



**BALDWIN PARK COMMITTEE MEETING AGENDA
APRIL 16, 2026 7:00 P.M.**

Call to Order

Pledge of Allegiance

Additions/Corrections to Agenda

Additions/Corrections to Minutes from February 19, 2026

PLAT:

Tabled Items:

- a.) Election of officers – Vice Chair
- b.) Trail Signs for Young Park and Goose Lake Park

New Business:

- a.) City Council Approved Appointments
- b.) Discuss Applications
- c.) Scoreboard for Young Park
- d.) Sandy Lake Beach recommendations

Old Business:

Park Updates – City Council Liaison Tom Rush

Other Business:

Adjourn

Disclaimer: This agenda has been prepared to provide information regarding an upcoming meeting of the City of Baldwin Park Committee. This document does not claim to be complete and is subject to change. A quorum of the City of Baldwin City Council may be present. One copy 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.



PARK COMMITTEE MEETING MINUTES

FEBRUARY 19, 2026

Call Meeting to Order: The Baldwin Park Committee Meeting was called to order by Mary Larson at 7:02 pm.

Pledge of Allegiance: All present recited the Pledge of Allegiance.

Present: Committee members Mary Larson, Robb Rydmark, and alternate members Rosie Walker and Jackie Faddler.

Absent: Vice Chair Sarah Koste, and committee member Lester Kriesel.

Also present: City Planner, Dan Licht, and City Council Liaison Tom Rush

Approval of Agenda:

Rosie Walker made a motion to approve the agenda as written. Jackie Faddler seconded. All in favor. Motion carried.

Approval of Minutes from January 15, 2026:

Rosie Walker made a motion to approve the January 15, 2026 Park Committee meeting minutes as written. Robb Rydmark seconded. All in favor. Motion carried.

PLAT: None.

Tabled Items:

Election of Officers:

The Deputy Clerk opened nominations for chair.

Rosie Walker nominated Mary Larson for Chair of the Park Committee. There were no other nominations. Robb Rydmark seconded the nomination for Mary Larson as Chair of the Park Committee. All in favor. Motion carried. Mary Larson accepted the nomination.

The Deputy Clerk opened nominations for Vice Chair.

Mary Larson nominated Robb Rydmark for Vice Chair of the Park Committee. There were no other nominations. Rosie Walker seconded the nomination for Robb Rydmark as Vice Chair of the Park Committee. All in favor. Motion carried. Robb Rydmark declined the nomination.

Mary Larson made a motion to table the appointment of Vice Chair until the March 19, 2026 Park Committee meeting. Rosie Walker seconded. All in favor. Motion carried.

Young Park and Goose Lake Trail Signs

The Deputy Clerk spoke with Dean Kleinhans from Sherburne County. Mr. Kleinhans worked on the original trail signs at Young Park. Dean noted that Reynolds Balloon in Princeton helped create the signs. The Deputy Clerk reached out to Reynolds Balloon. They stated they no longer have the original design due to a program upgrade and their machine to make signs is currently out of service.

Rosie Walker asked about looking at other vendors and asked for a sample of the work to check the quality of the sign.

Rosie Walker made a motion to table the Young Park and Goose Lake Park trail signs until the March 19, 2026 Park Committee meeting. Rosie Walker made a friendly to check with Public Works to complete the trail measurements. Jackie Faddler seconded. All in favor. Motion carried.

New Business:

Introducing Dan Licht – City Planning and Zoning Administrator

Dan Licht is the City's Planning and Zoning Administrator. City Council has approved City Planner Licht to start attending Park Committee meetings. City Planner Licht introduced himself to the Park Committee and answered questions about park dedication fees, future park planning, and the comprehensive plan.

Accept Zac Good and Sarah Koste Resignations

Zac Good submitted a resignation letter on January 15, 2026 effective immediately. This was approved by the City Council on January 21, 2026.

Sarah Koste submitted a resignation letter on January 28, 2026 effective after the Park Committee meeting in March. The City Council will consider the resignation at the March 4, 2026 City Council meeting.

Mary Larson motioned to approve both Zac Good and Sarah Koste's resignations. Robb Rydmark seconded. All in favor. Motion carried.

Park Ad for Vacancies Posted

The ad for Park Committee vacancies has been posted. This will run in the Union Times for 2 weeks. This was also posted on our website, Facebook page, and sent via TextMyGov. Deadline to apply is Monday, March 16, 2026.

The Park Committee Bylaws state the Park Committee can nominate an interested individual to serve out the remainder of the vacating member's term. This would need to be approved by the City Council.

Mary Larson asked Rosie Walker and Jackie Faddler if they are interested in being nominated for a Park Committee term. Rosie Walker accepted. Jackie Faddler is undecided.

Mary Larson motioned to nominate alternate Rosie Walker to the Park Committee with a term ending in April of 2028. Jackie Faddler seconded. All in favor. Motion carried.

Discuss Quarterly Park Meetings

The Park Committee discussed the option of switching to quarterly Park Committee meetings due to the lack of agenda items and the current absence of members, with the option of calling a special meeting if needed.

This is for discussion only at this time.

Old Business: None

Comprehensive Plan: None

Park Updates, City Council Liaison Tom Rush:

City Council Liaison Tom Rush updated the Park Committee on recent City Council actions and discussions.

Tom Rush noted that the Princeton Youth Baseball and Softball Association and the Zimmerman teams will coordinate with each other on using the ballfield at Young Park.

The Park Committee discussed adding a scoreboard to the Young Park ballfield.

Other Business:

Rosie Walker discussed honoring Lester Kriesel as a long-standing member of the Park Committee.

Mary Larson would like to discuss business signs being added to the ballfield at Young Park at the next Park Committee meeting on March 19, 2026.

The Park Committee discussed sending a Thank You letter to both Zac Good and Sarah Koste for their service on the Park Committee.

Rosie Walker made a motion to send a Thank You letter to Zac Good and Sarah Koste. Jackie Faddler seconded. All in favor. Motion carried.

Adjourn Meeting –

Mary Larson made a motion to adjourn the Park Committee meeting at 8:12 pm. Rosie Walker seconded. All in favor. Motion carried.

Submitted by: Kayla Nielsen
Deputy Clerk/Treasurer

Approved by: Mary Larson
Chair

Date

Attendees: None.

Kayla Nielsen

From: Adrian - Graphic Designer <graphics@printmp.com>
Sent: Thursday, April 2, 2026 10:17 AM
To: Kayla Nielsen
Subject: Re: Updated Trail Sign Proof

Follow Up Flag: Follow up
Flag Status: Flagged

Hello,

The cost for the artwork would be \$175, and that is based off the time spent recreating and putting everything together. Since we charge for design time by the hour, even if you don't move forward with the printing, we would still require a payment for the time put into the project. Otherwise we can design/create all of the signs for the \$285 total from the quote that was sent previously.

If you have any questions just let me know!

Thanks,

Adrian Nguyen
Graphic Designer
Minuteman Press, Princeton
Main: 763-389-1220

Please note: Even if you cancel a project, design time still must be paid for.
*If you have any questions about this policy, please feel free to ask us.



The banner features the Minuteman Press logo on the left, which includes a stylized 'MP' and the tagline 'WE DESIGN, PRINT & PROMOTE...YOU!'. To the right of the logo is the text 'COMMITTED TO THE HIGHEST LEVEL OF CUSTOMER SERVICE POSSIBLE!' and the slogan '“We print anything but money!”'. Below this text is a row of seven green buttons with white text: DESIGN, PRINTING, MARKETING, MAILING, BANNERS, SIGNS, and PROMOTIONAL PRODUCTS. On the far right is a cartoon character of a man with a clock for a head, wearing a white shirt, tie, and pants. Below the buttons and character is a list of four store locations: Princeton Store, Cambridge Store, New Brighton Store, and Sioux Falls Store, each with its address, phone number, and email. The website address www.printmp.com is displayed on the right side of the banner.

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www.printmp.com

On Apr 2, 2026, at 9:49 AM, Kayla Nielsen <deputy.clerk@baldwinmn.gov> wrote:

Hi Adrian -

We are coming back around to these trail signs hopefully soon and I have another question.

What would be the cost of us working with Minuteman be on just creating the map for the trail



Gopher Sign Company
103 Highway 22 East
Clear Lake, SD 57226
PH: (651) 698-5095
www.gophersign.com

Sales Quotation

Quote # 4579-001

Prepared For: City of Baldwin
Kayla Nielsen
30239 128th St NW
Baldwin MN 55371-3752

Ship To: City of Baldwin
30239 128th St NW
Baldwin MN 55371-3752

deputy.clerk@baldwinmn.gov
(763)389-8931

Sales Rep: PCL

Quote is effective from: 02/26/26 **until:** 03/26/26

Line	Item	Item Description	Quantity (EA)	Price /U.O.M.	Extended Price
5	400001	IMAGELOC CUSTOM SIGN 12 X 8 SF Options: Panel #1 Option Panel Width (INCH): 12.00 Panel Height (INCH): 8.00 Panel Total SQ FT: 0.67 .125 Panel Thickness Single Side Print Square/Rectangle 1/8" Corner Radius (default) Art defined hole specs No Mounting Add ons Unframed Panel	8	\$47.25 /EA	\$378.00
10	400001	IMAGELOC CUSTOM SIGN 10 X 12 SF Options: Panel #2 Option Panel Width (INCH): 10.00 Panel Height (INCH): 12.00 Panel Total SQ FT: 0.83 .125 Panel Thickness Single Side Print Square/Rectangle 1/8" Corner Radius (default) Art defined hole specs No Mounting Add ons Unframed Panel	8	\$47.25 /EA	\$378.00
15	400002	IMAGELOC SIGN SETUP FEE CNC AND ARTWORK FILE Applies to each unique size/shape cut path, includes one graphic file setup.	1	\$55.00 /EA	\$55.00

20	950501	FREIGHT CHARGES			
		PREPAY&ADD ESTIMATE			
			1	\$50.00 / EA	\$50.00

Due to the shipping industry's volatility, we are unable to provide a firm rate quote on shipments. This is an estimate only, current rates will be determined at time of shipment of goods.

Project Total: \$861.00

ACCEPTED BY: _____

ACCEPTED DATE: _____

By signing and dating this quotation, the undersigned acknowledges and agrees to be bound by the Terms and Conditions set forth by Gopher Sign Company, which are available at <https://www.gophersign.com/wp-content/uploads/Terms-and-Conditions-R3.pdf>.

Guidelines for art submission are available on our website.

Credit card transactions will be subject to a credit card processing fee equal to 2% of the order total.

Kayla Nielsen

From: JEMDesign@itctel.com
Sent: Friday, March 13, 2026 4:18 PM
To: Kayla Nielsen
Subject: RE: Quote #4579-001 Baldwin/ Trail Signs

Follow Up Flag: Follow up
Flag Status: Flagged

Kayla,
It was nice visiting with you this morning.
I am thinking it is going to be around \$400 to create a new map with the details that you are needing.

Thank you
Michelle Gross

From: Kayla Nielsen <deputy.clerk@baldwinmn.gov>
Sent: Friday, March 13, 2026 11:47 AM
To: JEMDesign@itctel.com
Subject: RE: Quote #4579-001 Baldwin/ Trail Signs

Hi Michelle -

Please see the attached trail sign for your information.

Thank you

Kayla Nielsen
Deputy Clerk/Treasurer
Phone: (763) 389-8931
Fax: (763) 389-2751
30239 – 128th Street NW
Baldwin, MN 55371-3752

From: JEMDesign@itctel.com <JEMDesign@itctel.com>
Sent: Friday, March 13, 2026 10:57 AM
To: Kayla Nielsen <deputy.clerk@baldwinmn.gov>
Subject: RE: Quote #4579-001 Baldwin/ Trail Signs

Hello Kayla,
It might be easier to just talk on the phone, can I call you at the number listed below in your email?
Thank you
Michelle Gross

From: Kayla Nielsen <deputy.clerk@baldwinmn.gov>
Sent: Friday, March 13, 2026 7:54 AM
To: Sign Art Michelle Gross <jemdesign@itctel.com>

Quote No. 22341

April 2, 2026

Page 1 of 4

**Customer** City of Baldwin**Reference** Baldwin/Young Park Trail Signs - 10x12 size**Bill to**

City of Baldwin
Kayla Nielsen
30239 128th Street NW
Baldwin, MN 55371-3752
US
T: 763-389-8931
Email: deputy.clerk@baldwinmn.gov

Ship to

City of Baldwin
Kayla Nielsen
30239 128th Street NW
Baldwin, MN 55371-3752
US
T: 763-389-8931
Email: deputy.clerk@baldwinmn.gov

Valid Until	06/01/2026	Revision Date	04/02/2026	Lead Time	3 - 4 weeks	SR	Sharon Mathison
F.O.B.	N/A	Revision No		Ship Method		PM	Michelle Trondson
Terms	Upon receipt						
Prevailing Wage	No						

No.	Item	Description	Qty	UOM	Unit Price
1.	Baldwin/Young Park Trail Signs	• Quantity: 8 • Size: 10" tall x 12" wide • Single Sided .063 aluminum with full digital prints • Pre-punched mounting holes for channel posts * Client to provide vector art of city logo * Client to install themselves	1	each	547.98

THIS PRICE EXCLUDES PERMITS, ENGINEERING, CRATING, SHIPPING, AND APPLICABLE TAXES
UNLESS SPECIFICALLY STATED. ELECTRICAL HOOKUP IS NOT INCLUDED UNLESS PERFORMED
BY OUR SERVICE TEAM AS PART OF THE PROJECT SCOPE. SALES TAXES WILL BE FINALIZED ON
THE INVOICE.

Subtotal	547.98
Total	547.98

Quote Valid Until: June 1, 2026

By signing below, I approve and authorize this quote and acknowledge that I have read and agree to the attached terms and conditions.

Sharon Mathison

Submitted by	<u>04/02/2026</u> Date	Approved by	Date
		Print Name	



3314 Baseball/Softball Scoreboard

\$3,735

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3312 Baseball/Softball Scoreboard

\$5,075

[View Details](#)

[Get A Quote](#)



3355 Baseball/Softball Scoreboard

\$6,045

[View Details](#)

[Get A Quote](#)

Kayla Nielsen

From: Baldwin Maintenance
Sent: Monday, February 23, 2026 3:08 PM
To: Kayla Nielsen
Cc: Joan Heinen; Tom Rush
Subject: RE: Baldwin/ Young Park Scoreboard

Hi Kayla,

The power source breaker panel for Young Park is located in the brown shed, and there are several open breaker spaces available, so electrical capacity will not be an issue.

One item the Park Committee should consider is that the power source is approximately 250+ feet from the ball field.

Installation will likely require underground trenching, so it would be good to include electrical installation costs in the project budget.

They may also want to consider reaching out to Indigo Signs out of St. Cloud, as they offer turnkey installations and may be able to provide a complete supply and install option like the marquee sign work, they perform.

Please let me know if you need any additional assistance or help.

Thanks,
Zac

From: Kayla Nielsen <deputy.clerk@baldwinmn.gov>
Sent: Monday, February 23, 2026 10:51 AM
To: Baldwin Maintenance <publicworks@Baldwinmn.gov>
Cc: Joan Heinen <city.clerk@baldwinmn.gov>; Tom Rush <councilmemberD@baldwinmn.gov>
Subject: Baldwin/ Young Park Scoreboard

Hi Zac -

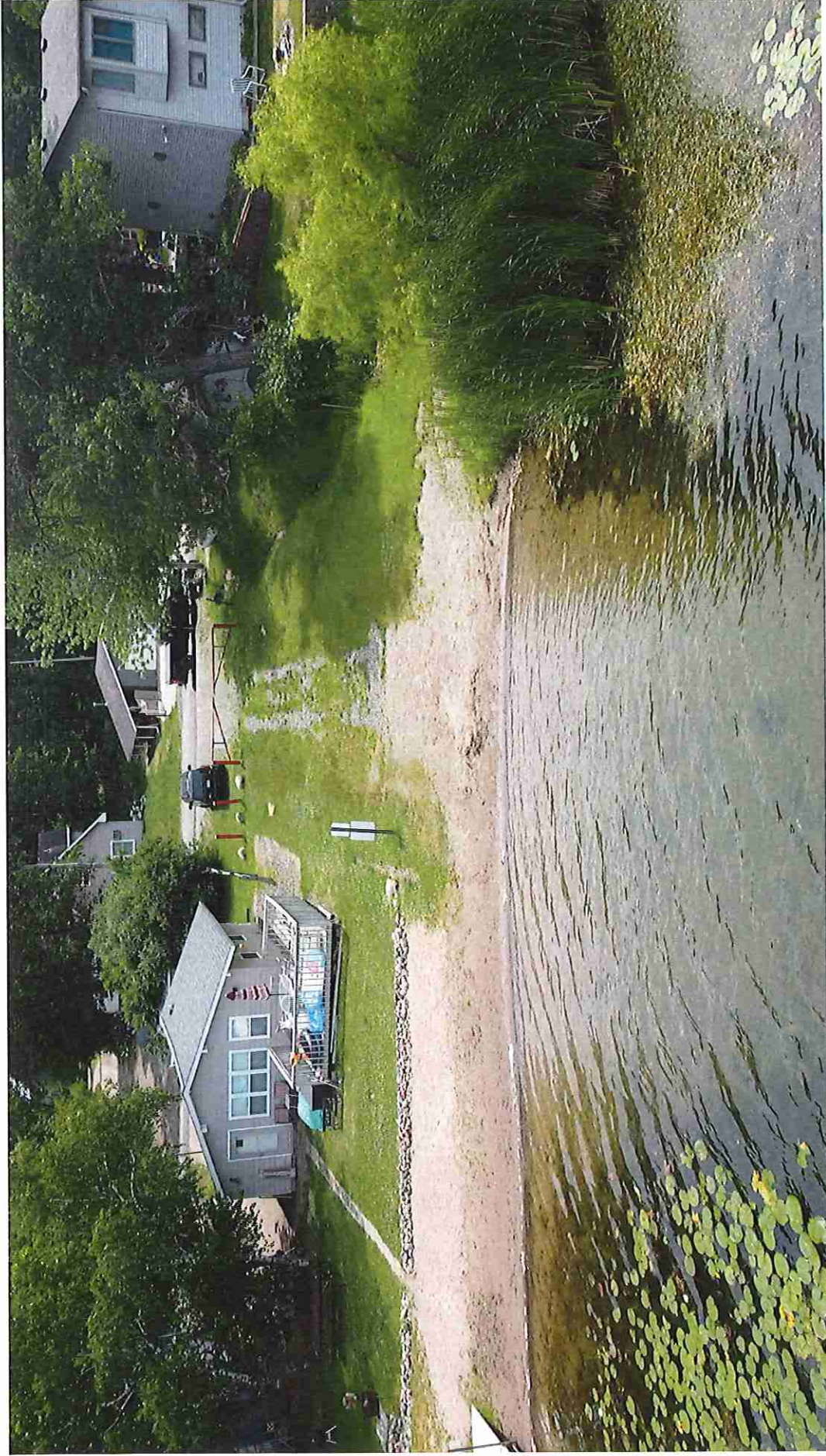
The Park Committee is looking at scoreboards for Young Park. They have questions about the AMP size and if we can accommodate that.

Most of the scoreboards need a 20-amp, 120-volt, 60-hertz, grounded AC circuit. The scoreboard would come with mounting tools, a wireless controller, and a 12-volt adapter for the controller. Would Young Park be able to accommodate this type of scoreboard?

Please let me know.

Thank you

Kayla Nielsen
Deputy Clerk/Treasurer
Phone: (763) 389-8931
Fax: (763) 389-2751







Boaters
For safety
please keep
your boat
at least 100
feet from
the shore
Please Be Laid

HELP
STOP
AQUATIC
HITCHHIKERS!



