



AGENDA FOR MAY 6TH, 2026
BALDWIN CITY COUNCIL REGULAR MEETING
7:00 p.m.
(Revised 05/01/2026)

7:00 p.m. Call to Order

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

Treasurer's Report:

Sheriff's Report:

Fire Department Report:

- a. Discuss/Approve/Disapprove Applying for FEMA Grant

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 City Council Meeting Minutes for April 1st, 2026, and April 15th, 2026
- Approve Special City Council Meeting Minutes for April 13th, 2026
- Approve Local Board of Appeal Meeting & Equalization Minutes for April 16th, 2026
- Approve Termination of Seasonal Snowplow Drivers for 2025 to 2026 Season
- Approve One Day On-Sale Liquor License for Fire Department Dance on August 29th, 2026
- Approve New Park Committee Members Mark Oleen
- Approve SWCD Tour of Practices of Sandy Lake Project on June 18th, 2026
- Approve Renewal of Tobacco License (July 1, 2026 – June 30, 2027) for Ridgewood Bay Resort
- Approve Ordinance 2026-05; An Ordinance Defining Nuisances, Prohibiting Their Creation or Maintenance and Providing for Abatement and Penalties for Violations
- Approve Clerk Vacation Leave of May 11th, 2026
- Approve Purchase of 20 EMS Signs for \$719.53 Plus Freight

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.

Planning Items:

- a. Discuss/Approve/Disapprove Resolution 26-14; Haugen Variance
- b. Discuss Code Enforcements
- c. Discuss/Approve/Disapprove Changing Administrative Citation Civil Fine Amount – Tom Rush
- d. Discuss Floor Plan for Remodel/Addition of City Hall, Fire Department and Public Works Building – Jay Swanson

Park Committee Report – Tom Rush

- a. Discuss/Approve/Disapprove Quote for Young Park Trail Signs of \$285.00

Cemetery Update – Tom Rush

- a. Discuss/Approve/Disapprove Additions to Baldwin Cemetery

Tabled Items:

- a. Discuss Layout of New Cemetery Map – Tom Rush
- b. Discuss/Approve/Disapprove Quote for HVAC at Fronter Trails Water Treatment Plant – Jay Swanson

New Business:

- a. Discuss/Approve/Disapprove Re-Stripping of City Hall Parking Lot – Tom Rush
- b. Schedule Employee Reviews – Jay Swanson
- c. Discuss/Approve/Disapprove Moving Employee Reviews to December – Alan Walker
- d. Discuss/Approve/Disapprove White Paper Stock Paper for Future Newspaper Publications for an Estimated Expenditure of \$278.00 – Scott Case
- e. Schedule Road Tour – Alan Walker
- f. Discuss/Approve/Disapprove Certificate of Deposit Pre-Renewal Notice – Jay Swanson
- g. Discuss/Approve/Disapprove Hiring Committees Recommendation for Public Works Maintenance Technician - Alan Walker
- h. Discuss/Approve/Disapprove Rifle Deer Hunting in the City of Baldwin – Jay Swanson
- i. Discuss/Approve/Disapprove Procedure for Hiring Fire Chief and Transition – Jay Swanson
- j. Discuss/Approve/Disapprove Revisiting Municipal Liquor Store Feasibility Testing – Jay Swanson
- k. Discuss/Approve/Disapprove Updating Exhibit A in Ordinance 800 – Scott Case
- l. Discuss/Approve/Disapprove Public Works Pay Increase – Tom Rush

Announcements:

- a. ISD# 477 Special Election Tuesday, May 12th, 2026, Voting is from 7:00 a.m. to 8:00 p.m.
- b. Special Planning Commission Meeting Wednesday, May 13th, 2026 at 7:00 p.m.
- c. Fire Department Training at Young Park Tuesday, May 19th, 2026 from 5:00 p.m. to 9:30 p.m.
- d. Next City Council Meeting Wednesday, May 20th, 2026 at 7:00 p.m.

Any Other Business:

Approve Bills for Payment:

Adjourn:

CITY OF BALDWIN

*Cash Balances

Cash Account: 10100
May 2026

Fund	Transfers					JE Payroll	Balance No Investments	Investments	Balance
	Begin May 2026	Receipts	Disbursements	Rec/Disb	Journal Entries				
10100 - Old National Bank									
101 - General Fund	(\$822,713.81)	\$10,655.90	(\$17,894.40)	\$0.00	\$0.00	(\$1,701.14)	(\$831,653.45)	\$0.00	(\$831,653.45)
225 - Cemetery Fund	\$10,325.46	\$500.00		\$0.00	\$0.00	(\$575.93)	\$10,249.53		\$10,249.53
250 - Fire Fund	\$77,806.13		(\$4,377.91)	\$0.00	\$0.00	(\$3,256.91)	\$70,171.31		\$70,171.31
275 - Street Capital	\$880,223.98			\$0.00	\$0.00		\$880,223.98		\$880,223.98
301 - G.O. 2017A	\$232,161.76			\$0.00	\$0.00		\$232,161.76		\$232,161.76
302 - G.O. 2024A	\$11,914.83			\$0.00	\$0.00		\$11,914.83		\$11,914.83
401 - Capital Project Fund	\$170,978.16			\$0.00	\$0.00		\$170,978.16		\$170,978.16
402 - Fire Services	(\$6,024.61)			\$0.00	\$0.00		(\$6,024.61)		(\$6,024.61)
403 - Fire Infrastructure Fund	\$255,781.39			\$0.00	\$0.00		\$255,781.39		\$255,781.39
404 - Parks Capital Fund	\$65,452.70	\$185.00	(\$168.75)	\$0.00	\$0.00		\$65,468.95		\$65,468.95
602 - Sewer Fund	\$46,771.62	\$5,468.00	(\$4,601.19)	\$0.00	\$0.00		\$47,638.43		\$47,638.43
801 - Developers Account - Escrow	\$189,110.96			\$0.00	\$0.00		\$189,110.96		\$189,110.96
802 - Baldwin Estates Escrow	\$2,389.61			\$0.00	\$0.00		\$2,389.61		\$2,389.61
804 - Buck Run Escrow	\$15,401.81			\$0.00	\$0.00		\$15,401.81		\$15,401.81
805 - Sumser Farms 1st Addt Escr	\$2,186.41			\$0.00	\$0.00		\$2,186.41		\$2,186.41
MTD Amounts				MTD Amounts		Begin + YTD			
Begin	\$1,131,766.40			\$0.00	\$0.00				
Receipt	\$16,808.90		Investments	\$0.00	\$0.00				
Disbursements	(\$27,042.25)		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	(\$5,533.98)		Balance	\$1,115,999.07	In Balance				



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

CAD Summary Report - City of Baldwin April 2026

Printed On: 05/01/26 11:20

Sherburne County Sheriff

	04/26	Total
9009 STOP ARM VIOLATION	2	2
90710 THEFT-MOTOR VEHICLE	1	1
91000 DRUGS/NARCOTICS	1	1
91450 DWI	1	1
91600 DISTURBING THE PEACE	5	5
91650 HARASSMENT	1	1
91800 PROPERTY DAMAGE	1	1
9201 DAR/DAS/DAC	7	7
92200 CRIMES AGAINST ADMIN JUS	2	2
92700 TRESPASS	1	1
92750 FRAUD COMPLAINT	4	4
9420 ACCIDENT-MV-PERSONAL INJ	1	1
9440 ACCIDENT-MV-PROPERTY DAM	2	2
9462 ACCIDENT-VEHICLE VS ANIMA	2	2
9560 ANIMAL COMPLAINT	3	3
9561 CONSERVATION	4	4
9562 DOG COMPLAINT	6	6
9604 FIRE-GRASS	2	2
9609 ALARM-FIRE	1	1
9730 MEDICAL	15	15
9740 MENTAL CASE	2	2
9762 ALARM-MEDICAL	1	1
9801 DOMESTIC	2	2
9802 PUBLIC ASSIST	5	5
9803 AGENCY ASSIST	3	3
9804 ALARM-SECURITY	7	7
9805 CIVIL COMPLAINT	13	13
9807 TRAFFIC STOP	63	63
9808 TRAFFIC COMPLAINT	2	2
9811 SUSPICIOUS PERSON	3	3



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CAD Summary Report - City of Baldwin April 2026

Printed On: 05/01/26 11:20

9812 SUSPICIOUS VEHICLE	2	2
9813 JUVENILE COMPLAINT	2	2
9817 SECURITY CHECK	7	7
9818 EXTRA PATROL	26	26
9821 DELIVER MESSAGE	1	1
9823 CHECK THE WELFARE	3	3
9824 BURNING COMPLAINT	6	6
9826 ATV COMPLAINT	1	1
9827 SHOOTING COMPLAINT	1	1
9850 PAPER SERVICE	10	10
9853 SUSPICIOUS ACTIVITY	8	8
9863 HAZARDOUS ROAD CONDITIONS	1	1
9900 MISCELLANEOUS OFFICER	9	9
9903 OPEN DOOR	1	1
9904 WARRANT ARREST	1	1
Followup	1	1
M5350 JUVENILE RUNAWAY	1	1
Park Patrol	5	5
Public lift assist	1	1
VEHICLE LOCKOUT	2	2
Vehicle Off Road	3	3
Total	255	255

Part 1. Introduction

FEMA issues policy to articulate the Agency's intent and direction in applying statutory and regulatory authority to achieve desired outcomes. The purpose of the Hazard Mitigation Assistance Program and Policy Guide (HMA Guide) is to define FEMA's Hazard Mitigation Assistance (HMA) programs and their policy requirements and provide the foundation and framework for the HMA Programs. The HMA Guide is meant to work in conjunction with Notices of Funding Opportunities, program support materials, as well as training materials to enable state, local, tribal and territorial governments to develop and submit complete effective subapplications. The HMA Guide outlines the policy for the following HMA programs: Hazard Mitigation Grant Program (HMGP), Hazard Mitigation Grant Program Post Fire (HMGP Post Fire), Building Resilient Infrastructure and Communities (BRIC) and Flood Mitigation Assistance (FMA).

HMA programs are mandated to provide assistance to state, local, tribal and territorial governments through the following statutes:

- HMGP and HMGP Post Fire: Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), Public Law 100-707 (Nov. 23, 1988), as amended, 42 U.S.C. § 5170c.
- BRIC: Section 203 of the Stafford Act, 42 U.S.C. § 5133.
- FMA: Sections 1366 and 1367 of the National Flood Insurance Act of 1968, Public Law 90-448 (Aug. 1, 1968), as amended, 42 U.S.C. § 4104c, 42 U.S.C. § 4104d.

FEMA's Hazard Mitigation Assistance programs provide grants to state, local, tribal and territorial governments to reduce and mitigate future natural disaster losses. States, locals, tribes and territories use this funding to complete diverse resilience activities and projects. Potential eligible activities and projects are highlighted in Parts 11 and 12 of the HMA Guide. FEMA continually expands the specified list of eligible activities and project type requirements but notes that this list is not comprehensive. FEMA encourages new project types, multi-hazard projects, and innovative solutions to address increasingly complex natural hazards; these projects will be evaluated against the overall program criteria outlined in the HMA Guide.

FEMA is always looking for ways to enhance the suite of mitigation programs to better serve stakeholders. While the HMA Guide covers HMGP, HMGP Post Fire, BRIC and FMA, FEMA encourages stakeholders to explore other programs such as Pre-Disaster Mitigation Congressionally-Directed Spending, the Safeguarding Tomorrow through Ongoing Risk Mitigation Revolving Loan Fund (Safeguarding Tomorrow RLF) program, and the National Dam Safety Program to find additional sources of assistance to meet their mitigation needs.

In addition to HMA grant programs, FEMA administers the Public Assistance program, which is often used alongside HMA grants to provide post-disaster recovery and mitigation. The Public Assistance

program should be explored in conjunction with HMA assistance. The Public Assistance program, much like the HMA programs, provides federal grant assistance for hazard mitigation to state, local, tribal and territorial governments (as well as certain types of private nonprofit organizations) recovering from a major disaster but with noncompetitive grants. More specifically, the Public Assistance program provides supplemental federal grant assistance for debris removal, emergency protective measures, and the restoration of disaster-damaged, publicly owned facilities and specific facilities of certain private nonprofit (PNP) organizations. The Public Assistance program also encourages protection of these damaged facilities from future incidents by providing assistance for hazard mitigation measures. Potential subapplicants may be able to protect disaster-damaged facilities from future incidents using Public Assistance funding alongside, or instead of HMA grants. To learn more about what may be eligible under Public Assistance, visit the "[Process of Public Assistance Grants](#)" webpage.

A. HMA Guide Scope and Applicability

The purpose of the HMA Guide is to outline the policy and procedural requirements of HMA's programs over the lifecycle of an activity. The HMA Guide serves as the overarching policy for HMA programs and is used to achieve consistent implementation across the nation.

The effective date of Version 2.1 of the HMA Guide is January 20, 2025. Version 2.1 of the HMA Guide applies to HMGP, HMGP Post Fire, BRIC and FMA. Unless stated otherwise in the HMA Guide or an appropriate authoritative source, Version 2.1 of the HMA Guide supersedes Version 2.0 of the HMA Guide and all policies and guidance issued between July 30, 2024, and January 20, 2025.

Major disaster declarations made and Notices of Funding Opportunity (NOFOs) published prior to the effective date continue to be governed by the guide (including any policy directives) in effect at the time of the major disaster declaration or NOFO. This includes applications/subapplications submitted and awards/subawards made under those prior disaster declarations and NOFOs.

For HMGP, the HMA Guide applies to major disaster declarations on or after the effective date of January 20, 2025, unless indicated otherwise.

For HMGP Post Fire, the HMA Guide applies to Fire Management Assistance Grant declarations issued on or after October 1, 2024, through the entirety of the open application period.¹

For FMA, the HMA Guide applies to applications/subapplications submitted and awards/subawards made under FMA NOFOs issued on or after January 20, 2025.

For BRIC, the HMA Guide applies to applications/subapplications submitted and awards/subawards made under BRIC NOFOs issued on or after January 20, 2025. BRIC applications and subapplications submitted before the effective date of the HMA Guide are governed by the NOFO

¹ States, federally recognized tribes and territories affected by fires resulting in an [FMAG](#) declaration on or after Oct. 5, 2018, but before October 1, 2022, are governed by the HMGP Post Fire framework outlined in [FEMA Policy #207-088-2](#).

and BRIC guidance materials applicable for the year in which the applications are made, rather than prior versions of the HMA Guidance and the Addendum that were published before the implementation of BRIC.

FEMA may use the Pre-Disaster Mitigation (PDM) program when administering grant funding as directed by Congress. For PDM, the HMA Guide generally applies to NOFOs published on or after January 20, 2025. Please refer to the relevant PDM NOFO for additional guidance.

If any requirements in the HMA Guide conflict with the applicable NOFO, the requirements in the NOFO take precedence. The HMA Guide is subject to legal and regulatory changes enacted after publication. FEMA periodically assesses its program and policy guidance and may issue new policy or guidance. The information provided in the HMA Guide is applicable unless otherwise stated in updated policy or other guidance materials.

Table 1 summarizes the applicability of the various versions of the HMA Guidance/Guide to the HMA programs:

Table 1: HMA Guidance/Guide Applicability Dates by HMA Program

	Hazard Mitigation Grant Program (HMGP)	HMGP Post Fire	Building Resilient Infrastructure and Communities (BRIC)	Flood Mitigation Assistance (FMA)
HMA Guide v2.1	Major disaster declarations made on or after January 20, 2025	FMAG declarations issued on or after October 1, 2024, through the entirety of the open application period	NOFO published on or after January 20, 2025	NOFO published on or after January 20, 2025
HMA Guide v2.0	Major disaster declarations made on or after July 30, 2024	FMAG declarations issued on or after October 1, 2023, through the entirety of the open application period	NOFO published on or after July 30, 2024	NOFO published on or after July 30, 2024
HMA Guide v1.1 (replaced v1.0)	Major disaster declarations made on or after March 23, 2023	FMAG declarations issued on or after October 1, 2022, through the entirety of the open application period	NOFO published on or after March 23, 2023	NOFO published on or after March 23, 2023



BALDWIN CITY COUNCIL REGULAR MEETING

APRIL 1st, 2026

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

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

Call to Order – The April 1st, 2026 regular meeting of the City of Baldwin was called to order by Mayor Jay Swanson at 7:00 p.m.

Pledge of Allegiance – All present recited the Pledge of Allegiance

Prayer Request from Delmas Hines

Additions/Corrections to Agenda

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

April 2026 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$1,238,432.27, no receipts yet for the month of April, disbursements of \$36,621.34 leaving an unaudited ending balance of \$1,201,810.93.

Sheriff's Report – Deputy Wilson reported a total of 225 calls for service in the City of Baldwin for the month of March 2026. These calls consisted of 1 burglary, which was a washer and dryer from a storage garage, 1 theft, 3 motor vehicle accidents, 21 medicals, 45 traffic stops, 11 dog complaints and 28 additional patrols were performed. Rush discussed that there have been burn-outs done in Young Park parking lot and the home plate at the ballfield was stolen.

Swearing in of Fire Fighters Mike Duresky and Kelton Rintamaki.

Discuss/Approve/Disapprove Additional \$345.00 Electrical Quote for Fire Dance - Rush/Walker unanimous to approve additional \$345.00 electrical quote for fire dance.

Discuss/Approve/Disapprove Leave of Absence (LOA) for Fire Fighter Danielle Artmann – Rush/Walker unanimous to approve LOA for Danielle Artmann.

Discuss/Approve/Disapprove Young Park Being Closed for Fire Department Training Event on May 19th from 5:00 p.m. to 9:30 p.m. – Rush/Walker unanimous to approve Young Park being closed on May 19th, 2026 from 5:00 p.m. to 9:30 p.m. for a Fire Department Training Event.

Discuss/Approve/Disapprove Leave of Absence (LOA) for Fire Department Captain Brian Torborg – Rush/Walker unanimous to approve LOA for Brian Torborg.

Discuss/Approve/Disapprove Resignation of Baldwin Fire Chief – This would be effective July 31st, 2026. Rush/Walker unanimous to approve Fire Chief Case resignation.

Jeff Holm arrived at 7:13 p.m.

Fire Department Report - Captain Torborg reported 31 calls for service in March 2026. There were 25 calls for Baldwin and 6 calls for Blue Hill. These calls consisted of 4 fires, 23 medicals, 1 mutual aid and 3 alarm/atmosphere.

Discuss/Approve/Disapprove Cemetery Park Day and Cleaning of Gravestones at Baldwin Cemetery – Holm/Rush unanimous to approve a resident cleaning of some very old gravestones at Baldwin Cemetery.

Public Comment Requests

Danielle McConaughay – 30277 126th Street N.W., Comments and questions about Resolution 26-06, Display of Minnesota State Flag.

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

- Approve Clerk Vacation Leave of April 3rd through April 7th, 2026
- Approve Road Salt Contract Submission to Office of State Procurement
- Approve City Council Meeting Minutes for March 18th, 2026
- Approve Resolution 26-09 Accepting Donations for City Wide Easter Egg Hunt
- Approve Building Permits for January and February 2026
- Approve April – June 2026 Newsletter

Holm discussed adding more agenda items to the consent agenda.

Planning Items:

Discuss 2025 Building Permits – Roxanne Schreder with Rum River Consultants (RRC) presented a 2025 year-end report for the City of Baldwin. RRC completed 1367 inspections, closed 270 permits and issued 413 permits in 2025. For 2025 there were 23 new homes compared to 19 new homes in 2024.

Discuss/Approve/Disapprove Code Enforcement of Noncompliant Septic at PID# 01-000429-0110 – Rush/Case unanimous to approve code enforcement for PID# 01-000429-0110 for noncompliant septic.

Schedule Workshop with Rum River Consultants (RRC) – Rush/Walker unanimous to approve Monday, April 13th, 2026 at 7:00 p.m.

Discuss Future Ordinance Communications – City Council at its meeting on March 4th, 2026 requested City staff develop a communication plan to provide information to the residents regarding City ordinances. These are code enforcements that could be communicated on a rotating basis to increase awareness to Baldwin Residents. Licht from (TPC) discussed the topics that would be published on the City's website, social media accounts, newsletter and newspaper insert. City Planner, Licht, asked the City Council if there were any additional topics they wanted to add to the rotating list of topics that was provided to the City Council. Rush stated that headwalls would be a good topic to add to the list. Licht stated that headwalls, fences, and building permits should be added to the list to communicate the ordinances since new projects usually begin in the spring of the year.

Discuss Code Enforcements:

PID# 01-00516-0220 – Inoperable vehicles on property, The Planning Company (TPC) requests to send step 1 code enforcement letter.

PID# 01-00551-0210 – Dogs at large, The Planning Company (TPC) requests to send step 1 code enforcement letter.

PID# 01-00488-0105 – Shipping containers/junk/inoperable vehicles, The Planning Company (TPC) requests to send a step 1 code enforcement letter.

PID# 01-00418-0125 – Junk and debris/Outdoor Storage, The Planning Company (TPC) requests court summons.

PID# 01-00415-0340 – Junk and debris, burning garbage, unlicensed vehicle. The Planning Company (TPC) requests court summons.

PID# 01-00467-0145 – Semi/tractor/trailer parking, living in a semi-truck sleeper. The Planning Company (TPC) requests court summons.

Rush/Case unanimous to approve above code enforcement actions.

Discuss/Approve/Disapprove Resolution 26-10, Andy's Electric Site and Building Plan Review – Full Planning Report on file in the Clerk's office and online at Baldwinmn.gov under agenda/minutes/agenda packet. **Holm/Rush unanimous to approve** Resolution 26-10.

Discuss/Approve/Disapprove Ordinance Amendment 2026-04 for Accessory Buildings – Rush/Case approved, Holm disapproved, motion carried with a 4-1 vote.

Park Committee Report:

Discuss Damages at Sandy Lake Beach Area – Public Works observed damages at Sandy Lake Beach area. The Public Works Department is requesting direction from the City Council regarding restoration of the damaged area. Case stated this should be repaired in June. Holm discussed that the gate at Sandy Lake Beach should be locked year-round. **Rush/Case unanimous to approve** keeping the gate locked at Sandy Lake Beach year-round and obtaining quotes for the restoration of the beach grounds.

Discuss Rental of Young Park Ball Field – Rush discussed rental of the ball field at Young Park. The rental fee at Young Park ball field is currently \$500.00. Rush stated the costs of fertilization and other expenses have increased. **Rush/Walker unanimous to approve** raising the cost to rent Young Park ballfield to \$600.00 a year.

Discuss/Approve/Disapprove Quote for Cleaning of Portable Toilets at Parks – Monthly service charge will be \$400.00 a month. There was no increase in pricing from 2025. **Case/Walker unanimous to approve** \$400.00 a month for cleaning of portable toilets at city owned parks.

Discuss/Approve/Disapprove Plaque Purchase for Park Committee and Baldwin Cemetery Sexton Lester Kriesel with an Expenditure of \$65.00-\$80.00 – Rush stated that he likes the rosewood plaque with an expenditure of \$65.00-\$80.00. **Holm/Rush unanimous to approve** ordering of plaque.

Cemetery Update:

Discuss/Approve/Disapprove Layout of New Cemetery Map – Rush discussed color coding the Baldwin Cemetery map to indicate sold, buried and open plots. **Rush/Walker unanimous to table** until the April 15th, 2026 City Council meeting. The Clerk will get costs from the City Engineer to color code the new cemetery map. This map will be displayed at City Hall.

Discuss/Approve/Disapprove Cemetery Policy and Rates – Current gravesite pricing at Baldwin Cemetery is \$500.00 for residents of the City of Baldwin and \$700.00 for non-residents. City Staff obtained pricing for surrounding area cemeteries. **Holm/Rush unanimous to approve** \$750.00 for Baldwin residents and \$1500.00 for non-residents. **Holm and Rush took a friendly** that this would be effective May 1st, 2026.

Discuss/Approve/Disapprove Additional Sexton Time – **Case/Rush unanimous to approve** up to \$500.00 for additional pay for sexton to review map, cemetery and internal documents.

Tabled Items - None

New Business:

Discuss/Approve/Disapprove Adding Non-Sufficient Fund Charges and Discuss Bank Charges – **Case/Rush unanimous to approve** adding \$24.00 non-sufficient check charge to Baldwin fee schedule.

Discuss/Approve/Disapprove Electrical Quote for \$1044.28 – **Rush/Case unanimous to approve** electrical quote for \$1044.28 to replace parking lot light above Public Works service door, replace light above fuel tanks and repair fire department well conduit.

Discuss 2026 Gopher Bounty Reimbursement – On March 17th, 2026 the Sherburne County Board of Commissioners passed a resolution to no longer include Cities in the reimbursement program for gopher bounty as it is not supported by statute. Case is in favor of keeping the gopher bounty reimbursement that the city currently has of \$2.00 per pair of gopher feet. **Case/Rush unanimous to approve** keeping gopher bounty and the city paying the \$2.00 per pair.

Discuss/Approve/Disapprove ISD# 477 Referendum Open House being held at Baldwin City Hall – Swanson proposed holding an open house for the ISD# 477 referendum on April 14th, 2026 from 7:00 p.m. to 9:00 p.m. **Rush/Case unanimous to approve** open house at Baldwin City Hall on April 14th, 2026 from 7:00 p.m. to 9:00 p.m. There will be a presentation at 8:00 p.m. and consultation teams will be available to answer questions.

Discuss High School Clean-Up Day – Princeton Superintendent reached out to Mayor Swanson stating that the High School is having a Community Clean-Up Day. These students would be 9th – 12th graders. The offer is to do painting, mulching, trimming trees, cleaning up trails and parks. This would be May 22nd, 2026. Swanson stated that the School District is taking care of the liability and permission forms.

Announcements:

- a. Special Planning Commission Meeting Wednesday, April 8th, 2026 at 7:00 p.m.
- b. Next City Council Meeting Wednesday, April 15th, 2026 at 7:00 p.m.
- c. Local Board of Appeal and Equalization Thursday, April 16th, 2026 at 3:00 p.m.
- d. Baldwin Clean-Up Day Saturday, May 2nd, 2026 from 8:00 a.m. to 11:00 a.m.
- e. ISD# 477 Special Election Tuesday, May 12th, 2026 from 7:00 a.m. to 8:00 p.m.
Voting for City of Baldwin, Santiago Township and Blue Hill Township held at Baldwin City Hall

Any Other Business:

Holm/Walker unanimous to approve resident request to remove brush/trees in ROW along 313th Avenue from 169 to the west 500 feet at no cost to the city.

Holm discussed the red truck that did burnouts at Young Park. Holm went on to say that there has been reports of burnouts done in other areas as well as possibly taking out a stop sign.

Approve Bills for Payment – **Rush/Case unanimous to approve** check number 29393 – 29420 for \$43,602.55, void check number 29406 and 4 EFT payments for \$5487.59 for a total of \$49,090.14.

Adjourn – Rush/Holm unanimous to adjourn at 9:14 p.m.

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

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

Date

Attendees: Charles & Danielle McConaughay, Becky Rittenour, Delmas Hines, Bruce West, Kelton & Nicole Rintamaki, Mike & Ashley Duresky, Phil Holland, Roxanne Schreder, Sharon Leider, Anita Schneider and Cartrell Cooper



BALDWIN CITY COUNCIL REGULAR MEETING

APRIL 15th, 2026

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

Absent – City Council Member, Jeff Holm

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

Call to Order – The April 15th, 2026 regular meeting of the City of Baldwin was called to order by Mayor Jay Swanson at 7:00 p.m.

Pledge of Allegiance – All present recited the Pledge of Allegiance

Prayer Request from Delmas Hines

Additions/Corrections to Agenda

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

April 2026 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$1,235,585.64, receipts of \$15,443.34, disbursements of \$116,626.53 leaving an unaudited ending balance of \$1,134,402.45.

Public Comment Requests:

Katherine Gove: 30657 98th Street N.W. – Discussed new MN State Flag and suggested flying both the old and new MN State flags as a compromise.

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

- 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 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 – Case/Walker unanimous to disapprove revisiting Resolution 26-06.

Engineering:

Discuss/Approve/Disapprove Ordinance 2026-05, Amending Ordinance 100 Regulating Right-Of-Way – Walker/Rush unanimous to disapprove Resolution 2026-05.

Discuss/Approve/Disapprove Resolution 26-13, Awarding Received Bid from TS Dirt Works for the 2026 Street Reconstruction Project – Case/Rush unanimous to approve Resolution 26-13 for TS Dirt Works quote of \$280,600.20 for 2026 Street Reconstruction Project.

Discuss Road Right-of-Way Permits – Mayor Swanson is questioning the threshold and policy on road right-of-way permits. City Attorney, Ruppe, stated that a road right-of-way permit ordinance should be completed. **Case made a motion** for the Mayor to work with City Staff on the process and road right-of-way permit ordinance. **Walker seconded the motion, motion carried.**

Frontier Trails Update:

Discuss/Approve/Disapprove Hawkins Invoice for Micro C of \$2494.81 – Rush/Case unanimous to approve Hawkins invoice of \$2494.81 for the purchase of Micro C.

Discuss Pumped Tanks Prior to Every 3 Years - Mayor Swanson asked the City Council how they would like to proceed with house tanks at Frontier Trails that get pumped prior to 3 years of when the city pays for. The city will schedule and pay for the house tanks to be pumped every three years. Any additional house pumping before three years will need to be paid for by homeowner.

Discuss/Approve/Disapprove Estimate for South Side Pumping of \$8000.00 – Case/Walker unanimous to approve quote for pumping of house tanks on the South side of Frontier Trails for \$8000.00.

Discuss/Approve/Disapprove Quote for HVAC at Water Treatment Plant - Rush/Case unanimous to table until the May 6th, 2026 City Council meeting.

Discuss/Approve/Disapprove Quote for Gopher Trapping – Case/Walker unanimous to approve Badger Wildlife quote for \$535.00 for one location at Frontier Trails for a total of \$1070.00. This would be 5 visits and covers all gophers trapped at the north and south site at Frontier Trails.

Road Report:

Discuss/Approve/Disapprove Attending Early Childhood vehicle fair on April 25th, 2026, from 9:30 a.m. to 11:30 a.m. - Rush/Case unanimous to approve Council Member, Alan Walker, bringing Baldwin plow truck to the Early Childhood vehicle fair on April 25th, 2026.

Discuss Public Works Report – Full Public Works Report on file in the Clerk's office or available at baldwinmn.gov under Agenda/Minutes, Agenda Packet.

Discuss East Sandy Lake Road Repairs – A resident has a concern regarding the shoulder in front of his house off 97th Street NW, which is on the east side of Sandy Lake. The shoulder does not have good drainage and pools up at the end of his driveway. Walker will work with Public Works on getting this repaired.

Tabled Items:

Discuss Culvert Concern – Public Works Supervisor prepared a memo last fall regarding culvert concerns. Discussion that the Fire Department has jettied culverts out in the past. Case stated that Public Works fund needs to cover fuel and Fire Department time. Swanson requested a list of culvert concerns in the city so that a plan could be completed.

Discuss/Approve/Disapprove 127th Street Cul De Sac Repair – Walker asked if the City Engineer should look at this or if it should be repaired in house. Walker to get two quotes for the repair of the cul de sac on 127th Street.

Discuss Layout of New Cemetery Map – Rush made a motion to table until the May 6th City Council meeting. Case seconded the motion, motion carried to table until the May 6th, 2026 City Council meeting.

New Business:

Discuss/Approve/Disapprove Fire Fighter Resignation of Christian Higgins Effective April 1st, 2026 – Rush/Walker unanimous to approve resignation of Christian Higgins effective April 1st, 2026.

Discuss Transition Process for Fire Chief – Fire Chief, Case's, resignation will be effective July 31st, 2026. Mayor Swanson discussed the transition process and the possibility of an interim Fire Chief. An idea was brought to Swanson for an interim Fire Chief, being someone currently on the Fire Department that does not want the Fire Chief position. Case asked City Council about salary ranges for this position. Rush stated as the Fire Department liaison, the fire department would like to keep elections going forward and that the SOP should be left as is. Rush would like Fire Department feedback about whether elections should be held or not. City Attorney, Ruppe, stated that they do not recommend fire department elections. Ruppe stated that liability and

complexities exist in Fire Department elections. Ruppe went on to say that the City Council is the employer of the Fire Department and Ruppe stated again that liability does exist when hiring a Fire Chief with a vote. Swanson is requesting a motion for Case to have a discussion with the Fire Fighters on an interim Fire Chief. **Walker made a motion to table until the May 6th, 2026 City Council meeting. Rush seconded the motion, motion carried.**

Discuss/Approve/Disapprove Job Descriptions – Case/Rush unanimous to approve job descriptions as amended by the City Council. These job descriptions are for the Fire Chief, Clerk, Deputy Clerk, Public Works Maintenance Supervisor and Public Works Maintenance Technician.

Discuss/Approve/Disapprove Wage for Public Works Technician – Case made a motion for \$28.00 an hour. Walker would like to offer \$29.00 an hour starting wage for the Public Works Technician. **Case took \$29.00 as a friendly. Walker seconded the motion, Rush disapproved, motion carried** for \$29.00 an hour.

Discuss MNPFL Update from Auditors – Rush/Walker unanimous to approve MNPFL contract from Auditors not to exceed \$300.00.

Discuss/Approve/Disapprove Baldwin Fire Foundation Park Rental on June 9th, 2026 – Rush/Walker unanimous to approve Baldwin Fire Foundation Park Rental on June 9th, 2026. There will be no fee charged for this rental. **Case abstained, motion carried.**

Discuss/Approve/Disapprove Website Renewal Contract – Case/Walker unanimous to approve Town Web 3-year contract for a total annual fee of \$2,420.00.

Discuss/Approve/Disapprove Public Works Supervisor Attending Interviews – Rush requested Public Works Supervisor be involved in the Public Works Maintenance Technician interviews. The interviews for the Public Works Maintenance Technician have been already completed by Case and Walker.

Discuss/Approve/Disapprove Resolution 26-11 and Contract, Resolution to Support Princeton Football – Case made a motion to approve Resolution 26-11 and Contract minus the indemnification clause. **Walker seconded the motion, Rush disapproved, motion carried.**

Discuss/Approve/Disapprove Resolution 26-12 and Contract, Resolution to Support Princeton Youth Hockey - Case made a motion to approve Resolution 26-12 and Contract minus the indemnification clause. **Walker seconded the motion, Rush disapproved, motion carried.**

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:

Swanson communicated that P2 in the City of Princeton will vote at City Hall on May 12th, 2026 for the ISD# 477 Referendum.

Swanson communicated that a AED has been installed at City Hall.

Swanson discussed the floor plan for the addition/remodel of the City Hall, Fire Department and Public Works Area.

Approve Bill for Payment – Rush/Walker unanimous to approve check number 29422 – 29453 for \$78,345.93 and 7 EFT Payments for \$5726.20 for a total of \$84,072.13.

Adjourn – Rush/Walker unanimous to adjourn at 10:12 p.m.

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

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

Date

Attendees: Phil Holland, Katherine Gove, Peggy Patten, Charles & Danielle McConoughay, Andy Schreder, Delmas Hines, Todd Tarvested, Connor Loscheider, Laura Anderson, Mike Anderson, Lance Soderholm, Jeff Larson, Tom McCarty, Cartrell Cooper and Bruce West



BALDWIN CITY COUNCIL SPECIAL MEETING

APRIL 13TH, 2026

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

Absent – City Council Member Jeff Holm

Also Present – City Building Inspector, Andy and Roxanne Schreder with Rum River Consultants (RRC)

Call to Order – The April 13th, 2026 special meeting of the City of Baldwin was called to order by Mayor Jay Swanson at 7:00 p.m.

Pledge of Allegiance – All present recited the Pledge of Allegiance

Discuss Technology Service Charge – The technology service charge supports the ongoing costs required to maintain a secure and modern building permit environment. This includes support, data security, and system updates. The technology service charge is a small application cost due at the time of the permit payment. The technology fee would be \$10.00 per permit added onto the building permit fee to the applicant. The City Council Members stated they are not convinced that the technology charge should be passed to the permit applicant. After much discussion, RRC agreed to not implement the technology service charge at this time. This charge will be removed from the proposed fee schedule that will be brought to the April 16th, 2026 City Council meeting.

Discuss Fee Schedule – RRC reviewed the 2026 fee schedule summary updates for the City of Baldwin. Some of these changes are due to the 2025 legislative session. Proposed Ordinance 2026-01 will be brought to the April 16th, 2026 City Council meeting.

Discuss Septic Administration Program – RRC is proposing to administrator the full septic program in its entirety. The City Council was given a handout to review the scope of work and the SSTS program components. The septic administration program proposal will be brought to the April 16th, 2026 City Council meeting.

Discuss City Council Liaison for Rum River Consultants – The point of contact for RRC is Alan Walker as liaison #1 and Scott Case as liaison # 2.

Adjourn - Case/Walker unanimous to adjourn at 8:56 p.m.

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

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

Date

Attendees: None



**CITY OF BALDWIN
LOCAL BOARD OF APPEAL AND EQUALIZATION**

APRIL 16TH, 2026

The Local Board of Appeal and Equalization for the City of Baldwin will meet on April 16th, 2026 at 3:00 p.m. at Baldwin City Hall, 30239 128th Street NW, Baldwin, MN. The purpose of this meeting is to determine whether property in the jurisdiction has been properly valued and classified by the assessor.

If you believe the value or classification of your property is incorrect, please contact the City of Baldwin's Assessor, Jake Stenzel, at 763-308-5049 or email Jake at assessorjake@gmail.com to discuss your concerns. If you disagree with the valuation or classification after discussing with Jake Stenzel, you may appear before the Local Board of Appeal and Equalization. The Board will review your assessments and may make corrections as needed. Generally, you must appeal to the local board before appealing to the County Board of Appeal and Equalization.

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

Absent – Tom Rush and Jeff Holm

Also Present – City of Baldwin Assessor; Jake Stenzel

Present from Sherburne County Assessor's Office – Michelle Moen and Kristina Botzek

Call to Order – The April 16th, 2026 Local Board of Appeals and Equalization was called to order by Mayor Jay Swanson at 3:00 p.m.

Pledge of Allegiance – All presented recited the Pledge of Allegiance.

Annual Local Board of Review & Equalization –

Sales from October 1, 2024 to September 30, 2025 were used to determine the estimated market values for the 2026 assessment. Countywide there were 14 good sales of parcels over 34.5 acres. The median ratio of these sales was 81.3%.

Agricultural Values increased by 15%. The ending ratio after these changes is 95%. The 2026 methodology utilizes agricultural sales within a region to develop a tillable and non-tillable value to be used for Green Acres in that area. Our Green Acres Region includes the Counties of Anoka, Chisago, Isanti and Sherburne. The Department of Revenue issued a memo which indicated that the average per acre value for tillable land was to be \$4,900 (up \$300 from 2025) and the average for non-tillable was to be \$3,100 (up \$100 per acre from 2025).

Residential statistics is 23 new homes in 2025 along with 73 miscellaneous permits such as decks, basement finish, additions and roofs. There were 96 total sales last year with a median sale price for 2025 of \$421,500.00 and a median market value of

\$410,100.00. New construction is valued at \$9,460,900 for 2026 and total City estimated market value is \$1,254,049,500.

Stenzel stated there were 96 sales last year for Baldwin with about 1170 sales County wide. Stenzel indicated that 760 homes were assessed last year (20% of the city).

Swanson asked for clarification on new construction homes.

Michelle Moen from Sherburne County Assessor's office stated that \$9.4 million in new construction includes residential and commercial properties in 2025.

Kathie Kelley – PID# 01-00487-0235, 10244 302nd Ave. NW: Kathie stated she moved into the property in 2021 and the property taxes went up 12%. She stated in 2022 the property went up 54%. She spoken with Jake to discuss the percentages and property comparisons. Kathie stated she has a split-level home and that the comparable houses are \$20,000 to \$40,000 less than hers. There are similar homes around her property that are lower in property value that have pole barns.

Jake stated looking at the surrounding properties, this assessment could be a little high.

City Assessor, Jake Stenzel will be assessing the property this week. If the resident is not in agreement with Jake Stenzel's assessment, they would then need to go to the County Local Board of Appeals in June of 2026. **Case/Walker unanimous to approve** no change to the valuation at this meeting.

Stenzel stated that split-level homes in Baldwin are now estimating to be at least \$325,000. This property is a walkout, while the neighbors have lookout basements.

Swanson asked if a basement is considered to be finished if it is only sheetrock. Stenzel stated that sheetrock basements have some value.

Adjourn – Case/Walker unanimous to adjourn at 3:30 p.m.

Submitted By: (s/) Kayla Nielsen
Deputy Clerk
City of Baldwin

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

Date

Attendees: Kathie Kelley



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555

**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization		Date of organization		Tax exempt number	
Baldwin Fire Relief					
Organization Address (No PO Boxes)		City	State	Zip Code	
30239 128th Street N.W.		Baldwin	MN	55371	
Name of person making application		Business phone		Home phone	
Lance Soderholm		763-300-6052			
Date(s) of event		Type of organization ☐ Microdistillery ☐ Small Brewer			
August 29th, 2026		☐ Club ☐ Charitable ☐ Religious ☒ Other non-profit			
Organization officer's name		City	State	Zip Code	
			MN		
Organization officer's name		City	State	Zip Code	
			MN		
Organization officer's name		City	State	Zip Code	
			MN		

Location where permit will be used. If an outdoor area, describe.
Baldwin Fire Station; 30239 128th Street N.W., Baldwin, MN

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
Fire Fighters of the Department will be serving

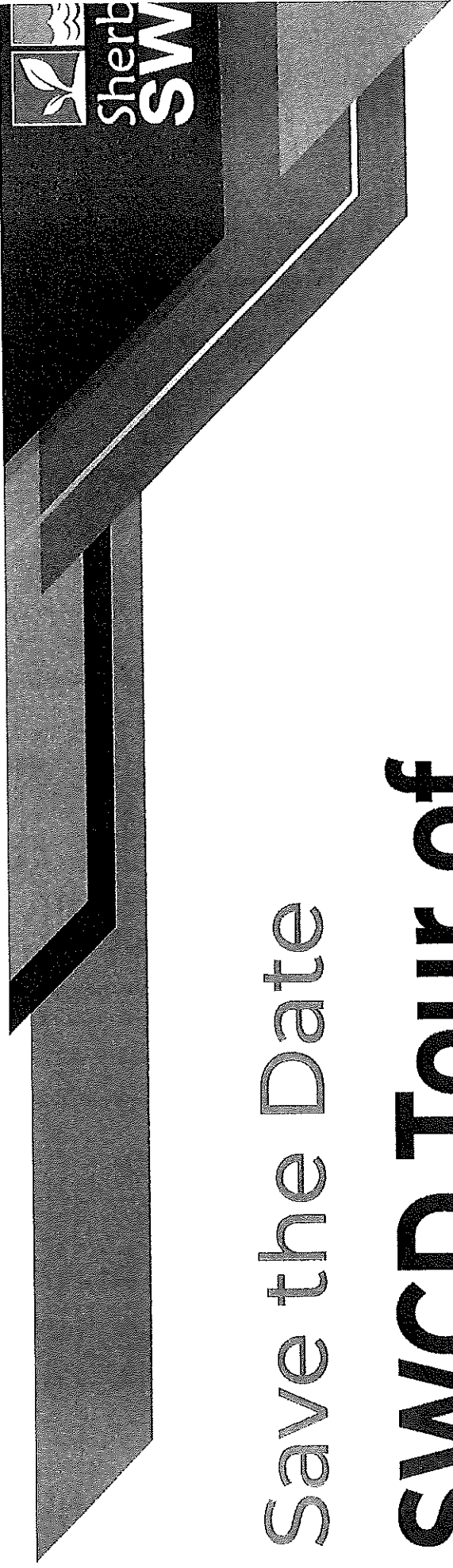
If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
League of Minnesota Cities, \$1,000,000 coverage

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Event in conjunction with a community festival ☐ Yes ☐ No	City or County E-mail Address
Current population of city	
Please Print Name of City Clerk or County Official	Signature City Clerk or County Official

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event
No Temp Applications faxed or mailed. Only emailed.
ONE SUBMISSION PER EMAIL, APPLICATION ONLY.
PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY
PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY
CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US



Save the Date

SWCD Tour of Conservation Practices

June

18

SWCD Tour of Practices
Thursday, June 18th

Join us for our annual conservation tour
featuring innovative practices in action!
Lunch and transportation provided.
More information to come.

Joan Heinen

From: Frances Gerde <fgerde@sherburneswcd.org>
Sent: Friday, April 17, 2026 10:31 AM
To: Joan Heinen
Subject: SWCD Tour of Practices
Attachments: toursavethedate26.jpg

Hello Joan,

We are in the process of finalizing details for our annual tour of practices, and we would like to feature one of the Baldwin stormwater projects as a tour stop. At this point, the Sandy Lake project is the most likely location.

I wanted to share this with you in advance so you can get the date on your calendar. Dan and I would welcome the opportunity for Baldwin staff to join us on-site and speak about how the project came together.

You will receive the official invitation once it is sent out in the next few weeks. In the meantime, please let me know if there are any concerns with using the Sandy Lake site as a tour stop or if you have any questions before we send out more detailed information. Thanks Joan!

Have a great weekend!



Franny Gerde
Urban Conservationist
fgerde@sherburneswcd.org
763-220-3434 x 104

Sherburne Soil & Water Conservation District
425 Jackson Ave NW
Elk River, MN 55330
763-220-3434
www.sherburneswcd.org



APR 27 2026



DATE: March 16, 2026

TO: City of Baldwin

SUBJECT: Renewal of Tobacco License (July 1, 2026 - June 30, 2027)

According to Sherburne County Ordinance No.29, upon receipt of a completed application for a Tobacco license, the County Auditor needs to get the application approved by the appropriate departments and the County Board. The application also needs to be reviewed by the Local Board for comments.

Please state comments, if any, for the following establishments listed below:

Ridgewood Bay Resort

14255 288th Ave

Zimmerman, MN 55398

When completed, please return this form & along with applications with signature, ASAP,
to Sherburne County Auditor/Treasurer, Attn: Sheila Thank you.
(License does expire 6/30/26)- County Board meets 5/19/2026 & 6/2/2026)

State of Minnesota,
County of Sherburne



TOBACCO, TOBACCO PRODUCTS, TOBACCO RELATED DEVICES
and ELECTRONIC DELIVERY DEVICES
LICENSE APPLICATION OR RENEWAL

APPLICATION TYPE - CHECK ONE

- ☐ New or Transfer
☐ Renewal

Applicant's Name (Business, Partnership, Corporation) <i>Ridgewood Bay Resort Inc.</i>		DBA or Trade Name	
License Address <i>14255 288th ave.</i>		Business Phone <i>(763) 389 3818</i>	Applicant's Home No. <i>(612) 217 4900</i>
City <i>Zimmerman</i>	County <i>Sherburne</i>	State <i>MIN.</i>	Zip Code <i>55398</i>
		License Period From <i>July 1</i> To <i>JUNE 30</i>	

Give name, residence, title and age for all partners, or the officers and directors of a corporation. Also, state the partnership interest of each partner and for a corporation the percent of stock held by each officer.

Name <i>Gray Seckett</i>	Title <i>President</i>	Age <i>67</i>	%Stock/Int <i>100</i>
Address		City	State
Name	Title	Age	%Stock/Int
Address		City	State
Name	Title	Age	%Stock/Int
Address		City	State

Describe premises to be licensed (location) (type of business - convenience, bar, grocery store, etc.) *Bar*

Is 90% of sales revenue derived from tobacco/tobacco products ☒ No ☐ Yes

Number of months per year establishment will be open: <i>12</i>	Name of Manager: <i>Amanda Magnusson</i>
Has the applicant attached documentation from their wholesaler or distributors verifying compliance with State and Federal requirements for child-resistant packaging? ☒ No ☐ Yes	Does the applicant owe any administrative penalties for prior violations of the Tobacco Ordinance which remain unpaid? ☒ No ☐ Yes

MAR 30 2026

Sherburne County Auditor-Treasurer

Has the applicant or any of the associates in this application been convicted of any tobacco law violations under county ordinance or state or federal laws during the last five years? ☒ No ☐ Yes
If yes, give date and details:

Has the applicant or any of the associates ever been denied a license to sell tobacco or tobacco products? ☒ No ☐ Yes
If yes, please give date, location and other details:

Is the applicant or any of the associates in this application a member of the county Board in which the license will be issued? ☒ No ☐ Yes
(If the applicant for this license or any of the associates is the spouse of a member of the governing body or where a family relationship exists, the member shall not vote on this application.)

Have the applicants any interest, directly or indirectly, in any other establishments that sell tobacco in the county issuing this license? ☒ No ☐ Yes If yes, give the name and address of the establishment.

Name _____ Address _____

I acknowledge the Sherburne County Sheriff will be authorized to conduct a background check on applicant and associates.
I certify that I have read the above questions and that the answers are true and correct to the best of my knowledge.

Applicant Name (Please Print)

Grag Sackett

Applicant's Signature

Grag Sackett

Date

3-30-26

COMPLIANCE CHECK REPORT

Number of Compliance Checks in past five years:

Number of Sales to Underage Youth:

Any administrative penalties levied against applicant or any associates? ☐ No ☐ Yes

If yes, attach documentation.

Signature: Health Promotion Supervisor

Date

REPORT BY LOCAL BOARD/COUNCIL

We certify that to the best of our knowledge the applicants named above are eligible to be licensed. ☐ No ☐ Yes

If no, attach documentation.

Signature:

Date

May 6, 2026

REPORT BY COUNTY ATTORNEY

I certify that to the best of my knowledge the applicants named above are eligible to be licensed. ☐ No ☒ Yes

If no, attach documentation.

Signature:

Date

4/24/26

REPORT BY SHERIFF

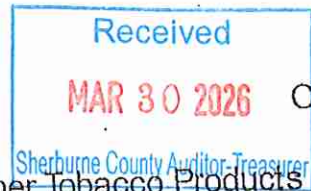
I certify that to the best of my knowledge, the applicants named above have not been convicted within the last five years for any violation of local, state or federal laws and ordinances relating to the sale of tobacco. ☐ No ☐ Yes

If no, attach documentation.

Signature:

Date

4-8-26



CT102

License Application to Make Retail Sales of Cigarette and Other Tobacco Products

To be completed by applicant when applying for a license with a city or county.

FOR MUNICIPAL USE ONLY

Applicant's Minnesota Tax ID Number
2895470

The Minnesota Tax ID must be issued in the same legal name of the licensee below.

Cigarettes/ tobacco products will be sold (a separate license is required for each location or vending machine):

☒ Over Counter☐ Through Vending Machine☐ Both

License Authority
License Number
Period Covered
Date of Issuance

Licensee's Legal Name

Ridgewood Bay Resort

Business Trade Name (doing business as)

Complete Address of Business Location (permit location)

14255 288th Ave

County

Sherburne

City

Zimmerman

State

MN

ZIP Code

55398

Mailing Address (if different than business address)

City

State

ZIP Code

Federal Employer ID Number (FEIN)

Daytime Phone

Other Phone Number

Fax Number

Email Address

Type of legal organization (check one):

☐ Sole proprietor☐ Partnership☐ Other (describe) _____☒ Minnesota corporation: Enter date of incorporation **10-1996**☐ Out-of-state corporation: State of incorporation _____Are you registered to do business in Minnesota? ☐ Yes ☐ No

Corporate Officers or partners (attach a list if necessary)

Name	Title	City	State	ZIP Code
Gary Sackett	President	Zimmerman	MN	55398
14255 288th Ave				

As a licensed tobacco products or cigarette retailer, I understand that:

1. I can purchase cigarettes only from a Minnesota distributor or subjobber who holds a license with the Minnesota Department of Revenue.
2. I must obtain a tobacco products distributor license if I purchase untaxed tobacco products from an out-of-state company.
3. I may not sell cigarettes affixed with Minnesota Native American stamps unless my retail business is located on a reservation that has a tax agreement with the State of Minnesota.
4. I may not purchase from or exchange cigarettes or tobacco products with another retailer.
5. I must keep complete and legible cigarette and tobacco products invoices on the licensed premises, or make invoices available within one hour of request, for at least one year after the date of the purchase.
6. I know that the Minnesota Department of Revenue and/ or law enforcement may conduct cigarette and tobacco inspections of the premises, including inspections of inventory, invoices and licenses, and I understand that a refusal to allow an inspection is grounds for revocation of my license.
7. I know that failure to comply with all requirements can result in criminal penalties, including the loss of cigarettes and tobacco products.

Licensee Signature	Title	Print Name	Date	Daytime Phone
Gary Sackett	President	Gary Sackett	3/30/2026	320-217-4900
Licensing Agent's Signature	Title	Print Name	Date	Daytime Phone

License applicant: Submit this form to the licensing authority along with the license application.

Licensing authority: Mail, email or fax to:
Minnesota Revenue, Mail Station 3331, St. Paul, MN 55146-3331.
Fax: 651-556-5236. Email: cigarette.tobacco@state.mn.us

Received

MAR 30 2026

Sherburne County Auditor-Treasurer

Is the applicant or any of the associates in this application a member of the county Board in which the license will be issued?

☒ No ☐ Yes

(If the applicant for this license or any of the associates is the spouse of a member of the governing body or where a family relationship exists, the member shall no vote on this application.)

Have the applicants any interest, directly or indirectly, in any other establishments that sell tobacco in the county issuing this license?

☒ No ☐ Yes If yes, give the name and address of the establishment.

Name _____ Address _____

I certify that I have read the above questions and that the answers are true and correct to the best of my knowledge.

Applicant Name (Please Print)

Applicant's Signature

Date

Gray Sackett

[Signature]

3-30-2026

COMPLIANCE CHECK REPORT

Number of Compliance Checks in past five years: _____

Number of Sales to Underage Youth: _____

Any administrative penalties levied against applicant or any associates? ☐ No ☐ Yes

If yes, please describe. _____

Signature: Health Promotion Supervisor

Date

REPORT BY LOCAL BOARD/COUNCIL

We certify that to the best of our knowledge the applicants named above are eligible to be licensed. ☐ No ☒ Yes

If no, state reason. _____

Signature: Board/Council Chairperson

Date

5/6/2026

REPORT BY COUNTY ATTORNEY

I certify that to the best of my knowledge the applicants named above are eligible to be licensed. ☐ No ☒ Yes

If no, state reason. _____

Signature: County Attorney

Date

4/24/26

REPORT BY SHERIFF

I certify that to the best of my knowledge, the applicants named above have not been convicted within the last five years for any violation of local, state or federal laws and ordinances relating to the sale of tobacco. ☐ No ☐ Yes If yes, please describe.

Signature: Sheriff

Date

4-8-26

CITY OF BALDWIN
SHERBURNE COUNTY
STATE OF MINNESOTA

ORDINANCE NO. 2026-05

**AN ORDINANCE DEFINING NUISANCES, PROHIBITING THEIR CREATION OR
MAINTENANCE AND PROVIDING FOR ABATEMENT AND PENALTIES FOR
VIOLATION THEREOF**

The City Council of the City of Baldwin hereby ordains as follows:

Section 1. **Purpose.** The City is authorized to define nuisances herein this ordinance and provide for their prevention or abatement pursuant to Minn. Stat. § 412.221, subd. 23 and any other applicable state law or authority. The purpose of this ordinance is to protect the general, health, safety and welfare of the citizens of the City of Baldwin by prohibiting the occurrence and maintenance of public nuisances and eliminating junk and blight within the City. The ordinance allows for the abatement of public nuisances and provides penalties for and remedies against those causing or maintaining a public nuisance.

Section 2. **Public Nuisance Defined.** A public nuisance is a thing, act, or use of property that:

- A. Maintains or permits a condition which unreasonably annoys, injures, or endangers the safety, health, morals, comfort, or repose of any considerable numbers of the public or the community; or
- B. Interferes with, obstructs, or renders dangerous for passage, any public park, street or right-of-way, or waters used by the public; or
- C. Shall in any way render the public insecure in life or in use of property.
- D. Any other act or omission declared by law or this ordinance to be a public nuisance.

Section 3. **Public Nuisance Affecting Health.** The following are hereby declared to be nuisances affecting health:

- A. Exposed accumulation of decayed or unwholesome food or vegetable matter;
- B. All dogs running at large;
- C. All ponds or pools of stagnant water;
- D. Carcasses of animals not buried or destroyed within 24 hours after death;
- E. Accumulations of manure, refuse, or other debris;

- F. The discharge, disposal, accumulation, or collection of sewage or industrial waste without proper permit or approval;
- G. Garbage cans or other refuse containers that are not rodent-free or fly-tight, that are so maintained as to constitute a health hazard or to emit foul and disagreeable odors, and which such waste is not removed at least once a week;
- H. The pollution of any public well or cistern, stream or lake, canal, or other body of water by sewage, industrial waste, or any other substances;
- I. All noxious weeds, as defined in Minn. Stat. § 18.77, subd. 8 upon public or private property.
- J. Dense smoke, noxious fumes, gas and soot, or cinders, in unreasonable quantities;
- K. All public exposure of persons having a contagious disease;
- L. Any offensive trade or business as defined by either ordinance or State Statute which is not operating under local license, or such trade or business whose operation constitutes a clear and present danger to the health of the public in general; and
- M. Depositing garbage, rubbish, litter, or refuse on any public property, including streets, sidewalks, and parks, except in public receptacles and in such a manner that the garbage, rubbish or litter will be prevented from being carried or deposited by the elements upon any part of the park or upon any street or other public place.

Section 4. **Public Nuisances Affecting Morals and Decency.** The following are hereby declared to be nuisances affecting public morals and decency:

- A. Any gambling device not authorized by State Law and not properly permitted by the appropriate jurisdiction, including, but not limited to, slot machines and punch boards;
- B. Betting, or bookmaking, not allowed by State Law, and all apparatus used in such operations;
- C. All houses kept for the purpose of prostitution or promiscuous sexual intercourse, gambling houses, houses of ill fame, and bawdy houses;
- D. All places where intoxicating liquor or controlled substances as defined by Minn. Stat. § 152.01, subd. 4 are manufactured, dispensed or disposed of in violation of law or where, in violation of law, persons are permitted for the purpose of drinking intoxicating liquor or ingesting or otherwise using controlled substances,

or where intoxicating liquor or controlled substances are kept for sale or other disposition in violation of law, and all liquor, controlled substances, and other property used for maintaining such places; and

- E. Any vehicle used for the illegal transportation of intoxicating liquor and/or controlled substances, or for prostitution and/or other illegal purpose.

Section 5. **Public Nuisances Affecting Peace and Safety.** The following are declared to be nuisances affecting public peace and safety:

- A. Depositing, or causing to be deposited, any snow or ice on any sidewalk or roadway;
- B. All trees, hedges, structures, or other obstructions which prevent persons from having a clear view of all traffic approaching an intersection;
- C. All wires and limbs of trees which are so close to the surface of a sidewalk or street as to constitute a danger to pedestrians or vehicles;
- D. Obstructions and excavations affecting the ordinary use by the public of streets, alleys, sidewalks, or public grounds except under such conditions as are permitted by City Ordinances or other applicable law;
- E. Placing or storing on any street, sidewalk, or public right-of-way any boxes, goods, wares, merchandise, building materials, machinery, business or trade article except for the purpose of immediately transferring the same to some other proper place;
- F. Any tree, shrub, bush, or other vegetation located on private property which obstructs use or travel on any public right-of-way;
- G. Radio aerials or television antennae erected or maintained in a dangerous manner;
- H. Any use of property abutting a public street or sidewalk or any use of a public street or sidewalk that causes large crowds of people to gather, obstructing traffic and the free use of the street or sidewalk, and which activity is conducted without a permit, license or other permission duly granted by the City;
- I. All hanging signs, awnings, and other similar structures over streets and sidewalks, or so situated so as to endanger public safety, or not constructed and maintained as provided by ordinance;
- J. The allowing of rain water, ice, and snow to fall from any building or structure upon any street or sidewalk or to flow across any sidewalk;

- K. Any electric or barbed wire fencing strung lower than six feet in height and within three feet of a public sidewalk or way, except when used in conjunction with agricultural uses as allowed by the Zoning Ordinance;
- L. All dangerous, unguarded machinery in any public place, or so situated or operated on private property as to attract the public;
- M. Waste water cast upon or permitted to flow upon streets or other public property;
- N. Accumulations in the open of broken or unused metal, wood, lumber, cement, electrical fixtures, plumbing fixtures, building materials (but excluding building materials awaiting use and stored for a reasonable period of time as determined by the Code Enforcement Officer for an improvement presently in progress on the same premises), discarded or unused machinery, household appliances, automobile bodies, trash, debris, rubbish or other material, in a manner conducive to the harboring of rats, mice, snakes, or vermin, or the rank growth of vegetation among the items so accumulated, or items accumulated in a manner creating fire, health, or safety hazards;
- O. Any well, hole, or similar excavation which is left open or uncovered or in such other condition as to constitute a danger to any person coming on the premises where it is located;
- P. Obstruction of the free flow of water in a natural waterway, a public street drain, storm sewer, gutter, or ditch with trash, sediment, vegetation, or other materials;
- Q. Digging excavations, placing culverts, placing dams, or doing any act which may alter or affect the drainage of public property, streets, alleys or sidewalks; or affect flows of the public storm sewer and drainage ditch system, without prior written authorization by the City;
- R. The placing or throwing on any street, sidewalk, or other public property of any glass, tacks, nails, bottles, or other substance which may injure any person or animal or damage any pneumatic tire when passing over such substance;
- S. The deposition of garbage, debris, or refuse on a public right-of-way;
- T. Throwing, placing, or depositing dirt, rocks, sand, leaves, trash, lawn clippings, weeds, grass, or other materials in the streets, sidewalks, ditches or other public ways and the gutters thereof;
- U. Placing construction and/or landscaping materials onto streets, storm sewers, sidewalks, ditches or other public ways and the gutters thereof;
- V. All other conditions or things which are likely to cause injury to the person or property of anyone;

- W. The keeping of any used refrigerator, ice box, or freezer in a location or manner accessible to children which is not in service and which has the door latch intact; and
- X. Any conditions declared a nuisance under Minn. Stat. ch. 609, 561, or other state law.

Section 6. **Storage of Personalty.**

- A. **Unsheltered Storage.** Unsheltered storage of unused, stripped, junked, and other automobiles, recreational vehicles, motorcycles, watercraft, or any other motor vehicle, not in good and safe operating condition, so as to be legally operable upon public streets, trails, or public waters, or not bearing a current State of Minnesota License or Registration for that type of vehicle, and of any other vehicles, machinery, implements, and/or equipment and personal property of any kind which is inoperable, unlicensed, unregistered, or not maintained in a safe and operating condition, all of which is hereinafter described as "said personalty", for any period of thirty days or more within any given year (except in licensed junkyards) within the corporate limits of the City is hereby declared to be a nuisance and dangerous to the public safety.
- B. **Timeframe.** For purposes of this ordinance, unsheltered storage means said personalty which is not stored in a permitted building complying with the then existing and controlling City ordinances. For enforcement purposes, the City shall apply a rolling twelve-month period measured backward from any day on which a violation is observed. If the same or similar unsheltered storage is found to exist on any day within that rolling twelve-month period, it shall be treated as a continuing violation, and each day the condition exists may be charged as a separate offense. Correction of the violation does not reset or terminate the rolling twelve-month enforcement period.
- C. **Abatement by Owners.** The owner, owners, tenants, lessees and/or occupants of any property within the City upon which such above prohibited storage or any other violation of this ordinance is made, and also the owner, owners, and/or lessees of said personalty involved in such storage or any other material constituting a violation of this ordinance, all of whom are hereinafter collectively referred to as "owners", shall jointly and severally abate said nuisance by:
 - 1. the prompt removal of said personalty or materials into completely enclosed buildings authorized to be used for such purposes;
 - 2. remove said personalty to a licensed junkyard or waste facility; or
 - 3. remove said personalty to a location outside the corporate limits of the City.

- D. Abatement by the City. Whenever said owners fail to abate such nuisances the City shall remove the said personalty or materials to a location of its selection. Abatement of such nuisance by the City shall be in accordance with Section 10 of this ordinance. Costs incurred by the City during said abatement, including the cost of storage or disposal, shall be recoverable from the said owners, jointly and severally, in accordance with Sections 11 and 12 of this ordinance or in any other manner authorized by law.
- E. Disposal of Property After Abatement by the City. When said personalty or materials have been removed and placed in storage by the City, as provided for herein, said personalty shall be sold by the City after the lapse of such time as is provided for by law. If the proceeds of such sales are insufficient to pay the costs of abatement and storage said owners shall be liable to the City for the balance of the costs. If the proceeds are in excess of the costs, including storage, the balance shall be paid to said owners.

Section 7. **Adoption by Reference.** The "Hazardous Building Law, " Minnesota Statutes 463.15 through 463.261, is adopted by reference as amended. Any hazardous building or dangerous excavation may be abated in accordance with the provisions of that law.

Section 8. **Responsibility.** The owner and tenant of any premises on which a violation of this ordinance occurs shall make every reasonable effort by taking all actions reasonably necessary to ensure compliance with this ordinance. Violations of this ordinance shall be deemed the act of both the person committing the act and the person in possession, control, custody, or having charge of the premises who allows or permits the violation to take place. Violations of this ordinance shall also be deemed the act of a nonresident landlord, provided they have received written notice from the City of the violation and has failed to make every reasonable effort to see that the violation ceases. Notice mailed to the owner's last known address constitutes sufficient notice.

Section 9. **Enforcement.** The City Council shall have the duty of enforcing the provisions of this Ordinance. In addition, any law enforcement agency with which the City Council has contracted for law enforcement services shall have the authority to enforce the provisions of this Ordinance, including the authority to issue citations on behalf of the City. The City Council may, by resolution, delegate to other officers or agencies power to enforce particular provisions of this Ordinance, including the power to inspect private premises, and the officers charged with enforcement of this ordinance shall take all reasonable precautions to prevent the commission and maintenance of public nuisances, including the issuance of administrative citations pursuant to City Code.

Section 10. **Abatement.**

- A. General.

1. Whenever the officer charged with enforcement determines that a public nuisance is being maintained or exists on premises in the City, the officer shall notify in writing the owner or occupant of the premises of such fact and order that such nuisance be terminated or abated.
 2. The notice shall be served in person or by certified or registered mail. If the premises are not occupied and the owner is unknown, the notice may be served by posting it on the premises.
 3. The notice shall specify the steps to be taken to abate the nuisance and the time, not exceeding thirty (30) days, within which the nuisance is to be abated.
 4. If the notice is not complied with within the time specified, the enforcing officer shall cause personal service of a notice of hearing upon the owner or occupant of the property at least seven (7) days prior to a scheduled hearing by the City Council. In the event that personal service cannot be made, mailed and posted notice may be used provided that it is posted and mailed at least seven (7) days prior to the date of the hearing.
 5. Thereafter, the City Council may, after notice to the owner or occupant and an opportunity to be heard, provide for abating the nuisance by the City.
 - a. The City Council may by resolution adopt a Notice of Abatement, which shall set forth the nuisance to be abated and shall indicate a date and time on which the City will enter onto the property and abate the nuisance.
 - b. The notice shall also notify the property owner that the costs of abatement will be billed to the property owner and if not paid will be assessed against the property.
 - c. The Notice of Abatement shall be served upon the owner and/or occupant in person or by certified or registered mail at least seven (7) days prior to the proposed date for the City to abate the nuisance. If the premises is unoccupied or the owner and/or occupant cannot be served, notice may be posted upon the premises at least seven (7) days prior to the proposed abatement.
- B. Court Process. As an alternative, the City Council may authorize the City Attorney to bring an action in the Sherburne County District Court seeking to abate the nuisance. In such case, the City Attorney may bring a civil or criminal action in Sherburne County District Court against the property owner and/or occupant seeking a criminal conviction of the terms of this ordinance or seeking a civil order requiring the property owner and/or occupant to abate the nuisance, or

in the alternative, authorizing the City to enter upon the property and abate the nuisance at the property owner and/or occupant's expense.

- C. Emergency Abatement. When the officer charged with enforcement determines that a nuisance constitutes a serious and eminent danger to the public safety or health, the officer may summarily abate the nuisance after a reasonable attempt to notify the owner or occupant of the property. The officer shall immediately thereafter notify in writing the owner or occupant of the premises of the action taken. The notice shall be served in person or by registered or certified mail.

Section 11. **Recovery of Cost.** The City may recover all costs incurred in enforcing this ordinance by any or all of the following methods:

- A. Personal Liability. The owner of the premises on which a nuisance has been abated by the City shall be personally liable for the cost to the City of the abatement, including legal and administrative costs. As soon as the work has been completed and the costs determined, the clerk or other official designated by the City Council shall prepare a bill for the cost and mail it to the owner. Thereupon, the amount shall be immediately due and payable at the Office of the Clerk.
- B. Certification to property taxes. The City Council may certify any unpaid charges resulting from the enforcement of this ordinance, including attorneys' fees and court costs, costs of disposal and all other costs incurred by the City, to the property against which this ordinance was enforced pursuant to Minn. Stat. §§ 429.101, subd. 1(8), 366.012, any other applicable law, and any applicable court order.
- C. Any other method authorized under Minnesota law.

Section 12. **Penalty.** Any person violating any provision of this ordinance shall, upon conviction, be guilty of a misdemeanor and shall be punished pursuant to applicable State Statute regarding misdemeanor penalties, as amended, plus the costs of prosecution. Each day a nuisance continues to exist is deemed a separate punishable offense under this ordinance. The City may, in its discretion, seek any administrative citation penalties and civil remedies available to it as well, including but not limited to injunctive relief or abatement. Administrative citations may be issued regardless of whether criminal prosecution is pursued. Each right or remedy accruing to the City under this ordinance or at law is separate and distinct and may, in the City's discretion, be exercised independently or simultaneously with any other right or remedy.

Section 13. **Separability.** Every section, provision or part of this ordinance is declared separable from every other section, provision or part; and if any section, provision or part thereof shall be held invalid by a court of competent jurisdiction, it shall not affect any other section, provision, or part.

Section 14. **Effective Date.** This Ordinance is effective upon its passage and publication according to law.

Section 15. **Repealer.** Any previous ordinance adopted by the City of Baldwin that is inconsistent with this ordinance is hereby repealed to the extent of such inconsistency.

Adopted this 6th day of May 2026.

Jay Swanson, Mayor

ATTEST:

Joan Heinen, Clerk



M-R Sign Co., Inc.

1706 1st Avenue North
Fergus Falls, MN 56537
Phone: (218) 736-5681
Fax: (218) 736-4070

QUOTATION

Quote No: 15052

Date: 04/30/26

Quote: BALDWIN, CITY OF
30239 - 128TH STREET NW
BALDWIN, MN 55371-3752

Attention: Karla

Phone No: 763-389-8931

Quoted By: KARLA

Fax No: 763-389-2751

Quantity	Stock Code	Description	Each	Line Total
20	900-691907	DS16"X08"RECDGB080GSP BALDWIN (911) **1"C WHITE BALDWIN AND **STREET ADDRESS WITH 4"C **NUMBER ON A BLUE DG-3 **BACKGROUND...NO BORDER. **1-1/2" RADIUS CORNERS **ONE SIDE AND 3/8" HOLES **ON 6" CENTERS OTHER SIDE **1" FROM EDGE OF SIGN TO **CENTER OF HOLE... **DOUBLE FACED.. *	33.940	678.80
1	000-SURCHARGE	3-M+SUPPLIER+FUEL SURCHARGE SURCHARGE 6%	40.730	40.73

plus freight

Line Total	719.53
Sales Tax	0.00
Freight	0.00
Quote Total	719.53



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

PLANNING REPORT

TO: Baldwin Mayor and City Council

FROM: D. Daniel Licht

REPORT DATE: 23 April 2026

60-DAY DATE: 29 May 2026

RE: Baldwin – PID 01-00416-0020; Haugen Variance

TPC FILE: 269.02

BACKGROUND

Matthew Haugen owns the property at 28748 Elk Lake Road East, which is developed with a 720 square foot single family dwelling built in 1960. Mr. Haugen is proposing to construct an addition with living space and attached garage onto the existing building. The proposed construction encroaches within the side yard setback as required by Section 900-51-8.A of the Zoning Ordinance.

Mr. Haugen has applied for a variance to allow construction of the proposed addition, which is to be processed in accordance with Section 900-6-4 of the Zoning Ordinance subject to review by the Planning Commission and approval of the City Council. A public hearing to consider the application was held by the Planning Commission meeting on 22 April 2026. Mr. Haugen was present at the meeting. There were no public comments and the hearing was closed. A motion to recommend approval of the application failed by a 3-3 vote, meaning that the Planning Commission provides no recommendation.

Exhibits:

- Site Location Map
- Building Plans (4 sheets)
- Certificate of Survey
- Draft Resolution 2026-14

ANALYSIS

Comprehensive Plan. The Baldwin Comprehensive Plan guides development of land use patterns that provide connections to existing public amenities and the natural landscape. The subject site is lot within the Smith's Shore View Addition subdivision along the east shoreline of Elk Lake, with lots that provide for residential use and enjoyment of the waterbody. The continued use of the property for a single family dwelling is consistent with the Comprehensive Plan.

Zoning. The subject site is zoned R1, General Rural District and single family dwellings are allowed as a permitted use. Elk Lake is a designated General Development Lake and properties within 1,000 feet of the lake are subject to the standards of the Shoreland Overlay District. Single family dwellings are also a permitted use within the Shoreland Overlay District.

Surrounding Uses. There are similar single family dwellings to the north and south of the property along the shoreline of Elk Lake developed with single family dwellings. There are also residential lots to the east across Elk Lake Road within the Cherry Oak Landing plat. The proposed construction of a new single family dwelling upon the property will be compatible with the surrounding area.

Building Plans. The proposed addition measures 28 feet by 20 feet and includes a 560 square foot one-stall garage on the ground elevation with a 560 square foot bonus room above. The building elevations indicate that the addition will be sided to match the existing structure. The two story height of the addition is within the 25 foot building height, which is measured to the mid-point of the pitched roof, allowed within the Shoreland Overlay District.

Lot Requirements. Lots within the R1 District are required by Section 900-51-7 of the Zoning Ordinance to be 2.5 acres in area, 200 feet in width measured at the front setback line abutting a public right-of-way, and 300 feet in depth (the minimum lot requirements of the R1 District are greater than those of the Shoreland Overlay District). The subject property is 9,159 square feet (0.21 acres) in area, approximately 64 feet in width, and approximately 153 feet in depth to the Ordinary High Water Level and is, therefore, a legal non-conforming lot of record.

Setbacks. The table below summarizes the setback requirements of the R1 District established by Section XX-51-8 of the Zoning Ordinance and Shoreland Overlay District established by Section XX-90-7.B.1 of the Zoning Ordinance:

	R1 District Setbacks		
	Elk Lake Rd.	Side	OHWL
Required	50ft.	10ft.	75ft.
Proposed	25.5ft.	(N) 5.4ft. (S) 5.7ft.	85.2ft.

The existing single family dwelling encroaches into both the required setback from Elk Lake Road and the side yard setback from the south lot line. The proposed addition is not closer to the lot line abutting the Elk Lake Road right-of-way than the existing building. The proposed addition will reduce the side yard setback between the building and the north lot from 24.89 feet to 5.39 feet encroaching into the required setback by 4.61 feet.

The proposed expansion includes a door added to the existing north wall as an entry into the attached garage. There is a door at the front (east) wall of the addition that is accessed between the north wall of the existing house and where a vehicle would be parked in the one stall. The stairs to the bonus room above the garage are also accessed via the doorway into the house. The combination of accessing the exterior door on the front elevation and the landings/stairs for the bonus room dictate the width of the proposed addition and encroachment into the required setback. The need for the encroachment into the required setback from the north lot line to accommodate the proposed garage and bonus room space is due to the narrow, non-conforming lot width.

Impervious Surface. Section 900-90-10.B.1 of the Zoning Ordinance limits impervious surface within a lot subject to Shoreland Overlay District standards to 25 percent. The existing impervious surfaces within the lot are identified as 14.3 percent of the lot area on the Certificate of Survey. The site plan for the building addition indicates an increase in impervious surface to 22.4 percent of the lot area. The proposed impervious surface complies with the limit established by the Zoning Ordinance.

Access. The property has one access to Elk Lake Road. The driveway be reconstructed as part of the redevelopment of the lot to provide access to the attached garage. The surface of the driveway is not identified, but City staff recommends, and the Mr. Haugen, confirmed that that the surface will be asphalt or concrete.

The existing driveways along Elk Lake Road do not comply with the minimum of 75 feet between driveways required by Section 1.08.3(b) of the right-of-way ordinance, which is due to the non-conforming width of the lots. The existing driveway is setback less than 10 feet from side lot lines as required by Section 1.08.3(b) of the Right-of-Way Ordinance. The location of the existing driveway is a non-conforming condition that is allowed to continue.

Section 1.08.4(a) limits the width of residential driveways to 24 feet and requires a minimum width of 16 feet. The existing driveway is less than 10 feet in width and will be expanded to 10 feet with the proposed reconstruction.

Construction of the proposed accesses is to be subject to review and approval of the City Engineer with application for a driveway permit.

Wetlands. There are no wetlands identified by the National Wetland Inventory that will be impacted by the proposed addition. Any wetland issues will be subject to review by the City Engineer with an application for building permit.

Utilities. The proposed single family dwelling is served by an on-site Subsurface Sewage Treatment System and well. All SSTS issues are subject to review and approval of the Building Official at the time a building permit is applied for.

RECOMMENDATION

Our office recommends approval a variance from side yard setback requirements to allow for addition of the proposed attached garage and living space. The proposed dimensions are the minimum necessary to accommodate the proposed addition, which is a reasonable addition onto the existing structure to improve year-round livability. The need for variance is based on the non-conforming width of the lot, which does not allow use of the property in a manner similar to others in the area or under the same circumstances.

The Planning Commission held a lengthy discussion about the requested variance and whether the criteria for approval are met. Three commissioners agreed that the variance was appropriate to allow the property a reasonable use as enjoyed by other properties under similar circumstances. Three commissioners believed that the addition of a garage and more living space is a want, not a need. Because of the split vote on a motion to approve, the motion fails and the Planning Commission makes no formal recommendation.

City staff has drafted a resolution approving the variance request for consideration by the City Council, which includes the conditions outlined below. Should this the City Council fail to approve the resolution, the application should be tabled to allow City staff to draft findings of fact for the application to be denied for consideration at the next City Council meeting.

POSSIBLE ACTION

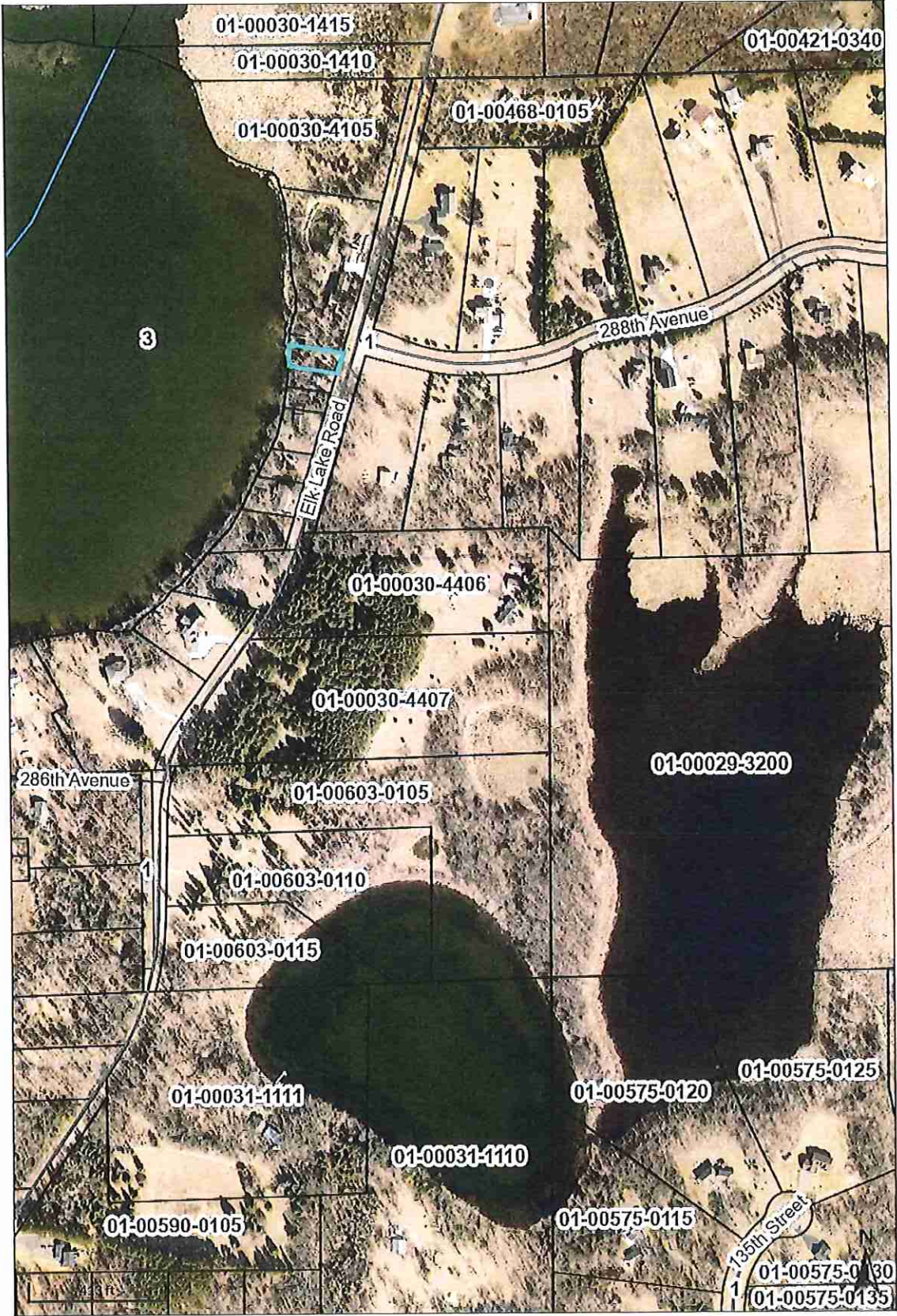
Motion to **adopt** Resolution 2026-14 for approval of a variance for 28748 Elk Lake Road East (01-00416-0020), subject to the following conditions:

1. The lot shall be developed in accordance with the plans on file with the City as provided for by Section 900-6-5 of the Zoning Ordinance, subject to review and approval of the Zoning Administrator.
2. The driveway and access to Elk Lake Road shall be surfaced with asphalt or concrete and is subject to review and approval of the City Engineer for compliance with the Right-of-Way Ordinance.
3. All Subsurface Sewage Treatment System issues shall be subject to review and approval of the Building Official.

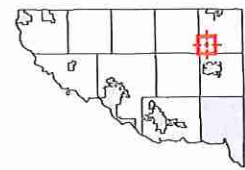
- c. Joan Heinen, City Clerk/Treasurer
Sam Jochum, City Engineer
Andy Schreder, Building Official

Haugen Variance

Site Location Map



Overview



Legend

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

THE HAUGEN ADDITION

25148 ELK LAKE RD E
ZIMMERMAN, MN 55398

DRAWN BY:
TERRY J. MCCARTHY, JR.
(763) 607-1568

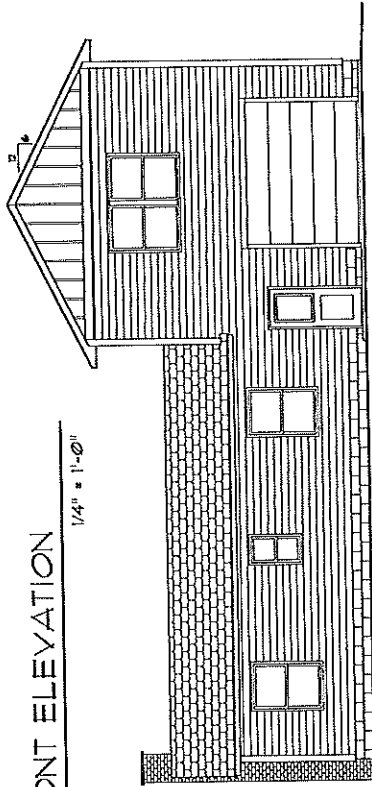
REVISION INDEX	
NO.	DESCRIPTION
1	REVISIONS / FOUNDATION
2	REVISIONS / FOUNDATION
3	REVISIONS / FOUNDATION
4	REVISIONS / FOUNDATION
5	REVISIONS / FOUNDATION

DATE OF REVISION	
DATE OF REVISION	
DATE OF REVISION	

1/4" = 1'-0"
ELEVATIONS / FOUNDATION
CORRECTIONS MADE ON SITE

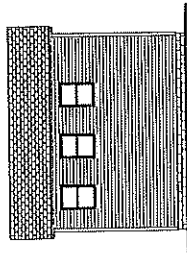
FRONT ELEVATION

1/4" = 1'-0"



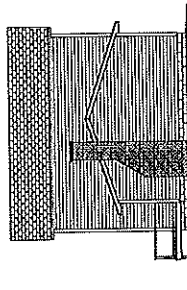
RIGHT ELEVATION

1/8" = 1'-0"



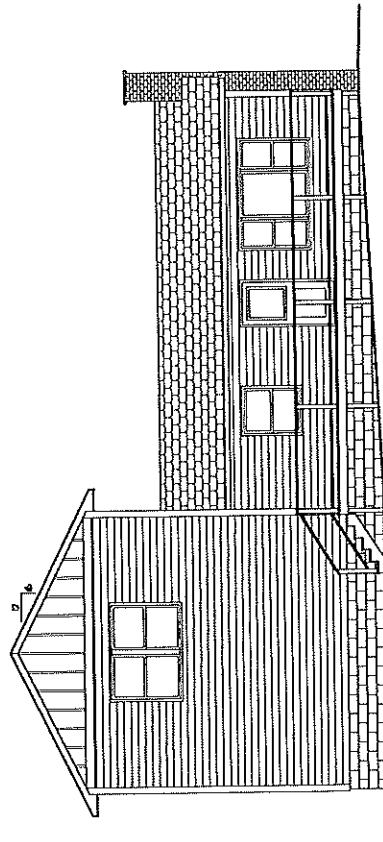
LEFT ELEVATION

1/8" = 1'-0"



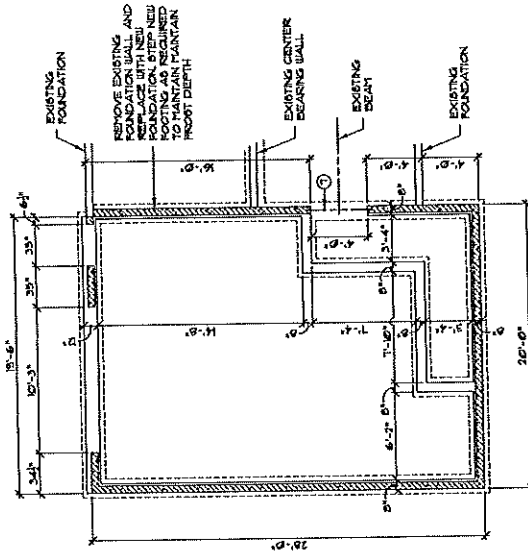
REAR ELEVATION

1/4" = 1'-0"

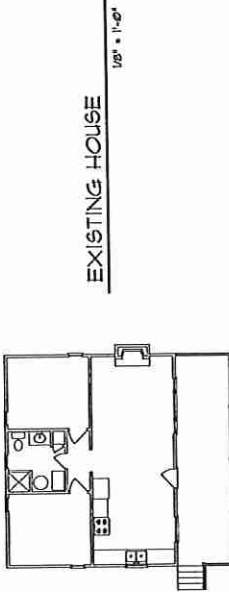


FOUNDATION PLAN

1/4" = 1'-0"

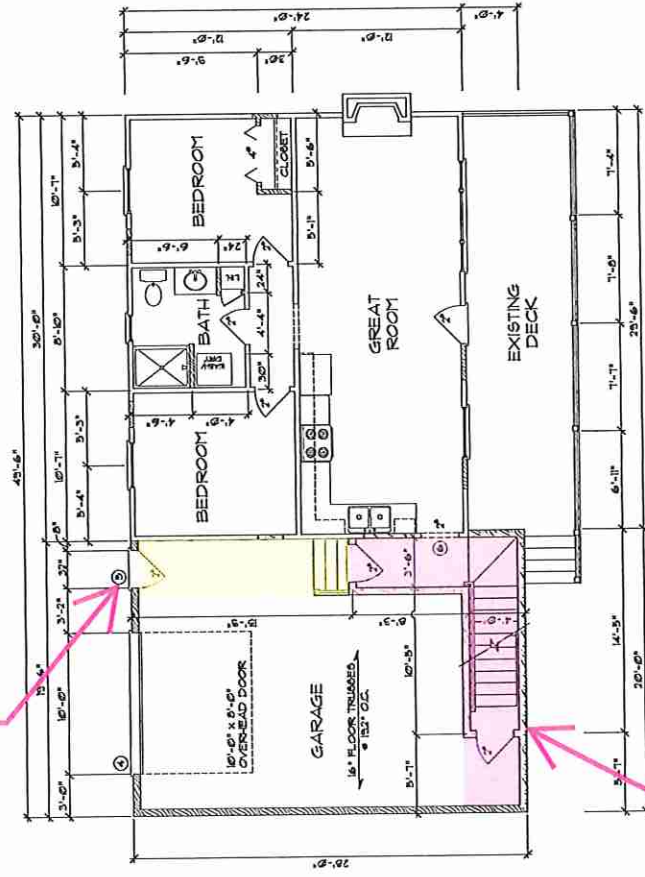


NOTE: OWNER / BUILDER SHALL VERIFY ALL SIZES, DIMENSIONS, LOCATIONS, AND ABIDE BY ALL CODES



EXISTING HOUSE
 1/8" = 1'-0"

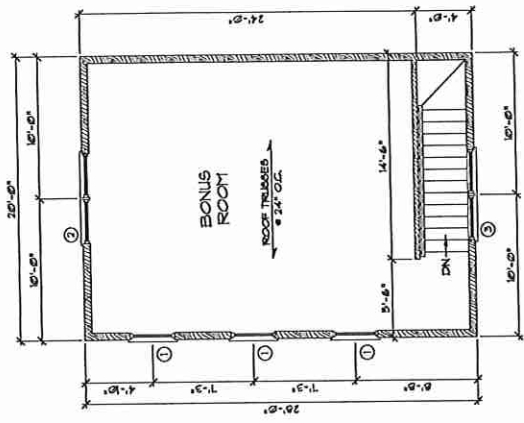
New Front Entry



Stairs Up to Bonus Room

MAIN FLOOR PLAN
 1/4" = 1'-0"

*NOTE:
 OWNER / BUILDER SHALL VERIFY
 ALL SIZES, DIMENSIONS, LOCATIONS,
 AND ABIDE BY ALL CODES



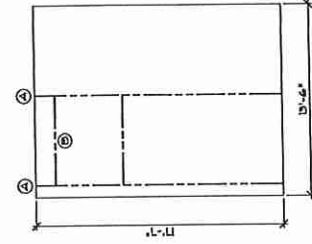
BONUS ROOM PLAN
 1/4" = 1'-0"

BEAM AND HEADER SCHEDULE

1	(2) 2x10 HF No2
2	1 1/2" BEARING EACH END
3	(2) 2x10 HF No2
4	1 1/2" BEARING EACH END
5	SEE DETAIL A2 FOR TALL WALL INFO
6	(2) 1x10x16 2x10 LVL
7	3" BEARING WITH (1) 1x10x16
8	EXTEND HEADER AS REQUIRED FOR PORTAL FRAME
9	(2) 2x10 HF No2
10	1 1/2" BEARING EACH END
11	(2) 2x10 HF No2
12	1 1/2" BEARING EACH END
13	(2) 1x10x16 2x10 LVL
14	4 1/2" BEARING EACH END

TALL WALL SCHEDULE

1	COLUMN A
2	(2) 1x10x16 2x10 LVL
3	WITH (1) 1x10 CLIP EACH END
4	HEADER B
5	(2) 1x10x16 2x10 LVL
6	WITH (1) 1x10 CLIP EACH END
7	STUDS
8	1x10x16 2x10 LVL @ 16" O.C.
9	WITH (2) 1x10x16 2x10 LVL @ 16" O.C.
10	TOE NAIL TOP AND BOTTOM



CROSS SECTION
 1/4" = 1'-0"

RESOLUTION NO: 2026-14

**CITY OF BALDWIN
COUNTY OF SHERBURNE, MINNESOTA**

**VARIANCE APPROVAL
PID 01-00416-0020**

WHEREAS, Matthew Haugen submitted an application for variance to allow expansion of a single family dwelling at 28749 Elk Lake Road; and

WHEREAS, the property identified:

Lot 2, Smith's Shore View Addition, Sherburne County, Minnesota

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

WHEREAS, the property is zoned R1, General Rural District and is also located within the Shoreland Overlay District of Elk Lake; and

WHEREAS, the applicant is requesting a variance to allow construction an addition to a single family dwelling within the 10 foot setback of the side lot line required by Section 900-51-8.A of the Zoning Ordinance; and

WHEREAS, the Planning Commission conducted a public hearing at their meeting on 22 April 2026 to consider the application, preceded by published and mailed notice; based upon review of the application and evidence received, the public hearing was closed; and

WHEREAS, the Planning Commission voted 3-3 on a motion to recommend approval; the motion to approve failed and the Planning Commission makes no recommendation; and,

WHEREAS, the City Council must take into consideration the possible effects of the request with their judgment based upon (but not limited to) the criteria outlined in Section 900-6-3 of the Zoning Ordinance:

A. That the variance would be consistent with the comprehensive plan.

Finding: The addition to the existing single family dwelling upon the legal non-conforming lot of record is consistent with the Comprehensive plan.

B. That the variance would be in harmony with the general purposes and intent of this ordinance.

Finding: The proposed side yard setback preserves necessary separation from adjacent properties.

- C. That the plight of the landowner is due to circumstances unique to the property not created by the landowner.

Finding: The property was established as a lot of record prior to adoption of the current lot width requirements applicable to the lot that make compliance with side yard setback requirements not practical.

- D. That the purpose of the variance is not exclusively economic considerations.

Finding: The need for variance is only due to the legal non-conforming width of the lot of record that make it not possible to comply with the applicable setback requirements.

- E. That the granting of the variance will not alter the essential character of the neighborhood in which the parcel of land is located.

Finding: The properties to the north and south of the subject site are similar in dimension to the subject site and developed with single family dwellings such that approval of the variance will not alter the character of the area.

- F. That the requested variance is the minimum action required to remedy the practical difficulty.

Finding: The proposed addition is the minimum necessary to provide a one-stall garage with living space above minimizing the extent of the requested variance into the required side yard setback.

- G. The potential for the variance to impact natural resources such as surface water, groundwater, or wetlands; sites identified for rare biological species habitat; ecologically sensitive areas; or historically significant areas.

Finding: The proposed addition will not impact natural resources.

- H. No variance shall be granted that would allow for a lesser degree of flood protection than required by this ordinance.

Finding: Approval of the variance will not allow for a lesser degree of flood protection.

- I. Variances shall not be approved for any use that is not allowed under this ordinance for property in the zoning district in which the parcel or lot is located.

Finding: The requested variance is not for a use not allowed by the Zoning Ordinance.

WHEREAS, the planning report dated 1 May 2026 prepared by the City Planner, The Planning Company LLC, is incorporated herein.

NOW THEREFORE THE BALDWIN CITY COUNCIL RESOLVES THAT based on the foregoing information and applicable ordinances, the application is approved subject to the following conditions:

1. The lot shall be developed in accordance with the plans on file with the City as provided for by Section 900-6-5 of the Zoning Ordinance, subject to review and approval of the Zoning Administrator.
2. The driveway and access to Elk Lake Road shall be surfaced with asphalt or concrete and is subject to review and approval of the City Engineer for compliance with the Right-of-Way Ordinance.
3. All Subsurface Sewage Treatment System issues shall be subject to review and approval of the Building Official.

(remainder of page blank signatures follow)

ADOPTED by the Baldwin City Council this 6st day of May, 2026.

MOTION BY:

SECOND BY:

ALL IN FAVOR:

THOSE OPPOSED:

CITY OF BALDWIN

BY: _____
Jay Swanson, Mayor

ATTEST:

BY: _____
Joan Heinen, City Clerk/Treasurer

Baldwin Code Enforcement Summary

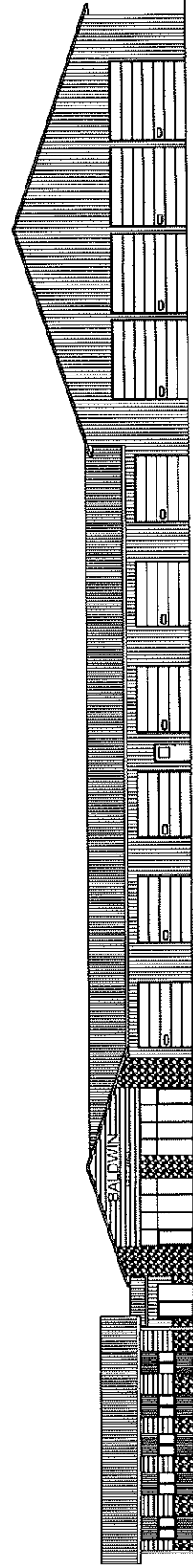
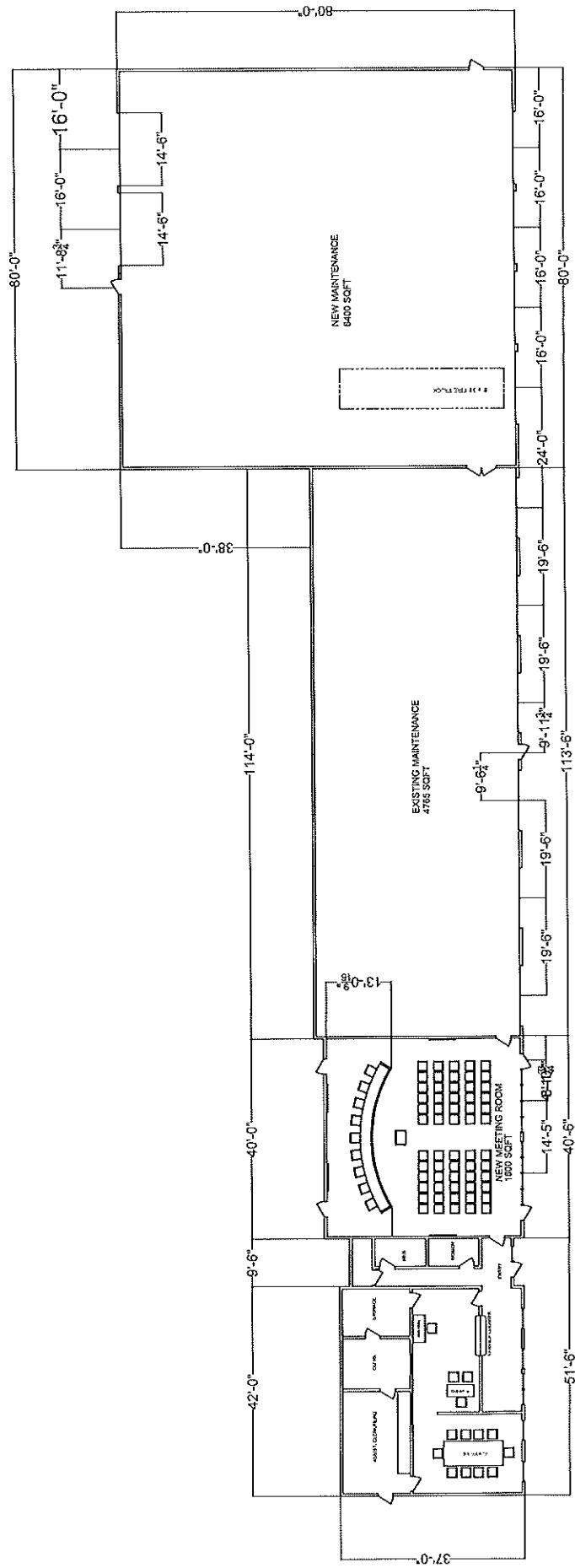
6 May 2026

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

Address	Owner	PID #	Complaint Date	Date of Site Visit(s)	Ordinance Violation (if a complaint is not valid or no violation exists put NA)	Step 1 Date	Notice Date	Citation Date	Comments/Status/Action Plan
ACTIVE									
29504 128 th St	Wells Fargo Bank, NA 1 Home Campus Drive Des Moines, IA 50328	01-00020-4100	16 Apr 26		900-16-6: Waste Public Nuisance				Request Step 1 letter
14307 286 th Ave; 55398	John C. Dennstedt	01-00404-0640	16 Apr 26		900-16-6: Waste Public Nuisance				Request Step 1 letter
30867 103 rd	Cory and Alison Deelstra	01-00553-0305	15 Apr 26		Motorcycles/Track				Request Step 1 letter
13938 302 nd Ave; 55371	Andrew Schwartz/Amber Raasch	01-00516-0220	23 Mar 26		Inoperable vehicles				Inspect week of May 4
30925 98 th St; 55371	Nathan/Lori Gatewood	01-00551-0210	9 Mar 26		Dog at large				Inspect week of May 4
29242 113 th St.; 55371	Ronald/Cindy Messer	01-00488-0105	5 Mar 26		Shipping containers/Junk/inoperable vehicles	22 Apr 26			Inspect week of May 4
29974 128 th St.; 55371	Georgia, Oleson & Manley June	01-00020-1100	19 Feb 26		Storage containers	22 Apr 26		19 Feb 26	Inspect week of May 4
14336 286 th Ave; 55371	Samantha Rockstroh	01-00404-0806	4 Feb 26		Inoperable vehicles, parking not on driveway, junk/debris, vehicle in ROW				Inspect week of May 4
28328 100 th St, 55398	Stephen Rohloff	01-00407-0225 01-00407-0230 01-00407-0235	4 Feb 26		Dwelling occupancy of RV	19 Feb 26			Property owner contacted City staff. Agreement reached to cease use of RV.
31220 127 th St.	Richard Anderson/Dana Nisler	01-00009-3205			Dogs at large, junk/debris	4 Dec 26			Spoke to property owner re: abatement; Hold.
13399 279 th Ave;	Kathleen Bell 14529 Willemite St. NW, #237 Ramsey, MN 55303	01-00408-0225 01-00408-0210	30 Sep 25		Residential occupancy of acc. Bldg.	4 Dec 26			Spoke to property owner re: abatement; Hold.
31611 127 th St., 55371	Timothy D. Olson	01-00418-0125	Aug 26		Junk/Debris/Outdoor storage		4 Dec 26	17 Feb 26	Prior complaint closed; New complaint re: boats, junk/debris; No response. Court summons process started.
14233 294 th Ave; 55371	Bobbi/Jacob Fore	01-00585-0205	09 Sep 25		Shipping container	22 Apr 26			Inspect week of Dec 1.
14122 294 th Ave	Joshua Webber	01-00486-0210	13 May 24 9 Sep 25		Motorcycles/ATV		Jun 25		New complaint 9 Sep 25 re: constructing track; Inspected week of Nov 24. Hold.
9746 300 th Ave; 55371	Nicholas Diemert/K. Bechtold	01-00467-0145	12 Aug 25		Semi-tractor/trailer parking Living in a semi-truck sleeper	9 Sep 25	4 Dec 26	17 Feb 26	No Response; Court summons started.
10507 302 nd Ave.; 55371	Joshua Little/Breanna Kammerer	01-00487-0530		1 Aug 25	Shipping containers, business	5 Aug 25 22 Apr 26	9 Sep 25		
30649 114 th St.	Samantha/Justin Mikel	01-00015-1105	2 Jun 25	25 Jul 25	Potential farm related retail business requiring CUP.				Spoke with SM on 25 Jul 25 Follow up call with JM on 1 Aug 25; Property owner working on IUP application. Reconnect with property owner.
31232 127 th St.; 55371	April R. Sagstetter	01-00009-3210	21 Apr 25	1 Aug 25	Junk/Debris		5 Aug 25	9 Sep 25	House abandoned. Request Court summons
9604 285 1/2 Ave; 55398	Makayla Carey	01-00415-0940	27 Mar 25		Junk and debris; burning garbage Unlicensed vehicle		5 Aug 25	9 Sep 25 4 Dec 25	No response; request to send Citation after reinspect week of Feb 2. Court summons started.
11511 290 th St.	Rebecca Krause	01-00535-0130	21 Jan 25		Building Code/RV as dwelling		11 Feb 25	5 Aug 25	Inspected Aug 27, request to send Citation/City Attorney letter sent;
13910 277 th Ave	Joseph/Barbara Spaude	01-00031-4300			Headwall in ROW	13 Sep 24	5 Aug 25	9 Sep 25	Spoke to property owner; hold to schedule inspection
14215 278 th Ave	Glen Peterson/Wendy Beck	01-00545-0210			Headwall in ROW	13 Sep 24	5 Aug 25		Spoke with property owner; ZG site visit
32033 124 th St.	Bell Trucking Inc.	01-0044225	NA	6 Aug 24 16 Oct 24 1 Aug 25	# of vehicles allowed by CUP		Jun 25		To remove per CC agreement Reinspect Spring 2026

Address	Owner	PID #	Complaint Date	Date of Site Visit(s)	Ordinance Violation (if a complaint is not valid or no violation exists put NA)	Step 1 Date	Notice Date	Citation Date	Comments/Status/Action Plan
30840 141 st St.	Jocelyn Damiano	01-00508-0114	4 May 23		Shipping Container ZO XX-18-2.G	22 Apr 26	Jun 25		TB on Sep 19 suspended enforcement until PC makes recommendations. Property owner did not remove per discussion w/ staff; Send Admin Notice. Property owner requested extension.
CLOSED									
31516 136 th St., 55371	Travis/Nikaela Nietz	01-00007-4105	Email	1 Aug 25	Animal kennel (more than 10 dogs)	5 Aug 25			Application submitted for IUP/approved.
13949 325 th Ave; 55371	Micha/Tiaona Nelson	01-00006-1206	18 Sep 25		Dog breeding business	Jan 6			No business identified.
28331 98-1/2 St.	Terese Kaiser	01-00407-0630	25 Jul 24 27 Aug 25		Use of RV for dwelling				Met with property owner Feb 27 to discuss construction of a dwelling upon the property. Owner is residing with family off-site and agreed to not occupy the RV trailer as a dwelling. City Attorney letter sent.
28209 Lake Damm Rd	Phillip E. Stueve, Jr.	01-00408-0322	6 Jun 24	1 Aug 25 27 Aug 25	Junk/debris		Jun 25	5 Aug 25 9 Sep 25	Reinspected week of Jan 6. Inspected Feb 17.
14336 286 th Ave; 55371	Samantha Rockstroh	01-00404-0806	14 Jan 25	7 Apr 25 1 Aug 25 27 Aug 25	Inoperable vehicles, parking not on driveway, junk/debris		14 Feb 25	5 Aug 25 9 Sep 25	Step 1 letter sent. Phone conversation with property owner. Extension to end of March granted. Reinspect property week of April 7. Extension to August granted. Inspected week of Oct 6.
14308 285 th 1/2 Ave; 55398	Ryan Eggink	01-00404-0625	21 May 25	1 Aug 25	Dogs at large (non-dangerous)	5 Aug 25			Contact made with property owner no residential occupancy.
31310 125 th St., 55371	Lifestyle Real Estate LLC	01-00425-0250			Residential occupancy	9 Sep 25			Site meeting held Dec 12.
Top Notch Tree		01-00016-4300		1 Aug 25	Interim Use Permit		5 Aug 25		Site conditions OK; Temporary barrier in place at fuel tanks; property owner to install permanent barrier Spring 2025; Emailed owner July 23; Fuel barriers installed.
10216 316 th Ave.; 55371	Roger Paul/Carolyn Ann Lewis	01-00438-0155	14 Aug 25		Private animal kennel	9 Sep 25			No evidence.
11636 308 th Ave	Matthew Seha	01-00405-0415		1 Aug 25	Dog training/home business	Aug 5			Discussed w/ property owner. # of dogs OK, no business operation.
28512 127 th St.	James G. Bursch	01-00028-3312		16 Aug 25	Business	5 Aug 25			Site meeting Aug 27; Will apply for 2 nd driveway permit; license vehicles, remove outdoor storage of business equipment.
	28310 112 th St. NW				Second driveway				
	Zimmerman, MN 55398				Private race track				No action required.
30840 141 st St.	Jocelyn Damiano	01-00508-0114	29 Apr 25		Fence construction				
10636 305 th Ave	Morales Salas, David Elias	01-00014-1310	3 Sep 24		Motor cycle track				Step 1 sent Sep 13
30870 103rd St	Adam & Amanda Jellison	01-00553-0225	Aug 20		Junk/Debris/Outdoor storage			Feb 18	Step 1 sent Sep 13; AN sent Jan 6
31611 127 th St.	Timothy D. Olson	01-00418-0125	Aug 26						Inspected Feb 17; Follow up w/ property owner after Jul 1.
27934 193-1/2 St.	Nathanael/Anne/Lonne Nelson	01-00406-0510	Jul 1		Dog at large, animal feces, garbage, public nuisance conditions	6 Jan 26			Reinspect after Jul 1.
27934 193-1/2 St.	Nathanael/Anne/Lonne Nelson	01-00406-0510	Jul 1		Dog at large, animal feces, garbage, public nuisance conditions	6 Jan 26			Reinspect after Jul 1.
13027 290th Ave	Dylan Witt	01-00424-0220	25 Jun 24 27 Mar 25		Motorcycles/ATV				No response. No further action required.
9912 300 th Ave NW	Bennie O. Carlson	01-00467-0165	13 Mar 25		RV as dwelling unit; junk and debris				No occupancy evident.
	16553 Oster Point Rd								
	Cold Spring, MN 55320								
32226 108 th St	Christine Hager	01-0579-0110	29 May 24		Dog barking/at large		Jun 26		Spoke with dog owner.
13020 289 th Ave	Jerald and Anne Albertsch	01-004240235	25 April 24		Junk cars/debris		Jun 25		Reinspect week of Jan 6. Reinspect after Mar 1.
11004 305 th Ave	Derek R and Michon M Nelson	01-000142200	26 Jan 24		Home occupation/rural tourism				Direction from TB needed to contact property owner re: required approvals.
									Direction from TB needed to contact dog owner.
14106 296 th Cir	Michael Bakker	01-00524-0325	12 Dec 23		Dog(s) at large				
	Rikki Whitlock								
31015 103 rd St	Blaze Graves	01-466-0330	16 Oct 23		Abandoned vehicles		Jun 25	Feb 18	Illegal outdoor storage
					ZO XX-21-3.E				Reinspect week of Jan 6. Inspected Feb 17.
31540 125-1/2 St.	Anthony Flander	01-00455-0105			RV as dwelling unit				TB directed no action on 11 Dec 23
14275 293 rd Ave.	Brandon and Kaleigh Stanek	01-534-255	16 Aug 23		ZO Chapter 31		Jun 25		

Address	Owner	PID #	Complaint Date	Date of Site Visit(s)	Ordinance Violation (if a complaint is not valid or no violation exists put NA)	Step 1 Date	Notice Date	Citation Date	Comments/Status/Action Plan
28209 Lake Diann Rd	Phillip Stueve, Jr.	01-408-0322	25 Jul 23		Habitually barking dog				SCSO issued citation. Sherburne County Attorney dismissed without authority to prosecute.
12748 316 th Ave;	Kimberly Lolja-Stone (trustee) 640 2 nd Ave SW Milaca, MN 56353	01-00418-0330	6 Oct 25		Dogs at large	4 Dec 26			
30107 116 th St.; 55371	Western Hierfmaier	01-00015-4402	28 Jan 25	Feb 25 1 Aug	Shipping container	14 Feb 24	5 Aug 25	9 Sep 25	Property owner responded to Step 1, waiting for better weather. No response to 5 Aug 25 notice; Request to send Citation. Reinspected week of Oct 6.





Minuteman Press
401 First Street Suite C
Princeton, MN 55371
(763) 389-1220
princetonmn@minutemanpress.com
www.princetonmn.minutemanpress.com

Quotation

4/17/2026

Bill to: City of Baldwin
30239 128th Street
Princeton, MN 55371

Phone: 763-389-8931
Fax: 763-389-2751
Email: town.clerk@baldwintwpmn.com

Ship to: City of Baldwin
30239 128th Street
Princeton, MN 55371

Phone: 763-389-8931
Fax: 763-389-2751
Email: town.clerk@baldwintwpmn.com

8 12"x18" Signs (Job ID 81111)

Total: \$285.00

Component 1 of 1:

Design

Typesetting:

Miscellaneous

12"x18" Signs - 8 Pieces.

Jbond
Full Color
UV Coated
Rounded Corners
No Holes

Order Total: \$285.00

Salesperson: Tim

Click or Scan the QR Code
to Order Online



Taxes are not included.
Quotation valid for 30 days.
"Where Your Business Is Always Appreciated!"

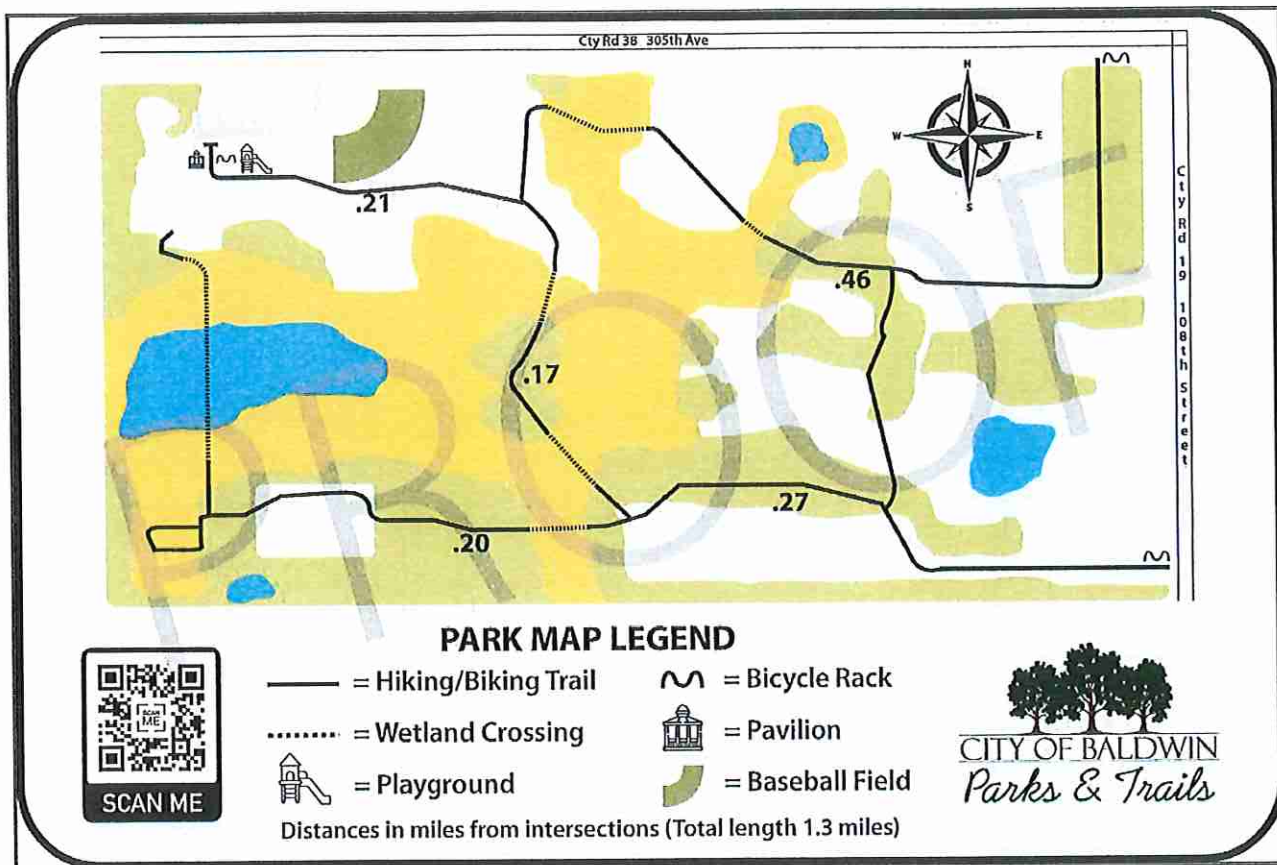
Net 15 Days

Kayla Nielsen

From: Adrian - Graphic Designer <graphics@printtmp.com>
Sent: Monday, April 20, 2026 10:57 AM
To: Kayla Nielsen
Subject: Re: Baldwin/ Updated Trail Sign Proof

Follow Up Flag: Follow up
Flag Status: Flagged

Got those changes made for you! Yes, that QR code would definitely work on the sign.



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

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

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
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THANK YOU.

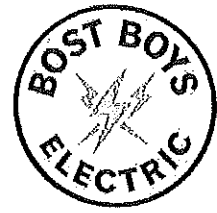
Accepted By

Accepted Date

ESTIMATE

Bost Boys Electric LLC
26489 8th St W
Zimmerman, MN 55398-8891

matt@bostboyselectric.com
+1 (763) 331-4149



Bill to
City of Baldwin
14236 314th Ave NW Princeton

Estimate details

Estimate no.: 1043
Estimate date: 04/27/2026

#	Product or service	Description	Qty	Rate	Amount
1.	Exhaust fan circuit for sewer treatment	Add dedicated 20 Amp circuit for exhaust fan with damper and high voltage thermostat.	1	\$700.00	\$700.00
Total					\$700.00

Accepted date

Accepted by



Swenson Heating & Air Conditioning Inc

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

(763) 389-8931
town.clerk@baldwinwpmn.com

ESTIMATE	#1315
ESTIMATE DATE	May 6, 2026
SERVICE DATE	May 6, 2026
EXPIRATION DATE	Apr 15, 2026
TOTAL	\$7,760.00

CONTACT US
12723 320th Ave NW
Princeton, MN 55371

(763) 389-1888
gregg@swensonheating.com

ESTIMATE

Service	Qty	Unit Price	Amount
septic treatment building supplemental ventilation exhaust only 140 cfm fan 12" shutter mount exhaust fan 1.4 amp, 1725 rpm 1/30th hp 120volt variable controller to adjust fan speeds exterior grill mounted thru exterior wall powered normally closed damper exhaust hood / grill mounted on exterior wall interior ducting thermostat controller	1.0	\$4,160.00	\$4,160.00

*** not responsible for siding trim work ***

Services subtotal: \$4,160.00

Material	Qty	Unit Price	Amount
electrical wiring by Swenson Electric wiring of exhaust fan, variable controller, powered damper and thermostatic controller including permits / inspections	1.0	\$3,600.00	\$3,600.00

Materials subtotal: \$3,600.00

Subtotal \$7,760.00

Total \$7,760.00

Your Review or Referral is the Greatest compliment you could give us!
Thank you for your business!



Date: Monday, April 6, 2026

Proposal # 2026-1288

Submitted To:

Zach
Baldwin Township
30239 128th St. NW
Princeton, MN

Contact Information:

Phone: (763) 286-3394
Mobile:
E-mail: maintenance@baldwintwpmn.com

Site Description: # S139208

Baldwin Fire Station
30239 128th St. NW
Princeton, MN 55371

Prepared By:

James Flicek

Contact Information:

Mobile: 612-790-6352
Office: (763) 424-9191
James.Flicek@aciasphalt.com

This Proposal price is subject to change due to the fluctuation in the oil market. The proposal is valid for 14 days from the issued date.

Scope of Work	Qty	Depth/Rate	Cost
Re-Stripe Parking Lot		Lump Sum	\$685.00
<i>-Stripe per existing layout or per plan using standard traffic paint.</i>			
<i>**Striping performed not per ADA requirements requires customer sign off.</i>			
		Project Total	\$685.00

Date: Monday, April 6, 2026

Proposal # 2026-1288

Submitted To:

Zach
Baldwin Township
30239 128th St. NW
Princeton, MN

Contact Information:

Phone: (763) 286-3394
Mobile:
E-mail: maintenance@baldwintwpmn.com

Site Description: # S139208

Baldwin Fire Station
30239 128th St. NW
Princeton, MN 55371

Prepared By:

James Flicek

Contact Information:

Mobile: 612-790-6352
Office: (763) 424-9191
James.Flicek@aciasphalt.com

PAYMENT TERMS: 0% Down, Balance BAL NET 30

ACCEPTANCE OF THIS CONTRACT: The above material, scope of work and payment terms are satisfactory and hereby accepted by Customer. We therefore authorize **ACI Asphalt & Concrete, LLC.** to proceed under the conditions of this contract. We will pay and discharge all reasonable costs, attorney's fees and expenses that shall be made and incurred by **ACI Asphalt & Concrete, LLC.** in enforcing the provisions and covenants of this agreement. This Proposal will expire after 14 calendar days from the date of this quotation unless withdrawn, in writing, at an earlier date. **All Proposed Work is subject to the ACI Asphalt & Concrete, LLC. Standard Terms & Conditions page attached.**

1. Sprinkler System Shutdown:

All sprinklers must be turned off 24 hours before the sealcoating application begins.
Sprinklers must remain off for 48 hours following the completion of the work to ensure the integrity of the newly applied sealcoating.

2. Vehicles left on the Premises:

All vehicles must be removed before the commencement of the job. If any vehicles are left behind, you will be required to arrange for a towing service, or you will incur an additional trip charge.

NOTE: If your project involves Sealcoating, please note the following:

1. Stay Off Property for 24 Hours:

To allow the sealcoat to cure properly, please refrain from driving, walking, or placing any objects on the treated area for a minimum of 24 hours after the completion of the sealcoating process. This precaution helps prevent any damage or imperfections in the freshly applied sealcoat.

2. Restrictions on Large Deliveries:

Garbage trucks and other large deliveries should refrain from entering the parking lot for 48 hours prior to the scheduled sealcoating work and for 48 hours thereafter.

Total \$685.00

APPROVED BY: _____

(AUTHORIZATION SIGNATURE & TITLE)

ACI Asphalt & Concrete, LLC.

Date: _____


James Flicek

ACI Terms and Conditions of Agreement

This document, together with the accompanying Proposal # 2026-1288 dated 4/6/2026, is an agreement between ACI Asphalt & Concrete, LLC. ("ACI"), and Baldwin Township (the "Customer"). For purposes of this agreement "Customer" will be defined as the Owner or Owner's Representative. The individual signing this agreement hereby represents and warrants that she/he is duly authorized to execute and deliver this Agreement on behalf of the Customer and that this Agreement is binding upon the Customer in accordance with its terms.

Asphalt Guarantee

"ACI" fully guarantees craftsmanship for 1 year for agreed upon proper guidelines. Asphalt is a machine laid surface which has seams that are sometimes noticeable. The surface texture of hand laid areas may not be uniform to machine laid areas, due to hand raking and hand compaction. Guarantee does not cover markings from sharp pointed objects, power steering created tire marks, indentation marks from stationary loads, or drippings from solvents and gas.

Sealcoat Guarantee

"ACI" fully guarantees craftsmanship for 1 year for agreed upon proper guidelines. This guarantee does not include wearing of sealer and adherence of sealer to oil spots, hydraulic spots, excessively dirty areas and tree sap.

Concrete Guarantee

"ACI" fully guarantees craftsmanship for 1 year for agreed upon proper guidelines. This guarantee does not include concrete cracking. This guarantee does not include surface deterioration of concrete due to salt use.

Concrete Lifting Guarantee

If the customer does not seal all cracks and joints on the slabs or maintain BACKFILL along the slabs involved or if resettling occurs because of flooding or other acts of God. This guarantee does not include patches applied to or placed between the slabs and does not include crack repair done by the customer or ACI Asphalt & Concrete, LLC.

Guarantee & Service Exclusions (All exclusions apply to all above guarantees.)

Any request made to "ACI" by the owner, general contractor, or their respective authorized supervisory employees to overlook the standard practices and procedures previously stated in these conditions will automatically negate any guarantee of material or workmanship whether such guarantee is written, implied or orally stated. Guarantee does not cover damage caused by acts of third parties. Guarantee does not cover heaving of asphalt or concrete, sub grade failure, settling or expansion cracks due to freeze thaw weather cycle, tree roots or any other acts of nature. "ACI" shall not be liable for water ponding or retention in surrounding areas of patching or new asphalt/concrete installation due to existing elevations or construction method chosen. "ACI" cannot guarantee drainage or against water ponding on new asphalt without adequate slope. "ACI" cannot guarantee drainage in areas of less than 1.5% of slope. "ACI" shall not be held liable for damage to surrounding areas of driveway or parking lot due to poor sub grade, moisture or other unforeseen circumstance. "ACI" shall not be liable for damage to adjoining concrete flat work by asphalt or concrete installation equipment during standard construction. "ACI" is not responsible for damage to irrigation, landscaping or private electrical and communication systems.

Payment Terms

Terms are as stated on sales proposal. "Customer" authorizes "ACI" to perform a credit investigation and/or obtain credit report from credit reporting agencies. If payment is not made in accordance with the above terms, the customer agrees to pay any collection, legal fees and interest for any unpaid balances. Interest will accrue at a rate of 1.00% per month from the date of completion. Guarantees are void if agreed upon payment terms are not met.

PRICE

Price is based on specifications and estimates as shown on the "Proposal & Agreement". One mobilization charge is included in price, unless stated on the "Proposal & Agreement". Additional mobilization charges will be at the rate set forth in agreed upon change order which is made part and parcel of these conditions and "Proposal & Agreement". Field measurements may be made when the job is completed and any changes of specifications, areas, tonnage, or gallons will correspondingly change the completed price.

ADDITIONAL CHARGES

Additional charges may incur if the project exceeds the specifications and estimates of the as shown on the "Proposal & Agreement". Additional labor, materials & service outside the proposal are subject to a change order. "ACI" reserves the right to refuse adding a change order if it would interfere with advanced scheduling with other customers with whom previous commitments had been extended. Any deviation from this proposal or extra work will be executed only upon owner or owner's agent acceptance of said change order. Unless stated in the proposal, change orders will be required for permit(s), extra equipment time, extra materials, or extra labor necessary to complete the job. Sub grade is not up to acceptable specifications or requirements or if extra services and/or materials are requested in writing by the owner or general contractor of their respective authorized supervisory employees. Additional mobilizations or retention may be charged to customer if site is not free and clear for "ACI" to perform work as scheduled/agreed upon.

ADA

ADA deficiencies and improvements are the responsibility of the "Customer". "ACI" is not responsible for ADA compliant improvements, unless specifically contracted. Any ADA improvements outside of the agreed upon scope of work are subject to additional charges.

Conditions: The above prices, specifications and conditions are satisfactory and are hereby accepted. I, the property owner, am to carry fire, tornado, and any other necessary insurance. I understand that it is my responsibility to make sure the irrigation systems are shut off as to not cause damage to the work performed. You are contracted to do the work as specified and the stated payment terms are acceptable. All material is guaranteed to be as specified. All work is to be completed in accordance with standard construction practices. All agreements are contingent upon delays beyond our control.

Notice Of Lien: A) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions. B) Under Minnesota Law, you may have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a Lien Waiver signed by persons who supplied any Labor and Material for the improvement and who gave you timely notice.

Customer Initial _____ Date _____

Baldwin Fire Station
30239 128th St. NW
Princeton, MN 55371
#2026-1288

Re-Stripe existing
layout



Joan Heinen

From: Andy Schreder <andy@rumrivercc.com>
Sent: Monday, May 4, 2026 8:00 AM
To: Joan Heinen
Subject: May 6th meeting

Good morning,

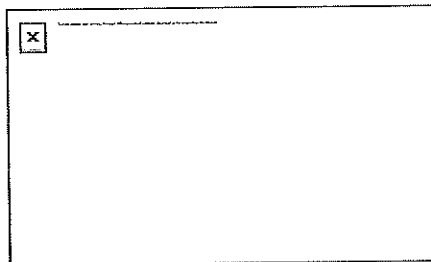
I was reviewing the agenda for Wednesday's meeting and have a suggestion as I will not be able to attend. If the parking lot is to be restriped in the future, I suggest allowing us, as your Building Official, to review the accessible parking details to assure compliance with applicable state requirements.

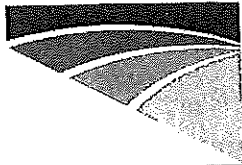
There are some basic requirements for size, access and signage that I would like to help with.

Thank you, I trust you had a good weekend.

Andy Schreder
Chief Building Official
Rum River Consultants
23340 Cree St NW
St. Francis, MN 55070

 763-291-3704 (cell)
 763-331-7722 (office)
 andy@rumrivercc.com





April 10th, 2026

Mr. Bob Meier
Assistant Commissioner
Minnesota Department of Natural Resources
500 Lafayette Road
Saint Paul, MN 55155

RE: Deer Hunting Firearm Regulations in Sherburne County following the Repeal of Minn. Stat. 97B.318

Dear Assistant Commissioner Meier,

I am writing to you regarding the Legislature's repeal of Minn. Stat. 97B.318 impacting Minnesota's deer hunting regulations and the specific implications of this action with respect to Sherburne County, which was previously part of the State's shotgun-only zone for deer hunting.

In response to this change, the Sherburne County Board of Commissioners has evaluated its authority under Minn. Stat. 97B.031, Subd. 7., to adopt a local ordinance limiting the types of firearms used for deer hunting within the county. On April 7th, 2026, following due notice and the conduct of a public hearing on this matter, the County Board of Commissioners unanimously decided to not pursue a local ordinance restricting deer hunting firearms.

Resultingly, Sherburne County both recognizes and affirms that the repeal of Minn. Stat. 97B.318, combined with the County's election to not enact a local restriction, will result in the allowed use of rifles for deer hunting within Sherburne County, with the exception of specific municipal jurisdictions and other special management areas (such as federal lands, airports, and state parks) that are independently authorized to enact their own firearm restrictions.

In informing the Department of Natural Resources of this decision, we join with you in updating all communications, maps, and enforcement materials to accurately reflect that Sherburne County is no longer a shotgun-only zone. In doing so, we reaffirm our joint commitment to community safety, hunter education, and responsible management of our local deer population under these updated standards.

Thank you for your attention to this matter and for your continued leadership in managing Minnesota's natural resources.

Sincerely,

Bruce A. Messelt
Sherburne County Administrator

Joan Heinen

From: Bruce Messelt <Bruce.Messelt@co.sherburne.mn.us>
Sent: Friday, April 10, 2026 2:12 PM
To: Michele McPherson; Joan Heinen; Randy Piasecki; Calvin Portner; hklimek;
bluehilltownship2020; Brenda Kimberly-Maas; clearlaketwp; clerk; Jody Hammre;
kathy.woolard; Lucinda Messman; Orrock Town Clerk; palmertwp; Greg Lerud, City of
Becker, City Administrator; cityoffice; Tracy Hodel
Cc: Williams, Michael; Jim Dickinson; Monty Headley; Greg T. Kryzer; Amanda Usher;
doug.hansen@millelacs.mn.gov
Subject: Deer Hunting Firearm Regulations in Sherburne County following the Repeal of Minn.
Stat. 97B.318
Attachments: CCL - DNR Letter Regarding Deer Hunting Firearms - 10 APR 2026.pdf

Dear all;

Please find attached our Letter conveying the Sherburne County Board's determination to defer to new State law, which will allow for use of rifles during firearm Deer Hunting season.

We will post on our Website and social media, and update relevant hunting regulation materials/information accordingly.

Many thanks for your input during our review process.

Thank you.

Bruce



Bruce Messelt
Administrator
13880 Business Center Drive NW
Elk River MN 55330-1692
(O): (763)765-3006
(C): (651) 600-0120
(F): (763)765-3002
www.co.sherburne.mn.us
www.facebook.com/SherburneCountyMN

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Joan Heinen

From: Brad Schumacher <Brad.Schumacher@co.sherburne.mn.us>
Sent: Wednesday, April 8, 2026 10:20 AM
To: Joan Heinen
Subject: Sherburne County Deer Hunting Rifle vs Shotgun ~ Commissioner Schumacher
Attachments: Shotgun - MnDNR Division of Enforcement Letter.pdf

Mr. Mayor and Honorable City Council,

Here's an update on the Sherburne County Board's recent decision about deer hunting with shotguns or rifles.

Last night, during our evening county board meeting, the board engaged in a thoughtful discussion and even invited public comments, hosting a public hearing showing our commitment to community input. After reviewing extensive conversations and the findings from the DNR, which are attached for your reference,

We've decided unanimously to stick with the state guidelines that permit rifle hunting in Sherburne County.

Importantly, this decision can be reviewed each year to ensure it continues to serve the community's needs.

Voice to text from AirPods on my iPad



Brad Schumacher
Sherburne County Commissioner
District 5
Work: (763) 765-3001
Cell: (763) 203-2889
voteforschumacher.com
www.co.sherburne.mn.us
www.facebook.com/SherburneCountyMN

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**m1 DEPARTMENT OF
NATURAL RESOURCES**
DIVISION OF ENFORCEMENT



January 29, 2026

Senator Steve Drazkowski
95 University Avenue W.
Minnesota Senate Bldg., Room 2411
St. Paul, MN 55155

Via electronic mail only

Re: Minnesota Statutes, section 97B.031, subdivision 7

Senator Drazkowski,

It is the DNR Enforcement Division's understanding that you would like to know what the DNR's role is regarding the administration and enforcement of Minn. Stat. § 97B.031, subd. 7. As you know, subdivision 7 allows former shotgun zone counties to adopt ordinances to limit the types of firearms used to take deer within their counties.

During the legislative discussion leading up to the enactment of Minn. Stat. § 97B.031, subd. 7, it was DNR's understanding that the intent of the legislation was two-fold. First, the intent was to allow former shotgun zone counties to pass similar shotgun restrictions individually in their own counties through an ordinance should they wish to do so. Second, the intent was to have conservation officers enforce these ordinances. As part of the legislative discussions, DNR consulted with several sheriff's departments who shared this same understanding of the intent of the ordinance; specifically, they were also under the impression enforcement duties would be shared between conservation officers and the sheriffs' departments. Sharing enforcement duties is not unprecedented. DNR's conservation officers have enforced certain kinds of surface water use ordinances for years, including slow/no-wake zones. See Minn. Stat. § 86B.205 (authorizing surface water use ordinances); Minn. R. 6110.3800, subp. 1 (requiring conservation officer to enforce certain surface water restrictions).

Although the above describes DNR's understanding of how the law was intended to operate, the DNR has primarily taken on the role of educating counties and sheriff's departments about the existence of the new law and the counties' authority to pass an ordinance under it. See Laws of Minnesota 2025, 1st Spec. Sess. chapter 1, article 4, sec. 26 (requiring the DNR to notify counties and sheriff's departments). As the counties have considered whether to pass ordinances, they have approached DNR with several questions that have highlighted some legal gray areas in Minn. Stat. § 97B.031, subd. 7. In particular, despite what the DNR understood as the legislation's intent, it is unclear based upon the language of the statute: (1) whether a county must pass a county-wide ordinance or can carve up the county into different enforcement zones; and (2) whether conservation officers have clear authority to enforce these ordinances.

**m1 DEPARTMENT OF
NATURAL RESOURCES**
DIVISION OF ENFORCEMENT



Determining whether a county may carve up their county into different enforcement zones is a legal issue for the counties to resolve when they pass their ordinance, and the DNR has advised them as such. However, from a practical perspective, the DNR has also advised counties to bear in mind that if they carve themselves up into different enforcement zones, then enforcement will become increasingly difficult because officers will not be able to easily keep track of every county's specific zones. Consequently, if counties want more effective enforcement, they should pass a county-wide ordinance.

In terms of the specific enforcement mechanism for county ordinances passed under Minn. Stat. § 97B.031, subd. 7, because these ordinances qualify as a game and fish laws that have been authorized by a statute within DNR's jurisdiction, our officers could cite violations of these ordinances under our general penalty statute—Minn. Stat. § 97A.301, subd. 1(1). Nevertheless, if counties want to make it absolutely clear that conservation officers can enforce the new ordinance (in addition to the county sheriff and their deputies), DNR has advised them to include a clause in the ordinance giving conservation officers that authority. If a county is silent as to whether they want DNR to enforce the ordinance, we will enforce it until they indicate otherwise. If a county does not wish for DNR to enforce their ordinance, then DNR will not take any enforcement action and will refer all violations to the county's sheriff's department.

Sincerely,

Robert Gorecki
Digitally signed by Robert
Gorecki
Date: 2026.01.29 17:41:02 -06'00'

LTC Robert Gorecki
Division of Enforcement
Minnesota Department of Natural Resources

CC: Representative Josh Heintzeman

EXHIBIT A

Firefighters	\$15/hour per firefighter
Fire Reports	\$20 per report plus copying costs
Grass Fires	As per the current DNR agreement
Pool filling	\$105 per load for chlorinated water
	\$75 per load for well water
Motor Vehicle Incident with extraction	\$400 plus cost of firefighters
Motor Vehicle Incident without extraction	\$0 plus cost of firefighters
Residential Fire	
Chimney Fire (no extension)	\$0 plus cost of firefighters
Residential Fire	\$0 plus cost of firefighters
Illegal burning	\$250 plus cost of firefighters
Illegal Activities (not burning)	\$250 plus cost of firefighters
Arson Fire	\$250 plus cost of firefighters
Fire on Vacant Land	\$0 plus cost of firefighters
Technical Rescue	\$0 plus cost of firefighters
Hazardous Materials Response	\$1,000 plus cost of firefighters
Commercial or Institutional Building Fire	\$0 plus cost of firefighters
Grass Fires within State Trunk Highway	
Or County Right-of-Way	As per the current DNR agreement
Underground Pipeline Utility Break	\$0 plus cost of firefighters

BALDWIN TOWNSHIP
SHERBURNE COUNTY
STATE OF MINNESOTA

ORDINANCE NO. 800

AN ORDINANCE ESTABLISHING CHARGES FOR
EMERGENCY RESPONSE SERVICES

THE TOWN BOARD OF BALDWIN TOWNSHIP, SHERBURNE COUNTY, MINNESOTA
DOES HEREBY ORDAIN:

Section 1. Findings, Purpose, and Intent. This ordinance is adopted for the purpose of authorizing Baldwin Township to establish and charge user service charges for Emergency Services as described in this Ordinance as authorized by Minnesota Statutes Sections 366.011 and 366.012. The intent of this Ordinance is to recover costs for services, so that Township residents are not subsidizing the provision of emergency services.

Section 2. Definitions. The following terms shall apply in the interpretation and application of this ordinance.

1. "Commercial Building" and "Institutional Building" mean any structures that are used or intended either by the nature of its construction or by any conditional use permits, interim use permits or business licenses issued to be used for commercial, institutional or industrial purposes. Multiple family rental housing of any type is considered to be commercial for the purposes of this Ordinance.
2. "Deployment" means the dispatch of the Fire Department personnel or equipment.
3. "Emergency Medical Response (Non Motor Vehicle Incident)" is any medical response not involving a motor vehicle where the Fire Department is able to render aid, provide assistance, or otherwise improve the conditions of any injured persons.
4. "Excavator" means a person who conducts excavation.
5. "False Alarm" means a request for Fire and Emergency Services, when a fire, medical situation, or Motor Vehicle accident did not exist in the sole determination of the Township. The malfunction of an electronic alarm is considered a False Alarm.
6. "Fire and Emergency Services" means any deployment of the Fire Department personnel or equipment or to perform any preventative measure in an effort to protect life, equipment, or property in performance of fire suppression, rescue, extrication, medical or any other services that the Fire Department may provide.
7. "Fire Department" means Baldwin Fire Department.

8. "Fire Response" means any deployment of fire fighting personnel and/or equipment to extinguish a fire or perform any preventative measure in an effort to protect equipment, life, or property in an area threatened by fire. It also includes the deployment of fire fighting personnel and/or equipment to provide fire suppression, rescue, extrication, or any other services related to fire and rescue as may occasionally occur. Such deployment constitutes fire response regardless of whether these services are actually performed.
9. "Fire Service Charge" means the charge imposed by the Township for a Fire Response or Emergency Medical Response.
10. "Hazardous Substance" means any chemical or chemical compound that is listed as a hazardous substance in rules adopted under Minnesota Statutes Chapter 182.
11. "Illegal Activities" means any activity in violation of Minnesota statute, rules and regulations, or Township or county ordinances, which may be criminal or merely not in conformity therewith.
12. "Motor Vehicle" means any self-propelled vehicle designed and originally manufactured to operate primarily upon public roads and highways, and not operated exclusively upon railroad tracks. It includes any vehicle propelled or drawn by a self-propelled vehicle. This includes semi trailers, snowmobiles, all terrain vehicles and campers.
13. "Motor Vehicle Owner" means any person, firm, association, or corporation owning or renting a motor vehicle, or having the exclusive use thereof, under a lease or otherwise, for a period of greater than 30 days.
14. "Mutual Aid Agreement" means an agreement between the Township and a town or city for the Fire Department to provide assistance to the fire department of the town or city.
15. "Person" means the state, a public agency, a local governmental unit, an individual, corporation, partnership, association, business, public entity or a trustee, receiver, assignee, or personal representative of any of them.
16. "Residential Building" means any structure which is used or intended by the nature of its construction to be used by persons for living and sleeping quarters, but shall not include multi-family housing, hotels, motels, or other buildings intended primarily for transient lodging. Residential Buildings shall also include outbuilding, barns and other structures which are not defined as Commercial or Institutional buildings as defined herein.
17. "Underground Pipeline Utility" means an underground line, facility, system, and its appurtenances used to produce, store, convey, transmit, or distribute gas, oil, petroleum products, and other similar substances.
18. "Vacant Parcel" means any property parcel that does not include any building improvements.

Section 3. Conflicts. In the event of any conflict between the provisions of this ordinance and applicable provisions of State law, rules or regulations, the latter shall prevail.

Section 4. Fire Service Charges in General.

1. The collection of fire service charges for the provision of Fire Response and Emergency Medical Response shall be pursuant to Minnesota Statute §§ 366.011 and any other applicable statute. Collection of unpaid service charges shall be as authorized in Minnesota Statute § 366.012.
2. Said fees shall be charged as set forth in Section 5 below.
3. The Fire Department and/or the Town Board shall be responsible for invoicing and collecting fire service charges pursuant to the terms of this Ordinance.
4. For incidents where a fee is charged, the fee shall be calculated on the basis of the personnel and equipment which respond to the incident as set forth on the schedule attached as Exhibit A. All personnel and equipment provided by other fire departments pursuant to a mutual aid request of the Township's Fire Department shall be billed as if such personnel and equipment were provided by the Township's Fire Department.
5. When a particular service rendered by the Fire Department directly benefits more than one person or property, the owner of each property so benefited and each person so benefited shall be liable for the payment of the full charge for such service to his or her respective property or person.
6. Parties billed the fire service charge will have 30 days to pay. If the service charge is not paid by that time, it will be considered delinquent and the Township will send notice of delinquency.
7. If the fire service charge remains unpaid for 30 days after this notice of delinquency is sent, the Township will use all practical and reasonable legal means to collect the service charge including the provisions of Minn. Stat. § 366.012. The party receiving the service shall be liable for all collection costs incurred by the Township including, but not limited to, administrative costs, attorney's fees, recording fees and court costs.
8. Any party aggrieved by a charge authorized in this Ordinance may appeal the charge as follows:
 - a. Within the time period for which a bill is payable, the party shall file a written request with the Town Clerk setting forth specific reasons why the charge is improper.
 - b. The Town Clerk shall notify the aggrieved party, in writing, of the time, place and date the Town Board will hold a hearing on the issue.

- c. The Town Board may grant relief on appeal if it finds good cause and sufficient proof to satisfy the Town Board.
- d. The Town Board may extend the time for payment for a reasonable period.
- e. The Township reserves the right to review the fee schedule annually.

Section 5. Fire Service Charges. The service charges for Fire Responses or Emergency Medical Responses shall be as follows:

1. Emergency Medical Response (Non Motor Vehicle Incident):

- a. Emergency Medical Response (Non Motor Vehicle Incident) is any medical response not involving a motor vehicle where the Fire Department is able to render aid, provide assistance, or otherwise improve the conditions of any injured persons.
- a. With regard to emergency medical response (non motor vehicle incident), there shall be no charge, provided, however, that should it be determined by the Township that the medical response falls within Section 5, subparts 2, 8, 9, and 10 of this ordinance as set out below, then an invoice for the cost of the Fire Department response to the medical emergency will be sent to the property owner or owner's insurance company based on the fee schedule set forth on the attached Exhibit A. The Township reserves the right to review the fee schedule annually.

2. Motor Vehicle Incident:

- a. A motor vehicle incident is any response involving a motor vehicle where the Fire Department is able to render aid, provide assistance, or otherwise improve the conditions of any injured persons. This would include but not be limited to: Vehicle Fire, Extrication, Medical Care, Absorbing Liquid Spills, Vehicle System Safety, Vehicle Stabilization, and Traffic Control.
- a. An invoice will be sent to the motor vehicle owner or owner's insurance company for the cost of the Fire Department response to the motor vehicle incident based on the fee schedule set forth on the attached Exhibit A.
- c. If there is more than one motor vehicle involved for which Fire Department service is provided, each motor vehicle owner or insurer will be invoiced an equal share of the service charge.

3. Residential Fire:

- a. A residential fire is any incident response to a fire involving a residential building as defined in this ordinance.

- b. With regard to residential building fires, an invoice for the cost of the Fire Department response for a residential building fire will be sent to the property owner or owner's insurance company based on the fee schedule set forth on the attached Exhibit A. However, should it be determined by the Township that the residential fire response falls within Section 5, subparts 9, 10 or 11 of this Ordinance as set out below, then an invoice for the cost of the Fire Department response will be sent to the property owner, hazardous waste generator, person(s) charged with arson who set the fire, and/or the person(s) charged with an illegal crime which contributed to the need for fire response. All such charges shall be based on the fee schedule set forth on the attached Exhibit A.

4. Commercial or Institutional Building Fire Response:

- a. A commercial or institutional building fire is any incident response to a fire involving a commercial or institutional building as defined in this ordinance.
- b. With regard to commercial or institutional building responses by the Fire Department, an invoice will be sent to the property owner or owner's insurance company for the cost of the Fire Department response to the commercial or institutional incident based on the fee schedule set forth on the attached Exhibit A.

5. Grass Fires Within a State Trunk Highway or County Right-of-Way:

- a. A grass fire is any incident response to a grass fire within or outside of the right-of-way of a state trunk highway, county road or Township road if the fire originated within the right-of-way of a state trunk highway, county road or Township road as defined in Minnesota State Statute §161.465.
- b. An invoice will be sent to the Minnesota Commissioner of Transportation or to the county administrator for costs incurred by the Fire Department to respond based on the fee schedule set forth on the attached Exhibit A.

6. Technical Rescue:

- a. A technical rescue is any incident response to a rescue on the water, ice, confined space, trench, high or low level where specialized equipment and training are required and where the Fire Department is able to render aid, provide assistance, or otherwise improve the conditions of the persons in need of rescue.
- b. An invoice will be sent to the person, entity or business receiving rescue service for costs incurred by the Fire Department to respond based on the fee schedule set forth on the attached Exhibit A.

7. Search and Rescue:

- a. A search and rescue is any incident response to a search and/or rescue of a missing person where the Fire Department is able to render aid, provide assistance, or otherwise improve the conditions of the person in need of rescue.
- b. With regard to search and rescue services, there shall be no charge.

8. Underground Pipeline Utility Breaks:

- a. An underground pipeline utility break is any incident response to an underground pipeline utility break if caused by an excavator or person other than a homeowner or resident operating on their own property.
- b. An invoice will be sent to the excavator or person responsible for the pipeline utility break for costs incurred by the Fire Department to respond based on the fee schedule set forth on the attached Exhibit A.
- c. In addition, the bill for service shall also include any cost of cleanup of any contaminated equipment and/or repair of any equipment damaged during the incident or its replacement, along with replacement of any disposable equipment, supplies, and/or communication equipment.

9. Hazardous Material:

- a. A hazardous material incident is any response to the release of hazardous material from its container, or the threat of a release of a hazardous material from its container, chemical reaction, or other potential emergency as the result of a hazardous material where the Fire Department is able to render aid, provide assistance, or otherwise improve the conditions or protect the public.
- b. An invoice will be sent to the person responsible for the hazardous material or transportation of the hazardous material for costs incurred by the Fire Department to respond based on the fee schedule set forth on the attached Exhibit A.
- c. In addition, the bill for service shall include any cost of cleanup of any contaminated equipment and/or repair of any equipment damaged during the incident or its replacement, along with replacement of any disposable equipment, supplies, and/or communication equipment.

10. Fire as the Result of Illegal Activities:

- a. A fire as the result of illegal activities is any incident response to a fire that resulted from illegal activities occurring on the property as defined in this ordinance. Examples of this would include, but not be limited to, methamphetamine labs, commercial and industrial operations where a necessary permit or license is required

but has not been obtained from the Township, or the burning of debris without a properly issued burn permit.

- b. An invoice will be sent to the property owner, owner's insurance company, and/or the person(s) responsible for the illegal activity for costs incurred by the Fire Department to respond based on the fee schedule set forth on the attached Exhibit A. The Fire Department reserves the right to seek reimbursement through restitution should the person responsible for the illegal activity be convicted of a crime related to the incident.
- c. In addition, the bill for service shall include any cost of cleanup of any contaminated equipment and/or repair of any equipment damaged during the incident or its replacement, along with replacement of any disposable equipment, supplies, and/or communication equipment.

11. Arson Fire:

- a. An arson fire is any incident response to a fire where a person is charged under Minnesota Law.
- b. An invoice will be sent to the property owner, owner's insurance company and/or the person charged with the arson for costs incurred by the Fire Department to respond based on the fee schedule set forth on the attached Exhibit A.
- c. In addition, the bill for service shall include any cost of cleanup of any contaminated equipment and/or repair of any equipment damaged during the incident or its replacement, along with replacement of any disposable equipment, supplies, and/or communication equipment.
- d. The Fire Department reserves the right to seek reimbursement through restitution should the person responsible for the fire be convicted of a crime related to the incident. The fire investigator responsible for the incident investigation will forward all costs expended by the Fire Department in association with the incident to the court for reimbursement through restitution.

12. Fire on Vacant Land:

- a. A fire on vacant land is any incident response to a fire involving a fire on vacant parcel as defined in this ordinance.
- b. An invoice will be sent to the property owner or owner's insurance company for costs incurred by the Fire Department to respond based on the fee schedule set forth on the attached Exhibit A.

Section 6. Repealer. All prior ordinances to the extent that they are inconsistent with the terms and provisions of this Ordinance, shall be deemed repealed after the effective date of this ordinance with regard to those inconsistent terms and provisions.

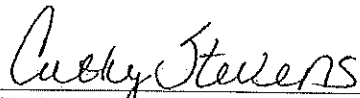
Section 7. Effective Date. This Ordinance shall take effect upon its passage and publication.

**PASSED AND ADOPTED BY THE TOWN BOARD OF BALDWIN TOWNSHIP ON
THE 18th DAY OF December 2017.**



Brad Schumacher, Chairman

ATTEST;



Cathy Stevens, Town Clerk