Aug 25		Semi-tractor/trailer parking Living in a semi-truck sleeper	9 Sep 25	4 Dec 26	17 Feb 26	No Response; Request Court summons.
10507 307th Ave.; 55371	Joshua Little/Breanna Kammerer	01-00487-0530	2 Jun 25	1 Aug 25 25 Jul 25	Shipping containers, business Potential farm related retail business requiring CUP.	5 Aug 25	9 Sep 25		Discussed w/ Property Owner; wait for PC discussion outcome.
30649 114th St.	Samantha/Justin Mikel	01-00015-1105							Spoke with SM on 25 Jul 25 Follow up call with JM on 1 Aug 25; Property owner working on IUP application. Reconnect with property owner.
31232 127th St.; 55371	April R. Sagstetter	01-00009-3210	21 Apr 25	1 Aug 25	Junk/Debris		5 Aug 25	9 Sep 25	Reinspect week of Dec 1.
9604 285 1/2 Ave; 55398	Makayla Carey	01-00415-0340	27 Mar 25		Junk and debris; burning garbage Unlicensed vehicle		5 Aug 25	9 Sep 25 4 Dec 25	No response; request to send Citation after reinspect week of Feb 2.
30107 116th St.; 55371	Westen Hiermaier	01-00015-4402	28 Jan 25	Feb 25 1 Aug	Shipping container	14 Feb 24	5 Aug 25	9 Sep 25	Property owner responded to Step 1, waiting for better weather. No response to 5 Aug 25 notice; Request to send Citation. Reinspected week of Oct 6.
11511 290th St.	Rebecca Krause	01-00535-0130	21 Jan 25		Building Code/RV as dwelling		11 Feb 25	5 Aug 25 9 Sep 25	Inspected Aug 27, request to send Citation/City Attorney letter sent;
13910 277th Ave	Joseph/Barbara Spaulde	01-00031-4300			Headwall in ROW	13 Sep 24	5 Aug 25		Spoke to property owner; hold to schedule inspection
14215 278th Ave	Glen Peterson/Wendy Beck	01-00545-0210			Headwall in ROW	13 Sep 24	5 Aug 25		Spoke with property owner; ZG site visit
32033 124th St.	Bell Trucking Inc.	01-0044225	NA	6 Aug 24 16 Oct 24 1 Aug 25	# of vehicles allowed by CUP		Jun 25		To remove per CC agreement Reinspect Spring 2026
30840 141st St.	Jocelyn Damiano	01-00508-0114	4 May 23		Shipping Container 20' X 18' 2' G		Jun 25		TB on Sep 19 suspended enforcement until PC makes recommendations. Property owner did not remove per discussion w/ staff; Send Admin Notice. Property owner requested extension.
CLOSED									
31516 136th St.; 55371	Travis/Nikela Nietz	01-00007-1105	Email	1 Aug 25	Animal kennel (more than 10 dogs)	5 Aug 25			Application submitted for IUP/approved.
13949 325th Ave; 55371	Micha/Tianna Nelson	01-00006-1206	18 Sep 25		Dog breeding business				No business identified.
28331 98-1/2 St.	Teresa Kaiser	01-00407-0630	25 Jul 24 27 Aug 25		Use of RV for dwelling	Jan 6			Met with property owner Feb 27 to discuss construction of a dwelling upon the property. Owner is residing with family off-site and agreed to not occupy the RV trailer as a dwelling. City Attorney letter sent.

Address	Owner	PID #	Complaint Date	Date of Site Visit(s)	Ordinance Violation (if a complaint is not valid or no violation exists put NA)	Step 1 Date	Notice Date	Citation Date	Comments/Status/Action Plan
28209 Lake Diann Rd	Phillip E. Sueve, Jr.	01-00408-0322	6 Jun 24	1 Aug 25 27 Aug 25	Junk/debris		Jun 25	5 Aug 25 9 Sep 25	Reinspect week of Jan 6. Inspected Feb 17. Reinspected week of Oct 6 Step 1 letter sent. Phone conversation with property owner. Extension to end of March granted. Reinspect property week of April 7. Extension to August granted. Inspected week of Oct 6.
14336 285 th Ave/55371	Samantha Rockstroh	01-00404-0806	14 Jan 25	7 Apr 25 1 Aug 25 27 Aug 25	Inoperable vehicles, parking not on driveway, junk/debris		14 Feb 25	5 Aug 25 9 Sep 25	Contact made with property owner: no residential occupancy. Site meeting held Dec 12. Site conditions OK. Temporary barrier in place at fuel tanks, property owner to install permanent barrier Spring 2025; Emailed owner July 23; Fuel barriers installed.
14308 285 th Ave/55398	Ryan Eggink	01-00404-0625	21 May 25	1 Aug 25	Dogs at large (non-dangerous)				Discussed w/ property owner. # of dogs OK, no business operation. Site meeting Aug 27; Will apply for 2 nd driveway permit; license vehicles, remove outdoor storage of business equipment.
31310 125 th St./55371	Lifestyle Real Estate LLC	01-00425-0250			Residential occupancy		5 Aug 25		No evidence.
Top Notch Tree		01-00016-4300		1 Aug 25	Interim Use Permit				No action required.
10216 316 th Ave./55371	Roger Paul/Carolyn Ann Lewis	01-00438-0155	14 Aug 25	1 Aug 25	Private animal kennel		9 Sep 25		Discussed w/ property owner. # of dogs OK, no business operation. Site meeting Aug 27; Will apply for 2 nd driveway permit; license vehicles, remove outdoor storage of business equipment.
11636 308 th Ave	Matthew Seta	01-00405-0415		16 Aug 25	Business		5 Aug 25		No action required.
28512 127 th St.	James G. Bursch	01-00028-3312			Second driveway				No action required.
30840 141 st St.	Zimmerman, MN 55398				Private race track				No action required.
10636 305 th Ave	Joelwyn Damiano	01-00508-0114	23 Apr 25		Fence construction				Step 1 sent Sep 13
30870 103 rd St	Morales Salas, David Elias	01-00014-1310	3 Sep 24		Motor cycle track			Feb 18	Step 1 sent Sep 13; AN sent Jan 6 Inspected Feb 17; Follow up w/ property owner after Jul 1.
31611 127 th St.	Adam & Amanda Jellison	01-00553-0225	Aug 20		Junk/Debris/Outdoor storage				Reinspect after Jul 1.
	Timothy D. Olson	01-00418-0125	Aug 25		Dog at large, animal feces, garbage, public nuisance conditions	6 Jan 26			No response. No further action required.
27934 133-1/2 St.	Nathanael/Anne/Lorne Nelson	01-00406-0510	Jul 1		Motorcycles/Track	6 Jan 25			Reinspect after Jul 1.
30867 103 rd	Cory and Allison Deestra	01-00553-0305	NA		Dog at large, animal feces, garbage, public nuisance conditions				No response. No further action required.
27934 133-1/2 St.	Nathanael/Anne/Lorne Nelson	01-00406-0510	Jul 1		Motorcycles/ATV				No occupancy evident.
13027 290 th Ave	Dylan Witt	01-00424-0220	25 Jun 24		RV as dwelling unit; junk and debris				Spoke with dog owner.
9912 300 th Ave NW	Bennie O. Carlson	01-00467-0165	13 Mar 25		Dog barking at large		Jun 26		Reinspect week of Jan 6. Reinspect after Mar 1.
32226 102 nd St	Christine Hager	01-0579-0110	29 May 24		Junk cars/debris		Jun 25		Direction from TB needed to contact dog owner.
13020 288 th Ave	Jerald and Anne Albrecht	01-00424-0235	25 April 24		Home occupation/rural tourism				Illegal outdoor storage
11004 305 th Ave	Derek R and Michon M Nelson	01-00014-0200	25 Jan 24		Dog(s) at large			Feb 18	Reinspect week of Jan 6. Inspected Feb 17. TB directed no action on 11 Dec 23
14106 296 th Cir	Michael Bakker	01-00524-0925	12 Dec 23		Abandoned vehicles		Jun 25		SCSO issued citation, Sherburne County Attorney dismissed without authority to prosecute.
31015 103 rd St	Rikki Whitlock	01-486-0330	16 Oct 23		RV as dwelling unit				
31540 125-1/2 St.	Blaze Graves	01-00455-0105	16 Aug 23		Habitually barking dog		Jun 25		
14275 292 nd Ave.	Anthony Flander	01-534-255	25 Jul 23		Dogs at large	4 Dec 26			
28209 Lake Diann Rd	Brandon and Kyeleigh Stanek	01-408-0322	25 Jul 23		Dog at large	4 Dec 26			
12748 316 th Ave;	Philip Stueve, Jr.	01-00418-0330	6 Oct 25						
	Kimberly Lolla-Stone (trustee)								
	640 2 nd Ave SW								
	Milaca, MN 56353								
13938 302 nd Ave;	Andrew Schantz/Amber Raasch	01-00516-0220	25 Sep 25						

ORDINANCE 2026-02

CITY OF BALDWIN
SHERBURNE COUNTY, MINNESOTA

The Baldwin City Council hereby ordains:

Section 1. Ordinance 600.01(A) (Fee Schedule) is hereby amended to revise the following fees:

Permits		
	Gambling Permit	
	Local Premises	\$100.00
	<u>1-Day Local Premises Permit</u>	<u>\$15.00</u>
	Donation of Net Profits	10%

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 4th day of March, 2026.

MOTION BY:
SECONDED BY:
IN FAVOR:
OPPOSED:

CITY OF BALDWIN

Jay Swanson, Mayor

ATTEST:

Joan Heinen, City Clerk/Treasurer



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

PLANNING REPORT

TO: Baldwin Mayor and City Council

FROM: D. Daniel Licht

DATE: 26 February 2026

RE: Baldwin – Country Pup Kennel; IUP Amendment

TPC FILE: 269.02

BACKGROUND

Mason Management, LLC owns the property at 30209 116th Street (01-00015-4401). The 34.93 property is developed with a single family dwelling, a commercial kennel, and detached accessory building used as part of the kennel for training purposes. The commercial kennel is allowed by an Interim Use Permit approved by the Town Board by Resolution 24-22 on 3 May 2024 and provides boarding, daycare, grooming, and a self-care dog wash as a secondary use of the property.

The property owners are proposing to construct a 2,000 square foot addition onto the commercial kennel building to increase the size of the waiting area and provide retail space. The proposed expansion of the facility requires an amendment of the Interim Use Permit which is processed in accordance with Section XX-5-4 of the Zoning Ordinance subject to review by the Planning Commission and approval of the City Council.

A public hearing to consider the proposed use was held at the Planning Commission meeting on 25 February 2026 at 7:00PM. Owner Mark Mason was present and agreed with the recommendations of City staff. Written comments were received from one resident to the south, which were provided to the Planning Commission at the meeting and verbalized by another resident representing the concerns. Two adjacent property owners also spoke during the public hearing. Those speaking at the public hearing all raised concerns about noise from barking dogs. The public hearing was closed.

Exhibits:

- Site Location Map
- Resolution 24-22
- Building Floor Plan
- Exterior Elevation Plan
- Site Plan
- Resolution 26-05

ANALYSIS

Comprehensive Plan. The Baldwin Comprehensive Plan guides development of land uses that provides for continuation of rural character. The Planning Commission recommended and the Town Board approved in September 2023 amendments of the Town's Animal Ordinance and Zoning Ordinance related to kennels to ensure that allowance of this type of use is allowed as it is consistent with the character of rural areas. The existing commercial kennel use of the property was approved as an interim use on 3 May 2024.

Comments received at the public hearing indicate that dog barking has been an issue. The City has received no comments related to the use of the property prior to the public hearing and Mr. Mason indicated that the business has also not received complaints directly. Now that the business and City have been made aware, Mr. Mason stated they would work to address the concerns. City staff also said that we would work with the area residents and businesses to address these issues to avoid the need for any code enforcement actions.

The addition of an expanded retail component may increase traffic generated by the commercial business. However, the retail goods will be limited to animal products which is fairly specific and will be a destination, versus convenience, shopping need. Destination goods tend to generate less traffic than convenience good meaning that the expansion will not impact compatibility of the use with the surrounding area.

Zoning. The subject property is zoned R1, General Rural District. The existing single family dwelling and detached accessory buildings upon the property are permitted uses. Development of the proposed commercial kennel is allowed as an interim use subject to the conditions listed with Resolution 24-22 adopted by the City Council on 3 May 2024. Section XX-5-4.H of the Zoning Expansion of the existing commercial kennel building is subject to the same standards for approval of an interim use permit amendment, which are reviewed in subsequent paragraphs.

Surrounding Uses. The property is surrounded by large rural tracts with none less than 5 acres in area and most are larger than 10 acres up to 40 acres in area. The area of the surrounding parcels and the subject property separate proposed commercial kennel from nearby residential dwellings and the commercial kennel is surrounded by mature trees. The Planning Commission noted that the location of the building addition will block some potential noise from being transmitted to the south/southeast.

Building. The applicant has provided a floor plan and elevation drawings illustrating the existing building and proposed addition on the southeast corner of the structure. The architectural plans illustrate a 2,000 square foot addition, whereas the site plan only shows a 1,600 square foot addition. The site plan is to be updated to reflect the actual plan for expansion of the building by 2,000 square feet.

The proposed addition utilizes the same metal siding exterior finish as the existing building. The exterior finish complies with the requirements for residential structures required by Section 11-17-10.B of the Zoning Ordinance.

The height of the building is limited by Section XX-51-9 of the Zoning Ordinance to 35 feet measured to the mid-point of a pitched roof. The building is a one story structure with 10 foot sidewalls and a 12/4 pitched roof. The height of the building as defined by the Zoning Ordinance is 16 feet, which complies with the provisions of the Zoning Ordinance.

Number of Dogs. Section XX-5-4.H.2 of the Zoning Ordinance limits the number of dogs that may be kept to no more than 40 dogs over six months of age, including no more than 10 unsterilized female dogs over six months of age, unless approved by the City Council. Resolution 24-22 includes the following condition:

There are 59 kennel spaces at the existing facility. Mr. Mason said at the public hearing that the kennel does not typically operate at capacity. Prior to the public hearing, Mr. Mason discussed with City staff the opportunity to allow for all of the kennel spaces to be used for boarding to accommodate peak times such as holidays. City staff suggested considering amendment to increase the allowed the number of allowed dogs. However, in response to the concerns about noise, the Planning Commission did not support increasing the number of dogs that can be boarded.

Mr. Mason agreed to not include consideration of an increase in the number of dogs allowed to be kenneled at this time.

Confinement. Section XX-5-4.H.3 of the Zoning Ordinance requires that dogs be confined or under control of the operator and/or staff at all times. Mr. Mason said at the public hearing that dogs related to the business are either within the building or within outdoor kennels.

Section XX-5-4.H.6.a of the Zoning Ordinance requires provision of adequate shelter for dogs boarded at the kennel. The commercial kennel building has 59 kennel stalls, as well as an inside play area and quarantine room for the dogs. Spaces inside the building are also allocated for animal intake, commercial wash and dry grooming, and a self-service dog wash, which are each accessible from separate exterior entrances.

Outdoor kennel areas on the west, north, and east sides of the building are not shown on the site plan and should be added. Section XX-5-4.H.5 of the Zoning Ordinance requires that outdoor exercise areas be fenced with a minimum height of six feet and constructed with durable materials to keep dogs from escaping over, under, or through the fence. Outdoor kennel areas, including required fencing, is to be subject to review and approval of the Zoning Administrator.

The commercial kennel is operated by the applicants, who reside in Baldwin approximately one mile from the property. The existing single family dwelling on the property is rented as a dwelling separate from operation of the kennel. The applicants expect to have 15-20 employees ensuring that oversight of the kennel will be on-site continuously to address any issues, including those that cause a nuisance for adjacent properties. Mr. Mason said at the public hearing that staff is always present outdoors when there are dogs in the outdoor kennels.

Waste. Section XX-5-4.H.7 of the Zoning Ordinance requires the operator to submit a waste management plan for proper disposal of animal feces. Animal waste is to be disposed of at least once each day either via a Subsurface Sewage Treatment System or enclosed in a container of sufficient construction to eliminate odors and organisms. The commercial kennel building has its own Subsurface Sewage Treatment System. The waste management plan is to be subject to review and approval of the Zoning Administrator (and Building Official as may be applicable).

Lot Requirements. Section XX-5-4.H.8.a of the Zoning Ordinance requires that the kennel be located on a parcel that complies with the minimum lot requirements of the Zoning Ordinance. Lots within the R1 District are required by Section XX-51-7 of the Zoning Ordinance to be 2.5 acres in area, 200 feet in width measured at the front setback line abutting a public right-of-way, and 300 feet in depth. The subject property is 34.93 acres in area, 767 feet in width, and 1,972 feet in depth. The property complies with the minimum lot requirements of the Zoning Ordinance.

Setbacks. The table below summarizes the setback requirements of the R1 District established by Section XX-51-8 of the Zoning Ordinance applicable to buildings within the subject property. The proposed addition to the commercial building is setback 90 feet from the south lot line and complies with the setback requirements of the R1 District.

116 th St.	Side	Rear
50ft.	10ft.	25ft.

Section XX-5-4.H.8.b of the Zoning Ordinance further requires that the kennel building and any outdoor runs shall be setback a minimum of 500 feet from any existing residence except that of the kennel owner. The existing commercial kennel building is approximately 515 feet from the existing house to the south east and 560 feet to the house to the north. The location of the proposed building expansion is further from the home to the south and north than the closest portion of the existing structure.

Parking. The property is currently accessed from 116th Street, which is local City street. The street has adequate capacity to accommodate traffic generated by the existing use and proposed expansion. The commercial kennel building and single family dwelling share use of the single driveway to 116th Street. No changes to the property access is proposed.

The following calculation of required off-street parking spaces is made with respect to Section XX-21-9 of the Zoning Ordinance based on the existing and proposed use of the building:

	Use	Gross Floor Area	Required Spaces	Number Required
Existing	Office	4,096sf.	1/250sf.	10
	Warehouse	4,450sf.	1/2,000sf.	2
Addition	Retail	2,000 sf.	1/250sf.	8
Total				20

The proposed uses of the existing and expanded commercial kennel building require 20 parking spaces. The on-site parking area for the commercial kennel was approved with a gravel surface. There space for 16 parking spaces perpendicular to the west wall of the existing structure within the parking area and there is space for six parking spaces parallel to the west line of the parking area. There is adequate parking available within the parking area. City staff does recommend that one parking space compliant with Americans With Disabilities Act dimension and surface requirements (including an access aisle) be provided near the primary reception entrance as part of the expansion project.

Stormwater. All grading, drainage, and erosion control issues are subject to review and approval of the City Engineer as part of the building permit review process.

Utilities. The existing single family dwelling within property is served by a Subsurface Sewage Treatment System, which was certified at the time the commercial kennel building was constructed, and a private well. The commercial kennel is also be served by a separate Subsurface Sewage Treatment System and well. Any changes to the Subsurface Sewage Treatment System for the commercial kennel building will be subject to review and approval of the Building Official as part of the building permit process.

Termination. Section XX-5-6 of the Zoning Ordinance outlines the events that terminate allowance of the commercial kennel use. These conditions are included as a condition of approval for the Interim Use Permit listed with Resolution 24-22.

RECOMMENDATION

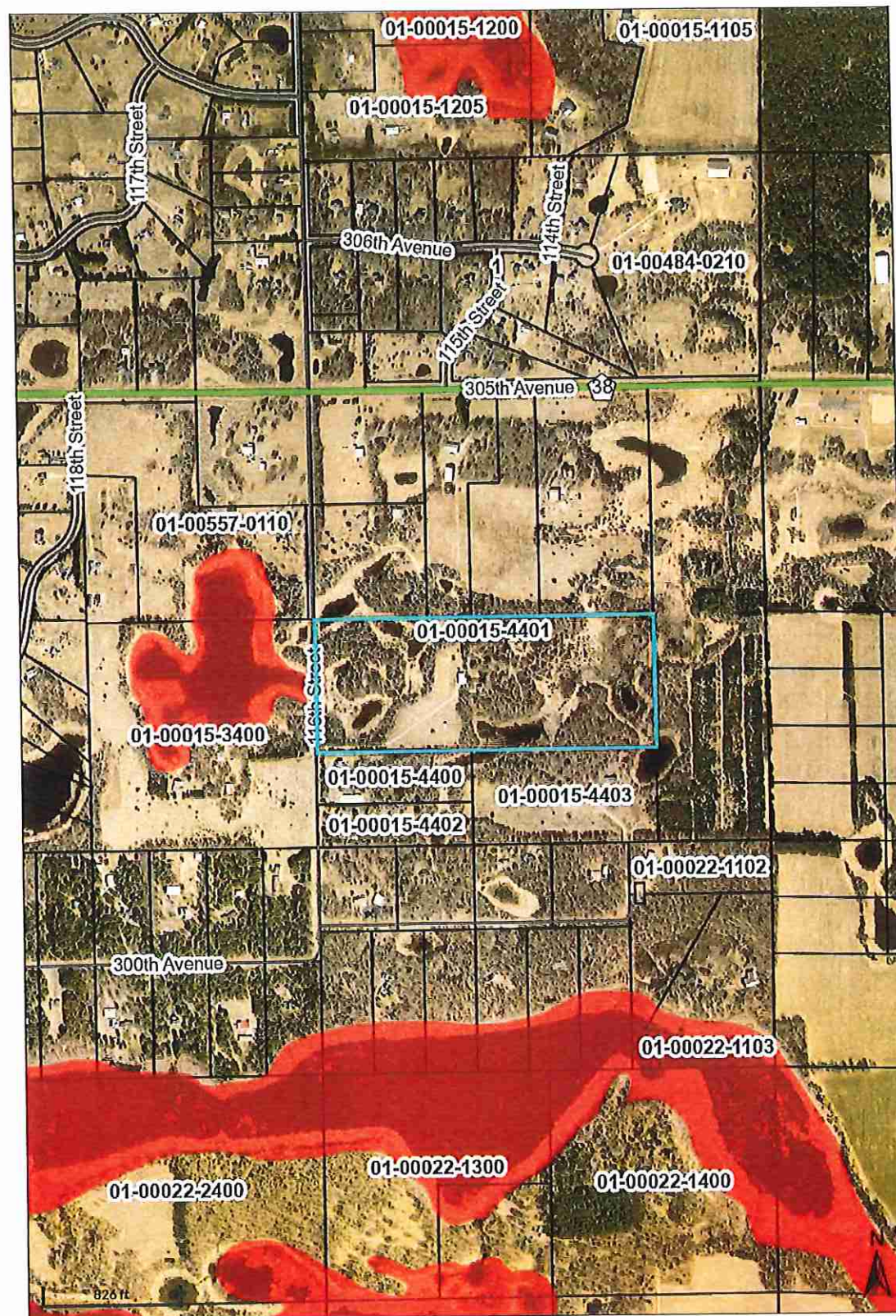
The Planning Commission and City staff recommend approval of an Interim Use Permit amendment allowing an expansion of a commercial kennel subject to the conditions outlined below.

POSSIBLE ACTION

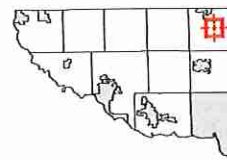
Motion to adopt Resolution 26-05 of an Interim Use Permit amendment for a commercial kennel at 30209 116th Street, subject to the following conditions:

1. The provisions of Resolution 24-22 approved by the City Council on May 3, 2024 remain in full force and effect except as modified herein.
 2. The property shall be developed in accordance with the plans on file with the City as provided for by Section XX-5-7 of the Zoning Ordinance, subject to review and approval of the Zoning Administrator.
 3. The site plan shall be revised to reflect the dimensions of the proposed addition consistent with the architectural plans.
 4. One parking space compliant with Americans with Disabilities Act dimension and surface requirements (including an access aisle) shall be provided, subject to review and approval of the Zoning Administrator.
 5. All grading, drainage, and erosion control issues are subject to review and approval of the City Engineer as part of the building permit review process.
- c. Joan Heinen, City Clerk/Treasurer

Site Location Map



Overview



Legend

Public Water Inventory

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

Roads

- MN Highway; US Highway
- Municipal-State Aid Street
- Municipal Street
- Township Road
- State Forest Road
- Bureau of Fish and Wildlife Road
- Connector (Ramp)
- Privately Maintained Public Access Road
- County Road
- County-State Aid Highway
- Parcels
- Streams

RESOLUTION NO: 24-22

TOWN OF BALDWIN
COUNTY OF SHERBURNE, MINNESOTA

APPROVAL OF AN INTERIM USE PERMIT
FOR PIDs 01-00015-4300 and 01-00015-4401

WHEREAS, Mark and Samantha Mason have submitted as request for approval of an Interim Use Permit to allow a commercial kennel at 30209 116th Street; and

WHEREAS, the property identified as PIDs 01-00015-4300 and 01-00015-4401; and

WHEREAS, the property is guided for rural land uses by the Comprehensive Plan; and

WHEREAS, the property is zoned R1, General Rural District; and

WHEREAS, the applicant is requesting approval of an Interim Use Permit to allow a commercial kennel; and

WHEREAS, the Town Board must take into consideration the possible effects of the request with their judgment based upon (but not limited to) the criteria outlined in Section XX-5-3 of the Zoning Ordinance:

- A. The proposed action's consistency with the specific policies and provisions of the Town Comprehensive Plan.

Finding: The Comprehensive Plan promotes continuation and development of rural character. Operation of a commercial kennel is a use common in rural areas and consistent with the policies of the Comprehensive Plan.

- B. The proposed use's compatibility with present and future land uses of the area.

Finding: The +/-35 acre property is surrounded by large rural tracts such that the area of the surrounding parcels and the subject site will separate the proposed commercial kennel from surrounding residential dwellings mitigating potential compatibility issues. Furthermore, the proposed kennel is to be located within an existing clearing on the property surrounded by existing mature trees, which will further mitigate any potential compatibility issues.

- C. The proposed use's potential to impact natural resources such as surface water, groundwater, or wetlands; sites identified for rare biological species habitat; ecologically sensitive areas; or historically significant areas.

Finding: The proposed commercial kennel will not impact existing natural resources within the property.

- D. The proposed use's conformity with all performance standards contained within this ordinance and other town ordinances.

Finding: The proposed commercial kennel complies with the requirements of the Zoning Ordinance and other ordinances adopted by the Town.

- E. Traffic generation of the proposed use in relation to capabilities of roads serving the property.

Finding: The traffic generated by the proposed commercial kennel is within the capacity of 116th Street and other roads serving the property.

WHEREAS, the Planning Commission conducted a public hearing at their meeting on 24 April 2024 to consider the application, preceded by published and mailed notice; based upon review of the application and evidence received, the public hearing was closed and the Planning Commission voted to recommend that the Town Board approve the request based on the aforementioned findings.

WHEREAS, the planning report dated 3 May 2024 prepared by the Town Planner, The Planning Company LLC, is incorporated herein.

NOW THEREFORE BE IT RESOLVED THAT based on the foregoing information and applicable ordinances, the application is APPROVED, subject to the following conditions:

1. The property shall be developed in accordance with the plans on file with the Town as provided for by Section XX-5-7 of the Zoning Ordinance, subject to review and approval of the Zoning Administrator.
2. The exterior finish and height of the proposed building is to be subject to review and approval of the Zoning Administrator.
3. Dogs be confined or under control of the operator and/or staff at all times; at minimum of one employee shall be present 24 hours each day.
4. The number of dogs that may be kept at the kennel shall be limited to not more than boarding for 40 dogs over six months of age, including no more than 10 unsterilized female dogs over six months of age and daycare for not more than 20 dogs; Said limits shall not apply to dogs on the premises for grooming purposes only.
5. Outdoor exercise areas shall be subject to review and approval of the Zoning Administrator, and:
 - a. Fenced with a minimum height of six feet and constructed with durable materials to keep dogs from escaping over, under, or through the fence.
 - b. Setback a minimum of 500 feet from any single family dwelling not that of the property owner.
6. Waste management shall provide for proper disposal of animal feces at least once each day via a Subsurface Sewage Treatment System, subject to review and approval of the Zoning Administrator.
7. The kennel Subsurface Sewage Treatment System and well design and location of the Subsurface Sewage Treatment System shall be subject to review and approval of the Building Official.
8. A driveway permit shall be required for any modification of the existing driveway within the public right-of-way, subject to review and approval of the Town Engineer.

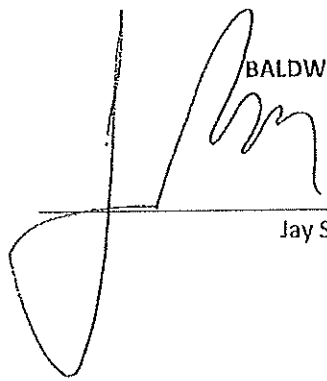
9. All wetland issues are subject to review and approval of Sherburne County in accordance with Section XX-16-4.A of the Zoning Ordinance.
10. The two parcels comprising the property shall be combined in accordance with Chapter 5 of the Subdivision subject to review and approval of the Zoning Administrator.
11. The Interim Use Permit shall terminate upon any of the following events, whichever occurs first:
 - a. Upon violation of conditions under which the interim use permit was issued.
 - b. Upon change in the town's zoning regulations that renders the use nonconforming.
 - c. The redevelopment of the use and property upon which it is located to a permitted or conditional use as allowed within the respective zoning district.
 - d. Upon a change in ownership, whether pursuant to move, sale, transfer, assignment, or otherwise, the interim use permit is terminated and the proposed new owner is required to apply for a new Interim Use Permit in accordance with the provisions of the Zoning Ordinance.
 - e. The approved use is inactive for one year or longer as determined by the zoning administrator.

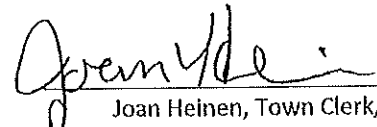
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ADOPTED by the Board of Supervisors of Baldwin Township this 3rd day of May, 2024.

MOTION BY: *walker*
SECOND BY: *case*
ALL IN FAVOR: *All*
THOSE OPPOSED: *None*

Jeff Holm Absent


BALDWIN TOWNSHIP
Jay Swanson, Chair

ATTEST:

Joan Heinen, Town Clerk/Treasurer



INSIDE OUTSIDE
ARCHITECTURE, INC.

Lea E. Kangas
14165 James Rd, Suite 200A
ROGERS, MN 55374
763-128-5870

CONSULTANTS

PROJECT

COUNTRY PUP KENNEL
ADDITION

Patient N

CONTENTS

FLOOR PLAN, DOOR
SCHEDULE, & ROOM
FINISH SCHEDULE

CERTIFICATION

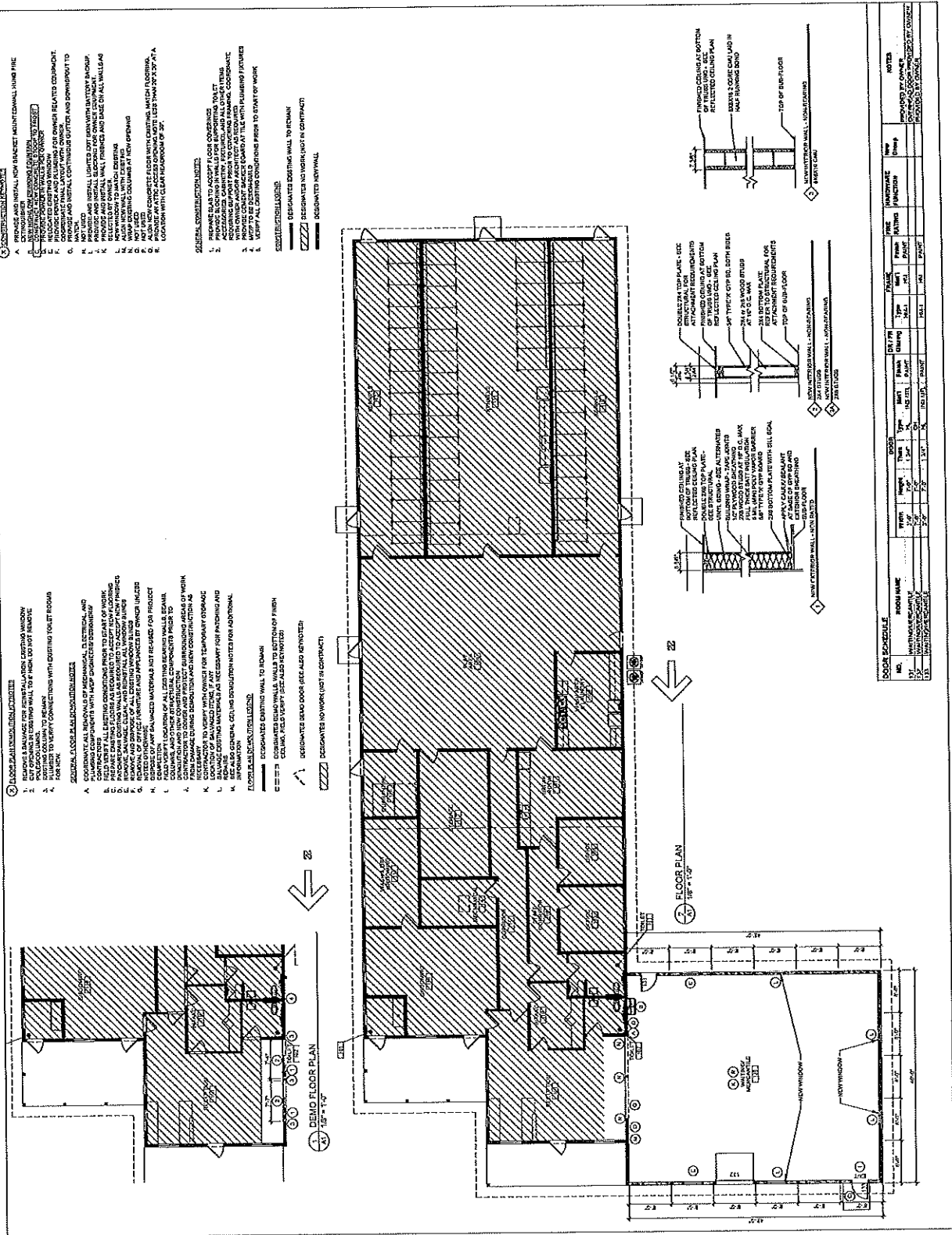
I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Architect under the laws of the State of Minnesota.

Lee R. Kanger

State Registration # 26203
Date 1-16-2026

A1

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ARCHITECTURE
INTERIOR DESIGN



INSIDE OUTSIDE,
ARCHITECTURE, INC.

Lee E. Kargus
14165 James Rd. Suite 200A
ROGERS, MN 55374
763-428-3870

CONSULTANTS

PROJECT

COUNTRY PUP KENNEL
ADDITION

Plymouth, MN
CONTENTS

ELEVATIONS

CERTIFICATION

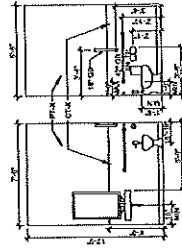
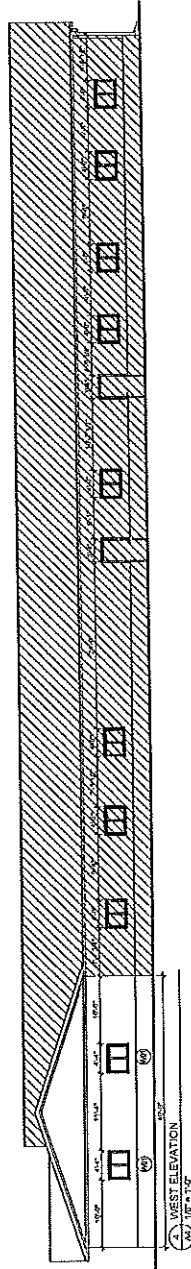
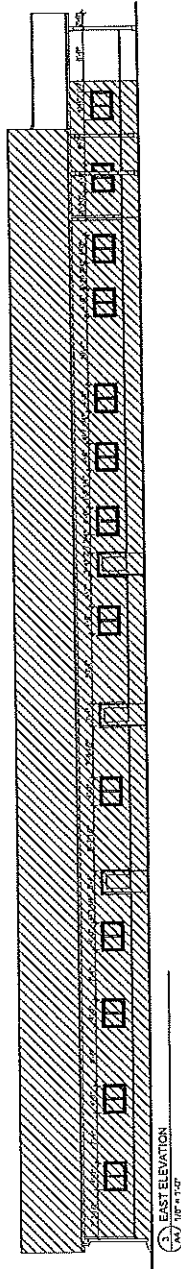
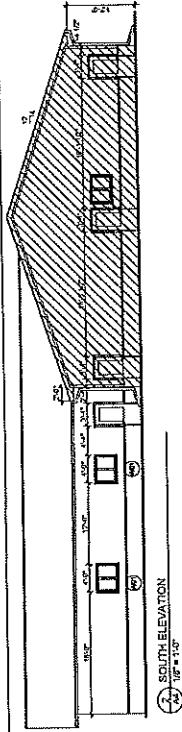
I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Architect under the laws of the State of Minnesota.

Lee E. Kargus

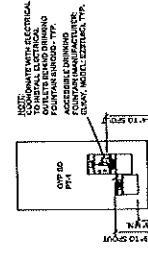
State Registration # 55203
Date 1-16-2025

A4

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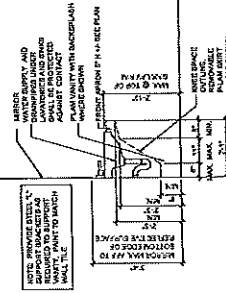


TOILET 131 ELEVATIONS



DRINKING FOUNTAIN ELEVATION

NOTE: FINISHES, MATERIALS, AND
DIMENSIONS ARE TO BE
AS SHOWN ON THE PLAN.
ALL DIMENSIONS ARE TO
CENTER UNLESS NOTED
OTHERWISE.



ADA TOILET ELEVATION

RESOLUTION NO: 26-05

CITY OF BALDWIN
COUNTY OF SHERBURNE, MINNESOTA

APPROVAL OF AN INTERIM USE PERMIT AMENDMENT
FOR PID 01-00015-4401

WHEREAS, owner Mason Management, LLC has submitted a request for approval of an Interim Use Permit amendment to allow expansion of a commercial kennel at 30209 116th Street; and

WHEREAS, the property identified as PID 01-00015-4401; and

WHEREAS, the property is guided for rural land uses by the Comprehensive Plan; and

WHEREAS, the property is zoned R1, General Rural District; and

WHEREAS, the Baldwin Town Board adopted Resolution 24-22 on 3 May 2024 approving a commercial kennel upon the subject property; and

WHEREAS, the applicant is requesting approval of an Interim Use Permit amendment to allow expansion of the commercial kennel building; and

WHEREAS, the City Council must take into consideration the possible effects of the request with their judgment based upon (but not limited to) the criteria outlined in Section 900-5-3 of the Zoning Ordinance:

- A. The proposed action's consistency with the specific policies and provisions of the Town Comprehensive Plan.

Finding: The Comprehensive Plan promotes continuation and development of rural character. Operation of a commercial kennel is a use common in rural areas and the existing use has operated without issue since it was established. The requested expansion is consistent with the policies of the Comprehensive Plan.

- B. The proposed use's compatibility with present and future land uses of the area.

Finding: The +/-35 acre property is surrounded by large rural tracts such that the area of the surrounding parcels and the subject property separates the commercial kennel from surrounding residential dwellings mitigating potential compatibility issues. Furthermore, the kennel is to be located within a clearing surrounded by existing mature trees, which will further mitigate any potential compatibility issues.

- C. The proposed use's potential to impact natural resources such as surface water, groundwater, or wetlands; sites identified for rare biological species habitat; ecologically sensitive areas; or historically significant areas.

Finding: The expansion of the commercial kennel will not impact existing natural resources within the property.

- D. The proposed use's conformity with all performance standards contained within the Zoning Ordinance and other City ordinances.

Finding: The expansion of the commercial kennel complies with the requirements of the Zoning Ordinance and other ordinances adopted by the City.

- E. Traffic generation of the proposed use in relation to capabilities of street serving the property.

Finding: The traffic generated by the existing commercial kennel is within the capacity of 116th Street and other roadways serving the property. The proposed expansion of the commercial kennel will not increase traffic generated by the use in excess of available capacity.

WHEREAS, the Planning Commission conducted a public hearing at their meeting on 25 February 2026 to consider the application, preceded by published and mailed notice; based upon review of the application and evidence received, the public hearing was closed and the Planning Commission voted to recommend that the City Council approve the request based on the aforementioned findings.

WHEREAS, the planning report dated 26 February 2026 prepared by the Town Planner, The Planning Company LLC, is incorporated herein.

NOW THEREFORE BE IT RESOLVED THAT based on the foregoing information and applicable ordinances, the application is **APPROVED**, subject to the following conditions:

1. The provisions of Resolution 24-22 approved by the City Council on May 3, 2024 remain in full force and effect except as modified herein.
2. The property shall be developed in accordance with the plans on file with the City as provided for by Section XX-5-7 of the Zoning Ordinance, subject to review and approval of the Zoning Administrator.
3. The site plan shall be revised to reflect the dimensions of the proposed addition consistent with the architectural plans.
4. One parking space compliant with Americans with Disabilities Act dimension and surface requirements (including an access aisle) shall be provided, subject to review and approval of the Zoning Administrator.
5. All grading, drainage, and erosion control issues are subject to review and approval of the City Engineer as part of the building permit review process.

(Remainder of this page intentionally blank)

ADOPTED by the Baldwin City Council this 4th day of March, 2026.

MOTION BY:

SECOND BY:

ALL IN FAVOR:

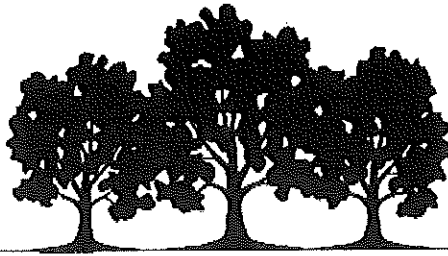
THOSE OPPOSED:

CITY OF BALDWIN

Jay Swanson, Mayor

ATTEST:

Joan Heinen, City Clerk/Treasurer



CITY OF BALDWIN

30239 128th Street NW, Baldwin, MN 55371

February 19, 2026

Robb Rydmark
10032 309th Ave NW
Princeton, MN 55371

Re: City of Baldwin Park Committee

Dear Robb Rydmark

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 Park Committee.

☒ 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

**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 3rd day of March 2026.

Jay Swanson, Mayor

Joan Heinen, Clerk



Public Works/Maintenance Job Description

Position Title: Public Works Maintenance Supervisor

Date: March 4th, 2026

Department: Public Works

FLSA Status: Non-Exempt

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 Supervisor 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 also 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.
- Adjust 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.



- Provides input for annual operating budgets and capital improvement planning related to public works operations.
- Communicate 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.
- Oversee 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

- 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 with air brake endorsement.
- 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.



Job Description

Baldwin City Clerk/Treasurer
Reports To: City Council
FLSA Status: Non-Exempt

Job Title: City Clerk/Treasurer

To carry out the statutory duties of the City Clerk and Treasurer under Minn. Stat. §§ 412.151 and 412.591, and to assist with the administration of City services by performing accounting and administrative duties and responding to service requests by the public.

Requirements and Qualifications:

- ☐ A bachelor's degree in accounting, Finance, Business Administration, Public Administration, or a related field.
- ☐ Five years of responsible administrative experience in corporate or public finance, including at least two years of experience in the management of both investment and debt service programs.

Responsibilities/Statement of Duties:

Listed duties may not include all duties performed. Duties may vary at the discretion of the City Council.

- ☐ Performs all duties imposed on city clerks and treasurers under Minnesota law, including maintaining official records, recording council proceedings, administering elections, publishing notices, attesting official documents, and managing the receipt, disbursement, and accounting of all city funds in accordance with Minn. Stat. § 412.591.
- ☐ Serves as an administrative officer of the city and is not a member of the City Council, consistent with Minn. Stat. § 412.591, subd. 1
- ☐ Attends City Council meetings and record official actions and minutes; prepares agendas and monthly reports for meetings; organizes and maintains records of minutes and resolutions in accordance with Minn. Stat. §§ 138.17, 15.17, and other applicable state law.
- ☐ Prepares accounts payable and receivable transactions for posting, verifies account information and generates check for bill payments. Maintains and processes payroll, payroll deductions, payroll reports and records, processes claims and warrants for all funds. Deposits and transfers money between accounts. Maintains updated information in all accounts and ensures all accounts are balanced.
- ☐ Plans, organizes, directs, and coordinates the operations of clerical and utility billing.
- ☐ Identifies money available to be invested, tracks due dates of investments and invests fund in accordance with sound financial practices.
- ☐ Assists in the development of the annual city budget, presents budget to the City Council for adoption; monitors expenditures and receipts; complies with Truth in Taxation and all reporting requirements.
- ☐ Tracks assessments paid and verifies and coordinates record keeping with the County.
- ☐ Prepares correspondence, reports, memos, letters, etc. on behalf of the City Council.
- ☐ Arranges and publishes notices of meetings as required by law.
- ☐ Attest to the Mayor's signature on official documents wherever required and maintains responsibility for the city seal.



- ☐ Maintains all records of the City, responsible for records retention program.
- ☐ Provides certified copies of proceedings and records of the City upon request.
- ☐ Receives requests, complaints and information from the public and transmits to the City Council as needed.
- ☐ Administers local elections in accordance with state and county requirements.
- ☐ Oversees scheduling and training of election judges and maintains election records.
- ☐ Oversees the billing, receipt and recording of utility bills.
- ☐ As necessary, answers city phones and provides information and assistance to the public.
- ☐ Maintains record of pledged collateral by Official Depositories to meet State statute requirement. Contact depositories as necessary to adjust amount.
- ☐ Work with Bond Counsel and provide information necessary for bond issues as needed.
- ☐ Ensures compliance with state audit requirements applicable to combined clerk-treasurer offices under Minn. Stat. § 412.591, subd. 3.
- ☐ Responsible for certifying assessments, special charges, and tax levies to the County Auditor.
- ☐ Responsible for collection of certain assessments on tax exempt property.
- ☐ Represents the city at meetings, conferences and other assigned public affairs; stays informed on legislative issues pertinent to the City.
- ☐ Prepares a variety of reports and files with appropriate federal, state and county offices.
- ☐ Carries out assignments and directives of the City Council.
- ☐ Responsible for assuring compliance with federal, state, and county mandates, (ADA, AWAIR, OSHA, Right to Know, Records Retention, Data Privacy).
- ☐ Respond to inquiries by the Press and by the general public, referring to City Council as appropriate.
- ☐ Other duties and responsibilities as directed or requested by the City Council.
- ☐ Conducts comparative price and product reviews for proposed purchases; submits information and makes recommendations to the City Council for decisions.
- ☐ Determines employee needs for on job education and training for clerical staff and ensures that proper classes, seminars or workshops are attended to meet the needs of the City.
- ☐ Oversees policies, procedures and practices for the City.

Knowledge, Skills and Abilities

- ☐ Considerable knowledge of accounting, payroll and utility billing practices and procedures.
- ☐ Considerable knowledge of City ordinances, resolutions and policies.
- ☐ Considerable knowledge of state and county election procedures and operations.
- ☐ Considerable knowledge of laws, rules and regulations affecting City government.
- ☐ Ability to keep accurate and complete records and files.
- ☐ Demonstrated ability to communicate effectively, both orally and in writing with City Council, and the public.
- ☐ Demonstrated ability to work independently to prioritize work, research and solve problems.
- ☐ Ability to prepare a variety of financial reports to prepare the City budget.
- ☐ Ability to read, write and speak English.
- ☐ Considerable knowledge of office practices and procedures, and of standard office and accounting equipment and software.



- ☐ Communicates effectively and clearly with contracted staff, including engineers, attorneys, auditor, assessor, financial consultant and bond counsel.
- ☐ Demonstrated ability to understand overall scope of duties, to establish procedures, prioritizes duties and work independently to complete projects in a timely manner.
- ☐ Ability to utilize tact, diplomacy and / or restraint to negotiate, persuades, or motivate as necessary.

Physical Demands and Working Conditions:

Sufficient mobility to work in and operate office equipment is required.
Most duties performed by this individual will take place indoors on City property.
Noise level is low.

While performing the duties of the job the employee must be able to:

- ☐ Sit, kneel or stand for long periods of time; climb up on stools; lift and carry loads up to 40 pounds; bend, stretch, and reach to retrieve materials.
- ☐ Regularly hear, speak and write when communicating in person, by telephone or electronically.
- ☐ Regularly use vision abilities to read computer screens, book titles, reports, correspondence, and other documents in paper or electronic formats.

Employee Acknowledgement:

I am able to perform the above duties, and I have read and understand the physical requirements of this job and am able to perform these functions.

The duties listed in this job description are not all-inclusive and other duties may be assigned.

Signature: _____

Date: _____



Job Description

Baldwin Deputy Clerk/Treasurer

Job Title: City Deputy Clerk/Treasurer

Reports To: Clerk / Treasurer and City Council

FLSA Status: Non-Exempt

To assist the City Clerk/Treasurer in carrying out the statutory duties of the Clerk and Treasurer under Minn. Stat. §§ 412.151 and 412.591, and to support the administration of City services by performing accounting and administrative duties and responding to public service requests.

Requirements and Qualifications:

- ☐ Minimum requirements are accounting, business and computer knowledge, customer service, public administration or a related field equivalent combination of education and/or experience.

Responsibilities/Statement of Duties:

Listed duties may not include all duties performed. Duties may vary at the discretion of the Clerk.

- ☐ Performs clerk and treasurer duties delegated by the City Clerk/Treasurer and carries out all statutory clerk-treasurer functions in the Clerk's absence, consistent with Minn. Stat. §§ 412.151 and 412.591.
- ☐ Serves as an administrative officer of the City and is not a member of the City Council.
- ☐ Plans, organizes, directs, and coordinates the operations of clerical and utility billing.
- ☐ Prepares correspondence, reports, memos, letters, etc. on behalf of the Clerk.
- ☐ Maintains all records of the City, including filing and Laserfiche, in accordance with Minn. Stat. §§ 138.17, 15.17, and other applicable state law; responsible for records retention program.
- ☐ Receives requests, complaints and information from the public and transmits to the City Council as needed.
- ☐ Oversees the billing, receipt and recording of utility bills.
- ☐ Answers city phones and provide information and assistance to the public.
- ☐ Manage website, TextMyGov, and social media as directed by City Staff.
- ☐ Distributes mail to appropriate department including preparing invoices for payment.
- ☐ Assists residents with building permits, EMS signs, burning permits and driveway road right-away applications.
- ☐ Prepares disbursements for mailing, filing, invoicing and updating of City documents and calendars.
- ☐ Prepares and makes deposits to the bank.
- ☐ Responsible for clerking the Park Committee and Planning Commission meetings. Minimum of 3 meetings per month.
- ☐ Provides administrative support to the Fire Department as needed.
- ☐ Other duties and responsibilities as directed or requested by the Clerk.



Knowledge, Skills and Abilities

- ☐ Considerable knowledge of accounting, payroll and utility billing practices and procedures.
- ☐ Knowledge of City ordinances, resolutions and policies.
- ☐ Knowledge of state and county election procedures and operations.
- ☐ Ability to learn laws, rules and regulations affecting City government.
- ☐ Ability to keep accurate and complete records and files.
- ☐ Demonstrated ability to communicate effectively, both orally and in writing with City Council, Clerk and the Public.
- ☐ Demonstrated ability to work independently to prioritize work, research and solve problems.
- ☐ Ability to read, write and speak English.
- ☐ Considerable knowledge of office practices and procedures, and of standard office accounting equipment and software.
- ☐ Demonstrated ability to communicate effectively and clearly with contracted staff, including engineers, attorney, auditor, assessor, financial consultant and bond counsel.
- ☐ Demonstrated ability to understand overall scope of duties, to establish procedures, prioritize duties and work independently to complete projects in a timely manner.
- ☐ Ability to utilize tact, diplomacy and / or restraint to negotiate, persuade, or motivate as necessary.

Physical Demands and Working Conditions:

Sufficient mobility to work in and operate office equipment is required.
Most duties performed by this individual will take place indoors on City property. Noise level is low.

While performing the duties of the job the employee must be able to:

- ☐ Sit, kneel or stand for long periods of time; climb up on stools; lift and carry loads up to 40 pounds; and bend, stretch, and reach to retrieve materials.
- ☐ Regularly hear, speak and write when communicating in person, by telephone or electronically.
- ☐ Regularly use vision abilities to read computer screens, book titles, reports, correspondence, and other documents in paper or electronic formats.

Employee Acknowledgement:

I am able to perform the above duties and I have read and understand the physical requirements of this job and am able to perform these functions.

The duties listed in this job description are not all-inclusive and other duties may be assigned.

Signature: _____

Date: _____

Paid Family and Medical Leave Act (PFMLA) Policy

1. Purpose

Minnesota's Paid Family and Medical Leave Act ("PFMLA") provides partial wage replacement for qualifying family or medical leave. This policy informs employees of their rights under PFMLA, outlines the City's premium obligations, and explains how PFMLA interacts with other leave laws. This policy also serves as official notice that employees may apply through the Minnesota Department of Employment and Economic Development (DEED) for PFMLA benefits.

2. Definitions

Terms used in this policy, including "family leave," "medical leave," "serious health condition," and "small employer," carry the meanings assigned in Minnesota Statutes Chapter 268B.

3. Premium Contributions

The City of Baldwin currently qualifies as a small employer under PFMLA. A small employer is defined by statute as one with 30 or fewer employees and an average employee wage less than 150% of the state average annual wage. As a small employer:

- The City is responsible for paying 25% of the total PFMLA payroll premium.
- The State covers the remaining portion of the employer share under the small employer discount.
- The City will cover the full employee share of the premium (50%), resulting in no employee payroll deductions. This benefit is subject to modification or revocation at the discretion of the City Council.

If the PFMLA law changes or the City no longer qualifies as a small employer, the City will be responsible for the portion of the PFMLA payroll premium as required by law, in addition to the employee's share of the premium (50%) which the City has elected to cover as a benefit. Employees will be notified of any changes to the percent of the PMFLA payroll premium they are responsible for covering via withholds from their paychecks prior to any deductions being made.

4. Eligibility and Qualifying Leave

Eligibility for PFMLA and qualifying leave reasons are determined by Minnesota Statutes Chapter 268B, as may be amended from time to time. Common qualifying reasons include:

- The employee's own serious health condition;
- Bonding with a newborn or newly placed child;
- Caring for a family member with a serious health condition;
- Certain military-related leaves;
- Certain safety-related leaves;
- Any additional qualifying reasons approved by DEED or permitted by statute.

Approval or denial of PFMLA is determined solely by DEED. The City may not override the DEED's approval of an employee's leave, even if the employee failed to notify the employer of their leave as required by law.

5. Concurrent Leave

PFMLA leave will run concurrently with all applicable federal and state leave programs, including but not limited to:

- The federal Family and Medical Leave Act (FMLA);
- Minnesota Parenting Leave;
- Minnesota Pregnancy and Parental Leave;
- Any other legally protected leave.

6. Notice and Documentation

Employees must comply with PFMLA notice requirements and the City's internal procedures so long as they do not conflict with state law. When leave is foreseeable, reasonable advance notice must be provided as required by law. When unforeseeable, notice must be provided as soon as practicable. Failure to provide notice does not permit the City to deny any employee their leave if granted by DEED.

7. Benefits During PFMLA Leave

Health insurance benefits will continue during PFMLA leave to the extent required by law. Employees must continue paying their share of insurance premiums. Accrual of City-provided paid leave will not occur while an employee is on PFMLA leave.

8. Job Protection and Reinstatement

Employees eligible for job protection under PFMLA, FMLA, or other laws will be reinstated to the same or equivalent position upon return from leave, consistent with statutory requirements.

9. Non-Retaliation

The City prohibits retaliation, discrimination, or any adverse action against an employee for applying for, being approved for, or taking PFMLA leave.

10. Question and Inquiries

The City acknowledges that DEED is the entity processing and administering PFMLA leave. Employees with inquiries regarding PFMLA may contact a representative of DEED at Paid Leave Contact Center at 651-556-7777 or 844-556-0444 (toll-free)..

MINNESOTA PAID LEAVE

Effective January 1, 2026

Minnesota Paid Leave provides payments and job protections when you need time off to care for yourself or your family.

What can I use Paid Leave for?

Medical Leave:

- To care for your own serious health condition, including care related to pregnancy, childbirth, and recovery

Family Leave:

- **Bonding Leave** – to care for and bond with a new child welcomed through birth, adoption, or foster placement
- **Caring Leave** – to care for a family member with a serious health condition
- **Military Family Leave** – to support a family member called to active duty
- **Safety Leave** – to respond to issues related to domestic violence, sexual assault, or stalking for yourself or a family member

Generally, conditions must last more than seven days and be certified by a healthcare provider or other professional.

Am I covered by Paid Leave?

Most workers in Minnesota are covered by Paid Leave. You are covered no matter the size of your employer, or the hours or days you work. Independent contractors and self-employed individuals are not automatically covered but may opt in. You may qualify for payments if you've been paid a minimum amount for work in Minnesota in the last year (\$3,900 for the start of Paid Leave in 2026).

How long can I take leave?

You may qualify to take up to 12 weeks of family or medical leave per benefit year. If you need both family and medical leave in the same benefit year, you may qualify for up to 20 weeks in total.

How much will I get paid?

When you use Paid Leave, the state makes payments to you. Paid Leave will pay up to 90% of your wages, based on your income level, with a maximum weekly amount set at the state's average weekly wage. This amount changes each year, and is \$1,423 for the start of Paid Leave in 2026.

Who pays for Paid Leave?

Paid Leave is funded by premiums paid by employees and employers. The initial premium rate is 0.88% of covered wages. Your employer may deduct up to 0.44% of your wages to fund your portion of the premium.

What are my employment protections?

- **Job protections:** Generally, you must be restored to your job or an equivalent position when returning from leave. Job protections take effect 90 days after your date of hire.
- **Health insurance continuation:** Generally, employers must continue to fund their portion of healthcare insurance premiums while you are on leave.
- **No retaliation or interference:** Employers must not interfere with or retaliate against you if you apply for or use Paid Leave. Employers cannot take your Paid Leave payments.

For inquiries related to Paid Leave, please contact Minnesota Paid Leave at 651-556-7777 or visit our website.

If you think your employer is violating employment protections, contact the Labor Standards Division at the Minnesota Department of Labor and Industry.

LEARN MORE: paidleave.mn.gov



This information can be provided in alternative formats to people with disabilities or people needing language assistance by calling the Paid Leave Contact Center at 651-556-7777 or 844-556-0444 (toll-free).

7/2025

mn MINNESOTA
PAID LEAVE

Minnesota Paid Leave | 180 E 5th St Suite 1200 | Saint Paul, MN 55101

Employee Acknowledgment Form

PFMLA Policies

Employee Name: _____

Position: _____

I acknowledge that I have received, read, and understand the following policies of the City of Baldwin:

- Paid Family and Medical Leave Act (PFMLA) Policy

By signing this form, I acknowledge the following:

1. I understand it is my responsibility to read and comply with this policy.
2. I understand that this policy may be amended from time to time to reflect changes in state or federal law.
3. I understand I must apply directly to the Minnesota Department of Employment and Economic Development (DEED) for PFMLA benefits.
4. I have been notified of and understand my right to take PFMLA when eligible and have been instructed to contact DEED with any inquiries related to a PFMLA request.
5. I understand the City may require compliance with reasonable internal notice and documentation procedures, so long as they do not conflict with state or federal law.
6. I understand the City does not permit any form of retaliation or discrimination for requesting or using ESST, PFMLA, or any other legally protected leave.
7. I understand that signing this acknowledgment does not create an employment contract or alter the at-will nature of employment, if applicable.

Employee Signature: _____

Date: _____