



AGENDA FOR APRIL 15TH, 2026
CITY OF BALDWIN REGULAR MEETING
7:00 p.m.
(Revised 04/10/2026)

7:00 p.m. Call to Order

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

Treasurer's Report:

Public Comment Requests:

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

- Approve Ordinance 2026-06, Amending Ordinance 600 Fee Schedule
- Approve Workshop Meeting Minutes for March 30th, 2026
- Approve Deputy Clerk Attending Minnesota Municipal Clerks Institute May 4th – May 8th with an Expenditure of Approximately \$1096.00
- Approve Resolution 26-11, Resolution to Support Princeton Football
- Approve Resolution 26-12, Resolution to Support Princeton Youth Hockey
- Approve Ordinance 2026-01, Amending Fee Schedule for Building Permit and Inspection Fees
- Approve Septic Administration Program Proposal

Discuss/Approve/Disapprove Revisiting Resolution 26-06, Displaying Old Minnesota State Flag – Jay Swanson

Engineering:

- a. Discuss/Approve/Disapprove Ordinance 2026-05, Amending Ordinance 100 Regulating Right-Of-Way
- b. Discuss/Approve/Disapprove Awarding Received Bid from TS Dirt Works for the 2026 Street Reconstruction Project

Frontier Trails Update:

- a. Discuss/Approve/Disapprove Hawkins Invoice for Micro C of \$2494.81
- b. Discuss Pumped Tanks Prior to Every 3 Years
- c. Discuss/Approve/Disapprove Estimate for South Side Pumping of \$8000.00

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.

- d. Discuss/Approve/Disapprove Quote for HVAC at Water Treatment Plant
- e. Discuss/Approve/Disapprove Quote for Gopher Trapping

Road Report – Alan Walker

- a. Discuss Public Works Report
- b. Discuss East Sandy Lake Road Repairs

Tabled Items:

- a. Discuss Culvert Concern – Alan Walker
- b. Discuss/Approve/Disapprove 127th Avenue Cul De Sac Repair – Alan Walker
- c. Discuss Layout of New Cemetery Map – Tom Rush

New Business:

- a. Discuss/Approve/Disapprove Fire Fighter Resignation of Christian Higgins Effective April 1st, 2026 – Scott Case
- b. Discuss Transition Process for Fire Chief – Jay Swanson
- c. Discuss/Approve/Disapprove Job Descriptions – Scott Case
- d. Discuss/Approve/Disapprove Wage for Public Works Technician – Alan Walker
- e. Discuss MNPFL Update from Auditors – City Attorney
- f. Discuss/Approve/Disapprove Baldwin Fire Foundation Park Rental on June 9th, 2026 - Tom Rush
- g. Discuss/Approve/Disapprove Website Renewal Contract – Scott Case

Announcements:

- a. Local Board of Appeal and Equalization Thursday, April 16th, 2026 at 3:00 p.m.
- b. Park Committee Meeting Thursday, April 16th, 2026 at 7:00 p.m.
- c. Planning Commission Meeting Wednesday, April 22nd, 2026 at 7:00 p.m.
- d. Clean-Up Day Saturday, May 2nd, 2026 from 8:00 a.m. to 11:00 a.m.
- e. Next City Council Meeting, Wednesday May 6th, 2026 at 7:00 p.m.
- f. ISD# 477 Special Election Tuesday, May 12th, 2026 from 7:00 a.m. to 8:00 p.m.

Any Other Business:

Approve Bill for Payment:

Adjourn:

CITY OF BALDWIN

*Cash Balances

Cash Account: 10100

April 2026

Fund	Begin April 2026	Transfers				Receipts	Disbursements	Rec/Disb	Journal Entries	JE Payroll	Balance No		
											Investments	Balance	
10100 - Old National Bank													
101 - General Fund	(\$757,197.74)				\$6,051.34	(\$62,325.17)	\$0.00	\$0.00		(\$8,063.74)	(\$821,535.31)	\$0.00	In Bal (\$821,535.31)
225 - Cemetery Fund	\$7,913.38						\$0.00	\$0.00		(\$487.92)	\$7,425.46		In Bal \$7,425.46
250 - Fire Fund	\$65,204.69				\$501.00	(\$8,350.50)	\$0.00	\$0.00		(\$3,255.90)	\$54,099.29		In Bal \$54,099.29
275 - Street Capital	\$901,076.81					(\$20,852.83)	\$0.00	\$0.00			\$880,223.98		In Bal \$880,223.98
301 - G.O. 2017A	\$232,161.76						\$0.00	\$0.00			\$232,161.76		In Bal \$232,161.76
302 - G.O. 2024A	\$11,914.83						\$0.00	\$0.00			\$11,914.83		In Bal \$11,914.83
401 - Capital Project Fund	\$170,978.16						\$0.00	\$0.00			\$170,978.16		In Bal \$170,978.16
402 - Fire Services	\$20,380.69						\$0.00	\$0.00			\$20,380.69		In Bal \$20,380.69
403 - Fire Infrastructure Fund	\$255,781.39						\$0.00	\$0.00			\$255,781.39		In Bal \$255,781.39
404 - Parks Capital Fund	\$68,121.62				\$75.00	(\$119.29)	\$0.00	\$0.00		(\$264.74)	\$67,812.59		In Bal \$67,812.59
602 - Sewer Fund	\$43,683.96				\$5,706.00	(\$2,569.14)	\$0.00	\$0.00			\$46,820.82		In Bal \$46,820.82
801 - Developers Account - Escrow	\$195,588.26				\$3,110.00	(\$10,337.30)	\$0.00	\$0.00			\$188,360.96		In Bal \$188,360.96
802 - Baldwin Estates Escrow	\$2,389.61						\$0.00	\$0.00			\$2,389.61		In Bal \$2,389.61
804 - Buck Run Escrow	\$15,401.81						\$0.00	\$0.00			\$15,401.81		In Bal \$15,401.81
805 - Sumser Farms 1st Addt Escr	\$2,186.41						\$0.00	\$0.00			\$2,186.41		In Bal \$2,186.41
MTD Amounts													
Begin	\$1,235,585.64	YTD Amounts					\$0.00	Begin + YTD					
Receipt	\$15,443.34				Investments		\$0.00	\$0.00					
Disbursements	(\$104,554.23)				Petty Cash		\$0.00	\$0.00					
Transfers Rec/Disb	\$0.00				Savings		\$0.00	\$0.00					
Transfers JE	\$0.00				Money Market		\$0.00	\$0.00					
JE Payroll	(\$12,072.30)				Balance		\$1,134,402.45	In Balance					

CITY OF BALDWIN

*Cash Balances

Cash Account: 10100

March 2026

Fund	Begin March 2026	Transfers			Receipts	Disbursements	Rec/Disb	Journal Entries		JE Payroll	Investments	Balance
		Begin	Journal	Transfers				Debit	Credit			
10100 - Old National Bank												
101 - General Fund	(\$701,854.83)	\$11,753.91	(\$44,540.74)	\$0.00	\$0.00	\$0.00	\$0.00			(\$22,556.08)	(\$757,197.74)	In Bal
225 - Cemetery Fund	\$8,176.26	\$1.29	(\$148.00)	\$0.00	\$0.00	\$0.00	\$0.00			(\$116.17)	\$7,913.38	In Bal
250 - Fire Fund	\$74,986.54	\$361.84	(\$6,235.47)	\$0.00	\$0.00	\$0.00	\$0.00			(\$3,908.22)	\$65,204.69	In Bal
275 - Street Capital	\$918,665.20	\$145.11	(\$17,733.50)	\$0.00	\$0.00	\$0.00	\$0.00				\$901,076.81	In Bal
301 - G.O. 2017A	\$232,125.10	\$36.66		\$0.00	\$0.00	\$0.00	\$0.00				\$232,161.76	In Bal
302 - G.O. 2024A	\$11,912.95	\$1.88		\$0.00	\$0.00	\$0.00	\$0.00				\$11,914.83	In Bal
401 - Capital Project Fund	\$170,951.16	\$27.00		\$0.00	\$0.00	\$0.00	\$0.00				\$170,978.16	In Bal
402 - Fire Services	\$20,377.47	\$3.22		\$0.00	\$0.00	\$0.00	\$0.00				\$20,380.69	In Bal
403 - Fire Infrastructure Fund	\$255,741.00	\$40.39		\$0.00	\$0.00	\$0.00	\$0.00				\$255,781.39	In Bal
404 - Parks Capital Fund	\$68,919.53	\$135.89	(\$604.19)	\$0.00	\$0.00	\$0.00	\$0.00			(\$329.61)	\$68,121.62	In Bal
602 - Sewer Fund	\$41,216.20	\$6,161.51	(\$3,422.64)	\$0.00	\$0.00	\$0.00	\$0.00			(\$271.11)	\$43,683.96	In Bal
801 - Developers Account - Escrow	\$193,547.76	\$6,652.50	(\$4,612.00)	\$0.00	\$0.00	\$0.00	\$0.00				\$195,588.26	In Bal
802 - Baldwin Estates Escrow	\$2,389.61			\$0.00	\$0.00	\$0.00	\$0.00				\$2,389.61	In Bal
804 - Buck Run Escrow	\$15,401.81			\$0.00	\$0.00	\$0.00	\$0.00				\$15,401.81	In Bal
805 - Sumser Farms 1st Addt Escr	\$2,186.41			\$0.00	\$0.00	\$0.00	\$0.00				\$2,186.41	In Bal
Begin	MTD Amounts	YTD Amounts	MTD Amounts	Begin + YTD								
Receipt	\$1,314,742.17	\$1,725,230.87	Investments	\$0.00								
Disbursements	\$25,321.20	\$202,956.30	Petty Cash	\$0.00								
Transfers Rec/Disb	(\$77,296.54)	(\$575,426.59)	Savings	\$0.00								
Transfers JE	\$0.00	\$0.00	Money Market	\$0.00								
JE Payroll	\$0.00	\$2.04										
	(\$27,181.19)	(\$117,176.98)	Balance									
			\$1,235,585.64	In Balance								



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

MEMORANDUM

TO: Baldwin Mayor and City Council

FROM: D. Daniel Licht

DATE: 10 April 2026

RE: Baldwin – Fee Schedule

TPC FILE: 269.02

BACKGROUND

The City Council at its meeting on 1 April 2026 directed a number of changes to the Fee Schedule Ordinance:

- Establishing fees for bank charges incurred by the City from returned checks due to insufficient funds or from closed accounts.
- Increasing the fees and establishing separate fees for cemetery lots for interment of residents and non-residents.

City staff is also proposing to make changes clarifying driveway permit fees and construction escrows. An escrow is also to be added for processing applications for right-of-way permits for costs incurred by the City from the City Planner, City Engineer, and/or City Attorney.

Exhibits:

- Ordinance 2026-06
- Summary of Ordinance 2026-06

CONCLUSION

The City Council consider the changes to the Fee Schedule ordinance at their meeting on 15 April 2026. City staff recommends approval of Ordinance 2026-06 as presented and publication in summary form.

c. Joan Heinen, City Clerk/Treasurer

ORDINANCE 2026-06

**CITY OF BALDWIN
SHERBURNE COUNTY, MINNESOTA**

The Baldwin City Council hereby ordains:

Section 1. Ordinance 600.01(A) (Fee Schedule) is hereby amended to read as follows:

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

General Fees		
Animals		
Canine Pick Up		\$150.00 plus \$5.00 if online payment
<u>Bank Fees Incurred</u>		
Closed account		\$11.00
Electronic payment		2.9% of transaction + \$0.30 for each successful transaction
Insufficient funds		\$24.00
City Staff Research Fee		\$75.00/hr.
DVDs (if borrowed from the City)		\$1.00
EMS sign, post, and hardware		\$70.00
Electronic data		\$10.00
Electronic payment		2.9% of transaction + \$0.30 for each successful transaction
Fines and Penalties		
Administrative Citation Civil Fine		\$50.00
Overdue Utility Fee		7% of delinquent balance plus \$25.00/month
Parking Violation		\$50.00
Fire Report		\$20.00
Notary Fee		\$2.00
Photo Copies:		
Up to 100 copies of letter size paper		\$0.25 per page
Over 100 pages, any size		Actual cost to copy and locate requested documents
Letter		\$0.25/page or \$0.35/page color
Legal		\$0.50/page or \$0.60 page color
Ledger		\$1.00/page
Postage:		Actual cost
Public Hearing Fee		\$1,000.00
Special Assessment Search Charge		\$20.00
Tape/CD of Meeting Recording		\$20.00
Zoning Confirmation Letter		\$65.00
Permits		
Fence Permit		\$50.00
Gambling Permit		
Local Premises		\$100.00
1 Day Local Premises Permit		\$15.00
Donation of Net Profits		10%
Right-of-Way Permit		
Application fee:		\$500.00

	Review escrow:	As determined by City Engineer
	Sign Permit	\$65.00
Development Applications		
	Comprehensive Plan Amendment	
	Fee	\$500.00
	Escrow – Single Family	\$1,000.00
	Escrow – All Others	\$3,000.00
	Zoning Amendment (Map or Text):	
	Fee	\$500.00
	Escrow – Single Family	\$1,000.00
	Escrow – All Others	\$3,000.00
	Variance:	
	Fee	\$500.00
	Escrow – Single Family	\$1,000.00
	Escrow – All Others	\$3,000.00
	Conditional Use Permit:	
	Fee	\$500.00
	Escrow – Single Family	\$1,000.00
	Escrow – All Others	\$3,000.00
	Interim Use Permit:	
	Fee	\$500.00
	Escrow – Single Family	\$1,000.00
	Escrow – All Others	\$3,000.00
	Administrative Permit and Appeals:	
	Fee	\$200.00
	Escrow	\$400.00
	Grading Permit:	
	Engineering Review	\$1,000 escrow
	Construction Escrow	\$3,000/disturbed acre
	Site Plan Review:	
	Fee	\$200.00
	Escrow	\$3,000.00
	Shoreland/WS Alteration Permit:	
	Fee	\$200.00
	Escrow	\$800.00
	Subdivision Sketch Plan:	
	Fee	\$200.00
	Escrow	\$2,000.00
	Simple Plat:	
	Fee	\$500.00
	Escrow	\$1,000.00
	Plat:	
	Preliminary Plat:	
	Fee	\$500.00
	Escrow	\$5,000.00
	Final Plat:	
	Fee	\$500.00
	Escrow	\$5,000.00
	Administrative Subdivision:	
	Fee	\$200.00
	Escrow	\$800.00

Registered Land Survey:		
Fee		\$200.00
Escrow		\$800.00
Environmental Assessment Worksheet Review		
Fee		\$200.00
Escrow		\$3,000.00
Vacation Petition		
Fee		\$500.00
Escrow		\$1,000.00
Wetland Review		
Fee		\$500.00
Delineation Escrow		\$1,500.00
Replacement Plan/Banking Plan Escrow		\$2,000.00
After the fact Review		2x of base fee and escrow
Other Development Fees		
Development Contract Minimums		
Legal Escrow		Minimum \$3,500.00
Engineering / Construction Observation Escrow		Minimum \$5,000.00
City Administrative Fee		\$1,000.00
Driveways		
First Access Permit		
Fee		\$200.00
Inspection Escrow		\$100.00
Second Access Permit		
Fee		\$200.00
Inspection Escrow		\$800.00
Construction Escrow (only when required):		\$5,000.00
Lots Platted after April 3, 2023		\$15,600.00
All Other Lots and Unplatted Parcels		\$10,700.00
Park Dedication		
Residential		\$1,200.00/lot
Commercial/Industrial/Institutional		\$0.00/acre
Residential Construction Escrows:		
Landscaping		\$300.00/tree required
Liquor License Fees		
Background Investigation Fee		\$100.00/name
Club		\$300.00 per year
Consumption and display		State License fee
Off-sale intoxicating liquor		\$500.00 per year
Off-sale 3.2 malt liquor		\$100.00 per year
On-Sale Intoxicating Liquor		\$2,500.00 per year
On-Sale Intoxicating Liquor, Sunday		\$200.00 per year
On-Sale Taproom		\$210.00 per year
On-Sale wine		\$200.00 per year
On-Sale 3.2 malt liquor		\$100.00 per year
On-Sale wine		\$200.00 per year
Setup sale (not including State Fee)		\$50.00
Temporary Intoxicating On-Sale (1 to 4 days)		\$100.00 per event
Temporary 3.2 malt On-Sale		\$10.00 per day
Cemetery Lots		

	<u>Resident interned</u>	<u>\$750.00</u>
	<u>Non-resident interned</u>	<u>\$1,500.00</u>

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

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

(remainder of page intentionally blank signatures follow)

ADOPTED by the Baldwin City Council this 15th day of April, 2026.

MOTION BY:

SECONDED BY:

IN FAVOR:

OPPOSED:

CITY OF BALDWIN

Jay Swanson, Mayor

ATTEST:

Joan Heinen, City Clerk/Treasurer



BALDWIN CITY COUNCIL WORKSHOP

MARCH 30th, 2026

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

Call to Order – The March 30th, 2026 Workshop of the City of Baldwin was called to order by Mayor Jay Swanson at 7:00 p.m.

Pledge of Allegiance – All present recited the Pledge of Allegiance

Discuss Budget – The City Council discussed the year-to-date budget and the expenditure accounts.

Jeff Holm arrived at 7:10 p.m.

Discuss Job Descriptions for Clerk, Deputy Clerk and Public Works Supervisor – Case discussed the job descriptions that he drafted. The template for the job descriptions came from the League of Minnesota Cities. The City Council reviewed these and will be discussing them at a future meeting.

Discuss Applicants for the Public Works Maintenance Position – Mayor Swanson discussed the process for going through the Public Works applications Council Member Walker and Case to review the applications. Case asked for a timeline of when interviews should be set up. The recommended applicants will come to the April 15th City Council meeting.

Adjourn – Rush/Walker unanimous to adjourn at 8:32 p.m.

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

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

Date

Attendees: Cal Watson

MINNESOTA MUNICIPAL CLERKS INSTITUTE (MMCI)

May 4-8, 2026

The Municipal Clerks and Finance Officers Association (MCFOA) and St. Cloud State University's Department of Professional and Continuing Education (PACE) are pleased to present the Minnesota Municipal Clerks Institute (MMCI or Institute) in May of each year. The MMCI is a three-year continuing education program leading to professional accreditation. Each year the Institute consists of a required five-day, 40-hour curriculum, for a total of 120 hours of programming over the three-year period.

IMPORTANT INFORMATION:

- The MCFOA Board recommends that first-year participants have completed at least 9–12 months of employment in a municipal setting before attending the Institute in order to receive a full understanding of the information provided throughout the program.

- The MCFOA Board strongly recommends that all participants are a member of the MCFOA in order to attend the institute.
- If you are applying for a scholarship, register after you receive notification from the MCFOA of its decision. You will be able to complete your registration prior to the registration deadline.

Registration coming soon

Registration Fee: \$640 for member and non-member

- If you registered with the "register now/pay later" option, an invoice will be emailed within 1-2 days for payment.

Registration Deadline: April 20, 2026

- Registrations must be completed/received no later than April 20, 2026.
- On-site registrations will not be accepted.

New Payment Policy:

- Payment must be received no later than April 20, 2026.
- If payment is not received, your registration is not valid and you will not be permitted to participate.

Cancellation Policy:

- Refunds, minus a \$25 processing fee, will be granted for written cancellation received by April 20, 2026.
- If you cancel after April 20, 2026 or do not attend, you will not be eligible for a refund.

Program Questions:

Kassidi Andres, 320-308-5759

2026 Minnesota Municipal Clerks Institute Agenda Heritage Center of Brooklyn Center

Thursday, 6:30-8:30 PM: Banquet & Entertainment

Registration: Main Entrance 1

Meals, Breaks, and Banquet: Carriage Hall A

Combined Sessions in Garden City Ballroom for Years One, Two, & Three: Thursday, 2:30 – 5:30 PM

YEAR TWO – Harvest Rooms

<i>Sunday, May 3</i>	<i>Monday, May 4</i>	<i>Tuesday, May 5</i>	<i>Wednesday, May 6</i>	<i>Thursday, May 7</i>	<i>Friday, May 8</i>
4:30-7:00 PM – Early On-Site Registration	6:45-7:30 AM – Breakfast 6:45-7:30 AM – On-Site Registration 7:30-7:45 AM – Carriage Hall A WELCOME/INTRODUCTION Kassidi Andres, MN Institute Director Margaret Webb, MCFOA Institute Comm Chair 7:45-10:00 AM Overcoming Barriers <i>Arianna Lee and Annie Coyle</i> 10:00 AM BREAK 10:15 AM-12:00 PM City Clerks as Communication & Performance Partners <i>Joyce Hattinger</i>	7:00-7:30 AM – Breakfast 7:30-10:00 AM Organizational Comm – Part 1 <i>Scott Nelson</i> 10:00 AM BREAK 10:15 AM-12:00 PM Conflicts of Interest & Other Legal Issues <i>Maria Cisneros</i>	7:00-7:30 AM – Breakfast 7:30-10:00 AM Technology Problems & Policies <i>Greg Van Warmer & Jasie Rosene</i> 10:00 AM BREAK 10:15 AM-12:00 PM Liquor Licensing Level 2 <i>AGED</i>	7:00-7:30 AM – Breakfast 7:30-10:00 AM Records & Info. Mgmt. <i>Terri Spangrud</i> 10:00 AM BREAK 10:15 AM-12:00 PM Economic Development/HRA <i>Jason Aarsvold and Stacie Kvilvang</i>	7:00-7:30 AM – Breakfast 7:30-10:00 AM Greening Your City <i>Erica Bjelland & Peter Lindstrom</i> 10:00 AM BREAK 10:15 AM-12:45 PM Bonding & Other Financing Options <i>Mike Bubany</i> Adjourn 12:45 PM (Assessment Deadline: Friday, May 22 nd at 11:59 PM)
	12:00-12:30 PM - LUNCH Carriage Hall A 12:30-2:00 PM AI in Municipal Governance <i>Mark Gill</i> 2:00 PM BREAK 2:15-3:45 PM Historic Preservation & City Gov <i>Michael Koop</i> 4:00-5:30 PM City Legal Issues <i>Kyle Hartnett</i>	12:00-12:30 PM – LUNCH Carriage Hall A 12:30-2:30 PM Organizational Comm – Part 2 <i>Scott Nelson</i> 2:30 PM BREAK 2:45-5:15 PM Effective Written Comm for Clerks <i>Emil Townner</i>	12:00-12:30 PM – LUNCH Carriage Hall A 12:30-1:45 PM I'm a Risk Manager Too? <i>Laura Honeck & Lena Gould</i> 1:45 PM BREAK 2:00-4:00 PM Building Inspections <i>Scott Qualle</i> 4:15-5:30 PM Financial Fraud & Cybersecurity Scams <i>Christian Torkelson</i>	12:00-12:30 PM – LUNCH Carriage Hall A 12:30-2:15 PM Conflict Management <i>Scott Nelson</i> 2:15 PM BREAK 2:30-5:30 PM Municipal Issues in Garden City <i>Scott Nelson</i> 6:30-8:30 PM Banquet in Carriage Hall A	



must book by April 19th
this is at conference
Rate

Your stay

Embassy Suites by Hilton Minneapolis North

Mon, May 4 – Fri, May 8, 2026 (4 nights)

1 room for 1 adult

Payment and Guest Details

Step 4 of 4

Total for stay

Total room charge
Total taxes

\$456.00
\$456.00
Included in price
Price in \$USD

Hide price details ^

2 Room Suite-1 King Bed-nonsmoking	
Mmci Conference 26	
04 May 2026	\$114.00
05 May 2026	\$114.00
06 May 2026	\$114.00
07 May 2026	\$114.00
Total room charge	\$456.00
Total taxes	Included in price

Total for stay: \$456.00

Guarantee and cancellation policy

Pay when you stay

There is a Credit Card required for this reservation. **Free cancellation before 11:59 PM local hotel time on 03 May 2026.**

All fields are required unless marked optional.

Payment

**CITY OF BALDWIN
SHERBURNE COUNTY, MINNESOTA
RESOLUTION NO. 26-11**

RESOLUTION TO SUPPORT PRINCETON FOOTBALL

WHEREAS, Princeton Football is a youth recreational opportunity to residents of the City of Baldwin;

WHEREAS, the City Council recognizes the value of the recreational programs of the Princeton Football to the City and its residents;

WHEREAS, the City is authorized by Minn. Stat. 5 471.16, subd. 1, to cooperate with nonprofit organizations in any manner in which the City and nonprofit organization mutually agree for the benefit of recreation programs, and

WHEREAS, the City wishes to enter into an agreement with Princeton Football to provide onetime financial support to its recreational programs, subject to renewal by the City Council;

NOW, THEREFORE, BE IT RESOLVED, that the City Council is hereby authorized to enter into an agreement with the Princeton Football to provide financial support in the amount of \$600.00 for the benefit of Princeton Football;

BE IT FURTHER RESOLVED that the Cities' obligations to the recreation programs shall be limited to this one-time payment unless the City Council agrees to renew the agreement; and

BE IT FINALLY RESOLVED that the Mayor and the City Clerk-Treasurer are authorized to work with the City Attorney to negotiate and sign an agreement with Princeton Football to provide financial support to its recreational programs as contemplated in this Resolution.

Adopted this 15th day of April, 2026

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

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

**CITY OF BALDWIN
SHERBURNE COUNTY, MINNESOTA
RESOLUTION NO. 26-12**

RESOLUTION TO SUPPORT PRINCETON YOUTH HOCKEY

WHEREAS, Princeton Youth Hockey is a youth recreational opportunity to residents of the City of Baldwin;

WHEREAS, the City Council recognizes the value of the recreational programs of the Princeton Youth Hockey to the City and its residents;

WHEREAS, the City is authorized by Minn. Stat. 5 471.16, subd. 1, to cooperate with nonprofit organizations in any manner in which the City and nonprofit organization mutually agree for the benefit of recreation programs, and

WHEREAS, the City wishes to enter into an agreement with Princeton Youth Hockey to provide onetime financial support to its recreational programs, subject to renewal by the City Council;

NOW, THEREFORE, BE IT RESOLVED, that the City Council is hereby authorized to enter into an agreement with the Princeton Youth Hockey to provide financial support in the amount of \$600.00 for the benefit of Princeton Youth Hockey;

BE IT FURTHER RESOLVED that the Cities' obligations to the recreation programs shall be limited to this one-time payment unless the City Council agrees to renew the agreement; and

BE IT FINALLY RESOLVED that the Mayor and the City Clerk-Treasurer are authorized to work with the City Attorney to negotiate and sign an agreement with Princeton Youth Hockey to provide financial support to its recreational programs as contemplated in this Resolution.

Adopted this 15th day of April, 2026.

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

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

2026 Fee Schedule Summary Updates for the City of Baldwin

This summary outlines proposed 2026 fee schedule updates for council review, using color-coded notes: **YELLOW** (budget neutral/undetermined impact), **PURPLE** (anticipated increase), and **GREEN** (anticipated decrease). Language has been clarified throughout the proposed Fee Schedule.

KEY CHANGES:

Subd.1 Fee Multiplier (Residential / Non-Residential Building / Mechanical Permits)

- Minimum valuation fee increased to \$125 for projects up to \$4,000.
- Potential impacts for Applicant (and year 2025 historical data for reference of issued permits):
 - Increase of \$25 for projects that range from \$1 to \$2,000 (4 projects in 2025)
 - Increase of \$8.45 for projects that range from \$2,001 to \$3,000 (2 projects in 2025)
 - Decrease of \$8.10 for projects that range from \$3,000 to \$4,000 (2 projects in 2025)

Subd. 2 - Non-Residential & Multi-Family Plumbing Permit Fees

- Rum River provides services related to code administration for certain plumbing installations. These are historically governed by state agencies. This partnership with Rum River allows for greater local control and sharing of resources. Internal review is typically days versus months with contractors and building owners benefiting from improved services.
- Fees now based on construction value (per 2025 legislative session) instead of fixtures, matching state fees for Rum River's delegated services. Single fixture permit incorporated. Impact undetermined.

Subd. 3 - Residential Plumbing and Subd. 4 - Residential Mechanical

- Owner-occupied, non-rental properties are eligible for fees to be waived when the homeowner completes the basement finish work. This results in a fee reduction of \$125 for individual fees, or up to \$250 when combined.

Subd. 5 Fire Protection System Permits: Added operational permits (MN State Fire Code) and mirrored approach listed in Subd. 2 (New): Single fixture permit incorporated. Impact undetermined.

Subd. 6 Plan Review Fees: Minimums are based on time and certification required.

- Residential plan review minimum increased to \$81.25 (65% of \$125 permit minimum).
 - This is an increase of \$16.25.
 - Note: The 2025 fee schedule minimum states \$50. As permit fees initiated at \$100, this would result in a \$65 minimum fee in 2025.
- Non-Residential plan review minimum set at \$150 (New).
- Hourly rates have been clarified to include \$95.00 per hour for residential and \$125.00 per hour for non-residential and multi-family services. Additionally, billing methods are recorded per quarter hour, with a minimum of ½ hour.
- Non-Residential/Multi-Family Plumbing Plan Review (New): Matched updated state fees based on construction value for delegated services. Impact undetermined.
- Non-Residential/Multi-Family Fire Construction Plan Review (New): Fees based on construction value for delegated services. Impact undetermined.

Subd. 7 Industrialized Modular/Prefabricated Buildings (New): The inclusion of this subdivision is a result of new statutory language passed during the 2025 legislative session.

Subd. 9 Other Permits and Fees:

- Maximum fees set for basement finishes (\$500), Accessory Structures (\$850), and Decks (\$675) (Decrease for high-valuation projects).
- Technology Fee (New):
 - A Technology Fee is a small, application specific cost charged at the time of permit issuance which is paid specifically by the applicants who utilize and benefit from the City's digital permitting infrastructure.
 - i. These funds support the ongoing resources needed to maintain a secure and modern permitting environment including portal access, live updates, contractor licensing verification, support, data security, and system updates for the users.
 - Development and annual licensing costs are incorporated into Rum River Consultants' services and would otherwise be the responsibility of the jurisdiction.
 - This is a budget-neutral item as applicants are charged \$10.00 per permit which is provided to Baseline for services outlined above.
- Agriculture permit exemption administrative application (New): \$250 (includes preliminary site plan review).
- Consultants, cost for service when external professional services exceed standard fees (New). (Budget-neutral).
- Demolition Permit: Residential increase of \$100 (includes two site inspections and administrative plan review; Non-Residential now a set fee (impact undetermined).
- Manufactured home set-up permit decreased by \$165 (includes mechanical/plumbing permits and plan review).
- Moved-In Structure (Residential): Adds \$95/hour plus mileage outside the City of Baldwin.
- Reissuance/Renewal of (Expired) Permit (New): Minimum \$50 (Up to \$75 decrease for maintenance permits and varies for value-based permits due to remaining work.)
- Inspections with no fee indicated: Decrease by \$30.

Subd. 14 - Subsurface Sewage Treatment System (SSTS) Fees: Fees categorized by system type.

- Standard residential system: Increase of \$100 (includes soil verification).
- Alteration or Extension (omitted accidentally from original proposed draft). Added back in - no fee change.
- Holding Tank: Decrease for first year (operating permit included).
- Soil Site Review (New): Increase of \$250 + \$100 per lot if requested for plat approval.
- SSTS Abandonment/Removal (New): Increase of \$125.
- Maintenance Permit (New): Increase of \$20 per permit (covers a three year period).



To: Honorable Mayor and City Council Members
From: Andy Schreder, Chief Building Official
Roxanne Schreder, Director of HR and Finance
Subject: Proposed 2026 Fee Schedule Update
Date: April 14, 2026

Overview

This memo addresses proposed recommendations regarding the 2026 Fee Schedule.

2026 Fee Schedule Recommendation:

The proposed 2026 fee schedule suggestions were originally presented at the December 15, 2025 council meeting.

As there continued to be discussion regarding some of the information shared, additional supplemental documentation was developed and included in the council packet for review for this meeting. This will assist and support the city council's decision regarding any of the proposed changes.

As a refresher, the following is a short synopsis of recommended updates to the fee schedule. A helpful document also supplied is the *"2026 Baldwin Fee Schedule Summary"* which simplifies and outlines any fees adjusted (whether they have increased, are budget neutral, or decreased) with the below updates.:

Significant Format Change. Over the past year, RRC received consistent feedback from permit applicants, contractors, jurisdiction staff, and elected officials that the previous format made it difficult to quickly identify permit types and understand how certain fees were applied. In response, we completed a comprehensive formatting update for 2026.

This includes consolidating similar permits, removing repetitive language, reorganizing items into clear subdivisions, and aligning terminology with current Minnesota laws. The intent is to provide a clean, logical structure that improves usability, reduces confusion, and demonstrates the direct connection between state-mandated requirements and local fee implementation.

Subd. 1 – Fee Multiplier Table (FMT). The FMT continues to mirror the State of Minnesota permit fees outlined in [Minnesota Statute § 326B.153](#) following the minimum fee line.

Subd. 2 – Non-Residential & Multi-Family Plumbing. [Minnesota Statutes § 326B.49](#) was amended during the 2025 legislative session regarding plan review and permit fees for plumbing work in public and state-licensed facilities. The recommended schedule reflects these statutory changes and includes a single-fixture permit option to help keep costs low for small-scope projects.

Subd. 3 – Residential Plumbing. Plumbing permit fees are waived for basement finishes when the home is owner-occupied, non-rental, the owner performs the work, and inspections occur in coordination with rough-in inspections. Clarified language also distinguishes between singular fixture permits and combined fixture permits for additional savings.

Subd. 4 – Residential Mechanical. Mechanical permit fees are waived under the same conditions described in Subd. 3. Language was clarified to distinguish singular appliance permits from combined for coordinated installations resulting in lower fees for combined permits.

Subd. 5 – Fire Construction Permits. This mirrors the structure and approach used in Subdivision 2. Operational permits were added as required under the MSFC. A single-fixture fee is included to keep smaller projects affordable.

Subd. 6 – Plan Review Fees. Minimum fees were evaluated based on actual time and certification requirements. Residential plan reviews use a minimum equal to 65% of the base permit fee (\$81.25), and non-residential plan reviews use a \$150 minimum due to required certifications and complexity. Updates also incorporate abandoned application provisions, and outline plan revisions.

Subd. 7 – Industrialized Modular or Prefabricated Buildings. A new statute ([§ 326B.154](#)) was enacted for these building types, necessitating this addition. The subdivision reflects state-required plan review and inspection processes.

Subd. 8 – Valuation Determination. Language references state law and clarifies valuation methodology.

Subd. 9 – Other Permits and Fees. This subdivision is now organized alphabetically. Key items include:

- Maximum fee caps for basement finishes, accessory structures, and decks. These caps help reduce costs for larger projects.
- Combined residential basement finish plumbing and mechanical permits for owner-performed work, eliminating the need for separate permits, saving money and simplifying the process for homeowners.
- Cost for service when external professional services exceed standard fees.
- Balanced demolition and moved-in structure fees.

- Manufactured home set-up permit fees were adjusted to include plan review, mechanical, and plumbing work which results in the fee being lowered by \$162.50.

Subd. 10 – 13: Surcharge, Refunds, Work Without a Permit, and Application Abandonment. Language was clarified to align with best practices and state law.

Subd. 14 – Subsurface Sewage Treatment System (SSTS). These permit types were moved to their own subdivision and adjusted to match the type of system. Fees were adjusted to be commensurate with the service provided that is required in [Minnesota Rules 7080](#).

Next Steps

RRC respectfully requests the City to:

- To review the information regarding the proposed updates to the 2026 Fee Schedule and approve the recommended changes which include formatting and language changes, along with fee adjustments, as described in the attached documents. *(Updated documents after the work session completed on 04-13-2026 were shared with City Staff.)*

Supporting Documents Referenced:

1. 2026 Baldwin Fee Schedule Summary
2. Technology Service Charge Information Sheet
3. 2026-01_FeeSchedule_RRC_ord - Clean Copy - Updated 2026.03.11
4. 2026-01_FeeSchedule_RRC_ord - Red-Lined Copy - Updated 2026.03.11
5. Original Current Fee Schedule - December 2025 - Red Lined for Reference - Updated 2026.03.11
{Included as a reference only for the overall reformatting that occurred of the document}
6. 2026-01_FeeSchedule_ord-Red Lined Copy - Updated 2026.04.14
7. 2026-01_FeeSchedule_RRC_ord - Clean Copy - Updated 2026.04.14

ORDINANCE 2026-01

CITY OF BALDWIN
SHERBURNE COUNTY, MINNESOTA

The Baldwin City Council hereby ordains:

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

(B) Building Permit and Inspection Fees. The administration and issuance of permits, along with the collection of fees and services administered by the City of Baldwin's Designated Building Official shall be conducted in accordance with the Baldwin City Code, Minnesota Statutes and Administrative Rules, and as provided in this section. Fees are to be commensurate with the service provided. Permit fees not specifically identified within this section are based on the valuation determined in section 600.01(B)(8).

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

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

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

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

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

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

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

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

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

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

Valuation/Project Details	Permit Fee
\$0 to \$1,500	\$135.00
\$1,501 to \$2,500	\$135.00 for the first \$1,500.00, plus \$43.00 for each additional \$500.00 or fraction thereof, to and including \$2,500.00;
\$2,501 to \$5,000	\$221.00 for the first \$2,500.00, plus \$28.00 for each additional \$500.00 or fraction thereof, to and including \$5,000.00;
\$5,001 to \$25,000	\$361.00 for the first \$5,000.00, plus \$53.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00;
\$25,001 to \$50,000	\$1,421.00 for the first \$25,000.00, plus \$51.00 for each additional \$1,000 or fraction thereof, to and including \$50,000.00;
\$50,001 to \$500,000	\$2,696.00 for the first \$50,000.00, plus \$47.00 for each additional \$10,000 or fraction thereof, to and including \$500,000.00;
\$500,001 to \$3,000,000	\$4,811.00 for the first \$500,000.00, plus \$61.00 for each additional \$50,000 or fraction thereof, to and including \$3,000,000.00; or
\$3,000,001 and over	\$7,861.00 for the first \$3,000,000.00, plus \$51.00 for each additional \$100,000.00 or fraction thereof;
Operational permits	\$350.00, duration of permit determined by the Fire Code Official or their designee
Minor Fire Protection (sprinkler/fire alarm)	\$210.00, includes plan review and shall apply: • Relocation or installation of 20 sprinkler heads or fewer • Modification or replacement of a fire alarm control panel

- (6) **Plan Review Fees.** The following fees apply when an administrative or technical plan review is completed for all projects that are not otherwise specifically identified within this fee schedule. Plan review is determined by the Designated Building Official or their designee. A permit applicant will be assessed one hundred percent (100%) of the plan review fee, for plan review and processing services, whether or not a permit is issued.
- (a) **Building and Mechanical Permit Plan Review:**
- (1) Sixty five percent (65%) of the permit fee as calculated in the FMT in subsection B.1.
 - (2) Plan review fees for similar plans are set forth in Minnesota Rules 1300.0160.
 - (3) Where a plan review fee is performed and charged for residential, the minimum fee for plan review is \$81.25.
 - (4) Where a plan review fee is performed and charged for non-residential and multi-family, the minimum fee is \$150.00.
- (b) **Plan Revisions.** Applicant-submitted changes:
- (1) **Non-Residential or Multi-Family Projects:**
 - (i) Review of plans for which the Designated Building Official or their designee has issued two (2) or more requests for additional information: \$125.00 per hour with a minimum of one-half (1/2) hour.
 - (ii) Additional plan review required for changes, additions, or revisions to previously approved plans: \$125.00 per hour with a minimum of one-half (1/2) hour.
 - (2) **Residential Projects:**
 - (i) Review of plans for which the Designated Building Official or their designee has issued two (2) or more requests for additional information: \$95.00 per hour with a minimum of one-half (1/2) hour.
 - (ii) Additional plan review required for changes, additions, or revisions to previously approved plans: \$95.00 per hour with a minimum of one-half (1/2) hour.
- (c) **Abandoned Permit Applications.** When an application requiring plan review is submitted, and the applicant elects not to proceed following completion of the plan review or the Contractor deems the application abandoned pursuant to Minnesota Rules 1300.0120, Subp. 9, plan review services rendered shall be billed in accordance with this fee schedule.
- (d) **Non-Residential or Multi-Family Plumbing and Fire Construction Permit Plan Review:** The following table establishes plan review and audit fees, unless otherwise indicated. These fees are based on the construction valuation of the performed work. This does not include the cost of the permit.

Valuation/Project Details	Plan Review Fee
\$0 to \$1,500	\$135.00
\$1,501 to \$2,500	\$135.00 for the first \$1,500.00, plus \$28.00 for each additional \$500.00 or fraction thereof, to and including \$2,500.00;
\$2,501 to \$5,000	\$191.00 for the first \$2,500.00, plus \$25.00 for each additional \$500.00 or fraction thereof, to and including \$5,000.00;
\$5,001 to \$25,000	\$316.00 for the first \$5,000, plus \$33.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00;
\$25,001 to \$50,000	\$976.00 for the first \$25,000, plus \$31.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00;
\$50,001 to \$500,000	\$1,751.00 for the first \$50,000.00, plus \$23.00 for each additional \$10,000 or fraction thereof, to and including \$500,000.00;
\$500,001 to \$3,000,000	\$2,786.00 for the first \$500,000.00, plus \$41.00 for each additional \$100,000.00 or fraction thereof, to and including \$3,000,000.00; and
\$3,000,001 and over	\$3,811.00 for the first \$3,000,000.00, plus \$33.00 for each additional \$100,000.00 or fraction thereof;
Manufactured home park or campground (plumbing only)	One to 25 sites: \$300.00 26 to 50 sites: \$350.00 51 to 125 sites: \$400.00 More than 125 sites: \$500.00

- (7) **Industrialized Modular or Prefabricated Buildings.** The following fees apply to plan review and inspections for industrialized or modular buildings as defined in Minnesota Statute § 326B.103, Subd. 8a, and prefabricated buildings as defined in Minnesota Statute § 326B.103, Subd. 10a:
- (a) **Inspections and Audit Fees.** Inspection and audits for industrialized modular or prefabricated buildings shall be billed at \$125.00 per hour, with a one (1) hour minimum per inspection or audit.
 - (b) **Plan Review Fees.** Plan review of buildings, specifications, installation instructions, quality-control manuals, systems manuals, and other documents reasonably necessary for review shall be billed at \$125.00 per hour, with a one (1) hour minimum per review.
- (8) **Project/Construction Valuation Determination.** Valuation shall be assessed in accordance with Minnesota Rules 1300.0160. Valuation is determined using information published by the State of Minnesota, the International Code Council (ICC), and based on regional market conditions.
- (9) **Other Permits and Fees.** The following table identifies costs for permits or fees associated with administration of either the Minnesota State Building Code or Baldwin City Codes. The minimum fee for the following permits is \$125.00. Plan review is charged according to Section B.6 of this ordinance, unless otherwise identified.

Description	Cost (FMT = Fee Multiplier Table)
Accessory structure building permit, residential	Refer to the FMT in subsection B.1 Maximum fee: \$850.00, includes plan review
Addition, alteration, remodel, or repair building permit	Refer to the FMT in subsection B.1
Agriculture permit exemption administrative application	\$250.00, includes preliminary site plan review
Basement finish building permit	Refer to the FMT in subsection B.1 Maximum fee: \$500.00, includes plan review
Change of use/occupancy	Refer to the FMT in subsection B.1 Minimum fee: \$300.00
Consultants, cost for service	If the actual cost to the City of Baldwin for services provided by a contracted consultant is greater than indicated by this fee schedule, the greater rate shall be paid.
Deck building permit	Refer to the FMT in Subsection B.1 Maximum fee: \$675.00, includes plan review (pertains only if a residential deck is attached to the primary dwelling)
Demolition building permit, residential, non-residential, or multi-family	\$300.00, includes two (2) site inspections and administrative plan review
Fence building permit, over seven (7) feet high	Refer to the FMT in subsection B.1
Inspection, no fee specifically indicated	\$95.00 per hour, one (1) hour minimum
Inspection, outside normal business hours	\$150.00 per hour, two (2) hour minimum
Inspection, reinspection	\$95.00 per hour, one (1) hour minimum
Investigation	In addition to, but not to exceed, the original permit fee.
Manufactured home set-up building permit	\$375.00, includes mechanical and plumbing inspections and plan review
Mechanical single appliance permit, non-residential or multi-family	\$210.00
Mechanical temporary heating equipment, non-residential or multi-family	\$210.00
Miscellaneous building permit, no fee specifically indicated	Refer to the FMT in Subsection B.1
Moved-in structure building permit, residential	\$250.00 if the structure being moved is within the City of Baldwin; or \$250.00 plus \$95.00/hour plus mileage at the current IRS standard rate if the structure is located outside the City of Baldwin

Description	Cost (FMT = Fee Multiplier Table)
Reissuance or renewal of a permit	Refer to the FMT in subsection B.1 and determined based on the remaining work to be completed. Minimum fee: \$50.00
Roof building permit, one and two-family residential	\$125.00
Siding building permit, one and two-family residential	\$125.00
Solar/Photovoltaic system building permit, one and two-family residential up to 3.5kW	\$175.00
Solar/Photovoltaic system building permit, one and two-family residential over 3.5kW	Refer to the FMT in subsection B.1
Solar/Photovoltaic system building permit, non-residential or multi-family	Refer to the FMT in subsection B.1
Window same size replacement building permit, one and two-family residential	\$125.00 per dwelling unit

- (10) **State Surcharge.** In accordance with Minnesota Statutes § 326B.148, a state surcharge shall be charged on all permits, if applicable.
- (11) **Refunds.** The Designated Building Official may authorize refunds of up to eighty percent (80%) of the issued permit fee when no work has commenced and no inspections have been performed.
- (a) Requests must be submitted in writing by the permit applicant within one hundred eighty (180) days of permit issuance.
 - (b) Within (10) business days of receipt, the Designated Building Official or their designee shall review the request and determine the amount to be refunded or provide written justification if the request is denied.
 - (c) Fees retained shall cover expenses incurred for services rendered by the city and/or its consultant(s).
 - (d) Refunds shall only be issued to the original payee.
 - (e) No refunds shall be granted for the following:
 - (1) Plan review fees;
 - (2) Re-inspection fees;
 - (3) State surcharge fees;
 - (4) Fraudulent applications;
 - (5) Expired, revoked, suspended, or invalid permits;

- (12) **Work Without a Permit.** If work requiring a permit under state law, rule, or the Baldwin City Code has commenced without first obtaining a permit, an investigation shall be conducted before a permit may be issued. Investigation fees are identified in subsection B.9 of this ordinance. This fee is in addition to the permit fee and is due whether or not a permit is ultimately issued.
- (13) **Abandonment, Expiration, Revocation/Suspension, or Validity.** The validity, expiration, suspension, and revocation of permits shall be governed by Minnesota Rules 1300.0120 and the following:
- (a) An application for a permit for any proposed work shall be considered abandoned one hundred eighty (180) days after the date of filing, except in the following cases:
 - (i) The application has been actively pursued in good faith by the applicant, as determined by the Designated Building Official or their designee; and
 - (ii) A written request for an extension, not to exceed one hundred eighty (180) days, has been submitted with justifiable cause demonstrated, and the extension has been approved by the Designated Building Official or their designee.
 - (b) Every permit issued shall expire unless the authorized work is commenced within one hundred eighty (180) days of issuance. The Designated Building Official or their designee may grant written extensions of time, not to exceed one hundred eighty (180) days, if the applicant demonstrates justifiable cause.
 - (c) The Designated Building Official or their designee may suspend or revoke a permit if it was issued in error, if the application contained incorrect, inaccurate, or incomplete information, or if there is a violation of any state law, rule, or ordinance.
 - (d) The issuance of a permit, or the approval of plans, specifications, or computations, shall not be construed as authorization for any violation of this code or any other ordinance of the City of Baldwin. Any permit purporting to authorize work in violation of the code or other ordinances shall be invalid. A permit also becomes invalid if the authorized work is suspended or abandoned for more than one hundred eighty (180) days.
- (14) **Subsurface Sewage Treatment System (SSTS) Fees.** The following table identifies costs associated with SSTS administration and permits.

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

Description	Fee
Operating Permit	\$200.00 annually, or as determined by the Designated Building Official or their designee
SSTS Reinspection	\$95.00 per hour, 1 hour minimum

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-15th day of April, 2026.

MOTION BY:
SECONDED BY:
IN FAVOR:
OPPOSED:

CITY OF BALDWIN

Jay Swanson, Mayor

ATTEST:

Joan Heinen, City Clerk/Treasurer

Red-Line

ORDINANCE 2026-01

CITY OF BALDWIN
SHERBURNE COUNTY, MINNESOTA

The Baldwin City Council hereby ordains:

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

(B) Building Permit and Inspection Fees. The administration and issuance of permits, along with the collection of fees and services administered by the City of Baldwin's Designated Building Official shall be conducted in accordance with the Baldwin City Code, Minnesota Statutes and Administrative Rules, and as provided in this section. Fees are to be commensurate with the service provided. Permit fees not specifically identified within this section are based on the valuation determined in section 600.01(B)(8).

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

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

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

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

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

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

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

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

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

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

Valuation/Project Details	Permit Fee
\$0 to \$1,500	\$135.00
\$1,501 to \$2,500	\$135.00 for the first \$1,500.00, plus \$43.00 for each additional \$500.00 or fraction thereof, to and including \$2,500.00;
\$2,501 to \$5,000	\$221.00 for the first \$2,500.00, plus \$28.00 for each additional \$500.00 or fraction thereof, to and including \$5,000.00;
\$5,001 to \$25,000	\$361.00 for the first \$5,000.00, plus \$53.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00;
\$25,001 to \$50,000	\$1,421.00 for the first \$25,000.00, plus \$51.00 for each additional \$1,000 or fraction thereof, to and including \$50,000.00;
\$50,001 to \$500,000	\$2,696.00 for the first \$50,000.00, plus \$47.00 for each additional \$10,000 or fraction thereof, to and including \$500,000.00;
\$500,001 to \$3,000,000	\$4,811.00 for the first \$500,000.00, plus \$61.00 for each additional \$50,000 or fraction thereof, to and including \$3,000,000.00; or
\$3,000,001 and over	\$7,861.00 for the first \$3,000,000.00, plus \$51.00 for each additional \$100,000.00 or fraction thereof;
Operational permits	\$350.00, duration of permit determined by the Fire Code Official or their designee
Minor Fire Protection (sprinkler/fire alarm)	\$210.00, includes plan review and shall apply: • Relocation or installation of 20 sprinkler heads or fewer • Modification or replacement of a fire alarm control panel

- (6) **Plan Review Fees.** The following fees apply when an administrative or technical plan review is completed for all projects that are not otherwise specifically identified within this fee schedule. Plan review is determined by the Designated Building Official or their designee. A permit applicant will be assessed one hundred percent (100%) of the plan review fee, for plan review and processing services, whether or not a permit is issued.
- (a) **Building and Mechanical Permit Plan Review:**
- (1) Sixty five percent (65%) of the permit fee as calculated in the FMT in subsection B.1.
 - (2) Plan review fees for similar plans are set forth in Minnesota Rules 1300.0160.
 - (3) Where a plan review fee is performed and charged for residential, the minimum fee for plan review is \$81.25.
 - (4) Where a plan review fee is performed and charged for non-residential and multi-family, the minimum fee is \$150.00.
- (b) **Plan Revisions.** Applicant-submitted changes:
- (1) **Non-Residential or Multi-Family Projects:**
 - (i) Review of plans for which the Designated Building Official or their designee has issued two (2) or more requests for additional information: \$125.00 per hour with a minimum of one-half (1/2) hour.
 - (ii) Additional plan review required for changes, additions, or revisions to previously approved plans: \$125.00 per hour with a minimum of one-half (1/2) hour.
 - (2) **Residential Projects:**
 - (i) Review of plans for which the Designated Building Official or their designee has issued two (2) or more requests for additional information: \$95.00 per hour with a minimum of one-half (1/2) hour.
 - (ii) Additional plan review required for changes, additions, or revisions to previously approved plans: \$95.00 per hour with a minimum of one-half (1/2) hour.
- (c) **Abandoned Permit Applications.** When an application requiring plan review is submitted, and the applicant elects not to proceed following completion of the plan review or the Contractor deems the application abandoned pursuant to Minnesota Rules 1300.0120, Subp. 9, plan review services rendered shall be billed in accordance with this fee schedule.
- (d) **Non-Residential or Multi-Family Plumbing and Fire Construction Permit Plan Review:** The following table establishes plan review and audit fees, unless otherwise indicated. These fees are based on the construction valuation of the performed work. This does not include the cost of the permit.

Valuation/Project Details	Plan Review Fee
\$0 to \$1,500	\$135.00
\$1,501 to \$2,500	\$135.00 for the first \$1,500.00, plus \$28.00 for each additional \$500.00 or fraction thereof, to and including \$2,500.00;
\$2,501 to \$5,000	\$191.00 for the first \$2,500.00, plus \$25.00 for each additional \$500.00 or fraction thereof, to and including \$5,000.00;
\$5,001 to \$25,000	\$316.00 for the first \$5,000, plus \$33.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00;
\$25,001 to \$50,000	\$976.00 for the first \$25,000, plus \$31.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00;
\$50,001 to \$500,000	\$1,751.00 for the first \$50,000.00, plus \$23.00 for each additional \$10,000 or fraction thereof, to and including \$500,000.00;
\$500,001 to \$3,000,000	\$2,786.00 for the first \$500,000.00, plus \$41.00 for each additional \$100,000.00 or fraction thereof, to and including \$3,000,000.00; and
\$3,000,001 and over	\$3,811.00 for the first \$3,000,000.00, plus \$33.00 for each additional \$100,000.00 or fraction thereof;
Manufactured home park or campground (plumbing only)	One to 25 sites: \$300.00 26 to 50 sites: \$350.00 51 to 125 sites: \$400.00 More than 125 sites: \$500.00

- (7) **Industrialized Modular or Prefabricated Buildings.** The following fees apply to plan review and inspections for industrialized or modular buildings as defined in Minnesota Statute § 326B.103, Subd. 8a, and prefabricated buildings as defined in Minnesota Statute § 326B.103, Subd. 10a:
- (a) **Inspections and Audit Fees.** Inspection and audits for industrialized modular or prefabricated buildings shall be billed at \$125.00 per hour, with a one (1) hour minimum per inspection or audit.
 - (b) **Plan Review Fees.** Plan review of buildings, specifications, installation instructions, quality-control manuals, systems manuals, and other documents reasonably necessary for review shall be billed at \$125.00 per hour, with a one (1) hour minimum per review.
- (8) **Project/Construction Valuation Determination.** Valuation shall be assessed in accordance with Minnesota Rules 1300.0160. Valuation is determined using information published by the State of Minnesota, the International Code Council (ICC), and based on regional market conditions.
- (9) **Other Permits and Fees.** The following table identifies costs for permits or fees associated with administration of either the Minnesota State Building Code or Baldwin City Codes. The minimum fee for the following permits is \$125.00. Plan review is charged according to Section B.6 of this ordinance, unless otherwise identified.

Description	Cost (FMT = Fee Multiplier Table)
Accessory structure building permit, residential	Refer to the FMT in subsection B.1 Maximum fee: \$850.00, includes plan review
Addition, alteration, remodel, or repair building permit	Refer to the FMT in subsection B.1
Agriculture permit exemption administrative application	\$250.00, includes preliminary site plan review
Basement finish building permit	Refer to the FMT in subsection B.1 Maximum fee: \$500.00, includes plan review
Change of use/occupancy	Refer to the FMT in subsection B.1 Minimum fee: \$300.00
Consultants, cost for service	If the actual cost to the City of Baldwin for services provided by a contracted consultant is greater than indicated by this fee schedule, the greater rate shall be paid.
Deck building permit	Refer to the FMT in Subsection B.1 Maximum fee: \$675.00, includes plan review (pertains only if a residential deck is attached to the primary dwelling)
Demolition building permit, residential, non-residential, or multi-family	\$300.00, includes two (2) site inspections and administrative plan review
Fence building permit, over seven (7) feet high	Refer to the FMT in subsection B.1
Inspection, no fee specifically indicated	\$95.00 per hour, one (1) hour minimum
Inspection, outside normal business hours	\$150.00 per hour, two (2) hour minimum
Inspection, reinspection	\$95.00 per hour, one (1) hour minimum
Investigation	In addition to, but not to exceed, the original permit fee.
Manufactured home set-up building permit	\$375.00, includes mechanical and plumbing inspections and plan review
Mechanical single appliance permit, non-residential or multi-family	\$210.00
Mechanical temporary heating equipment, non-residential or multi-family	\$210.00
Miscellaneous building permit, no fee specifically indicated	Refer to the FMT in Subsection B.1
Moved-in structure building permit, residential	\$250.00 if the structure being moved is within the City of Baldwin; or \$250.00 plus \$95.00/hour plus mileage at the current IRS standard rate if the structure is located outside the City of Baldwin

Description	Cost (FMT = Fee Multiplier Table)
Reissuance or renewal of a permit	Refer to the FMT in subsection B.1 and determined based on the remaining work to be completed. Minimum fee: \$50.00
Roof building permit, one and two-family residential	\$125.00
Siding building permit, one and two-family residential	\$125.00
Solar/Photovoltaic system building permit, one and two-family residential up to 3.5kW	\$175.00
Solar/Photovoltaic system building permit, one and two-family residential over 3.5kW	Refer to the FMT in subsection B.1
Solar/Photovoltaic system building permit, non-residential or multi-family	Refer to the FMT in subsection B.1
Window same size replacement building permit, one and two-family residential	\$125.00 per dwelling unit
Technology Service Charge (includes contractor license verification)	\$10.00 per permit

- (10) **State Surcharge.** In accordance with Minnesota Statutes § 326B.148, a state surcharge shall be charged on all permits, if applicable.
- (11) **Refunds.** The Designated Building Official may authorize refunds of up to eighty percent (80%) of the issued permit fee when no work has commenced and no inspections have been performed.
- (a) Requests must be submitted in writing by the permit applicant within one hundred eighty (180) days of permit issuance.
 - (b) Within (10) business days of receipt, the Designated Building Official or their designee shall review the request and determine the amount to be refunded or provide written justification if the request is denied.
 - (c) Fees retained shall cover expenses incurred for services rendered by the city and/or its consultant(s).
 - (d) Refunds shall only be issued to the original payee.
 - (e) No refunds shall be granted for the following:
 - (1) Plan review fees;
 - (2) Re-inspection fees;
 - (3) State surcharge fees;
 - (4) Fraudulent applications;
 - (5) Expired, revoked, suspended, or invalid permits;

~~(6) Technology Service Charge, unless canceled within the same business day; or~~

~~(7) Contractor license verification.~~

- (12) **Work Without a Permit.** If work requiring a permit under state law, rule, or the Baldwin City Code has commenced without first obtaining a permit, an investigation shall be conducted before a permit may be issued. Investigation fees are identified in subsection B.9 of this ordinance. This fee is in addition to the permit fee and is due whether or not a permit is ultimately issued.
- (13) **Abandonment, Expiration, Revocation/Suspension, or Validity.** The validity, expiration, suspension, and revocation of permits shall be governed by Minnesota Rules 1300.0120 and the following:
- (a) An application for a permit for any proposed work shall be considered abandoned one hundred eighty (180) days after the date of filing, except in the following cases:
 - (i) The application has been actively pursued in good faith by the applicant, as determined by the Designated Building Official or their designee; and
 - (ii) A written request for an extension, not to exceed one hundred eighty (180) days, has been submitted with justifiable cause demonstrated, and the extension has been approved by the Designated Building Official or their designee.
 - (b) Every permit issued shall expire unless the authorized work is commenced within one hundred eighty (180) days of issuance. The Designated Building Official or their designee may grant written extensions of time, not to exceed one hundred eighty (180) days, if the applicant demonstrates justifiable cause.
 - (c) The Designated Building Official or their designee may suspend or revoke a permit if it was issued in error, if the application contained incorrect, inaccurate, or incomplete information, or if there is a violation of any state law, rule, or ordinance.
 - (d) The issuance of a permit, or the approval of plans, specifications, or computations, shall not be construed as authorization for any violation of this code or any other ordinance of the City of Baldwin. Any permit purporting to authorize work in violation of the code or other ordinances shall be invalid. A permit also becomes invalid if the authorized work is suspended or abandoned for more than one hundred eighty (180) days.
- (14) **Subsurface Sewage Treatment System (SSTS) Fees.** The following table identifies costs associated with SSTS administration and permits.

Description	Fee
SSTS: Type I, II, or III (new or replacement)	\$450.00 (includes soil verification)
SSTS: Type IV or V (new or replacement for performance or engineered systems)	\$375.00 + Actual Cost
Holding Tank (additional maintenance and operating permits required)	\$350.00 (includes first years' operating permit)
Soil Site Review (charged in addition to the land use application)	\$250.00 + \$100.00 per lot

Description	Fee
SSTS Abandonment/Removal	\$125.00
SSTS Alteration or extension	\$200.00
Operating Permit	\$200.00 annually, or as determined by the Designated Building Official or their designee
Maintenance Permit	\$20.00
SSTS Reinspection	\$95.00 per hour, 1 hour minimum

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

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

(remainder of page intentionally blank signatures follow)

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

MOTION BY:
SECONDED BY:
IN FAVOR:
OPPOSED:

CITY OF BALDWIN

Jay Swanson, Mayor

ATTEST:

Joan Heinen, City Clerk/Treasurer



To: Honorable Mayor and City Council Members

From: Andy Schreder, Chief Building Official
Roxanne Schreder, Director of HR and Finance

Subject: Septic Administration Program Proposal

Date: April 14, 2026

Overview

This memo addresses the Septic Administration Program Proposal for the City of Baldwin.

Septic Administration:

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

Construction Permits

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

Compliance Report Tracking and Enforcement

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

Operating Permit Administration

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

Annual Minnesota Pollution Control Agency (MPCA) Reporting

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

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

Because SSTS program oversight is tied to the Designated Building Official, Andy Schreder will remain responsible for reviewing and signing the MPCA reports.

Proposal

SSTS Program Component	Scope	Initial Cost	Ongoing Cost
Permits & Inspections <i>(Service currently provided by RRC)</i>	Intake, review, inspection, and documentation.	\$0 budget impact	Percentage of permit
Compliance Reports <i>(Service currently provided by RRC)</i>	Notification, tracking, follow-up, enforcement coordination, recordkeeping.	Hourly	~Estimated 2 hours for non-compliance (Average is .8 hours if addressed after initial communication) & no charge for compliance reports
Operating Permit Administration <i>(Service currently provided by RRC)</i>	Intake, review, documentation, and necessary follow up communication.	\$0 budget impact	Percentage of permit
Annual MPCA Reporting <i>(Service currently provided by RRC)</i>	Compile data, complete & submit required annual SSTS program report. Due each February.	Hourly <i>(RRC has not invoiced for this service in the past three years. RRC would appreciate the ability to invoice for the 2025 report that was submitted in January 2026 and in the future, continue to provide this service for the city on an hourly basis.)</i>	Estimated 10—16 hours (annually) UPDATED Estimate is 2 to 4 hours (annually)* Due to the use of the Baseline Software Platform, this has significantly decreased the manual compilation of information for this report.

Next Steps

RRC respectfully requests the City to:

- Review the information, along with supporting documentation presented. *(Updated documents after the work session completed on 04-13-2026 were shared with City Staff.)*
- If the council supports the proposal, a motion and second to approve the proposal as presented.



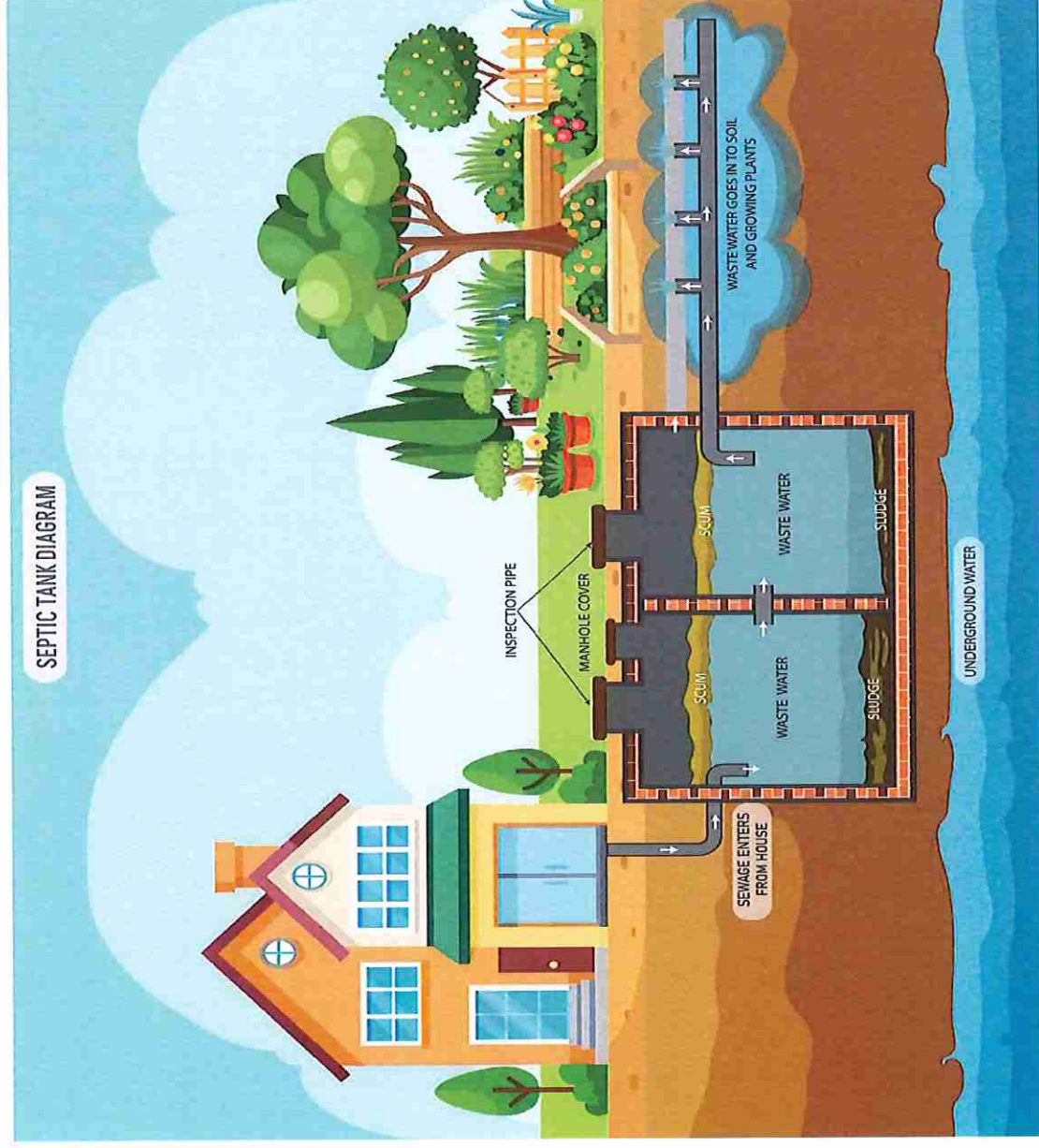
Subsurface Sewage Treatment System Administration

Presented by Rum River Consultants

Baldwin City Council Meeting

April 15, 2026





Purpose & Intent

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

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

What is a Tank Assessment?

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

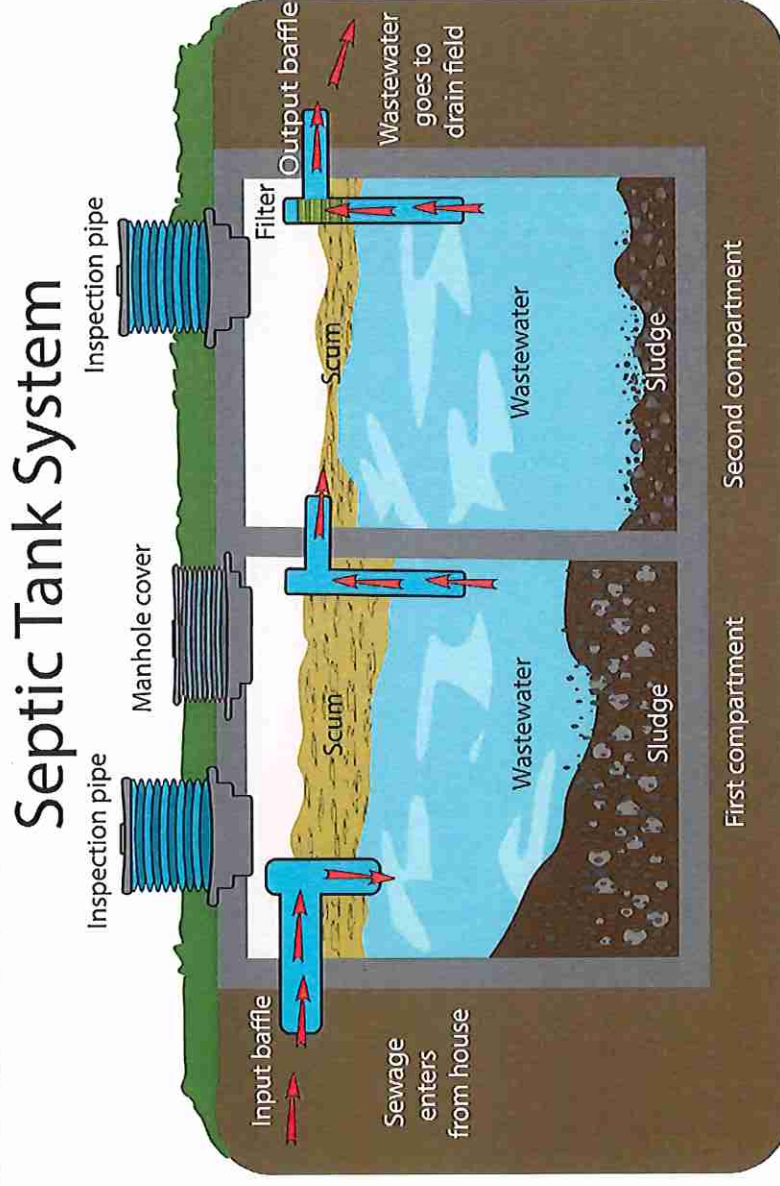
1. Is the septic tank watertight?
 - a. Water must not be leaking out of the tank into the surrounding ground.
 - b. Excess water should not be leaking into the tank as this can overload the system.
2. Are the levels or amounts of solids inside the tank within operating parameters?

These solid layers are:

- a. Scum – material floating at the top of the tank; and
- b. Sludge – material sitting at the bottom of the tank

What is a Tank Assessment?

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



Tips for Tank Assessments

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

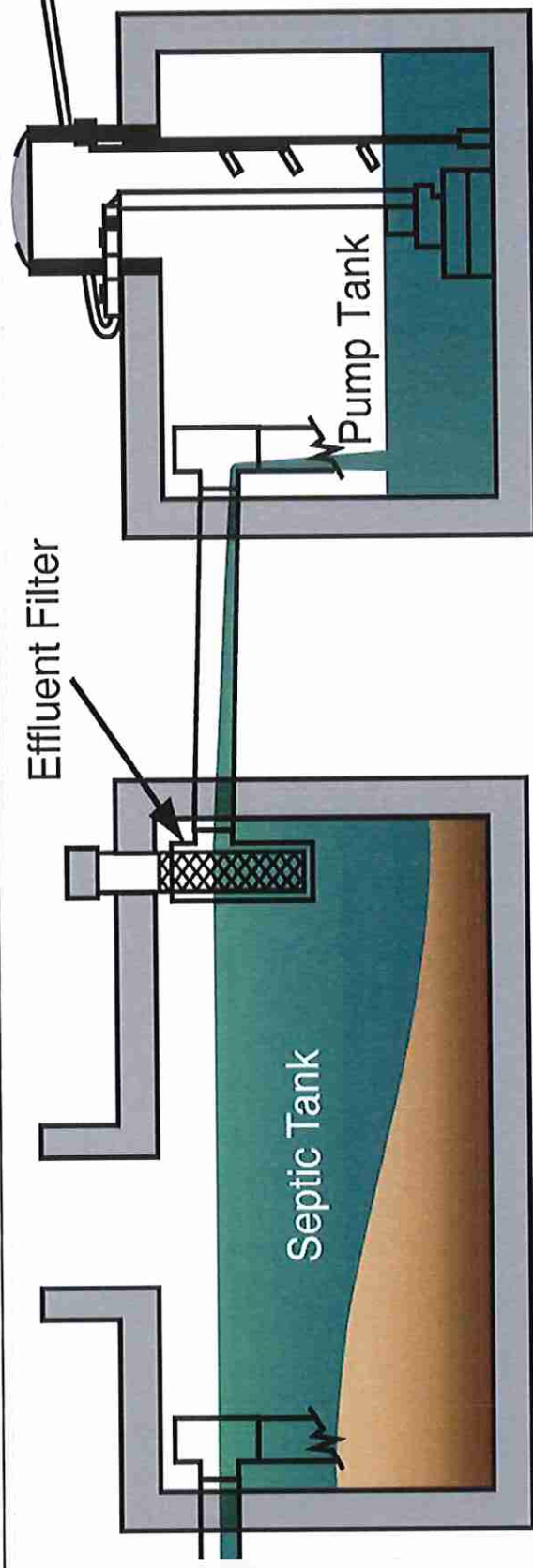
If the occupants have been consistently taking care of their septic system by monitoring what is disposed of and controlling water usage, they may choose to communicate with the *Maintainer* upon scheduling their triennial appointment that an assessment is requested rather than a full service of removal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

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

Pump Tanks

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

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



Assessment vs. Pumping

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

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

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

State vs. Local



State Responsibilities



- State Laws
- Certifications
- Registrations

State Requirements

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

Minnesota Rules
Chapters 7080 through 7083
Subsurface Sewage Treatment
Systems Program



Excerpted from Minnesota Rules 2014
including revisions adopted through December 2010
Text prepared by the University of Minnesota
and is not the official version compiled by the
Office of the Revisor of Statutes

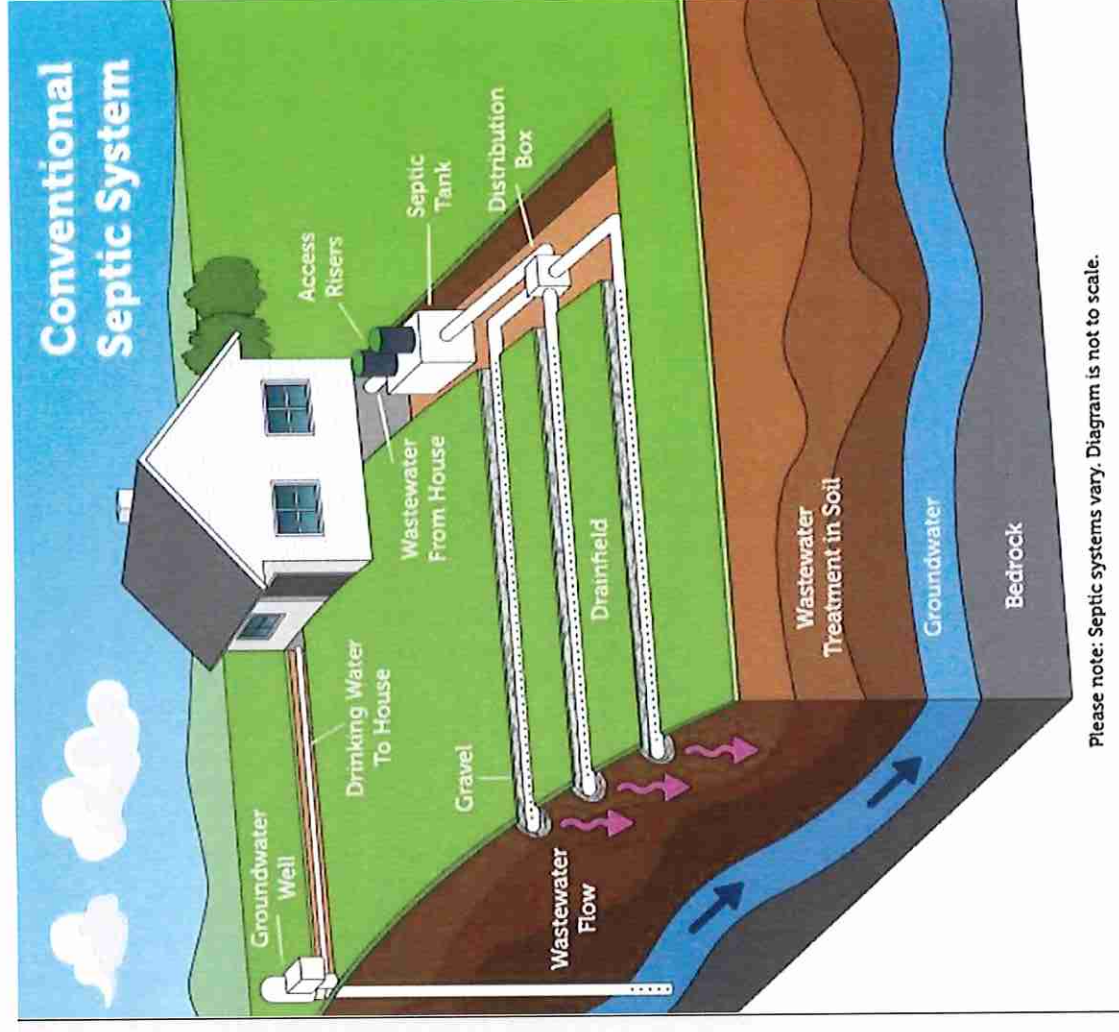
The official rule language for
Minn. Rules chs. 7080, 7081, 7082 and 7083
can be found at the Revisor's website at
revisor.mn.gov

State Requirements

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

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

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



☐ Ordinance

☐ Permits

☐ Maintenance

☐ Compliance

☐ Reporting

Local Responsibility



Ordinance

Chapter 4 SUBSURFACE SEWAGE TREATMENT SYSTEMS

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

Baldwin City Code Chapter 4 Subsurface Sewage Treatment Systems

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

Permit Program

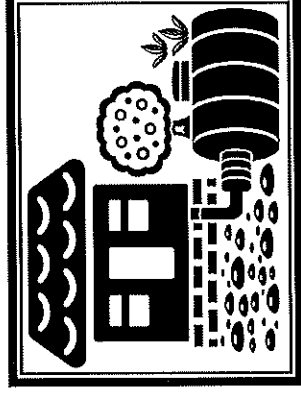


- ☐ Required for all new and replacement SSTs constructions.
- ☐ All permits and construction documents must be reviewed and approved by an appropriately certified individual.
- ☐ Must maintain permit applications and issued permits.
- ☐ Verify that designs have an accurate measurement of the depth to limiting conditions.

- ☐ Inspections performed by a certified SSTs inspector and performed during critical stages of installation to ensure the system is installed in accordance with all applicable regulations. Up to 7 inspections per system.
- ☐ Management plan is reviewed.
- ☐ SSTs permit applications must:
 - ☐ Be submitted by a certified individual
 - ☐ Contain a site evaluation, design report, and management plan.
 - ☐ Have soil observations that are verified by a certified inspector

Compliance Program

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



Annual Reporting

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

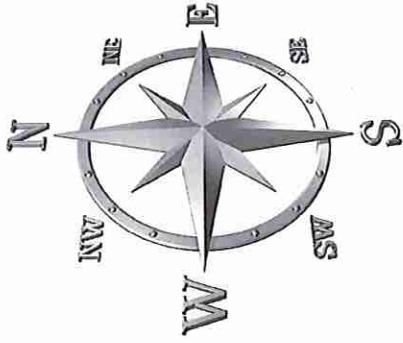
- The number of compliant and noncompliant systems in the City of Baldwin.
- The number of systems installed of each type.
- What tanks are being installed (including the number and manufacturer).
- The number of systems serving non-residential buildings and seasonal dwellings.

Maintenance Program

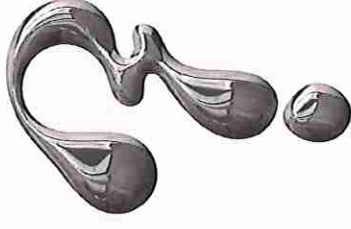


- Maintenance, monitoring, and operational requirements are included in the management plan.
- Operating permits for advanced systems or special situations.
- Residential system management

- Maintenance Permits for Tank Assessment
 - State code requires SSTs are maintained (pumped) every 2 – 3 years.
 - Helps to ensure pumping is happening at the required frequency.
 - Reminders are sent to homeowners when their system is coming due.
 - Maintenance is tracked, including the frequency and any results or findings from the pumping.
 - Program funded by a small permit fee paid by SSTs Maintainers



Direction



Questions

RESOLUTION NO: 26-06

CITY OF BALDWIN
COUNTY OF SHERBURNE, MINNESOTA

DISPLAY OF THE MINNESOTA STATE FLAG

WHEREAS, the Minnesota State Flag ("State Flag") has remained largely unchanged since 1893; the current official State Flag was created in 1957 with modifications in 1983; and

WHEREAS, the Governor of Minnesota and the 2023 Legislature created a State Emblems Redesign Commission to redesign of the State Flag; and

WHEREAS, the Redesign Commission brought forward to the Legislature recommendations on the State Flag redesign; and

WHEREAS, the Legislature approved and the Governor signed a bill adopting an updated State Flag effective of May 11, 2024; and

WHEREAS, the State Flag is not only a symbol of our state, but also of our history and contains historical information that is part of the rich history of our state, and

THEREFORE BE RESOLVED THAT barring any unknown State of Minnesota Statute requirement, the Baldwin City Council has determined that the prior 1983 version of the Minnesota State Flag shall be flown upon properties owned and maintained by the City of Baldwin.

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

MOTION BY: *Helm*
SECOND BY: *Walker*
ALL IN FAVOR: *All*
THOSE OPPOSED: *None*

Tom Rush Absent


CITY OF BALDWIN

Jay Swanson, Mayor

ATTEST:


Joan Heinen, City Clerk/Treasurer



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

MEMORANDUM

TO: Baldwin Mayor and City Council

FROM: D. Daniel Licht

DATE: 9 April 2026

RE: Baldwin – Right-of-Way Ordinance; Minimum Driveway Width

TPC FILE: 269.02

BACKGROUND

An issue was brought to the attention of City staff regarding the requirements for driveways established by Section 1.08 of the Right-of-Way Ordinance. Section 1.08(4)(a) of the Right-of-Way Ordinance requires a minimum driveway width of 16 feet. However, a contractor stated that paving equipment typically used for residential driveways has a maximum width of 15 feet. Thus, to pave a driveway 16 feet wide, two passes of the paver are required.

Unlike urban areas where almost all homes are located near the public street, the rural character of development in Baldwin can have lots with homes set back a significant distance from the public street accessing the property. In case of emergency response, it may be necessary for fire apparatus to enter the property versus being staged on the street. It is necessary to consider the need for emergency (and service vehicle) access to residential properties in Baldwin.

The City Engineer reviewed the standards set forth by the Right-of-Way Ordinance and evaluated the turning radii required for fire apparatus. Please refer to the attached diagram. Based on their review, the City Engineer recommends that a minimum 14 foot driveway width allows for adequate emergency vehicle access to properties while minimizing the need for excess driveway width for typical residential use.

City staff has drafted an amendment of the Right-of-Way Ordinance to require driveways be a minimum of 14 feet in width.

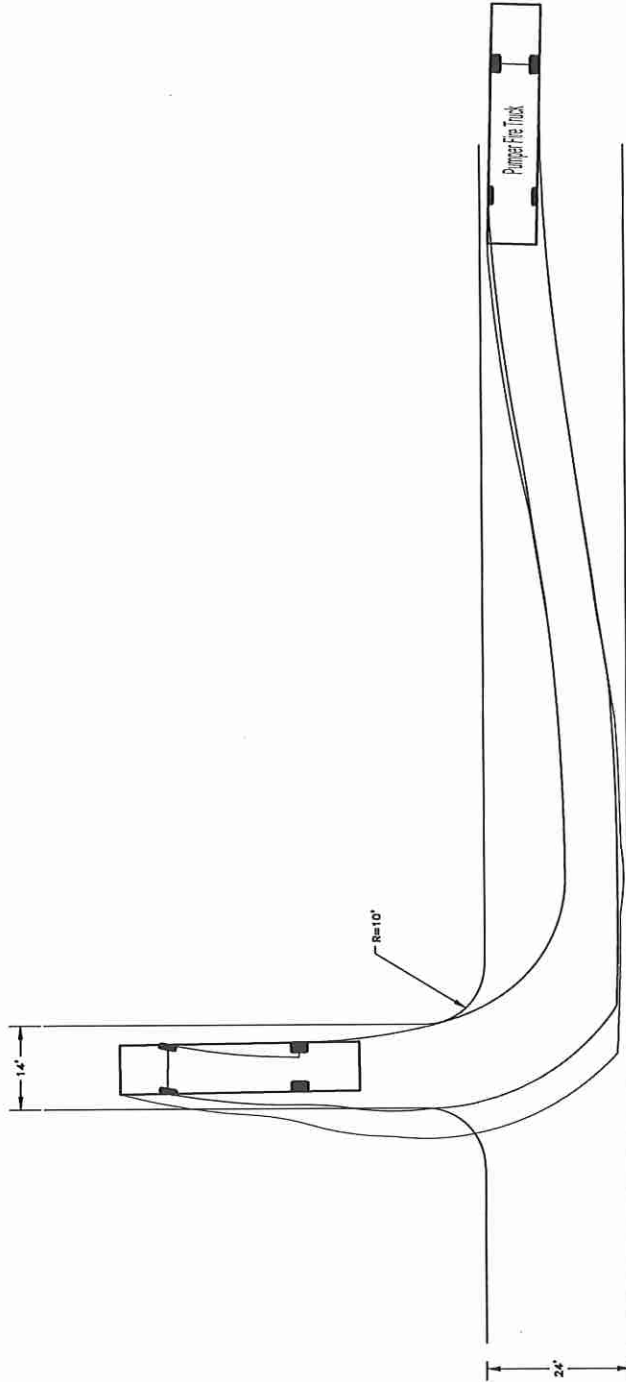
Exhibits:

- Turning diagram
- Ordinance 2026-05

CONCLUSION

The City Council will discuss minimum driveway width requirements at their meeting on 15 April 2026.
City staff recommends approval of Ordinance 2026-06 as presented.

- c. Joan Heinen, City Clerk/Treasurer
 Sam Jochum, City Engineer



PUMPER FIRE TRUCK TURNING EXHIBIT

Hakanson Anderson
Civil Engineers and Land Surveyors
3601 Highway 101, Suite 200
Baldwin, MN 55008
763-427-0520 FAX 763-427-0520
www.hakanson-anderson.com



CITY OF BALDWIN, MINNESOTA

SHEET
1
OF
1
SHEETS

BD001-2025

ORDINANCE 2026-05

CITY OF BALDWIN
SHERBURNE COUNTY, MINNESOTA

AMENDING ORDINANCE 100 REGULATING RIGHTS-OF-WAY

The Baldwin City Council hereby ordains:

Section 1. Ordinance 100, Section 1.08(4)(a) is hereby amended to read as follows:

- (a) Access to an agriculture, rural, or residential uses shall be a minimum of ~~16~~14 feet and not more than exceed 24 feet in width.

Section 2. Repealer. Any portion of any prior ordinance that conflicts with this ordinance is hereby repealed and replaced by this ordinance.

Section 3. Effective Date. This Ordinance shall become effective after passage and publication.

(remainder of page intentionally blank signatures follow)

ADOPTED by the Baldwin City Council this 15th day of April, 2026.

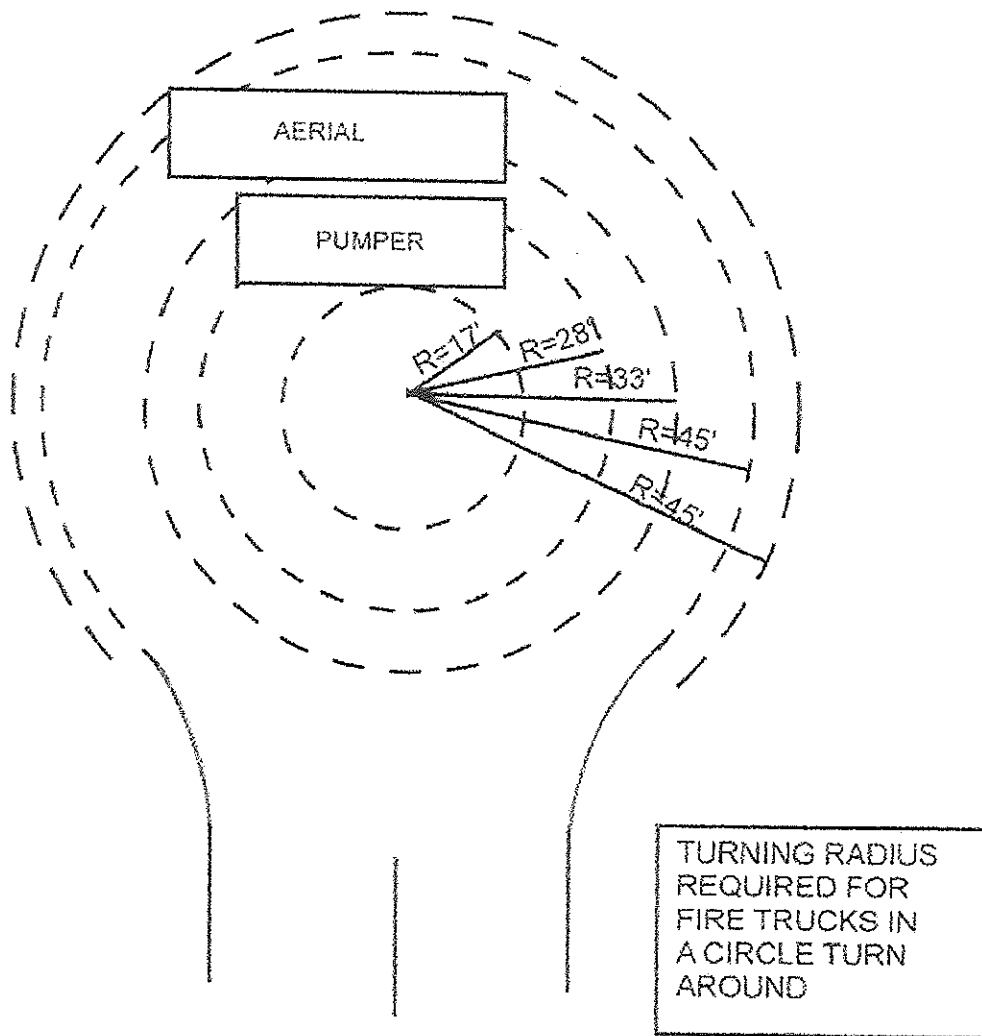
MOTION BY:
SECONDED BY:
IN FAVOR:
OPPOSED:

CITY OF BALDWIN

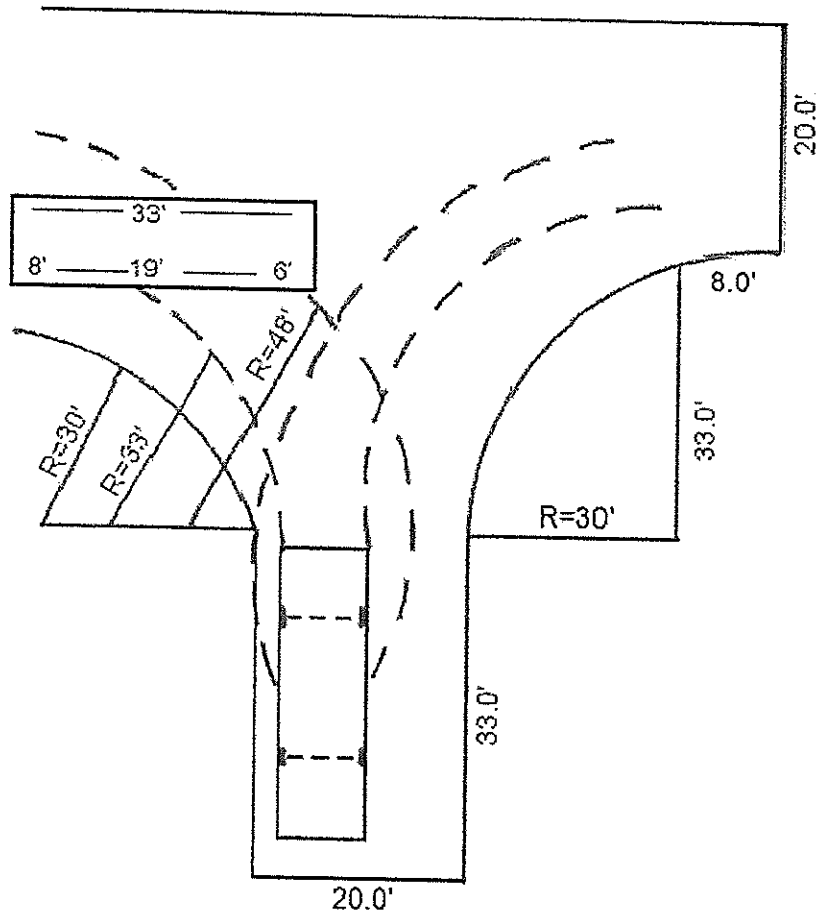
Jay Swanson, Mayor

ATTEST:

Joan Heinen, City Clerk/Treasurer



$H=28'$ - OUTSIDE WHEEL, PUMPER
 $R=33'$ - INSIDE WHEEL, AERIAL
 $R=45'$ - OUTSIDE WHEEL, AERIAL



TURNING RADIUS REQUIRED FOR
FIRE TRUCKS IN A TEE TURNAROUND

April 15, 2026

Joan Heinen, City Clerk
City of Baldwin
30239 128th Street NW
Baldwin, MN 55371

RE: 2026 Street Reconstruction Project

Dear Joan:

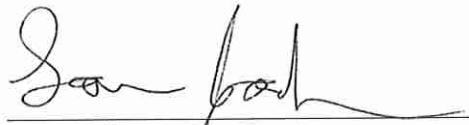
Bids were received and opened on April 9, 2026 for the 2026 Street Reconstruction Project. A total of seven bids were received as shown on the attached Bid Tabulation and as listed below:

	<u>Total Bid</u>
TS Dirt Works	\$280,600.20
Capital Paving	\$287,228.00
Omann Brothers Paving Inc.	\$289,577.21
Knife River Corporation – North Central	\$291,318.57
Rum River Contracting	\$312,647.92
Hanson Paving	\$322,534.80
Asphalt Surface Technologies Corp.	\$326,955.75

It was found that TS Dirt Works is the low bidder with a Total Bid of \$280,600.20.

Our office has had several successful projects in the past with TS Dirt Works. Therefore, we recommend award of the contract to the low bidder, TS Dirt Works.

Sincerely,
Hakanson Anderson


Sam Jochum, City Engineer

Attachment

BID TABULATION
CITY OF BALDWIN
2026 STREET RECONSTRUCTION PROJECT

Bids were opened at 2:00 p.m., April 9, 2026.
There were seven (7) bids received, as shown herein.

BASE BID			Rum River Contracting		Hanson Paving		Asphalt Surface Technologies Corp.	
ITEM NO.	M/MDOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
1	2021.501	MOBILIZATION	LUMP SUM	1	\$ 19,000.00	\$ 19,000.00	\$ 38,400.00	\$ 31,000.00
2	2101.502	CLEARING	EACH	2	\$ 600.00	\$ 1,200.00	\$ 500.00	\$ 1,000.00
3	2101.502	GRUBBING	EACH	2	\$ 200.00	\$ 400.00	\$ 500.00	\$ 1,000.00
4	2101.505	CLEARING	ACRE	0.35	\$ 8,000.00	\$ 2,800.00	\$ 3,500.00	\$ 1,225.00
5	2101.505	GRUBBING	ACRE	0.35	\$ 5,000.00	\$ 1,750.00	\$ 3,500.00	\$ 1,225.00
6	2104.502	REMOVE SIGN	EACH	2	\$ 50.00	\$ 100.00	\$ 50.00	\$ 100.00
7	2104.502	REMOVE MAIL BOX SUPPORT	EACH	13	\$ 100.00	\$ 1,300.00	\$ 100.00	\$ 1,300.00
8	2104.502	SALVAGE SIGN	EACH	13	\$ 125.00	\$ 1,625.00	\$ 100.00	\$ 1,300.00
9	2104.503	SAVING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	30	\$ 5.50	\$ 165.00	\$ 3.00	\$ 90.00
10	2104.503	SAVING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	200	\$ 1.85	\$ 370.00	\$ 4.00	\$ 800.00
11	2104.503	REMOVE PIPE CULVERTS	LIN FT	101	\$ 15.00	\$ 1,515.00	\$ 15.00	\$ 1,515.00
12	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ YD	56.9	\$ 18.00	\$ 1,024.20	\$ 12.00	\$ 682.80
13	2104.504	REMOVE BITUMINOUS PAVEMENT	CU YD	446.8	\$ 3.32	\$ 1,483.36	\$ 7.50	\$ 3,351.00
14	2106.507	EXCAVATION - COMMON	CU YD	312	\$ 20.00	\$ 6,240.00	\$ 20.00	\$ 6,240.00
15	2112.519	SUBGRADE PREPARATION	ROAD STA	916	\$ 33.48	\$ 30,667.68	\$ 22.00	\$ 20,152.00
16	221.509	AGGREGATE BASE CLASS 5	TON	8780.3	\$ 1.04	\$ 9,131.51	\$ 1.65	\$ 14,487.50
17	2215.504	FULL DEPTH RECLAMATION	CU YD	142	\$ 57.25	\$ 8,130.52	\$ 22.00	\$ 3,124.00
18	2232.504	MILL BITUMINOUS SURFACE (1.5")	GALLON	433.1	\$ 4.00	\$ 1,732.40	\$ 5.00	\$ 2,165.50
19	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	TON	559.7	\$ 31.05	\$ 17,378.69	\$ 20.00	\$ 11,194.00
20	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2.B)	TON	822	\$ 75.68	\$ 62,208.96	\$ 74.85	\$ 61,528.70
21	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2.B)	TON	1096	\$ 73.70	\$ 80,773.20	\$ 67.80	\$ 74,308.80
22	2501.502	15" OS PIPE APRON	EACH	12	\$ 200.00	\$ 2,400.00	\$ 200.00	\$ 2,400.00
23	2501.502	15" RC PIPE APRON	EACH	2	\$ 400.00	\$ 800.00	\$ 400.00	\$ 800.00
24	2501.503	15" OS PIPE CULVERT	LIN FT	55	\$ 30.00	\$ 1,650.00	\$ 30.00	\$ 1,650.00
25	2501.503	15" RC PIPE CULVERT	LIN FT	36	\$ 30.00	\$ 1,140.00	\$ 30.00	\$ 1,140.00
26	2501.504	15" RC PIPE CULVERT DESIGN 3006 CLASS V	SQ YD	56.9	\$ 105.45	\$ 6,000.11	\$ 85.00	\$ 4,835.50
27	2540.602	MAIL BOX SUPPORT	EACH	16	\$ 200.00	\$ 3,200.00	\$ 225.00	\$ 3,600.00
28	2540.602	TEMPORARY MAIL BOX CLUSTER	EACH	1	\$ 1,200.00	\$ 1,200.00	\$ 150.00	\$ 150.00
29	2563.601	TRAFFIC CONTROL SUPERVISOR	LUMP SUM	1	\$ 1,00	\$ 1.00	\$ 1,500.00	\$ 1,500.00
30	2563.601	TRAFFIC CONTROL SUPERVISOR	LUMP SUM	1	\$ 1,800.00	\$ 1,800.00	\$ 2,000.00	\$ 1,980.00
31	2564.502	INSTALL SIGN	EACH	13	\$ 100.00	\$ 1,300.00	\$ 150.00	\$ 1,950.00
32	2573.501	EROSION CONTROL SUPERVISOR	LUMP SUM	1	\$ 1.00	\$ 1.00	\$ 2,500.00	\$ 2,500.00
33	2573.502	CULVERT END CONTROL	EACH	1	\$ 175.00	\$ 175.00	\$ 150.00	\$ 150.00
34	2573.503	SEGMENT CONTROL LOG TYPE STRAW	CU YD	28	\$ 17.86	\$ 500.08	\$ 5.00	\$ 140.00
35	2574.507	COMMON TOPSOIL BORROW	CU YD	559	\$ 35.00	\$ 19,565.00	\$ 3.00	\$ 1,675.50
36	2574.508	FERTILIZER TYPE 1	POUND	475	\$ 0.75	\$ 356.25	\$ 3.00	\$ 1,425.00
37	2575.508	HYDRAULIC BONDED FIBER MATRIX	POUND	3325	\$ 1.50	\$ 4,987.50	\$ 1.00	\$ 3,325.00
38	2575.508	SEED MIXTURE SOUTHERN BOULEVARD	POUND	152	\$ 5.75	\$ 874.00	\$ 3.00	\$ 456.00
Bid Total					\$ 312,647.92	\$ 322,534.80	\$ 326,955.75	

BID TABULATION
CITY OF BALDWIN
2026 STREET RECONSTRUCTION PROJECT

Bids were opened at 2:00 p.m., April 9, 2026.
There were seven (7) bids received, as shown herein.

BASE BID			TS Dirt Works		Capital Paving		Omnam Brothers Paving Inc.		Knife River Corporation - North Central	
ITEM NO.	MANDOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
1	2021.501	MOBILIZATION	LUMP SUM	1	\$ 25,000.00	\$ 25,000.00	\$ 21,500.00	\$ 21,500.00	\$ 4,250.00	\$ 26,000.00
2	2101.502	CLEARING	EACH	2	\$ 100.00	\$ 200.00	\$ 100.00	\$ 200.00	\$ 1,548.00	\$ 1,000.00
3	2101.502	GRUBBING	EACH	2	\$ 500.00	\$ 1,000.00	\$ 500.00	\$ 1,000.00	\$ 206.40	\$ 400.00
4	2101.505	CLEARING	ACRE	0.35	\$ 6,000.00	\$ 2,100.00	\$ 6,000.00	\$ 2,100.00	\$ 3,792.60	\$ 1,400.00
5	2101.505	GRUBBING	ACRE	0.35	\$ 6,000.00	\$ 2,100.00	\$ 6,000.00	\$ 2,100.00	\$ 1,444.80	\$ 2,000.00
6	2104.502	REMOVE SIGN	EACH	2	\$ 200.00	\$ 400.00	\$ 50.00	\$ 100.00	\$ 51.60	\$ 50.00
7	2104.502	REMOVE MAIL BOX SUPPORT	EACH	16	\$ 125.00	\$ 2,000.00	\$ 83.00	\$ 1,328.00	\$ 25.80	\$ 412.80
8	2104.502	SALVAGE SIGN	EACH	13	\$ 150.00	\$ 1,950.00	\$ 50.00	\$ 650.00	\$ 335.40	\$ 25.00
9	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LN FT	30	\$ 10.00	\$ 300.00	\$ 10.00	\$ 300.00	\$ 4.40	\$ 300.00
10	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LN FT	200	\$ 5.00	\$ 1,000.00	\$ 5.00	\$ 1,000.00	\$ 2.75	\$ 550.00
11	2104.503	REMOVE PIPE CULVERTS	LN FT	101	\$ 12.00	\$ 1,212.00	\$ 12.50	\$ 1,262.50	\$ 9.50	\$ 999.50
12	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ YD	56.9	\$ 10.00	\$ 569.00	\$ 10.50	\$ 597.45	\$ 10.50	\$ 598.00
13	2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	446.8	\$ 5.00	\$ 2,234.00	\$ 5.00	\$ 2,234.00	\$ 3.95	\$ 1,764.86
14	2106.507	EXCAVATION - COMMON	CU YD	312	\$ 14.00	\$ 4,368.00	\$ 15.50	\$ 4,896.00	\$ 32.70	\$ 10,202.40
15	2112.519	SUBGRADE PREPARATION	ROAD STA	32.5	\$ 125.00	\$ 4,062.50	\$ 155.00	\$ 5,037.50	\$ 220.00	\$ 7,150.00
16	2211.509	AGGREGATE BASE CLASS 5	TON	916	\$ 18.50	\$ 16,946.00	\$ 19.75	\$ 18,091.00	\$ 18.75	\$ 17,175.00
17	2215.504	FULL DEPTH RECLAMATION	SQ YD	8780.3	\$ 1.50	\$ 13,170.45	\$ 1.65	\$ 14,487.50	\$ 0.95	\$ 8,341.29
18	2215.507	HAUL FULL DEPTH RECLAMATION (LV)	CU YD	142	\$ 20.00	\$ 2,840.00	\$ 21.00	\$ 2,992.00	\$ 14.95	\$ 2,122.90
19	2232.504	MILL BITUMINOUS SURFACE (1.5")	SQ YD	10	\$ 86.00	\$ 860.00	\$ 32.25	\$ 322.50	\$ 25.00	\$ 250.00
20	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	433.1	\$ 2.50	\$ 1,082.75	\$ 2.00	\$ 866.20	\$ 3.50	\$ 1,515.65
21	2380.504	TYPE SP 9.5 WEARING COURSE MIXTURE (2 B) 2.5" THICK	SQ YD	559.7	\$ 20.00	\$ 11,194.00	\$ 19.50	\$ 10,914.15	\$ 21.50	\$ 12,033.55
22	2380.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2 B)	TON	822	\$ 65.00	\$ 53,841.00	\$ 71.00	\$ 58,362.00	\$ 82.80	\$ 68,061.60
23	2380.509	TYPE SP 12.5 NON WEAR COURSE MIXTURE (2 B)	TON	1096	\$ 65.00	\$ 71,240.00	\$ 70.00	\$ 76,720.00	\$ 78.20	\$ 85,707.20
24	2501.502	15" CS PIPE APRON	EACH	12	\$ 350.00	\$ 4,200.00	\$ 365.00	\$ 4,380.00	\$ 228.71	\$ 2,744.52
25	2501.502	15" RC PIPE APRON	EACH	2	\$ 350.00	\$ 700.00	\$ 365.00	\$ 730.00	\$ 330.00	\$ 660.00
26	2501.503	15" CS PIPE CULVERT	LN FT	55	\$ 57.50	\$ 3,162.50	\$ 60.00	\$ 3,300.00	\$ 44.50	\$ 2,447.50
27	2501.503	15" RC PIPE CULVERT DESIGN 3006 CLASS V	LN FT	38	\$ 55.00	\$ 2,090.00	\$ 58.00	\$ 2,204.00	\$ 33.35	\$ 1,267.30
28	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	SQ YD	56.9	\$ 120.00	\$ 6,828.00	\$ 80.00	\$ 4,552.00	\$ 95.00	\$ 5,405.50
29	2540.602	MAIL BOX SUPPORT	EACH	16	\$ 200.00	\$ 3,200.00	\$ 180.00	\$ 2,880.00	\$ 258.00	\$ 4,128.00
30	2540.602	TEMPORARY MAILBOX CLUSTER	EACH	1	\$ 1,300.00	\$ 1,300.00	\$ 1,500.00	\$ 1,500.00	\$ 1,548.00	\$ 1,200.00
31	2563.601	TRAFFIC CONTROL SUPERVISOR	LUMP SUM	1	\$ 250.00	\$ 250.00	\$ 200.00	\$ 200.00	\$ 258.00	\$ 2,200.00
32	2563.601	TRAFFIC CONTROL	LUMP SUM	1	\$ 2,200.00	\$ 2,200.00	\$ 1,500.00	\$ 1,500.00	\$ 2,528.40	\$ 4,400.00
33	2564.502	INSTALL SIGN	EACH	13	\$ 115.00	\$ 1,495.00	\$ 105.00	\$ 1,365.00	\$ 77.40	\$ 1,006.20
34	2573.501	EROSION CONTROL SUPERVISOR	LUMP SUM	1	\$ 1,000.00	\$ 1,000.00	\$ 850.00	\$ 850.00	\$ 0.01	\$ 0.01
35	2573.502	CULVERT END CONTROL	EACH	1	\$ 200.00	\$ 200.00	\$ 180.00	\$ 180.00	\$ 180.60	\$ 200.00
36	2573.503	SEDIMENT CONTROL LOG TYPE STRAW	LN FT	2800	\$ 2.25	\$ 6,300.00	\$ 3.00	\$ 8,400.00	\$ 2.06	\$ 5,769.00
37	2575.504	ROLLED EROSION PREVENTION CATEGORY 20	SQ YD	28	\$ 2.00	\$ 56.00	\$ 1.50	\$ 42.00	\$ 1.50	\$ 42.00
38	2574.507	COMMON TOPSOIL BORROW	CU YD	559	\$ 38.00	\$ 21,242.00	\$ 38.00	\$ 21,242.00	\$ 47.00	\$ 26,273.00
39	2574.508	FERTILIZER TYPE 1	POUND	475	\$ 1.00	\$ 475.00	\$ 0.80	\$ 380.00	\$ 0.77	\$ 365.75
40	2575.505	SEEDING	ACRE	0.95	\$ 350.00	\$ 332.50	\$ 316.00	\$ 300.20	\$ 309.60	\$ 294.12
41	2575.508	HYDRAULIC BONDED FIBER MATRIX	POUND	3325	\$ 1.50	\$ 4,987.50	\$ 1.60	\$ 5,320.00	\$ 1.55	\$ 5,153.75
42	2575.609	SEED MIXTURE SOUTHERN BOULEVARD	POUND	152	\$ 6.00	\$ 912.00	\$ 6.00	\$ 912.00	\$ 5.93	\$ 901.36
Bid Total						\$ 280,600.20		\$ 287,228.00		\$ 289,577.21
										\$ 291,318.57

Frontier Trails Wastewater Operation Summary

Frequency

Pretreatment Module

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

Disposal System

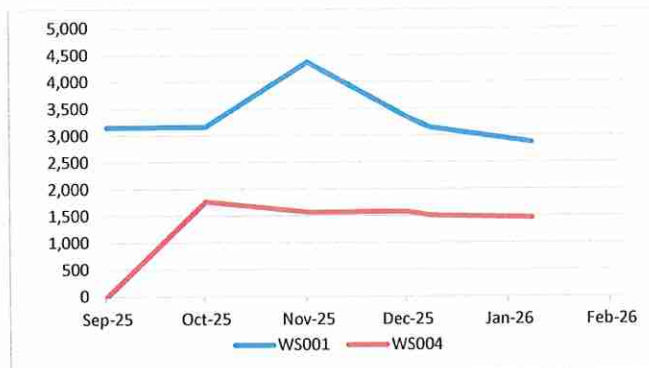
Sample effluent at WS007	4 / year	☒ Completed	☐ Not Completed
Visually inspect the drainfields	1 / month	☒ Completed	☐ Not Completed
Verify pumps are operational	2 / month	☒ Completed	☐ Not Completed
Turn pumps to hand to observe diverter operation at drainfields	2 / month	☒ Completed	☐ Not Completed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

Special Requirements

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

Monthly Flow Data

Current flow reading	2952	gpd
Previous flow reading	2869	gpd
Increase/decrease	83	gpd



Comments

We made changes to pump settings and they ended up to high that's where the high TN is coming from

Future Maintenance Needs

Work on the chem pump/spills

Date:	3/3/2026	3/10/2026	3/24/2026	3/17/2026	3/31/2026
Operator:	JC	JC	JC	JC	JC

CITY OF BALDWIN

04/14/26 1:50 PM

Page 1

602 Transactions

2026

April

Last Dim Descr	Search Name	Dr/Cr Amt	Comments
R Revenue			
Late Payments Se	Frontier Trails	-\$127.89	UB Receipt Serv Pen 1 Frontier Trails
Sewer Charges	Frontier Trails	\$186.00	Alex Bernier Credit Card
Sewer Charges	Frontier Trails	\$186.00	Bradlet Jansen Credit Card
Sewer Charges	Frontier Trails	\$182.00	James Meyer Credit Card
Sewer Charges	Frontier Trails	-\$5,274.11	UB Receipt Serv 1 Frontier Trails
R Revenue		-\$4,848.00	
G General Ledger			
Deferred Revenue	Frontier Trails	-\$858.00	UB UR Receipt Group 01 FRONTIER TRAILS
G General Ledger		-\$858.00	
E Expenditure			
Electric Utilities	Connexus Energy	\$472.75	Electric Utilities
Other Professional	Natural Systems Utilities	\$2,096.39	Frontier Trails SSD
E Expenditure		\$2,569.14	
		-\$3,136.86	

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

WASTEWATER TREATMENT
DISCHARGE MONITORING REPORT

PERMIT #	LIMIT STATUS	FORMER #
MA0064459		

MONITORING PERIOD	
YEAR MO DAY	YEAR MO DAY
2026-09-01	2026-09-31

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

STATION INFORMATION:
WS 001 (Influent Waste System #1)
Waste Stream

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

PARAMETER			QUANTITY		UNITS	CONCENTRATION		UNITS	FREQUENCY OF ANALYSIS	SAMPLE TYPE	Exception
BOD, Carbonaceous 05 Day (20 Deg C) 80082	SAMPLE	*****	*****			*****	736	*****	twice per month	Grab	
	VALUE	*****	*****			*****					
	PERMIT	*****	*****			REPORT	calendar month	*****			
	REQ.					average			twice per month	Grab	
Flow 50050	SAMPLE	*****	.0815	Mgal		*****	.00295	.00306	once per day	Measurement, Continuous	
	VALUE	*****	*****			*****	0.00682	0.01023			
	PERMIT	*****	*****			*****	calendar month	daily maximum	once per day	Measurement, Continuous	
	REQ.					average					
pH 00400	SAMPLE	*****	*****			7.23	*****	7.65	twice per month	Grab	
	VALUE	*****	*****			*****	*****	*****			
	PERMIT	*****	*****			*****	calendar month	calendar month maximum	twice per month	Grab	
	REQ.					*****	minimum				
Precipitation 00193	SAMPLE	*****	1.47	in		*****	*****	*****	once per day	Measurement	
	VALUE	*****	*****			*****	*****	*****			
	PERMIT	*****	*****			*****	*****	*****	once per day	Measurement	
	REQ.					*****	*****	*****			
Solids, Total Suspended (TSS) 00530	SAMPLE	*****	*****			*****	22	*****	twice per month	Grab	
	VALUE	*****	*****			*****	*****	*****			
	PERMIT	*****	*****			*****	REPORT	*****	twice per month	Grab	
	REQ.					*****	calendar month	*****			
COMMENTS:											

COMMENTS:

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

WASTEWATER TREATMENT
DISCHARGE MONITORING REPORT

STATION INFORMATION:
WS007 (End of Pipe New Drainfield)
Waste Stream

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

PERMIT #	LIMIT STATUS	FORMER #
MN0064459	Phase 2	

MONITORING PERIOD			
YEAR	MO	DAY	
FROM: 2026-03-01			TO: 2026-03-31

PARAMETER		QUANTITY		UNITS	CONCENTRATION		UNITS	FREQUENCY OF ANALYSIS	SAMPLE TYPE	Exception
BOD, Carbonaceous 05 Day (20 Deg C) 80082	SAMPLE VALUE	*****	*****		*****	699	*****	twice per month	Grab	
	PERMIT	*****	*****		*****	REPORT	*****			
						calendar month average		twice per month	Grab	
	REQ.									
Chloride, Total 00940	SAMPLE VALUE	*****	*****		*****	657	*****	twice per month	Grab	
	PERMIT	*****	*****		*****	REPORT	*****			
						calendar month average		twice per month	Grab	
	REQ.									
Nitrite Plus Nitrate, Total (as N) 00630	SAMPLE VALUE	*****	*****		*****	0.03	*****	twice per month	Grab	
	PERMIT	*****	*****		*****	REPORT	*****			
						calendar month average		twice per month	Grab	
	REQ.									
Nitrogen, Kjeldahl, Total 00625	SAMPLE VALUE	*****	*****		*****	13	*****	twice per month	Grab	
	PERMIT	*****	*****		*****	REPORT	*****			
						calendar month average		twice per month	Grab	
	REQ.									
Nitrogen, Total (as N) 00600	SAMPLE VALUE	*****	*****		*****	18.4	*****	twice per month	Grab	
	PERMIT	*****	*****		*****	10.0	*****			
						calendar month average		twice per month	Grab	
	REQ.									
Solids, Total Suspended (TSS) 00530	SAMPLE VALUE	*****	*****		*****	40	*****	twice per month	Grab	
	PERMIT	*****	*****		*****	REPORT	*****			
						calendar month average		twice per month	Grab	
	REQ.									

Sampled at 10:00 AM on 08/11/2011. Report for TN Violation.

Original



Hawkins, Inc.
2381 Rosegate
Roseville, MN 55113
Phone: (612) 331-6910

INVOICE

Total Invoice	\$2,494.81
Invoice Number	7380648
Invoice Date	4/3/26
Sales Order Number/Type	5109887 SL
Branch Plant	56
Shipment Number	6143835

Sold To: 462931
ACCOUNTS PAYABLE
CITY OF BALDWIN
30239 128th St NW
BALDWIN MN 55371

Ship To: 462931
CITY OF BALDWIN
30239 128th St NW
BALDWIN MN 55371

Net Due Date	Terms	FOB Description	Ship Via	Customer P.O.#			P.O. Release		Sales Agent #
5/18/26	Net 45	PPA Dest	HWTG						042
Line #	Item Number	Item Name/ Description	Tax	Qty Shipped	Trans UOM	Unit Price	Price UOM	Weight Net/Gross	Extended Price
1.000	40972	MicroC 2000	N	300.0000	GA	\$0.8019	LB	3,060.0 LB	\$2,453.81
		1 LB BLK (Mini-Bulk)		3060.0000	LB			3,060.0 GW	
1.010	Fuel Surcharge	Freight	N	1.0000	EA	\$41.0000			\$41.00

***** Receive Your Invoice Via Email *****

Please contact our Accounts Receivable Department via email at Credit.Dept@HawkinsInc.com
or call 612-331-6910 to get it setup on your account.

Page 1 of 1

Tax Rate
0 %

Sales Tax
\$0.00

Invoice Total

\$2,494.81

No Discounts on Freight
IMPORTANT: All products are sold without warranty of any kind and purchasers will, by their own tests, determine suitability of such products for their own use. Seller warrants that all goods covered by this invoice were produced in compliance with the requirements of the Fair Labor Standards Act of 1938, as amended. Seller specifically disclaims and excludes any warranty of merchantability and any warranty of fitness for a particular purpose.
NO CLAIMS FOR LOSS, DAMAGE OR LEAKAGE ALLOWED AFTER DELIVERY IS MADE IN GOOD CONDITION.

CHECK REMITTANCE:
Hawkins, Inc.
P.O. Box 860263
Minneapolis, MN 55486-0263

WIRING CONTACT INFORMATION:
Email: Credit.Dept@HawkinsInc.com
Phone Number: (612) 331-6910
Fax Number: (612) 225-6702

FINANCIAL INSTITUTION:
US Bank
800 Nicollet Mall
Minneapolis, MN 55402

Account Name: Hawkins, Inc.
Account #: 180120759469
ABA/Routing #: 091000022
Swift Code#: USBKUS44IMT
Type of Account: Corporate Checking

ACH PAYMENTS:
CTX (Corporate Trade Exchange) is our preferred method. Please remember to include in the addendum the document numbers pertaining to the payment.
For other than CTX, the remit to information may be emailed to Credit.Dept@HawkinsInc.com

CASH IN ADVANCE/EFT PAYMENTS:
Please list the Hawkins, Inc. sales order number or your purchase order number if the invoice has not been processed yet.

This contractor and subcontractor shall abide by the requirements of 41 CFR §§60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

www.hawkinsinc.com

Job# 2551212



ESTIMATE	#12
TOTAL	\$8,000.00

P.O. Box 376
Princeton, MN 55371

☎ (763) 389-2751
✉ city.clerk@baldwinmn.gov

CONTACT US

28726 116th St NW
Princeton, MN 55371

☎ (763) 856-0012
✉ Markssewerservice@hotmail.com

ESTIMATE

Services	qty	Unit price	Amount
Septic Pumping - HOA Pumping	20.0	\$300.00	\$6,000.00
Price for pumping up to 2,000 gallons. Also includes cleaning the filters.			
Septic Pumping - Treatment Plan Dumping Fee	40.0	\$50.00	\$2,000.00
\$50 per 1,000 gallons Estimated approximately 2,000 gallons per house.			
Notes	1.0	\$0.00	\$0.00
For pumping, cleaning filters and dumping fee, it is approximately \$400/house for up to 2,000 gallons. Most houses are 1,700-2,000 gallons.			

Services subtotal: \$8,000.00

Subtotal \$8,000.00

Total \$8,000.00

Hilliard Heating & Cooling, Inc
26146 2nd St. W.
Zimmerman, MN 55398
hilliardhvac@aol.com
www.hilliardhvac.com



Estimate 9248

ADDRESS

City of Baldwin Township
30239 128th St NW
Princeton, MN 55371

DATE
03/25/2026

TOTAL
\$3,200.00

EXPIRATION
DATE
04/25/2026

SALES REP

GH

PHONE NUMBER

763-389-8931

ACTIVITY

QTY RATE

AMOUNT

Install
Jobsite:
Frontier Trails- Water Treatment Plant
316th Ave.

1 3,200.00 3,200.00

Install mechanical ventilation for water treatment building. To include
exhaust fan with dampers, temp control high voltage thermostat and
hoods. *Electrical not included.

SUBTOTAL 3,200.00

TAX (6.875%) 0.00

TOTAL \$3,200.00

THANK YOU.

Accepted By

Accepted Date

Joan Heinen

From: Badger Wildlife <badgerwildlife@hotmail.com>
Sent: Tuesday, April 14, 2026 11:21 PM
To: Joan Heinen
Subject: Gopher Trapping

I was able to visit both the north and south side water treatment properties at Frontier Trails tonight and any pocket gopher trapping needed would be at the standard fee of 535.00 for 5 visits for 1 location. This is a flat fee and covers all gophers trapped, regardless of how many are taken. As discussed, all 5 visits may be needed but if any visits remain, they will be saved for a later date (up to 3 years). I would, of course, need to be notified when more trapping is required. I will not be responsible for locating or trapping under the areas under ground tarps and will need access to locked fenced-in areas if they require trapping. Any access issues requiring more time will require a higher fee. I do not foresee this as a problem, but wanted to be clear on the front end just in case. Please call if you have any questions. A phone call will always get a much quicker response time than an e-mail.

Matt Blake

,
Badger Wildlife Management
320-250-5572

Hometown Pest Control/ North Star Pest Control

PO Box 354
Walker, MN 56484 USA
(218) 210-3139
erickson.improvements@gmail.com

Estimate

ADDRESS	SHIP TO	ESTIMATE	4759
Baldwin Township	Baldwin Township	DATE	04/14/2026
Baldwin Township	Baldwin Township		
30239 128th St	Young Park		
Princeton, MN 55371	11141 305th Ave		
	Baldwin Township, MN 55371		

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Trapping	Trapping Services - 14236 314th Ave NW, Baldwin - Set up and installing traps	1	125.00	125.00
	Trapping	Trapping Services - Charge per Gopher	1	20.00	20.00
	Trapping	Trapping Services - 14262 316th Ave NW, Baldwin - Set up and installing traps	1	125.00	125.00
	Trapping	Trapping Services - Charge per Gopher	1	20.00	20.00
SUBTOTAL					290.00
TAX					0.00
TOTAL					\$290.00

Accepted By

Accepted Date

LLC

TO: JOAN HEINEN
CITY OF BALDWIN
30239 128TH ST NW
BALDWIN MN 55371
(SHERBURNE COUNTY)
763-389-8931

Thank you for your business!

Public Works Report – April 15th, 2026

Parks

- Young Park & Goose Lake Park – trash collection
- Young Park – prep for Easter event
- Sandy Lake Beach – Gate locked – Coordinate replacement information signage
- Young Park – Setup Seasonal Restroom
- Young Park – Install home plate & prep ballfield

Roads

- Total road patching material for 2026 season: U.P.M. & hot patch – 9 Tons
- (1) Plow & Sand Events
- Coordinate 2026 – 2027 salt procurement order
- Trees down in Roadway x2
- Roadside trash collection x1
- Orders for sand & Salt deliveries
- Sign repairs several intersections
- Clearing stormwater catch basins

Cemetery

- Collaborate building systems for Cemetery burials process
- Locate 6 burial plots

Trucks / Equipment

1. Tar trailer – repairs to wiring
2. Open trailer – repairs to wiring
3. Case Loader – Repairs to lighting
4. Decontamination of plow equipment

Deferred Off - Season Maintenance

- 2016 Freightliner 114SD – (2) hydraulic ram repairs
- 2012 International Workstar 7600 – (1) hydraulic ram repair
- (5) Truck applications of Armor seal to truck boxes – Need to reorder (2) cases
- New Holand loader – tech to troubleshoot transmission shift concerns
- Case loader – AC repairs – (estimate completed)
- Case loader – Tire repair

Grounds

- FD – repairs to siding
- PW - shop repairs to service door
- Coordinate Electrician repairs to City Hall & PW shop & FD
- PW floor drain – troubleshoot

Memo: Culvert Concern – 313th Ave. & 141st St.

Prepared by: Zac Good, Public Works Supervisor

Background

A resident raised a concern about the culvert at 313th & 141st Street. After reviewing the site, I found the culvert is approximately three-quarters full of sediment and sand. While it is not fully clear, it continues to function at the same natural slope as the neighboring ditch lines.

This development is 30–40 years old, and the culverts in this area have not been maintained during that time. Historically, the City has taken a reactive approach to culvert issues, addressing them only when they fail or become fully blocked.

At present, the culvert is not failing. Cleaning or jetting it would not necessarily solve the issue: the bottom would no longer align with the ditch line, leaving potholes at each end that would quickly fill again. Given the age of the culvert, there is also a high likelihood that the bottom is rusted out.

Option 1 – Remain Reactive

Pros	Cons
No immediate new costs. Minimal staff/consultant time required.	Risk of sudden failures and flooding complaints. Emergency repairs are typically more expensive. No long-term planning or prioritization.

Option 2 – Create a Culvert Inventory & Condition Rating

Pros	Cons
Provides Council with a big picture of aging infrastructure. Allows us to plan and budget replacements in advance. Helps avoid budget surprises.	Requires upfront staff or consultant effort. Added costs for inspections and recordkeeping.

Option 3 – Tie Culverts to Road Projects

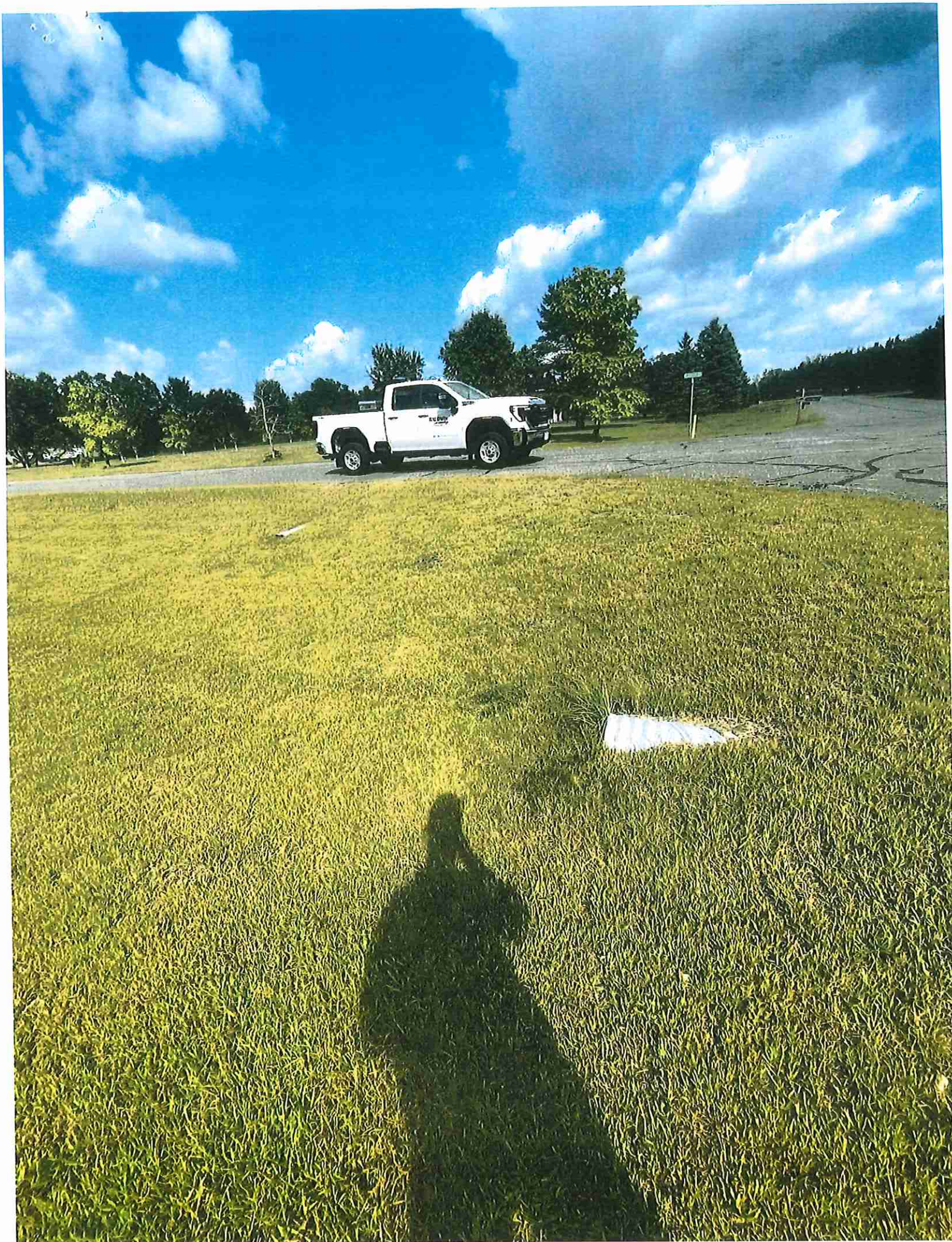
Pros	Cons
Cost-efficient – contractors and equipment already on site. Keeps culvert work tied to broader infrastructure improvements.	Culverts can still fail between projects. Timing depends on road program schedules, not culvert condition.

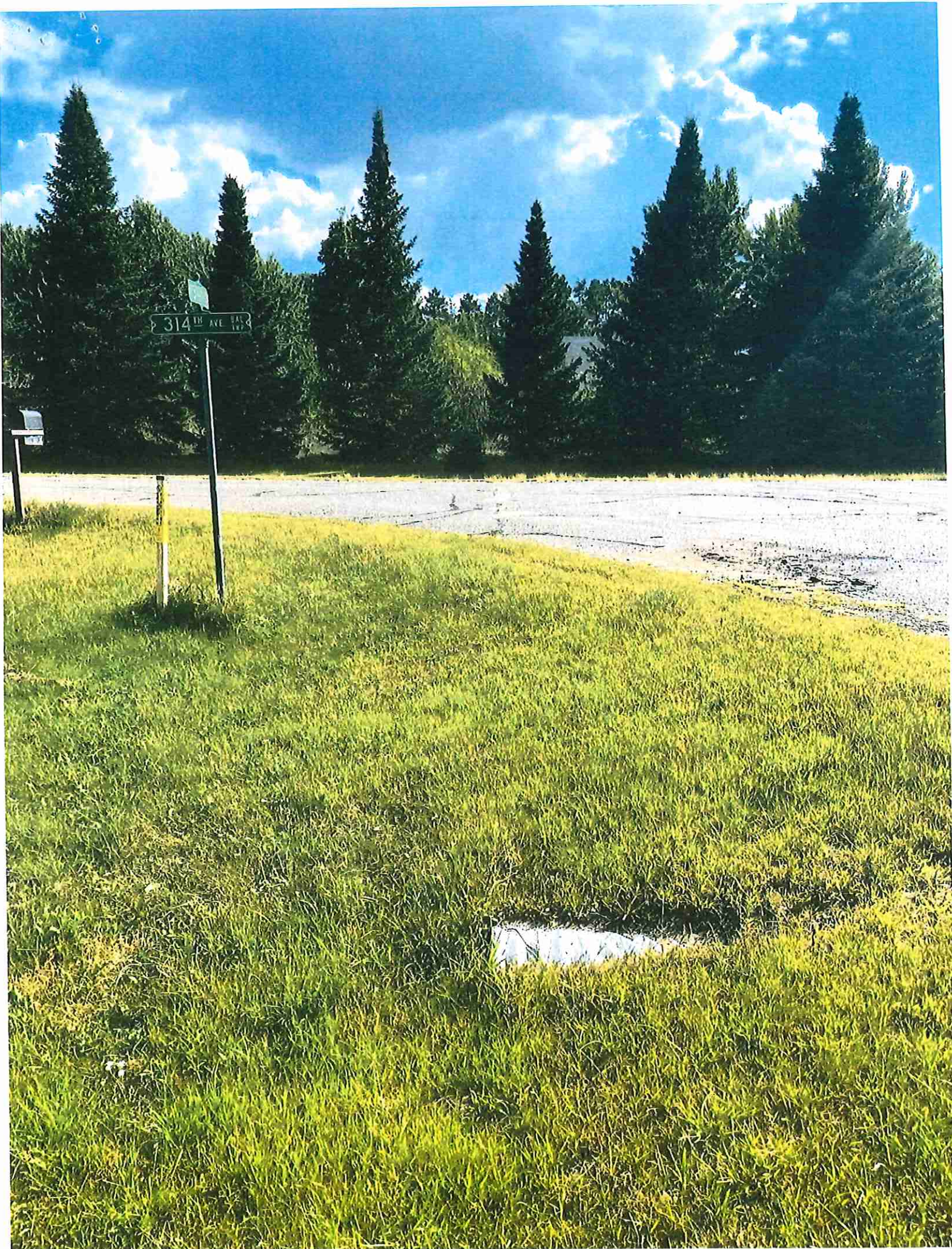
Summary

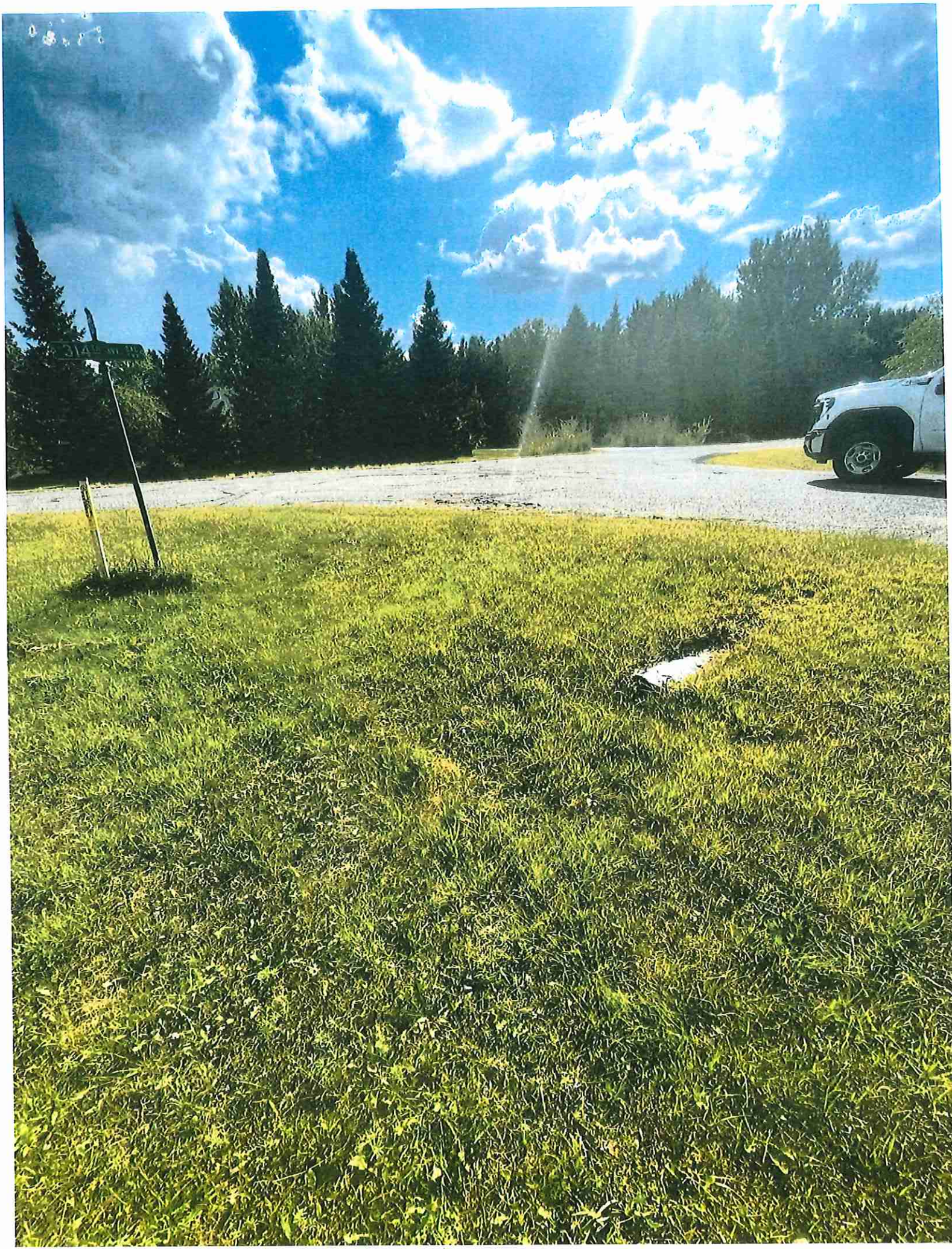
The culvert at 313th & 141st is not failing at this time and does not require immediate work. However, this situation highlights the need for Council direction on whether Baldwin should:

- 1) Continue reacting only when culverts fail,
- 2) Begin developing a proactive inventory and inspection program, or
- 3) Tie culvert replacements directly to future road projects.

Your guidance will set the policy going forward.







Joan Heinen

From: Tom Rush
Sent: Monday, February 9, 2026 10:03 PM
To: Joan Heinen
Subject: Re: Baldwin/Culvert Concerns

Hi Joan,

Let's wait until March.

Thanks

Get Outlook for iOS

From: Joan Heinen <city.clerk@baldwinmn.gov>
Sent: Monday, February 9, 2026 1:40:16 PM
To: Tom Rush <councilmemberD@baldwinmn.gov>
Subject: Baldwin/Culvert Concerns

Hi Tom,
Last fall Zac had this on the agenda for discussion.
I had a note on this to check with you on when you'd want this put on an agenda in February/March.
Do you want this added to the February 18th agenda or wait until March 18th?
Thank you.

Joan Heinen
Clerk/Treasurer
City of Baldwin
30239 128th Street NW
Baldwin, MN 55371
763-389-8931
city.clerk@baldwinmn.gov

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BLOCK 6

BLOCK 5

BLOCK 7

Christian Higgins
13653 307th Ave NW
Princeton, MN 55371
(320) 552-2589

April 1st, 2026

Baldwin Fire Department
30239 128th St NW
Princeton, MN 55371

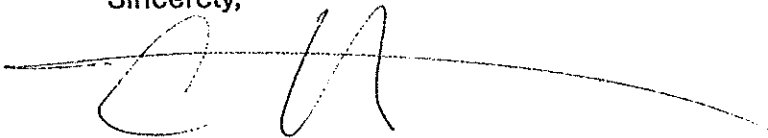
To Whom It May Concern,

Please accept this letter as formal notification of my resignation from my position as Firefighter with the Baldwin Fire Department, effective April 1, 2026.

I want to sincerely thank the department for the time, training, and valuable experience I have gained during my service. I am grateful for the opportunities I have had to learn, grow, and serve alongside such a dedicated team.

Thank you again for everything.

Sincerely,

A handwritten signature in black ink, appearing to be 'CH', with a long horizontal line extending to the right.

Christian Higgins



City of Baldwin, Minnesota

Part-Time Fire Chief

Department: Fire Department

Reports To: City Council and/or City Administrator

FLSA Status: Exempt

Employment Status: Part-Time

Supervises: Volunteer and/or paid-on-call fire department personnel

Position Summary

The City of Baldwin is seeking a qualified and motivated **Part-Time Fire Chief** to lead and manage the operations of the Baldwin Fire Department. This position is responsible for the overall administration, organization, training, and emergency response readiness of the department while ensuring compliance with state and federal regulations. The Fire Chief serves as the principal fire protection advisor to the City Council and represents the department in community, intergovernmental, and mutual aid matters.

Essential Duties and Responsibilities

The duties listed below are intended to be representative and not exhaustive:

Administrative & Leadership

- Provide leadership, direction, and supervision of all fire department personnel.
- Oversee daily operations, staffing, scheduling, and on-call responses.
- Develop and enforce department rules, policies, and standard operating guidelines.
- Prepare and manage the fire department budget; make recommendations on apparatus, equipment, and capital improvements.
- Maintain accurate department records, reports, and documentation.

Emergency Response & Operations

- Respond to fire, rescue, medical, hazardous materials, and other emergency incidents as required.

- Assume incident command responsibilities in accordance with the Incident Command System (ICS).
- Ensure department readiness through equipment maintenance and operational planning.
- Coordinate mutual aid responses with neighboring departments and agencies.

Training & Compliance

- Plan, coordinate, and oversee firefighter training and certification programs.
- Ensure compliance with Minnesota State Fire Marshal requirements, OSHA standards, and other applicable regulations.
- Promote firefighter safety, accountability, and best practices.

Community & Intergovernmental Relations

- Serve as the department's liaison with city officials, county and state agencies, and mutual aid partners.
 - Participate in community outreach, public education, and fire prevention efforts.
 - Represent the City of Baldwin in regional fire service meetings and organizations.
-

Minimum Qualifications

- High school diploma or GED (Associate's or Bachelor's degree preferred).
 - Minimum of **5 years of progressively responsible fire service experience**, including experience in a leadership or officer role.
 - Minnesota Firefighter I & II certification (or equivalent).
 - Minnesota Fire Officer certification or ability to obtain within a specified timeframe.
 - Knowledge of the Incident Command System (ICS 100, 200, 300, 400).
 - Valid Minnesota driver's license.
 - Ability to pass background check, physical exam, and any required medical or fitness testing.
 - EMS certification (EMR, EMT, or higher).
-

Preferred Qualifications

- Experience as a Fire Chief or Assistant Fire Chief in a volunteer or paid-on-call department.
- Minnesota Fire Officer II certification.
- Instructor certification (MN or NFA).
- Experience with budgeting, grant writing, and capital planning.
- Strong interpersonal, organizational, and communication skills.

- Familiarity with small-community fire department operations in Minnesota.
-

Work Schedule

- Flexible, part-time schedule with administrative availability during regular business hours.
 - Must be available for emergency response, meetings, training sessions, and special events as required.
 - Residency requirements, if any, to be determined by city policy.
 - One year probationary/training period
-

Salary and Benefits

- **Salary Range: \$45,000 – \$70,000 annually**, depending on qualifications, experience, and scope of assigned duties.
(Salary may be prorated based on agreed-upon hours and expectations.)
 - Additional benefits may include:
 - Paid training and certification expenses
 - Take-home vehicle or vehicle use allowance (if applicable)
 - Paid-on-call compensation for emergency responses (if applicable)
 - Retirement contributions or benefits as negotiated and allowed by city policy
-

Employee Acknowledgement

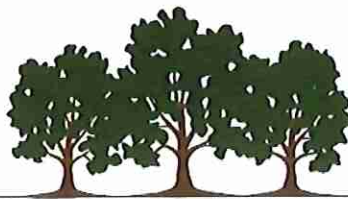
This position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the city and requirements of the job change.

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

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 the job description are not all-inclusive and other duties may be assigned.

Signature: _____ Date: _____



CITY OF BALDWIN

30239 128th Street NW, Baldwin, MN 55371

City of Baldwin, Minnesota

Deputy Clerk/Treasurer

Department: Administration/Finance

Reports To: City Clerk/Treasurer

FLSA Status: Non-Exempt

Employment Status: Full-Time

Work Location: Baldwin City Hall

Position Summary

Under the general direction of the City Clerk/Treasurer, the Deputy Clerk/Treasurer performs a variety of responsible administrative, clerical, and financial duties in support of the statutory functions of the City Clerk and City Treasurer. This position assists with city records management, utility billing, accounting functions, elections, licensing, and customer service, and performs the duties of the Clerk/Treasurer in their absence as assigned.

Essential Duties and Responsibilities

The duties listed below are intended to describe the general nature and level of work performed. Other duties may be assigned.

Clerk Functions

- Assist with preparation of City Council agendas, packets, resolutions, ordinances, and supporting materials
- Attend City Council, Planning Commission or Park Committee meetings as assigned; prepare and maintain accurate meeting minutes
- Maintain official city records in compliance with Minnesota records retention requirements
- Assist in administering municipal elections, including election judge coordination, election materials, and election day activities
- Process city licenses and permits, including liquor, tobacco, gambling, and other city-issued licenses

- Serve as Deputy Clerk and perform statutory Clerk duties in the absence of the City Clerk/Treasurer

Treasurer / Finance Functions

- Assist with accounts payable and accounts receivable
- Process utility billing, special assessments, and customer accounts
- Perform cash receipting, prepare bank deposits, and assist with account reconciliations
- Assist with payroll processing, PERA reporting, and benefit administration
- Support preparation of the annual budget and materials for the annual audit
- Maintain financial records in accordance with generally accepted governmental accounting principles

Administrative and Customer Service Functions

- Provide courteous and professional service to the public in person, by phone, and electronically
 - Respond to inquiries from residents, businesses, contractors, and other agencies
 - Maintain confidentiality of personnel, financial, and legal information
 - Maintain records retention schedule
 - Assist with general office administration, records management, and special projects
 - Perform other related duties as assigned
-

Knowledge, Skills, and Abilities

- Knowledge of municipal government operations and office administrative practices
 - Knowledge of basic accounting principles and governmental finance practices
 - Ability to learn and apply Minnesota statutes, rules, and regulations related to city operations
 - Ability to prepare clear, accurate, and well-organized records and correspondence
 - Ability to communicate effectively with elected officials, staff, and the public
 - Ability to organize work, manage multiple priorities, and meet deadlines
 - Proficiency in Microsoft Word, Excel, and Outlook, and ability to learn municipal software systems
-

Minimum Qualifications

- Two (2) years of clerical, administrative, or accounting experience, preferably in a public sector or municipal setting
- Ability to obtain required election and clerks training

- Ability to pass a background check
-

Preferred Qualifications

- Associate degree in accounting, business administration, public administration, or a related field, or an equivalent combination of education and experience
 - Experience working in a Minnesota city clerk, treasurer, or municipal administrative office
 - Familiarity with Minnesota municipal statutes, election laws, records retention, and data practices requirements
 - Experience with municipal accounting functions, including utility billing, payroll, assessments, or audit support
 - Working knowledge of governmental fund accounting
 - Experience using municipal accounting or utility billing software (such as Banyon, Civic Systems, or similar systems)
 - Completion of, or willingness to obtain, training through the League of Minnesota Cities (LMC), the Municipal Clerks and Finance Officers Association of Minnesota (MCFOA), or similar organizations
 - Experience preparing City Council agendas, minutes, resolutions, and ordinances
 - Ability to assume statutory Clerk/Treasurer duties in the absence of the Clerk/Treasurer
-

Work Environment and Physical Requirements

- Primarily office-based and requires extended periods of sitting, computer use, and interaction with the public
 - Ability to sit, kneel, or stand for long periods of time
 - Ability to lift and carry loads up to 40 pounds.
 - Ability to climb on stools 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
 - One year probationary/training period
-

Salary and Benefits

- **Salary Range: \$55,000 – \$75,000 annually**, depending on qualifications and experience.
 - Benefits include eligibility for:
 - PERA retirement
 - Health and other insurance options per City policy
 - Paid holidays, vacation, and sick leave
 - Training and professional development opportunities
-

Employee Acknowledgement

This position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the city and requirements of the job change.

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

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 the job description are not all-inclusive and other duties may be assigned.

Signature: _____ Date: _____



City of Baldwin, Minnesota

City Clerk/Treasurer

Department: Administration/Finance

Reports To: Mayor and City Council

FLSA Status: Non-Exempt

Employment Status: Full-Time

Work Location: Baldwin City Hall

Position Summary

The City Clerk/Treasurer serves as the City of Baldwin's chief administrative and financial officer. This position is responsible for maintaining official City records, administering elections, managing all municipal financial operations, and providing professional administrative support to the Mayor and City Council. The Clerk/Treasurer ensures compliance with Minnesota statutes, City ordinances, and generally accepted accounting principles while delivering responsive, accurate public service.

Essential Duties and Responsibilities

The duties listed below are intended to describe the general nature and level of work performed. Other duties may be assigned.

City Clerk Functions

- Serve as statutory custodian of all City records and official documents.
- Prepare and publish ordinances, resolutions, public notices, and agendas.
- Attend all City Council meetings; prepare and maintain accurate meeting minutes.
- Manage records related to ordinances, resolutions, contracts, licenses, and permits.
- Administer municipal elections and maintain election records in compliance with Minnesota law.
- Respond to data requests pursuant to the Minnesota Government Data Practices Act.
- Maintain official oaths, bonds, and appointment records.

- Act as the City's election official and Responsible Authority unless otherwise designated.

Treasurer / Finance Functions

- Serve as the City's chief financial officer and accountant.
- Receive, invest, and account for all City funds.
- Manage accounts payable, accounts receivable, and general ledger functions.
- Administer payroll and related state and federal reporting.
- Prepare monthly financial reports for the City Council.
- Assist in development and administration of the annual budget and levy.
- Coordinate and prepare materials for the annual audit; serve as liaison to auditors.
- Manage utility billing, special assessments, licenses, fees, and financial tracking.
- Ensure compliance with GAAP and Minnesota Statutes.

Administrative and Public Service Functions

- Provide direct administrative support to the Mayor and City Council.
- Serve as primary point of contact for residents, businesses, and outside agencies.
- Maintain records retention schedules and oversee archiving.
- Draft correspondence, reports, and official City documents.
- Coordinate intergovernmental communication with county, state, and regional partners.
- Perform other duties as assigned by the Mayor or City Council.

Knowledge, Skills, and Abilities

- Knowledge of municipal government operations and office administrative practices
 - Knowledge of basic accounting principles and governmental finance practices
 - Ability to learn and apply Minnesota statutes, rules, and regulations related to city operations
 - Ability to prepare clear, accurate, and well-organized records and correspondence
 - Ability to communicate effectively with elected officials, staff, and the public
 - Ability to organize work, manage multiple priorities, and meet deadlines
 - Proficiency in Microsoft Word, Excel, and Outlook, and ability to learn municipal software systems
-

Minimum Qualifications

- High school diploma or GED required.
 - Minimum of two (2) years of experience in municipal government, accounting, finance, or administrative services.
 - Knowledge of, or ability to learn, Minnesota municipal statutes and procedures.
 - Proficiency with accounting software, Microsoft Office, and record-keeping systems.
 - Strong organizational, communication, and time-management skills.
 - Ability to maintain confidentiality and exercise independent judgment.
 - Ability to work effectively with elected officials, staff, and the public.
-

Preferred Qualifications

- Associate's or bachelor's degree in public administration, accounting, finance, business administration or related field.
- Prior experience as a city clerk, treasurer, or clerk/treasurer in a Minnesota municipality.
- Minnesota Certified Municipal Clerk (CMC or MMC).
- Minnesota Certified Municipal Finance Officer (CMFO).
- Election administration training or certification through the State of Minnesota.
- Experience with municipal budgeting, levy and audit preparation.
- Familiarity with utility billing systems and special assessments.

(Preferred certifications may be obtained within a specified timeframe after hire.)

Work Environment and Physical Requirements

- Primarily office-based with occasional evening meetings and election duties.
 - Ability to lift and carry materials up to approximately 40 pounds.
 - Regular use of standard office equipment.
 - Ability to climb on stools 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
 - One year probationary/training period
-

Salary and Benefits

- **Salary Range:** \$55,000 – \$75,000 annually, depending on qualifications and experience.
 - Benefits include eligibility for:
 - PERA retirement
 - Health and other insurance options per City policy
 - Paid holidays, vacation, and sick leave
 - Training and professional development opportunities
-

Employee Acknowledgement

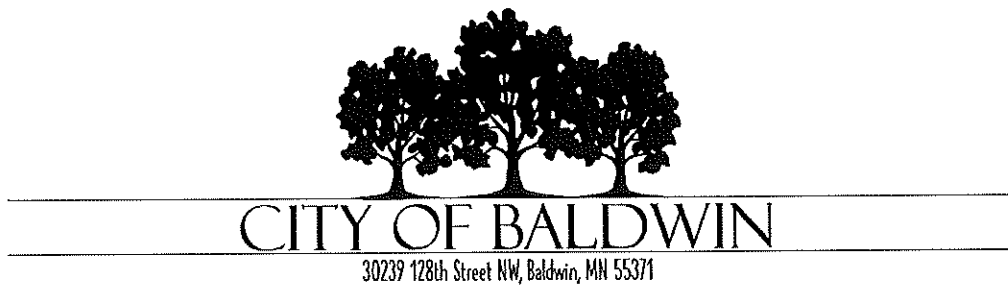
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I am able to perform the above duties, and I have read and understand the physical requirements of this job and am able to perform these functions.

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

Signature: _____ Date: _____



City of Baldwin, Minnesota

Public Works / Maintenance Supervisor

Department: Public Works

Reports To: Mayor/City Council Liaison/City Administrator (or designee)

FLSA Status: Non-Exempt

Employment Status: Full-Time

Work Location: Baldwin City Hall

Position Summary

The City of Baldwin is seeking a Public Works / Maintenance Supervisor to oversee and perform daily public works and maintenance operations. This position provides hands-on leadership in maintaining City infrastructure, supervising staff, coordinating contractors, and ensuring safe, efficient delivery of public services in a small-city environment.

Essential Duties and Responsibilities

The duties listed below are intended to describe the general nature and level of work performed. Other duties may be assigned.

- Plan, schedule, supervise, and participate in public works and maintenance activities.
- Maintain City streets, parks, buildings, grounds, and infrastructure.
- Operate, maintain, and schedule repair of City vehicles and equipment.
- Coordinate snow plowing, ice control, and emergency response operations.
- Assist with or oversee water, wastewater, stormwater, and drainage systems (as applicable).
- Supervise, train, and evaluate public works employees and seasonal staff.
- Coordinate contractors, vendors, engineers, and utility providers.
- Assist with budgeting, purchasing, inventory, and recordkeeping.
- Ensure compliance with OSHA, MnDOT, MPCA, MDH, and other regulatory requirements.
- Respond to citizen inquiries, service requests, and after-hours emergencies.

- Perform related duties as assigned.
-

Minimum Qualifications

- High school diploma or GED.
 - Three (3) or more years of experience in public works, maintenance, utilities, construction, or a related field.
 - Experience operating heavy equipment and power tools.
 - Valid Minnesota Class B driver's license with air brake endorsement.
 - Ability to work independently and respond to emergency call-outs.
-

Preferred Qualifications

- Supervisory or lead worker experience, preferably in a municipal setting.
 - Water or wastewater operator certifications, Class C wastewater license or willingness to obtain within one year
 - Minnesota Class A Commercial Driver's License (CDL) with air brake endorsement, or ability to obtain within a designated timeframe.
 - Experience with snow and ice control operations.
 - Knowledge of small-city public works operations and regulatory compliance.
 - Strong communication and customer service skills.
-

Work Environment and Physical Requirements

- Ability to lift up to 75 pounds.
 - Ability to work outdoors in all weather conditions.
 - Ability to stand, walk, bend, climb, and operate equipment for extended periods.
 - Availability for evenings, weekends, holidays, and emergency call-outs as needed.
 - One year probationary/training period
-

Salary and Benefits

- **Salary Range: \$60,000 – \$80,000 annually**, depending on qualifications and experience.
- Benefits include eligibility for:
 - PERA retirement
 - Health and other insurance options per City policy
 - Paid holidays, vacation, and sick leave

- Training and professional development opportunities
-

Employee Acknowledgement

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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 the job description are not all-inclusive and other duties may be assigned.

Signature: _____ Date: _____



CITY OF BALDWIN

30239 128th Street NW, Baldwin, MN 55371

City of Baldwin, Minnesota

Public Works / Maintenance Employee

Department: Public Works

Reports To: Public Works Supervisor / City Administrator (or designee)

Employment Status: Full-Time

FLSA Status: Non-Exempt

Work Location: Baldwin City Hall

Position Summary

The City of Baldwin is seeking a reliable and motivated full-time Public Works / Maintenance Employee to perform a wide range of skilled and semi-skilled maintenance, repair, and operational duties. This position supports the maintenance of city streets, utilities, parks, buildings, and public facilities, ensuring safe and efficient services for residents. Work is performed under general supervision and may require on-call availability, overtime, and work during evenings, weekends, and emergencies.

Essential Duties and Responsibilities

The duties listed below are intended to describe the general nature and level of work performed. Other duties may be assigned.

- Perform maintenance and repair of city streets, sidewalks, stormwater systems, and right-of-ways
- Operate, maintain, and repair public works equipment including trucks, plows, mowers, loaders, and power tools
- Perform snow plowing, sanding, and ice control operations during winter months
- Maintain city parks, trails, playgrounds, athletic fields, and public grounds
- Assist with maintenance and repair of city buildings, facilities, and grounds
- Perform routine inspections and preventive maintenance of equipment and facilities
- Assist with water, wastewater, and stormwater system operations as assigned
- Respond to emergency calls and after-hours service requests as required
- Follow all safety procedures, policies, and applicable regulations

- Interact professionally and courteously with residents, contractors, and other city staff
 - Perform other related duties as assigned
-

Minimum Qualifications

- High school diploma or GED
 - Valid Minnesota Class B driver's license with airbrake endorsement
 - Ability to perform physically demanding work in all weather conditions
 - Ability to operate hand tools, power tools, and light to heavy equipment safely
 - Basic mechanical aptitude and maintenance skills
 - Ability to work independently and as part of a team
-

Preferred Qualifications

- Two or more years of experience in public works, maintenance, construction, or a related field
 - Minnesota Class A Commercial Driver's License (CDL) with air brake endorsement, or ability to obtain within one year
 - Experience with municipal snow removal operations
 - Experience maintaining streets, parks, utilities, or public facilities
 - Water or wastewater operator certifications, Class C wastewater license or willingness to obtain within one year
 - Knowledge of occupational safety practices
 - Strong reliability, work ethic, and communication skills
-

Work Environment and Physical Requirements

- Ability to lift, carry, push, or pull up to 75 pounds
 - Ability to stand, walk, bend, kneel, climb, and work in confined spaces
 - Ability to work outdoors in extreme weather conditions
 - Ability for evenings, weekends, holidays, and emergency call-outs as needed.
 - One year probationary/training period
-

Salary and Benefits

- **Salary Range: \$22.00 – \$30.00 per hour**, depending on experience and qualifications.

- Benefits include eligibility for:
 - PERA retirement
 - Health and other insurance options per City policy
 - Paid holidays, vacation, and sick leave
 - Training and professional development opportunities
-

Employee Acknowledgement

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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 the job description are not all-inclusive and other duties may be assigned.

Signature: _____ Date: _____

CITY OF BALDWIN
PARK FACILITIES RESERVATION FORM
30239 128th Street NW, Princeton MN 55371

Renter Baldwin Fire Foundation
Address 30239 128th St NW Princeton, MN 55371
Phone # 763-913-5038
Email address baldwinfirefoundation@gmail.com
Date requested June 9, 2026 Time 5:00pm to 9:00pm
Number of People Attending Function Firefighters + families

Renter is responsible and must be on site at all times during this event. Renter shall follow all applicable City ordinances & policies including, but not limited to, **City of Baldwin Rules and Regulations for Park Facilities Rental** ("Park Rental Rules") which are incorporated herein by reference. Renter acknowledges receipt of a copy of the Park Rental Rules.

In the event that the park property shall become damaged during Renter's use of the property, for any reason, the Renter shall assume full responsibility for any loss, breakage, or damage caused to the park property.

Renter hereby agrees to indemnify and agrees to save the City harmless from any and all liability and expense, including attorney fees, arising out of Renter's operation, use, or condition of the park property including liability for death or injury to persons, damage to property, strict liability under the laws or judicial decisions of any state or the United States, and legal expenses in defending any claim brought to enforce any such liability or expense.

Renter by signing this Agreement acknowledges that they have read this Agreement and understand the terms and conditions herein stated and agree to abide by the same. This document is intended to be a legally enforceable Agreement.

Signature *Sevin John* Date 4/1/2026

Your reservation is unofficial until a completed reservation form is received, all fees and deposits paid, and the City issues a permit. If there is no scheduling or policy conflict pertaining to the date and facility requested, a facility permit will be issued. Please note that some requests may involve City Council approval and must be submitted a minimum of 60 days prior to the event.

Staff will not be present. The gate will remain locked, and the picnic tables will remain locked together. There are four garbage cans available, and the electric outlets will be turned on for use.

For Office Use Only

Fee Paid Date: _____ Amount: _____ Check # _____ Receipt # _____

Deposit Paid Date: _____ Amount: _____ Check # _____ Receipt # _____

Deposit Returned Date: _____ Returned by (check one): Mail _____ Shred _____ Pick-up _____

Website Quotes

- Town Web – Current Website Vendor

Free Website upgrade chosen from 3 different themes

Or

Upgrade to Premier \$2500

Total Annual Fee \$2420 = \$1200 Annual Hosting and Maintenance, \$1200 online payments, \$20 Domain Name

Contract is for 3 years and expires on August 1, 2026. Sign new contract by July.

4-6 weeks for upgrade lead time and no shut down of website.

Comments: *Recommend the free website upgrade as this would work with what Baldwin needs right now. The only issues we have had with TownWeb are the mobile site issues.*

We could choose the premier option however; I don't see a difference between this and the free option. TownWeb is also associated with HeyGov credit card payments which has been working really well.

- Civic Plus

All tools are custom priced based on the needs of the city.

Standard: \$1000 implementation fee & Annual \$5487 - 5% increase in fees starting on year 2 (Approximately increased by \$250 a year.)

Comments: *CivicPlus makes great websites and they specialize in the mobile version. However, the cost is much higher than what we pay now. We would also have to pay a fee for credit card payments on top of the annual fee. This could be an option in the future.*

- Municipal Impact

One time set-up fee of \$699 & Content Transfer Fee: \$2255 - Annual website fee of \$1514 - No contracts or cancellation fees. Additional fees for periodic content updates
Online Bill pay is a separate agreement.

Comments: *Municipal Impact works with smaller communities and our website needs are much bigger than what they can handle/offer.*

- Catalis

Annual Subscription \$4000 - Website Mitigation: \$5000 - 4 Year contract – 6% uplift on annual cost per year- Guaranteed Customer Support

Comments: The annual subscription is double what we pay now and it would not be worth the website mitigation.

- Revize

Annual Subscription: \$2000 Customer Design: \$10, 800 - can break up payments for the customer design over 5 years with annual subscription \$3760/month

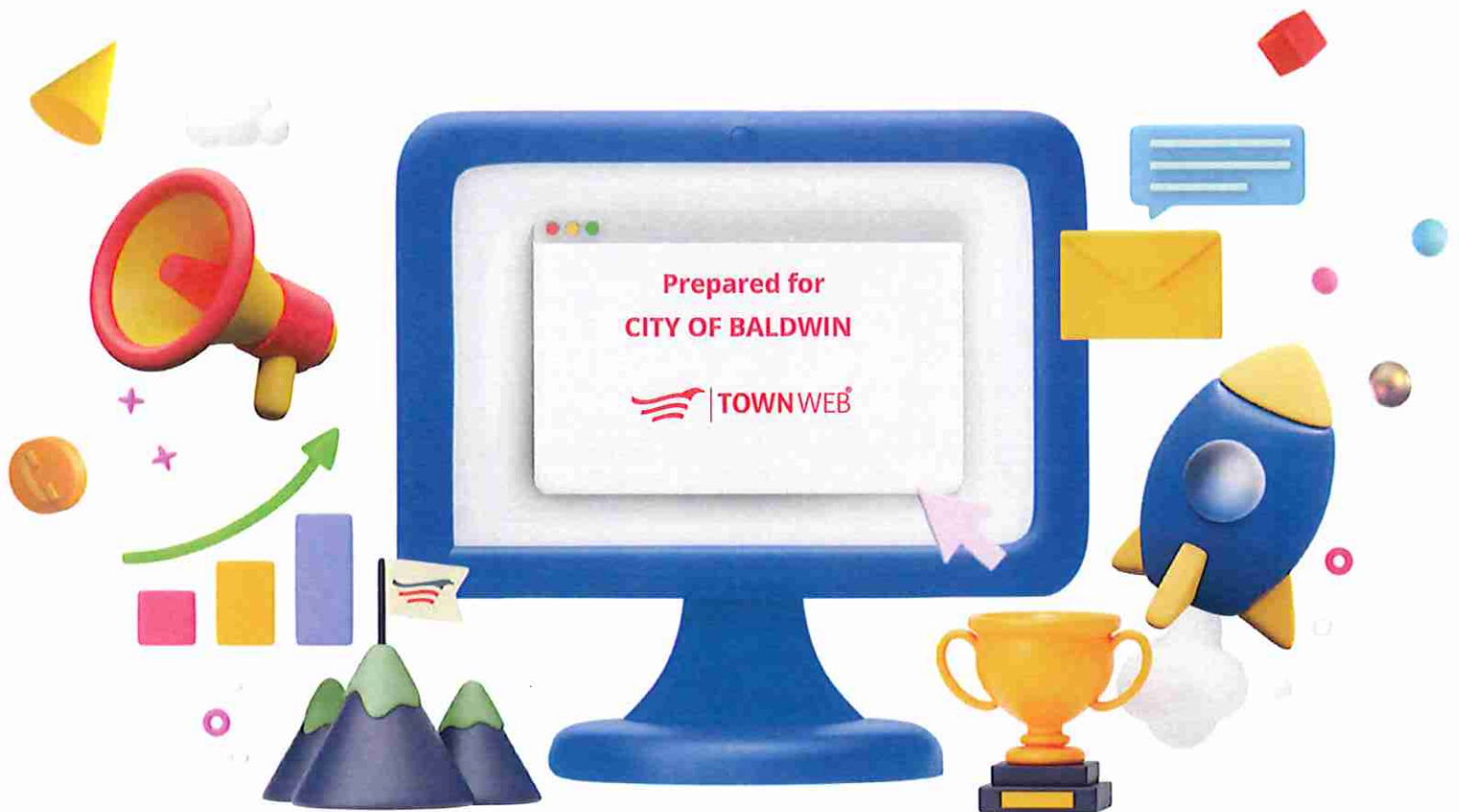
Comments: Complete custom design is not something we need at this time.

- Rosedahl Public Affairs

\$2,000 for site creation up to 6 pages, additional \$250 per page, plus \$250 a year for domain - Baldwin's website has over 55 pages and drop downs

Comments: This website service is too basic for the needs of Baldwin.

Town Web's Proposal for an Upgraded Website & Communication Platform



You Gain Civic Engagement Where Connectivity Meets Community

Delivered on: Not yet submitted | **Submitted by:** Peter Stanko, Town Web Design, LLC | **Expiring on:** October 30, 2026

City of Baldwin
30239 128th St
Princeton, Minnesota, 55371-3752

Dear Jay,

I just wanted to drop you a quick note about some updates at Town Web. I want to tell you about things that are changing that affect your service with us, including upcoming pricing changes.

But first, I felt it might be helpful to give some of the backstory into Town Web and how it all began. Some of you might not really know the origin story.

It goes back more than 20 years. Back in 2001, in rural Wisconsin, I gave a bid and won the project to my first municipal client. That was Sevastopol in Door County, right next to where I graduated from high school. They were the first municipality in the county to even get a website. Then, a couple of years later, Jacksonport followed suit. I built and hosted these sites as a side gig while I worked full-time at an engineering company. The internet was so new and intriguing in the early 2000s, but I was really interested in working with new technology. After a couple of years in the corporate world, I left to pursue a Master's degree in Business Administration. That allowed me to work for larger and larger companies. Even though I had the regular 9-to-5, I would spend my evenings and weekends handling the extra work needed by the handful of web design clients – two of which were municipalities. The corporate world even brought me to Suzhou, China. I had an amazing experience working in product management for a fast-growing company, which was relatively unknown in the US in 2005/6. Now those products I worked on (Worx) are sold in every Home Depot and Lowe's in the US.

After a full year working abroad, I returned to the US and completed my MBA from Thunderbird School of Global Management (now part of Arizona State University). I was ready to hit the job market in full steam. I was pleasantly surprised when I interviewed, and subsequently got hired to work at a new technology startup. This was the summer of 2007 and the company was based in Los Angeles. My career dream had come true! I was always interested in technology and was excited to be working for a fast-growing internet company in the heart of it all (Spot Runner). The office was on Wilshire Boulevard. The founders raised over \$50M from venture capital at the time. I was employee #200 and was going to get stock options as part of the incentive package.

I even rented an apartment on the top floor of a complex with a distant view of the Hollywood sign.

I felt I had made it. I went from rural Wisconsin to a hot new startup in Los Angeles!

I felt on top of the world... *for about four weeks.*

Then one morning after I got to work, my boss called me into an empty meeting room. He shut the door and said he was letting me go. And like that, my dream vanished.

I returned to Wisconsin. Journalled about my experience, and started writing down the things I wanted to do professionally and personally.

On that list was doing municipal website design.

So in Summer 2007, I filed paperwork to officially start Town Web Design. The side gig was to grow into a full-time endeavor. It started as a one-person shop. I was doing the sales, the web development, and handling all tech support calls. Each month I printed out all the invoices, stuffed them in envelopes, and dropped them off at the post office to be mailed.

Looking back, things were simpler. Technology was primitive compared to today. The sites needed to load quickly on a desktop computer over dial-up internet. Nobody asked about mobile friendly web design, because smartphones didn't exist.

Nobody knew anything about ADA 508 compliance for websites. Nobody considered getting a dot Gov domain name. Facebook was only used by students at Harvard at the time.

To show how basic things were back then, clerks used to fax me the signed copy of the web design proposals.

Eventually, we grew. More and more municipalities found they would benefit from having an official website. Now we're entering our 17th year of being an official business. Nearly 800 municipal clients across 40 states rely on our services and support. I have what I think is the best job. I get to work with all the talented people that I personally hired. I get to work with a creative team on building the cool technology that makes your job easier and more enjoyable.

And we now have nearly 20 people working on our team. Some of them are in the front lines (like Chris, Jelena, Megan, and Peter), working to help find the right solutions for each person.

Several of them are the ones handling your tech support questions, like Dado, Francine, and Nikita.

We have a team of others handling the launch and design of your website and other technical projects, including Angi, Jenny, Jerrica, and Marta.

And likely if you've been a client for several years, you've had conversations with Aleks, Cristina, or Ivan that required their expertise.

And there are several folks behind the scenes who build and maintain the code that powers your website service. Thanks to folks like Andrei, Marco, and Srdjan, we're doing R&D to build new solutions to serve the municipal industry.

As you can see, we have quite a large team working for you, with you, and supporting the technology from behind the scenes. We've been growing over the past 17 years, but we have really grown a lot since the pandemic.

Despite this growth, we retain a personal relationship with you. I personally want to keep things non-corporate. I also want to keep things fun and enjoyable...not just for our team, but for you as an end user! I want to make a difference in the daily lives of staff members, like you, who rely on our technology to keep your residents informed.

For 17 years and counting, we've been improving our systems so that you as a client can rely on our software and service to have an easier municipal life. Technology has changed so much since our early beginnings. And things have evolved even more in the past four years since the pandemic than they did in the four years leading up to it. More and more of your residents rely on the deliverability of the mass communications that are sent out to residents via email and text messages. Countless municipalities rely on the technology we have to crosspost their website content onto their Facebook.

Our servers need to power growing communities. Our support staff has to be responsive to handle requests from each one of our clients.

So, here's the scoop which brings us full circle. It's not something I take lightly, which is why I want to explain everything as best I can and be fully transparent.

The costs from our software & hardware vendors have increased in the past four years. Our office rent has increased. The cost of labor has increased. Heck, even the municipal associations have increased their marketing & advertising fees to us! We are at the point where we need to also re-adjust our pricing. We simply need to put it back in line with the level of service we provide.

As you will have noticed over the years, Town Web has always provided fixed pricing for our hosting & services. We never baked in annual price lifts. Most of our clients have not been affected by a pricing increase in over four or five years.

If you're currently in a hosting contract with us, your price is unaffected.

If you're not in a hosting contract or will be soon coming out of a hosting contract, then you will be getting a call and email from Jelena. She's going to provide you with some options for getting into a new hosting and support contract with us.

We understand how important it is to stick to an approved budget and not get hit with any unexpected or unbudgeted surprises. So Jelena is going to work with you. Our changes will go into effect from April 30th onward, or your next billing cycle, whichever is later.

If you've got any questions or want to chat about this, get in touch with Jelena. She's your Client Relations Manager and will do what is right to make you happy.

If you want to be proactive, you can reach her at jelena@townweb.com, otherwise, she'll get in touch with you.

So look for a call or email from her. She's looking forward to making this change smooth. As smooth as peanut butter.



Dustin Overbeck
President/Owner of Town Web Design, LLC

TOWN WEB IS HERE TO LISTEN AND HELP CITY OF BALDWIN STREAMLINE ONLINE WORK

Municipalities' communication with their residents has drastically changed in the past two decades. Our team has interviewed dozens of city administrators and town clerks.

We learned that it was easier to communicate the happenings and official notices of a municipality in the late 90s. By publishing the official notices in the local newspaper and running the loop of the video recordings on the local cable access television station, everybody would know what was going on. However, things have changed.

Newspapers aren't the primary source of news like they were in the 20th century. Municipalities needed to stay current with modern methods of communication. This includes using newer technology, like text messaging, emails, and the various avenues of social media.

The channels of communication have multiplied. The demographics of your citizens have become more diverse. Millennials prefer to consume information differently from the Baby Boomer generation.

The challenge of local government is to provide information to **ALL** their constituents. Even if they're considered "*digital dinosaurs*" and want everything on paper and want to write checks. Or if they're "*digital natives*" and want the same information, but accessible on their phone and paying with a credit card.

Or somewhere in between for the rest.

This is exactly the challenge that your website vendor needs to solve for you. Town Web is uniquely positioned to solve this problem in a way that saves you and your staff time. Plus, it provides an online citizen portal that your citizens deserve.

The current challenge facing many local governments is the difficulty of effectively communicating with their constituents. Many existing municipal websites are outdated, difficult to navigate, and lack the necessary tools to keep the local residents informed and engaged.

We hear from countless others who also have problems maintaining a municipal website independently. It's cumbersome and overly complex. Still, many others do not get the type of support or assistance they expect to be successful in maintaining the website.

This problem is even more pressing in a post-pandemic world, where citizens are increasingly expecting digital services and communication from their government. The lack of an effective website and communication tool means that local governments are not able to effectively share news and notices, community and government events, and other department-related data. This has led to a decrease in the effectiveness of public services and an overall lack of engagement with local residents.

THIS IS WHERE TOWN WEB'S ONLINE DIGITAL SOLUTION HELPS YOU AND YOUR STAFF TREMENDOUSLY

Your Public Information Officer



At Town Web, we understand the critical role technology plays in the success of municipal websites. Our "White-Glove" service extends beyond exceptional customer support, encompassing the technical aspects that ensure your municipal website is secure, reliable, and always accessible.

You don't have to worry about annual domain management - we handle it for you. We maintain your website on our servers ensuring optimal performance. Our in-house developed Content Management Service (CMS) comes with a 99.9% uptime guarantee, providing a robust foundation for your website - and making your website the fastest municipal website on the web.

Every municipal site hosted by Town Web comes with a Secure Socket Layer (SSL) for secure and encrypted communication. We proactively monitor unauthorized access, keeping your website safe from potential threats. On top of that, daily backups of your site are stored off-site, ensuring quick recovery in case of unforeseen events. In the unlikely event of a setback, we guarantee immediate restoration of your website, utilizing the latest backup.

However, the backbone of Town Web's success lies in our commitment to unparalleled customer service. Our "White-Glove" approach ensures that you not only have a technically sound website but also receive unmatched support for any queries or needs.

Our support team is at your service round the clock, ready to assist with any technical, billing, or sales questions. With a commitment to resolving issues within four hours, our team ensures a prompt and efficient service experience. The most recent analysis says that no support ticket's left unanswered for more than 4 hours. Depending on the needs of your municipality, we provide a toll-free number you can reach us at during normal business hours. If you are eager to speak with our support masters in the higher-tier support package, you can do that - and it will never make a dent in your wallet. It's all included.

You will also receive one-on-one training, empowering you to manage updates and content independently. Ongoing training is provided for new staff or as needed, ensuring you make the most of your website's capabilities. While our Admin section is designed for ease of use, we understand some prefer a hands-off approach. Send us your content, and we'll handle the updates for you!

Choose Town Web for a holistic approach that combines technical excellence with unrivaled customer service. Elevate your municipal experience with our "White-Glove" service - where technology meets customer-centric support.



The Platform - Themes, Timeline, Technology & Features

User-Centric Design - Customized for you

Town Web's design team intertwines modern aesthetics with user-centric functionality, ensuring your municipal website not only looks sleek but also offers a seamless experience. The design concept focuses on ease of use for all users, regardless of their technical background. A contemporary layout ensures that your website is both visually appealing and intuitively navigable, whether accessed via desktop, mobile device, or tablet. ADA compliance further guarantees accessibility for all.

Our website solutions provide a range of themes, each designed to marry aesthetics with functionality. While cost-effective, these themes are not just pre-designed; they are a canvas awaiting your municipality's personal touch. Choose a theme and collaborate with your Project Manager and Account Manager to customize it, applying a unique color scheme, icons, and assets that resonate with your community. On top of that - you will be able to additionally add content of your liking to any page of your website.

Project Timeline

Embarking on a Town Web project is a breeze for you. We handle every aspect of the transition, ensuring minimal effort on your end. From transferring existing content to the new website to the meticulous design and development phases, our dedicated team manages it all. Your role is simple – guide us with your vision and wishes, and we'll transform them into a sophisticated and functional municipal website:

1. Designing the website layout and user interface
2. Integrating diverse content for a multimedia-rich experience
3. Configuring hosting, domain name, and new email addresses
4. Optimizing for enhanced search engine visibility
5. Implementing interactive features and contact forms
6. Ensuring security against malware and threats
7. Thorough testing, training, and a seamless Go-Live transition



Communication Platform - Only one place for all communication with the community

One of the main issues our customers faced ever since we started is the complexity of reaching out and communicating with as many members of the community as possible. Some regularly check out your municipal website. However, some only use their email and would like to get Newsletter updates on their emails. Over the last couple of years, there has been a significant increase in the number of constituents using Facebook for regular updates - and that's why we developed a set of tools that make communication extremely easy.

CALENDAR OF EVENTS

Facilitate transparent governance with a dedicated Calendar of Events. Specifically designed for Board and Council meetings, this feature ensures that residents stay informed about crucial municipal activities.

NEWS AND NOTICES WITH NEWS TICKER BAR

Keep your community engaged with a dynamic News and Notices section, complete with a News Ticker Bar. Timely updates and important announcements will be prominently featured, ensuring residents are always in the know.

EMERGENCY ALERTS AND NOTIFICATIONS

Prioritize community safety with an Emergency Alerts system. Urgent messages are displayed prominently on your homepage, simultaneously sent to all subscribers via email or text message, and posted to your Facebook page.

SUBSCRIBERS AND NOTIFICATIONS

Foster community engagement through subscriber management, allowing residents to subscribe to specific topics. Subscribers receive instant notifications via email and/or text messages, ensuring they stay informed on matters of interest.

CITIZENS' ENGAGEMENT AND REPORTING APP HEY311

Enhance citizen-city communication with Hey311, a dedicated app that streamlines service requests and non-emergency issue reporting. This user-friendly interface allows citizens to submit requests efficiently, and your city can manage and respond to them with ease.

Not-Yet-Seen Technology for Municipal Websites

Town Web's proprietary Content Management System (CMS), codenamed Juniper, is a state-of-the-art, cutting-edge web-based application coded with love in PHP and JavaScript that brings Municipal websites to a whole new level of simplicity, usability, speed, and security. Our team of developers worked for 12 months to bring to life the not-yet-seen technology in municipal websites which achieved 5 main key points:

1. **Stellar fast load times** - TTFB and first content paint do not exceed 500ms and are usually around 200ms. This translates to a "blink of an eye" once you type in the web address.
2. **Unbloated, static user side** - everything that loads after you type in the web address is loaded as static content super fast without encumbering your browser or device.
3. **Immutable and unhackable front end** - there is no direct connection to the database containing all the important stuff, the famous "below the kitchen sink stuff" that hackers love. Nothing is served directly from super-protected locations that we made untouchable from the internet. We value security so much that we rendered any potential hacking attempts useless because the server where your website is serves only what is public information, without any possibility of getting data stolen, lost, or manipulated. Guaranteed.
4. **Unparalleled experience** in managing your website content from our own proprietary Dashboard.

We guarantee that our new CMSv6 is a premium, hand-made, all-American Municipal CMS software designed and developed with the help of 15+ years of experience in serving over 800 US municipalities.



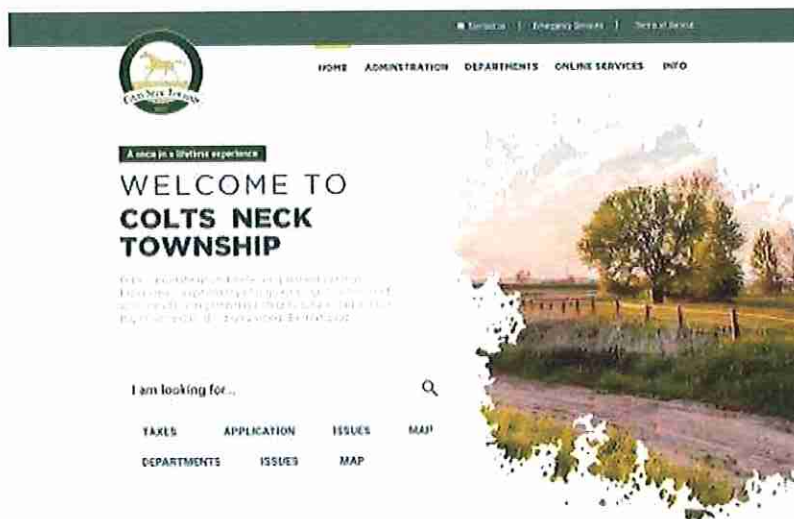
Make Your Municipal Website Unique

ON THE WHOLE-WIDE-WEB WITH THE ELITE WEB DESIGN PACKAGE

The Elite Web Design Package provides you with a "full-service" collaboration with our branding and design team, engaging your stakeholders in special meetings focused on design. These sessions, known for their enjoyable and interactive nature, include facilitated Discovery and Branding exercises that shape your custom UX/UI.

Opting for this exclusive package, you unlock a collaborative journey with our dedicated branding team, engaging in special meetings focused on design, Discovery, and Branding exercises.

These interactive sessions, far from the typical design experience, have been praised for their engaging and enjoyable nature. Attendees often find them surprisingly fun and beneficial. The collaborative efforts shape a unique User Experience/User Interface (UX/UI) for your website, ensuring it resonates with your municipality's personality.



The Elite Web Design Package extends the scope of work to encompass a wide array of branding and design services. From selecting premium typography and developing a UX/UI style guide for desktop and mobile to crafting custom illustrations and iconography, this package transforms your website into a visual masterpiece.

Embrace a visually enhanced website with a focus on personalized typography, custom illustrations, and a distinct UX/UI design that encapsulates your municipality's identity. The package includes the creation of a Style Guide, a versatile tool that extends its impact beyond your website to social media posts, letterheads, and other branding materials.

Immerse yourself in the design process, from Discovery and Branding exercises to the creation of appealing new designs for homepages and department pages. Our meticulous approach ensures that your municipality's online presence is not only functional but also visually striking, capturing the essence of your unique identity. Choose the Elite Web Design Package for a comprehensive and collaborative web design experience that goes beyond the ordinary.

Town Web's Online Digital Tools

Town Web's Online Digital Solution stands as an innovative cloud-based software platform, that connects seamlessly with your website. This comprehensive system, **aptly branded as "HeyGov,"** encompasses various modules designed to streamline municipal processes. The primary goal is to transition systems online, reducing workload and saving precious time for you.

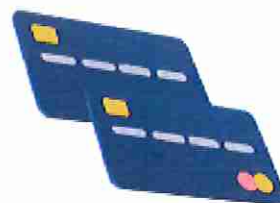


A key advantage of Town Web's Online Digital Solution lies in its ability to unite people, departments, and citizens on a single digital platform. At its core, the platform offers robust tools for drafting, editing, and managing documents. Notably, the forms, licenses, and applications created within this solution can seamlessly integrate into your website. These forms are intelligently linked to your payment system, ensuring effortless collection of fees with each form submission and simplifying your overall bookkeeping process.

HeyGov Pay

The era of checks and cumbersome payment methods is gone! Town Web brings you a state-of-the-art payment portal, featuring the HeyGov Pay Module, designed to redefine your municipal utility billing experience.

Connect effortlessly with HeyGov's payment portal to start collecting credit card payments. Enjoy the flexibility of accepting payments online, in person, or remotely. Plus, streamline reconciliation by directly syncing with your Utility Billing or Accounting software. HeyGov introduces a cutting-edge solution, sparing you from the nostalgia of handling checks. It's time to embrace technology that aligns with the fast-paced digital age.



You can offer your residents the convenience of online credit card payments. HeyGov's utility payment portal provides residents with a centralized hub for viewing invoices, storing payment methods, and setting up handy payment reminders – all at their fingertips. No more manual data entry or reconciliation headaches! HeyGov seamlessly integrates with your utility billing software, automating payment posting and reconciliation. Save valuable time and resources while ensuring accurate financial transactions. We have meticulously crafted a solution that anticipates your needs. And it's right at your fingertips.

HeyLicense

Town Web's HeyGov Modules redefine municipal processes, bringing efficiency and modernization to everyday tasks. With HeyGov's comprehensive HeyLicense Module, municipalities can seamlessly digitize and streamline their paperwork processes. This module allows for the effortless receipt and processing of various municipal forms, licenses, applications, and documents, such as dog licenses, building permits, operator licenses, boat launch permits, and land use applications. HeyGov facilitates the transition from traditional paper-based workflows to an agile and responsive digital platform. Citizens and local businesses can conveniently submit information, and the HeyGov solution ensures that paperwork becomes a fluid, digital asset, efficiently flowing through the entire organization with custom-built workflow rules.



Embrace a new era of licensing with HeyGov's user-friendly HeyLicense Module, offering a hassle-free online experience for tasks like dog licenses. Simplify the process with perfect payments—residents can easily manage their dog's license in just a few clicks. HeyGov is a powerful ally for local governments, designed to alleviate the burdens of daily tasks and save municipal staff up to five hours per week. Whether it's managing dog licenses or handling building permits, HeyGov offers modern solutions that transform traditional processes into streamlined, online experiences. Enjoy the convenience of online applications, tracking, workflow management, and secure payment processing—all in one comprehensive system. With HeyGov, municipal staff can effortlessly navigate the complexities of licensing and permitting in the 21st century.



HeyReserve

With HeyReserve's intuitive platform, your constituents and visitors can effortlessly book city amenities like park shelters and pavilions, streamlining the process for community or personal activities. It facilitates easy access to town rules, policies, and online fee payments, ensuring a seamless experience for all users.

Experience the convenience of HeyReserve in managing online park reservations, covering park pavilions, shelters, community centers, and more. Imagine having an online booking calendar embedded on your website, allowing residents to explore available dates, and times, and even make secure credit card payments for deposits and rental fees. It's like having an "Airbnb for parks & recs" at your fingertips, eliminating administrative overhead and providing a user-friendly booking calendar that enhances your community's engagement.

Our commitment to simplicity extends to the Simplified Short-Term Rental (STR) Applications feature. We understand the complexities involved in STR applications, and HeyGov is designed to streamline this process for you. The intuitive platform ensures that all applications are up to date and compliant with regulations, reducing errors and minimizing the need for applicants to seek clarification. With HeyReserve, you can easily track all applications, stay compliant, and provide efficient service to local property owners, saving both time and preventing unnecessary delays in the application process.



Make Yourself Accessible - Everywhere

Facebook Syndication

Integrating your municipality's website with its Facebook page has never been more straightforward. Thanks to Town Web's Facebook Syndication plugin, you can effortlessly sync your website updates with your social media presence. Picture this: a seamless process where posting on your website simultaneously updates your Facebook page. It's not just a time-saving feature; it's a game-changer for community engagement.

In an era where almost everyone is on Facebook, this plugin provides a powerful avenue to reach your residents effortlessly. No need for intricate technical maneuvers—our streamlined plugin ensures your municipality's web content harmoniously merges with your Facebook communications. Stay effortlessly connected with your residents, amplify your online footprint, and keep your community informed with just a click. With Town Web's Facebook Syndication plugin, bridging the gap between your website and social media is not just practical; it's an uncomplicated reality.

Advanced Business Directory

Introducing the Advanced Business Directory – an innovative feature tailored for municipalities to elevate the visibility of their local businesses. It allows you to meticulously categorize and showcase the diverse tapestry of businesses - from small to the big ones - in your community. Imagine an online hub where you can flaunt your community's diverse businesses, beautifully categorized and showcased.

Want to feature that cozy coffee shop or the local bookstore? No problem! Each listing is a mini-masterpiece – complete with snazzy images or logos, handy contact details, and killer descriptions. By seamlessly integrating this advanced directory into your website, you create a valuable resource for residents and visitors alike. Explore the potential of the Advanced Business Directory, where showcasing local businesses is not just a feature; it's a pathway to community enrichment and economic growth. Elevate your website with this tool and empower your local businesses to thrive!

Multi-Language Website

Improve your municipality's outreach efforts and foster community engagement with our Multi-Language feature. By embracing linguistic diversity, you open the doors to a more inclusive and connected community. Imagine the positive impact on resident engagement when your website effortlessly communicates in various languages, breaking down barriers and ensuring that every member of your community feels heard and valued. A multi-language website not only promotes inclusivity but also positions your municipality as responsive and considerate to the needs of a diverse population. Strengthen community bonds, encourage participation, and showcase your commitment to serving everyone in your locality effectively.



Embedded Livestream Video Feed

If you're looking to enhance transparency and engagement during board and council meetings, an Embedded Livestream Video Feed is a must on your website. With it your municipality can seamlessly embed live-streamed videos from YouTube directly onto your website, providing residents with an easy and centralized way to stay informed about ongoing discussions and decisions. The beauty of this plugin lies in its simplicity; it automatically detects when a video is being premiered, eliminating any additional effort on your part. Residents can conveniently tune into the live stream without navigating to external platforms, fostering a sense of community engagement and transparency right from your website. This user-friendly feature ensures that your residents are always in the loop, fostering a more informed and connected community.

Advanced Search Option

Advanced Site Search is a dynamic solution designed to elevate user experience on your municipality's website. This powerful tool enhances user retention and satisfaction by optimizing the search functionality across your website, blog, and knowledge base. With lightning-fast results delivered in less than 50 milliseconds, it ensures that users find what they're looking for with unprecedented speed. The search engine supports all languages, automatically detecting and accommodating diverse linguistic needs. Town Web can tailor your search interface with custom filters and build a faceted search experience effortlessly. You can rest easy with sealed and signed API keys and tenant tokens that provide precise control over search access. Elevate your website's performance, increase user engagement, and offer a search experience that exceeds expectations—all with the user-focused "Advanced Site Search" feature.

Branded Email Addresses with FOIA Compliant Archiving System

Enhance your municipality's communication capabilities with our Branded Email Addresses, an optional feature powered by Google Workspace. As a Google Certified Partner, we offer a tailored email solution in collaboration with Jatheon, an established provider of email archiving solutions. This partnership ensures smooth communication, compliance with data retention regulations, and improved productivity for your municipality.

Benefit from the robust reliability of Google Workspace, an enterprise-level solution known for uninterrupted email access to millions of users worldwide. Trusted across various industries, including government bodies, Google Workspace delivers consistent, high-quality email services for your municipality. Experience unparalleled security features, including robust data protection, encryption, and advanced spam and phishing detection. Our partnership with Jatheon takes data retention compliance seriously by capturing, indexing, and securely storing all inbound and outbound emails, meeting the legal requirements of the Freedom of Information Act. Bid farewell to storage constraints, as our Branded Email Addresses provide ample space for your municipality's emails and files, allowing efficient storage, management, and access to business-related data. Stay connected and productive on the go with mobile accessibility, ensuring responsive communication from any device, be it a smartphone, tablet, or desktop. Improve your municipality's communication experience with the reliability, security, and productivity offered by our Branded Email Addresses.



Town Web Team and Portfolio/References

Collectively, our team has decades of web development and support experience, with a specific focus on creating engaging platforms for local governments to encourage communication and community involvement. Meet the key players:



Jelena Slavkovic
Customer Relations Manager
jelena@townweb.com



Jerrica Wagner
Senior Project Manager
projects@townweb.com



Aleksandra Anastopoulos
Account Manager
projects@townweb.com



Marta Stankovic
Project Manager
projects@townweb.com



Flor Faustino
Customer Support Specialist
support@townweb.com



Francine Euniekrist
Junior Project Manager
projects@townweb.com

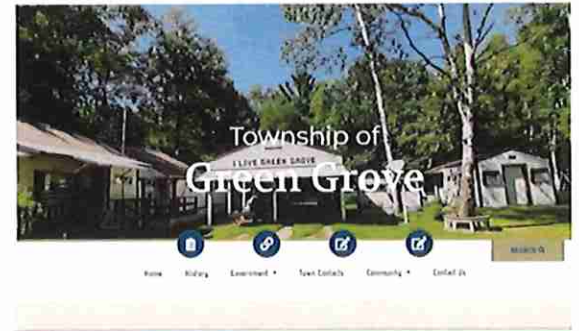
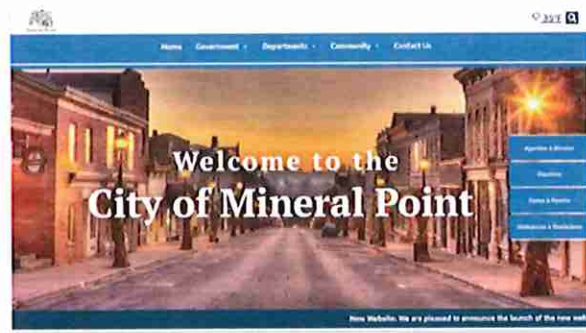
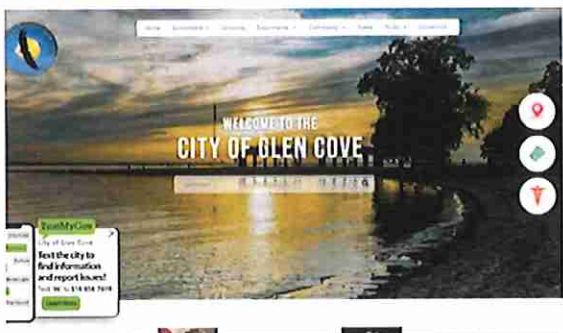


Ana Hadzi-Vucic
Customer Support Specialist
support@townweb.com



Vanja Velinov
Customer Support Specialist
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Town Web has developed more than 800 municipal websites in the previous 16 years while maintaining the average satisfaction level of customers above 97%. Here are some of the customers who have shared their love of working with us:



The Details of Our (Long-Lasting) Partnership

THE WEBSITE AND COMMUNICATION PLATFORM SETUP AND SUPPORT DETAILS

The setup is a one-time fee. It is the cost to build your website and transfer all the content from your existing website. You will work with a dedicated Account Manager (Aleksandra) and Project Manager (Francine or Marta) in real time for the design of your new municipal website. During the Onboarding Meeting, you will be shown all of our pre-built municipal themes from our design library. You get to select one, which we will completely customize for you and make it your own. We will customize the menu items, and the quick links and will custom design a banner based on the photographs you provide.

Included in your Website and Communication Platform setup fee:

- **We migrate all your old website content to Town Web's brand new TownCMS!**
Experience a much faster, unhackable website for your municipality! The transfer of all Town Web sites will occur by the end of 2025
- **Unlimited** number of pages and menu items
- **Unlimited** department pages with FAQs
- **Unlimited** Minutes & Agendas categories
- **Unlimited** Quick Links (theme dependent)
- **Unlimited** FAQs
- **Unlimited** calendars
- **Super menu** with dropdown (theme dependent)
- **Dedicated elections page**
- **Mobile-responsive** design
- Residents can **subscribe to emails and/or text messaging**
- Face-to-face meetings over Zoom, our easy-to-use video conferencing service

The following are included in Town Web's hosting, maintenance, and support:

- High-availability, reliable VPS (Amazon AWS or Google Cloud) website hosting and maintenance
- **Unlimited 24x7** technical support
- **24x7 website monitoring**
- **Guaranteed response time in less than 8 hours**
- **Technical and security updates** are applied automatically
- Nightly website **backups stored off-site**
- 12-month backup retention
- Immediate website restores (if ever needed)
- **Your login username and password** - you can make updates to the site on your own
- One-on-one training
- **Unlimited** training and re-training
- Access to our **free training and support library**
- **"White-Glove" Support** - send us content, and we will upload it for you - **if selected**
- **Phone support is available** Mon - Fri from 8 AM to 5 PM EST - **if selected**

City of Baldwin Proposed Pricing

Description	Price	Qty	Total
☒ Website & Communication Platform Upgrade (theme)			\$0
☐ Website & Communication Platform Upgrade (Premier)			\$2,500
☐ Elite Web Design Package			\$8,800
Website Hosting and Website Maintenance			\$600/year
Customer Support Plan - Unlimited 24x7 Tech Support			\$300/year
Customer Support Plan - "White-Glove" Service via email and phone			\$300/year
Town Web's Online Digital Solution			\$1,200/year
1. HeyGov Pay - Collect online payments (one form)			
☐ Branded Email Addresses	\$252/year	5	\$1,260/year
☐ Premium ADA-Compliance Solution			\$600/year
☐ Facebook Syndication			\$300/year
☐ Embedded Livestream Video Feed			\$150/year
Domain Name Management			\$20/year
TOTAL ANNUAL FEE			\$2,420
TOTAL			\$2,420

City of Baldwin Signature Page

It is our commitment to ensure that the City of Baldwin's online presence stands the test of time, making your website the ultimate tool for all your digital municipal needs today, and in the years to come. With our services, you can take pride in the fact that your residents, tourists, and visitors will never perceive your municipal services as outdated.

The duration of the contract is three years.

The 1st year's fee is \$2,420.00.

The Website Upgrade fee is a one-time fee that will be invoiced after the proposal is signed.

It is due 15 days after invoicing.

The Annual Hosting Maintenance and Support fee will be invoiced on 8/1/2026.

The 2nd year's fee of \$2,420.00 will be invoiced on 8/1/2027.

The 3rd year's fee of \$2,420.00 will be invoiced on 8/1/2028. The contract will end on 8/1/2029.

By endorsing this quote, you unlock a comprehensive package detailed in the previous sections of the proposal. Here are the three key benefits tailored to meet your needs:

1. Town Web's Website and Communication Platform

You will be providing your residents with unparalleled transparency in municipal decision-making. Keep them informed on vital topics, offering instant notifications about topics that interest them the most.

2. Digital Transformation with Town Web

Town Web's Online Digital Solution stands as the most advanced platform for local government - with many more features yet to come. It facilitates payments from any funding source through any device, efficiently reducing the administrative workload for busy staff while catering to the convenience citizens demand. Your Digital Transformation team creates digital workflows and enables your licenses and forms to be filled - and submitted online. All while enabling online renting for your municipal facilities. Imagine saying "HeyGov" - and it's done.

3. Your Public Communication Officer - Available 24x7

Enjoy the peace of mind that comes with round-the-clock technical support. You can rely on us for any website-related query or issue, accessible via call, email, chat message, or even Facebook Messenger. We go the extra mile, assisting with no additional charges, including posting or editing on their behalf, saving you valuable time and resources.

4. A No-Cost Website Homepage Refresh Every Three Years - reach out to us if you want this option!

Before the third year of hosting expires, we initiate a meeting to explore fresh ideas for your site's redesign. Incorporating the latest design standards, we ensure your site remains modern, practical, and up-to-date, reflecting the evolution of design trends over the preceding three years.



SIGNATURE

Jay Swanson

Jay Swanson, City of Baldwin,

To accept this quote, you can electronically sign it above, or sign and fax it to 321-600-9008. Once we have a signed copy, we will email you an invoice. Once the invoice is paid, your dedicated Account Manager Aleksandra will contact you to schedule the Onboarding meeting!