



AGENDA FOR JUNE 3rd, 2026
BALDWIN CITY COUNCIL REGULAR MEETING
7:00 p.m.
(Revised 05/29/2026)

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 Process for Fire Department Special Election – Tom Rush
- b. Discuss/Approve/Disapprove New Resignation Date for Fire Chief of June 9th, 2026 – Tom Rush
- c. Discuss/Approve/Disapprove New Hire Fire Fighter Matthew Haugen

Public Comment Requests:

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

- Approve Ordinance 2026-08 Amending Ordinance 600 (Fee Schedule) Establishing Administrative Fines and Approve Publication in Summary Form
- Approve City Council Meeting Minutes of May 6th, 2026
- Approve Building Permits for March and April 2026
- Approve Invoice for Kirvida Fire of \$4559.44 for 2007 Rosenbauer Repair
- Approve Request for Use of Fire Department Parking Lot on June 6th, 2026 from 11:30 a.m. to 1:30 p.m. for Lemonade Stand for Law Enforcement, Fire and EMS Donations
- Approve Sandy Lake Beach Sign with an Approximate Cost of \$74.92 Plus Freight

Planning Items:

- a. Discuss Code Enforcements
- b. Discuss/Approve/Disapprove Resolution 26-16, Appointments to Planning Commission

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

- c. Discuss/Approve/Disapprove Code Enforcement on Noncompliant SSTS for PID# 01-00441-0220

Park Committee Report – Tom Rush

Cemetery Update – Tom Rush

- a. Discuss/Approve/Disapprove Additional Sexton Time

Tabled Items:

- a. Discuss/Approve/Disapprove 5 Year Contract for Assessing Services – Jay Swanson
- b. Discuss/Approve/Disapprove Health Insurance Renewal for Employees – Jay Swanson
- c. Discuss/Approve/Disapprove Additions to Baldwin Cemetery – Tom Rush

New Business:

- a. Discuss/Approve/Disapprove Community Engagement Event Held at Baldwin City Hall for Great Northern Regional Trail – Tom Rush
- b. Discuss/Approve/Disapprove Consulting Agreement for Solar App+ Permitting Software Incentive – Scott Case
- c. Discuss/Approve/Disapprove Gym Membership Renewal of \$5582.20 – Scott Case
- d. Discuss/Approve/Disapprove Certificate Program for Public Works Supervisor with an Expenditure of \$3750.00 – Jeff Holm
- e. Discuss Abandoned Dog at Young Park – Tom Rush
- f. Discuss/Approve/Disapprove In-House 12" Reinforced Concrete Pipe Being Used on Sandy Lake/Lake Diann Project – Tom Rush

Announcements:

- a. Special Planning Commission Meeting Wednesday, June 10th, 2026 at 7:00 p.m.
- b. Employee Reviews Tuesday, June 16th Starting at 6:00 p.m.
- c. Next City Council Meeting Wednesday, June 17th, 2026 at 7:00 p.m.

Any Other Business:

Approve Bills for Payment:

Adjourn:

Joan Heinen

From: Fire Chief
Sent: Wednesday, May 27, 2026 11:12 AM
To: Joan Heinen
Subject: Updated retirement

To Whom It May Concern,

My new date for retirement is June 9, 2026.

Chief Scott Case
Baldwin Fire
Office-763-389-7976
Cell- 763-350-0374
Email- Fire.Chief@baldwinmn.gov

ORDINANCE 2026-08

CITY OF BALDWIN
SHERBURNE COUNTY, MINNESOTA

ORDINANCE AMENDING ORDINANCE 600 ESTABLISHING ADMINISTRATIVE FINES.

The Baldwin City Council hereby ordains:

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

Administrative Citation Civil Fine	\$50.00
<u>Administrative Citation Civil Fines</u>	
<u>1st Citation</u>	<u>\$50.00</u>
<u>2nd Citation and after</u>	<u>\$200.00</u>

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

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

(remainder of page intentionally blank signatures follow)

ADOPTED by the Baldwin City Council this 3rd day of June, 2026.

MOTION BY:
SECONDED BY:
IN FAVOR:
OPPOSED:

CITY OF BALDWIN

Jay Swanson, Mayor

ATTEST:

Joan Heinen, City Clerk/Treasurer



BALDWIN CITY COUNCIL REGULAR MEETING

MAY 6TH, 2026

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

Absent – Mayor Jay Swanson

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

Call to Order – The May 6th, 2026 regular meeting of the City of Baldwin was called to order by Acting Mayor Tom Rush at 7:00 p.m.

Pledge of Allegiance – All present recited the Pledge of Allegiance

Prayer Request from Delmas Hines

Additions/Corrections to Agenda

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

May 2026 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$1,131,766.40, receipts of \$16,808.90, disbursements of \$32,576.23 leaving an unaudited ending balance of \$1,115,999.07.

Sheriff's Report – Deputy Wilson reported a total of 255 calls for service in the City of Baldwin for the month of April 2026. These calls consisted of 1 motor vehicle theft, 5 motor vehicle accidents, 6 dog complaints, 15 medicals, 63 traffic stops and 38 additional patrols were performed. The rest of the calls were miscellaneous calls for service.

Fire Department Report – Rush read the Fire Department report for the month of April 2026. There were 30 calls for service which consisted of 22 medicals, 3 mutual aids, 1 motor vehicle, 2 grass/rubbish fires and 2 alarms. There were 9 calls in Blue Hill Township.

Discuss/Approve/Disapprove Applying for FEMA Grant – Case attended the Sherburne County Hazard Mitigation Meeting. This meeting communicated that there are grants available to upgrade the warning sirens, vegetation removal, rural development for infrastructure and backup power generators. FEMA's Hazard Mitigation Assistance programs provide grants to state, local, tribal and territorial governments to reduce and mitigate future natural disaster losses. The funding is used to complete diverse resilience activities and projects. **Walker/Rush unanimous to approve** applying for FEMA Grant.

Update on Senator Klobuchar's Grant – Case communicated that the grant has been submitted to the Senator Appropriations Committee for funding consideration. Submission of the application does not guarantee that funding will be awarded.

Public Comment Requests - None

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

- 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. Rush stated that the application fee of \$100.00 would be waived.
- Approve New Park Committee Member 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

Planning Items:

Discuss/Approve/Disapprove Resolution 26-14; Haugen Variance – Full Planning Report on file in the Clerks' Office or online at baldwinmn.gov under Government/Agenda/Minutes/Agenda Packet. **Walker/Case approved, Rush disapproved, motion carried** to approve Resolution 26-14.

Discuss Code Enforcements:

PID# 01-00020-4100, Waste which is a public nuisance. The Planning Company (TPC) is requesting City Council approval to send step 1 enforcement letter.

PID# 01-00404-0640, Waste which is a Public Nuisance, Dwelling Occupancy of RV. The Planning Company (TPC) is requesting City Council approval to send step 1 enforcement letter.

PID# 01-00553-0305, Motorcycles/Track. The Planning Company (TPC) is requesting City Council approval to send step 1 enforcement letter. If the Council wishes, they can request a citation because this has been a complaint for a couple of years.

Case/Walker unanimous to approve sending a citation to PID# 01-00553-0305.

Case/Walker unanimous to approve above code enforcements for sending step 1 enforcement letters for PID# 01-00020-4100 and 01-00404-0640.

Discuss/Approve/Disapprove Changing Administrative Citation Civil Fine

Amount – Rush is requesting to increase the Administrative Citation Civil Fine Amount. Case asked what the typical fine is for other cities. City Planner, Licht, stated that typically it is \$200.00. **Case/Walker unanimous to table** until the May 20th, 2026 City Council meeting when the City Attorney is in attendance.

Discuss Floor Plan for Remodel/Addition of City Hall, Fire Department and Public Works Building – Case recommends getting quotes for the floor plan drafted by Mayor Swanson so the Infrastructure Committee can proceed on making recommendations to the City Council. **Case/Walker unanimous to approve** going out for quotes using plans Mayor Swanson drafted up for the remodel/addition of City Hall, Fire Department and Public Works building.

Park Committee Report – The Park Committee is working on getting new Park Committee Members. On May 19th, 2026 the Fire Department will be at Young Park doing training. The ballfield is being used a lot this summer by PYSBA and the parking lot has been expanded to avoid cars being parked on County Road 38. The Committee is looking at a scoreboard but installing and trenching could be expensive.

Discuss/Approve/Disapprove Quote for Young Park Trail Signs of \$285.00 -
Case/Walker unanimous to approve Young Park Trail Signs of \$285.00.

Cemetery Update – Rush communicated that there were 3 burials in April of 2026.

Discuss/Approve/Disapprove Additions to Baldwin Cemetery – There is currently only 50 lots left at Baldwin Cemetery. Rush stated that adding to the cemetery is something to think about in the future. Rush also communicated that the markers are really buried in the ground at the cemetery. Rush is working with the Cemetery Sexton on rewriting the rules and regulations. **Case/Walker unanimous to table** until the June 3rd, 2026 City Council meeting.

Tabled Items:

Discuss Layout of New Cemetery Map – **Case/Walker unanimous to table** until the June 3rd, 2026 City Council meeting.

Discuss/Approve/Disapprove Quote for HVAC at Fronter Trails Water Treatment Plant – **Case/Walker unanimous to approve** Hilliard Heating quote for \$3200.00 and the electrical quote of \$700.00 from Bost Boys Electric for a total of \$3900.00.

New Business:

Discuss/Approve/Disapprove Re-Stripping of City Hall Parking Lot – Rush stated this is the same price as previously quoted 2-3 years ago. **Walker/Case unanimous to approve** quote for \$685.00.



Schedule Employee Reviews – Case/Walker unanimous to approve June 8th, 2026 starting at 6:00 p.m.

Discuss/Approve/Disapprove Moving Employee Reviews to December – Case stated that this should be moved to December, so it coincides with the budget. **Walker/Rush unanimous to approve** moving employee reviews to December of each year going forward.

Holm arrived at 7:43 p.m.

Discuss/Approve/Disapprove White Paper Stock Paper for Future Newspaper Publications for an Estimated Expenditure of \$278.00 – Holm/Walker unanimous to approve all future additions of the Baldwin Newspaper being on white paper stock with an expenditure of \$278.00 each addition.

Schedule Road Tour – Walker/Holm unanimous to approve May 18th, 2026 at 6:00 p.m.

Discuss/Approve/Disapprove Certificate of Deposit Pre-Renewal Notice – Case/Walker unanimous to approve moving \$137,554.91 interest to money market account and allocating to the appropriate funds. The City Council requested research into a higher interest rate on the \$1,000,000.00 CD investment.

Discuss/Approve/Disapprove Hiring Committees Recommendation for Public Works Maintenance Technician – Walker/Case unanimous to approve offering employment to the top applicant contingent on background and pre-employment testing. The new employee would start June 1st, 2026 at \$29.00 an hour.

Discuss/Approve/Disapprove Rifle Deer Hunting in the City of Baldwin – Holm made a motion to keep the regulations the same as Sherburne County. Holm recommends reviewing the deer hunting firearm regulation after the deer hunting season. Case has concerns of using rifles for deer hunting in the city. Walker recommends reviewing after a year. **Walker seconded the motion, Case disapproved, motion carried.**

Discuss/Approve/Disapprove Procedure for Hiring Fire Chief and Transition –
(Request for this agenda item to be in verbatim format)

Tom Rush – So this one, as you know, Chief Case has put his resignation in effective July 31st. At the last meeting we discussed what the City Council wants to do whether it's the appointments or the same process of elections over there and what are we going to do since this individual will need to be training in the next few months for this position in the interim. We also had our Attorney here at the last meeting, and he says it is not a law but a recommendation that most fire departments are moving from elections to appointments so that's it. I know last meeting we went back and forth for a long time, so I think you know were kinda two City Council's members stand and where two City Council's Members stand. I'll just go onto to say that my intentions are what's best for

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the Fire Department. I believe in elections and six months ago there was a show of hands and there was about 65-70% of that. I want what's best for the Fire Department and if the Fire Department wants appointments, I'm for that. I just want what's best for the morale in the Fire Department over there. Yup, go ahead.

Scott Case – So I've been Fire Chief for this department for 9 ½ years. I have always wanted what's best for this department. The department is close to my heart. I also want what's best for the future of this fire department. I've seen the acrimony from these elections and when you have elections and someone is in a spot and somebody else runs against them and they get voted out, that person got demoted, they got voted out, that's a demotion. Anybody look at your job that you have currently and you get demoted, how do you feel? Those are my issues with the election process. The election process also is a for a two-year term, currently, and it takes, I had the advantage having a lot of prior fire experience before I came into the position as a Chief already. The problem is that it takes a year to learn the job and the next year you're just starting to get things going and then you're up for election again. When people run against each other, it creates drama and hurt feels and all that kind of stuff and I've gone through, 15 years I've been there, every election had that. I think you can give the fire fighters a voice by having a hiring committee made up of fire fighters to do a selection and make it work and make them have buy-in on it. I just think that both the League of Minnesota Cities and our own Attorney don't recommend doing elections. I think they are going to be gone and at some point, the city will get away from elections so why don't we control the process and do it right now versus something happening and it getting taken away from the City Council because it's at a state level because someone filed a complaint over the election. It can happen at any time. If someone with a lot more certifications, time and all that loses an election and they could take a complaint, and we could lose control over the process. That is one of the reasons I'm trying, I say we should go to the appointment process, but we control how the appointments go with the fire department picking people to be on the selection committee. I understand you had a show of hands, and they didn't have all the information at the time. I think it would be, you will never get 100% one way or another and at some point we have decide what's best for the city and the fire department and hope the firefighters understand why we do it. Those are decisions I made as a Fire Chief, and some decisions firefighters didn't like but I did it for the good of the department and the good of the firefighters. That's my point.

Tom Rush – I just want to add in that when we became a city, we told the residents nothing would change. The Fire Department has been around since 2002 so the elections, I feel, are vital in that situation. Look at the last meeting, we had resolutions for 17-18 years to do clean up day. The Attorney says we need to do contracts for booster clubs for volunteering. We have to have the Lawyers now look over road projects we have. These are things that we have been doing for a long time. I know it's a recommendation but I'm still sticking, this is just me and I know you and me disagree and I'm not."

Scott Case – I have another point I would like to bring up.

Tom Rush – I would like to stay with elections, Mr. Case.

Scott Case – The other point I would like to bring up so were going to have a vote, a popularity vote, for a position that could possibly be making \$40 grand a year and the City Council isn't deciding that were not doing a hiring process and we are just having a popularity vote for whomever for making a salary like that. Just saying. I don't think that's a good use of the people's money.

Tom Rush – Al, do you have anything to add on this.

Alan Walker – We have been doing the elections how many years?

Scott Case – We've done a lot of things in the past and things change and I will tell you that cities that have appointments you don't hear about fire department drama issues from those cities that have appointments that have gone to the appointment process, don't hear about it and that is my concern. I've got no skin in the game. I'm leaving. I just want what's best for the city in the fire department going on and get some of that drama out of the process, you're gonna have those in there, that's going to be an issue. I will say if you have a Chief and then the Assistant Chief runs against him and beats him out and if Assistant Chief hasn't learned his job, you think the Chief is inclined to assist the Assistance Chief in learning that job? Probably not. Through the appointment process, the Chief will help the Assistant Chief learn the job. It's a smoother process, but when you have people running against each other and the person that's in that job gets beat out, why do they want to help somebody who went after him and in that process probably campaigned for it and that's, in campaigns, we all know things get said that may not be true, that's what you get those hurt feelings.

Tom Rush - Well, I think the last meeting we were kind of a 2-2, the mayor and here with the appointments, and me and Mr. Walker were for the election, so Mr. Holm, you're the X-factor. Sorry to put you on the spot but.

Jeff Holm - We've been down this road before. We've already done this. Same arguments, same League of Minnesota city recommendations, discrimination, all these different things, whatever, and argument of popularity contests and everything. And it was really funny because when we went down, we did do appointments here for a minute. And also, when we did that, all the SOPs got changed. And when that process, it just became kind of like a king-making. It made it where whoever was in the position of power were about the only people that were qualified to be in power. And that was all, it was just a deadlock. And we had drama when we had appointments. We had mutiny over there and the morale was very low. And the thing that the town board did at the time was reinstate the elections. And now we're back at this same thing again where it's being pitched to us to go back to appointments and how it's going to make everything smooth. And we have drama right now. We're going to have drama either way. But I feel that what we're doing here is we're setting the cards for the outgoing chief to control where, who comes in next and how that goes and trying to change things to set it up to that effect. And I think if we go down this road, we are going to have a lot of morale drop

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over there. And I think for now, my recommendation would be, is that we stick with elections, whether it's an election now just to get for an interim period or going forward period, but I'm not ready to move to appointments at this time, at this moment. That's where I stand.

Tom Rush - So with that process here, Scott's only got one and a half months left as a chief. So that individual is going to have to get trained on the reporting that you send us on admin hours.

Scott Case - There's a lot, there's a lot that has been learned that hasn't been learned. So not that I've been willing to teach, they just haven't come.

Tom Rush - So that aspect, going forward. What do you want to do there?

Jeff Holm - You asked me about appointments versus elections. That's what's up here. Where are you going now?

Tom Rush - Sounds like with the 3-2 thing; it's in favor of elections at this point. This point

Jeff Holm - We have discuss/approve/disapprove procedure for hiring fire chief and transition - Jay Swanson. I haven't heard what the other than we need to go to appointments, we should do appointments, and then that we should do an interim and use, you know, a good six months or the rest of the year to go through a selection process and have an interim in between that now and then or whatever. If we're not in favor of going to appointments, then it looks like we're on elections. Sounds like we need a special election if there's an abrupt end at January or July 31st due to this resignation. You tell me, what do you think? I'm not—I don't have all the answers. I'm just telling you that I'm not interested in taking the bait on the appointment process.

Tom Rush - What do we want to do? Do we want to have a special election in July or just go with the current next person up, the assistant chief? The election process—we have

Jeff Holm - When was the term going to expire?

Tom Rush - Scott, when was that term, do you know offhand?

Scott Case - The term?

Tom Rush - Yeah, for the

Jeff Holm - Your current term as chief, when does it expire?

Scott Case - I'm thinking

Tom Rush - Every two.

Scott Case - This is a six... I think it expires.

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Tom Rush - Was it December this year?

Scott Case - I can't remember if I ran last year or not. December? I didn't run last time.

Tom Rush - I don't think you did.

Tom Rush - Well, December is when we held the elections. December so if you're still on it would be December of 2026. So, have, the, what do we want here, the assistant chief? That's what I'm asking here. He's the next one in command that's already been voted for. Do you want it? I'm asking. We can get trained in because we've got to do reporting here because he's only here for less than three months.

Alan Walker - The assistant chief, I think, should probably, next in line. I mean, he pretty much knows what's going on anyway.

Scott Case - He does not. That is the issue. He's got nine years to learn it, and he has not learned it.

Alan Walker - But he could learn it though, then.

Scott Case - He's had the ample opportunity to learn it in nine years, and I have a personality issue with him currently, partly because he wanted to remove me from my job. That is— it is gonna, I will be ending my— I will move up my resignation if you decide to do that. And that's fine.

Jeff Holm - I'm not gonna be a hostage right here. I'm gonna tell you right now.

Scott Case - You don't have to be hostage.

Jeff Holm - "Profanity word "F" that, your gonna walk out on us and not even help. You're saying, I don't want anything to do with him, so therefore, if you pick him, I'm gonna walk away and you guys can go eat shit. That's what I think I'm reading here.

Scott Case - Well, you basically told me, I've tried to give you recommendations and you told me the same thing. I'm not gonna use the verbiage. I tried to tell you, we've, we got a letter this week, this week, that all of us got, that apparently nobody's paying attention to either. I didn't know anything about it. I was shocked when I saw it. This is the problems that we're having because of this. And it didn't start until I decided I was done with the job.

Tom Rush - Well

Clerk - Mayor Swanson did request everybody have that letter and I think it should be read.

Tom Rush - Sure, but no one signed the letter, that's hearsay. That's why I look at it with a grain of salt.

Scott Case - And every

Tom Rush - The department morale is low Scott as is.

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Scott Case - What's the definition of hearsay? You got an anonymous letter that got sent to all five of us with some statements on it.

Tom Rush - Yep.

Scott Case - I'm not looking to make a big issue about it, but you're putting, you're putting the onus on me to work with somebody who I'm having a huge issue having to work with.

Tom Rush - Well, I read the letter and no one signed it. It was hearsay. It was directed at two city council members.

Scott Case - So you're saying it's hearsay. What is the definition of hearsay?

Tom Rush - Well, hearsay is like if you have a complaint. We've always said, who said it? Who said it? We don't have that. This was just anonymous letters showing up with that individual's um opinion. Opinion.

Scott Case - What's that? I understand it's a group of group. But, it got sent to all of us, I think.

Tom Rush - And it is very well could be the people that are in favor of appointments for all we know. But we had a meeting over there six months ago. I've always said the majority of them wanted the elections in that meeting. I've been the fire department liaison for 16 out of 17 years. And firefighters can call me and they talk to me and I keep that confidential with me. So I'm the fire department.

Scott Case - To me, that's hearsay then too because we're not aware. And you doing that... So I don't have a problem with people calling the liaison, but they should have went through the chain of command to try and work something, see if their issue could get worked out first. And they did not. They did not.

Tom Rush - Well, to me,

Scott Case - It undermined me as the Chief under my chain of command if everybody's calling you every time they have a complaint. That is not how fire departments should work. Well, and that's the problem, Tom. You created that issue.

Tom Rush - Well, don't go there. We're not going to go there. There's a lot more issues like.

Scott Case - Well, I... maybe we should table this till Mayor Swanson is here so all five of us can have this discussion.

Tom Rush - There was also earlier in the year, because I voted no on the ladder truck and I voted no on the piece of equipment, I heard, including from the grapevine, that there was going to be a vote of no confidence on me.

Scott Case - Hearsay again, I'll use your own words, hearsay. Never happened. Did anybody bring up a vote? Never happened.



Tom Rush - Yeah, because I had to talk to the fire department and set them straight. Now I think if that was brought up, you should have ended that right then and there with the fire department, and they had my back on that, but I didn't feel I did. So, but anyways, that's hearsay, I guess. So we have a—so I'm going to go with this. We already know Mayor Swanson, what he wants. It's appointments. Three members have spoke, so I have on here: discuss, approve, disapprove procedure for hiring Fire Chief and transition. Do I have a motion?

Jeff Holm- Motion for what?

Tom Rush- To approve elections.

Jeff Holm - I'll make a motion to remain with elections for the chief and assistant chief position at the Fire Department.

Tom Rush - Do I have a second?

Alan Walker - I'll second that.

Tom Rush – I have a motion and a second, all those in favor signal by saying aye.

Tom Rush, Alan Walker, Jeff Holm – Aye

Tom Rush - Opposed?

Scott Case – Aye

Tom Rush – Motion carried.

Summary of motion - Holm made a motion to remain with elections for the Fire Chief and Assistant Fire Chief position at the Fire Department. **Walker seconded the motion, Case disapproved, motion carried** to remain with elections for the Fire Chief and Assistant Fire Chief.

Discuss/Approve/Disapprove Revisiting Municipal Liquor Store Feasibility Testing – Holm made a motion to disapprove revisiting the Municipal Liquor Store Feasibility Study, **Walker seconded the motion, Case approved, motion carried to disapprove** revisiting the Municipal Liquor Store Feasibility Study.

Discuss/Approve/Disapprove Updating Exhibit A in Ordinance 800 – Holm made a motion for city staff to draft ordinance and have at the May 20th, 2026 City Council meeting and be placed on the consent agenda, **Walker seconded the motion, motion carried.**

Discuss/Approve/Disapprove Public Works Pay Increase – Rush is requesting a market adjustment for Public Works Employees of 15%. The Public Works Supervisor would be increased to \$36.82 an hour and Public Works Technician would be increased to \$31.91. The Clerk does not recommend the market adjustment because this adjustment was not budgeted for in 2025. Rush stated the budget for the Municipal Liquor Store Feasibility Study and Public Works Director should be used for this increase. **Holm/Walker unanimous to approve** 15% market increase for the current

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Public Works Department, **Case disapproved, motion carried.** This is a market adjustment and would start May 11th, 2026.

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 – Case/Holm unanimous to approve a total of \$1200.00 donation for Princeton Football Booster club for participating at Baldwin Clean-Up Day. There was a check for \$600.00 signed at tonight's meeting and an additional check for \$600.00 will be signed at the May 20th, 2026 City Council meeting.

Approve Bills for Payment – Walker/Rush unanimous to approve check number 29454 – 29493 for \$37,753.37 and 10 EFT Payments for \$10,962.29 for a total of \$48,715.66.

Adjourn – Holm/Walker unanimous to adjourn at 8:54 p.m.

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

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

Date

Attendees: Matt Haugen, Delmas Hines, Bruce West, Michelle Cole, Paul & Kathie Miezwa, Sharon Leider, Laura Anderson and Ron Messer



Contract Area: City of Baldwin - March 2026

Permit #	Paid Date	Address	Project Description	Permit Portion	70% Billable	Plan Review	80% Billable	Project Fee
BA2025-418	3/16/2026	30209 116TH ST NW	Non-Residential Addition	\$ 3,144.15	\$ 2,200.91	\$ 2,043.70	\$ 1,634.96	\$ 3,835.87
BA2026-026	3/19/2026	13736 283RD AVE NW	Accessory Structure	\$ 265.50	\$ 185.85	\$ 172.58	\$ 138.06	\$ 323.91
BA2026-034	3/5/2026	28511 97TH ST NW	Accessory Structure	\$ 476.15	\$ 333.31	\$ 309.50	\$ 247.60	\$ 580.91
BA2026-038	3/3/2026	28949 141ST ST NW	Miscellaneous Building	\$ 232.40	\$ 162.68	\$ 151.06	\$ 120.85	\$ 283.53
BA2026-039	3/4/2026	12224 278 Avenue Northwest	Replacement Septic	\$ 350.00			\$ -	\$ 350.00
BA2026-040	3/27/2026	13468 279TH AVE NW	Replacement Septic	\$ 350.00			\$ -	\$ 350.00
BA2026-041	3/5/2026	28208 PAR DR NW	Water Heater	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2026-042	3/9/2026	13529 308th Avenue Northwest	Window/Door	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2026-043	3/17/2026	31409 130TH ST NW	Window/Door	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2026-044	3/10/2026	31025 115TH ST NW	Water Heater	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2026-045	3/16/2026	31420 103RD ST NW	Gas Fireplace	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2026-047	3/11/2026	13945 305TH AVE NW	Roof	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2026-048	3/16/2026	31646 128TH ST NW	Furnace	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2026-049	3/18/2026	12716 316TH AVE NW	Mechanical Basement Finish	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2026-050	3/17/2026	29476 131ST ST NW	Gas Fireplace	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2026-051	3/23/2026	14320 284TH AVE NW	Tank Replacement Septic	\$ 175.00			\$ -	\$ 175.00
BA2026-052	3/23/2026	12247 317TH AVE NW	Water Conditioner	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2026-053	3/23/2026	12247 317TH AVE NW	Boiler	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2026-054	3/24/2026	29476 131ST ST NW	Basement Finish	\$ 464.10	\$ 324.87	\$ 301.67	\$ 241.34	\$ 566.21



Contract Area: City of Baldwin - March 2026

Permit #	Paid Date	Address	Project Description	Permit Portion	70% Billable	Plan Review	80% Billable	Project Fee
BA2026-056	3/30/2026	12716 316TH AVE NW	Plumbing Basement Finish	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2026-058	3/25/2026	11446 293RD AVE NW	Furnace & A/C	\$ 185.00	\$ 129.50		\$ -	\$ 129.50
BA2026-061	3/30/2026	9803 287TH AVE NW	Window/Door	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
TOTAL				\$ 7,267.30	\$ 4,474.61	\$ 2,978.51	\$ 2,382.81	\$ 7,732.42

**Minimum Permit Fee \$75 / Plan Review \$50*



Contract Area: City of Baldwin - April 2026

Permit #	Paid Date	Address	Project Description	Permit Portion	70% Billable	Plan Review	80% Billable	Project Fee
BA2025-183	4/29/26	13518 288TH AVE NW	Accessory Structure - Originally considered Abandoned in January and invoiced Plan Review to City. Applicant paid city and now wants to pursue the project. Only including Permit Fee.	\$ 116.55	\$ 81.59		\$ -	\$ 81.59
BA2025-433	4/9/2026	31540 125 1/2 ST NW	Non-Residential Septic Operating - No Fee as Operating Permit is in conjunction with BA2025-420	\$ -	\$ -		\$ -	\$ -
BA2026-001	4/7/2026	13974 300TH AVE NW	New Construction	\$ 4,409.15	\$ 3,086.41	\$ 2,865.95	\$ 2,292.76	\$ 5,379.17
BA2026-046	4/6/2026	32018 125TH ST NW	Non-Residential Addition	\$ 282.05	\$ 197.44	\$ 183.33	\$ 146.66	\$ 344.10
BA2026-055	4/10/2026	31540 125 1/2 ST NW	Non-Residential Mechanical New Construction	\$ 524.15	\$ 366.91	\$ 340.70	\$ 272.56	\$ 639.47
BA2026-057	4/17/2026	29476 131ST ST NW	New Septic	\$ 350.00			\$ -	\$ 350.00
BA2026-059	4/8/2026	31631 136TH ST NW	Siding	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2026-063	4/9/2026	31020 116TH ST NW	Deck	\$ 199.30	\$ 139.51	\$ 129.55	\$ 103.64	\$ 243.15
BA2026-064	4/24/2026	29046 143RD ST NW	Basement Finish	\$ 248.95	\$ 174.27	\$ 161.82	\$ 129.46	\$ 303.72
BA2026-065	4/21/2026	13838 306TH AVE NW	Addition	\$ 1,213.65	\$ 849.56	\$ 788.87	\$ 631.10	\$ 1,480.65
BA2026-066	4/1/2026	10722 313 Avenue	A/C	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2026-067	4/2/2026	28321 98TH ST NW	Plumbing Alteration/Remodel	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2026-068	4/7/2026	13221 285TH AVE NW	Tank Replacement Septic	\$ 175.00			\$ -	\$ 175.00

BA2026-069	4/2/2026	13439 281ST AVE NW	A/C	\$	125.00	\$	87.50			\$	-	\$	87.50
BA2026-070	4/10/2026	30748 119TH CIR NW	Alteration/Remodel	\$	199.30	\$	139.51	\$	129.55	\$	103.64	\$	243.15
BA2026-071	4/7/2026	30748 119TH CIR NW	Plumbing Alteration/Remodel	\$	125.00	\$	87.50			\$	-	\$	87.50
BA2026-072	4/6/2026	13319 LAKE PLACE RD NW	Water Heater	\$	125.00	\$	87.50			\$	-	\$	87.50
BA2026-073	4/6/2026	29588 142ND ST NW	Furnace & A/C	\$	185.00	\$	129.50			\$	-	\$	129.50
BA2026-074	4/16/2026	13344 295TH AVE NW	Accessory Structure	\$	116.55	\$	81.59	\$	75.76	\$	60.61	\$	142.19
BA2026-075	4/16/2026	29530 131ST ST NW	Mechanical Addition	\$	125.00	\$	87.50			\$	-	\$	87.50
BA2026-077	4/15/2026	12279 282ND AVE NW	Window/Door	\$	125.00	\$	87.50			\$	-	\$	87.50
BA2026-078	4/27/2026	30322 136TH ST NW	New Construction	\$	1,935.90	\$	1,355.13	\$	1,258.34	\$	1,006.67	\$	2,361.80
BA2026-080	4/29/2026	29428 131ST ST NW	New Construction	\$	1,686.15	\$	1,180.31	\$	1,096.00	\$	876.80	\$	2,057.11
BA2026-081	4/27/2026	13098 295TH AVE NW	New Construction	\$	1,962.90	\$	1,374.03	\$	1,323.39	\$	1,058.71	\$	2,432.74
BA2026-082	4/13/2026	13283 293RD AVE NW	Plumbing Basement Finish	\$	125.00	\$	87.50			\$	-	\$	87.50
BA2026-083	4/13/2026	13283 293RD AVE NW	Mechanical Basement Finish	\$	125.00	\$	87.50			\$	-	\$	87.50
BA2026-084	4/13/2026	10722 313TH AVE NW	Furnace	\$	125.00	\$	87.50			\$	-	\$	87.50
BA2026-085	4/13/2026	31403 116TH ST NW	Plumbing Basement Finish	\$	125.00	\$	87.50			\$	-	\$	87.50
BA2026-087	4/17/2026	30044 US HIGHWAY 169 NW	Replacement Septic	\$	350.00					\$	-	\$	350.00
BA2026-089	4/15/2026	13283 293RD AVE NW	Gas Fireplace	\$	125.00	\$	87.50			\$	-	\$	87.50
BA2026-090	4/15/2026	13356 279TH AVE NW	Siding	\$	125.00	\$	87.50			\$	-	\$	87.50
BA2026-091	4/15/2026	13356 279TH AVE NW	Roof	\$	125.00	\$	87.50			\$	-	\$	87.50
BA2026-093	4/30/2026	27944 128TH ST NW	Addition	\$	456.00	\$	319.20	\$	296.40	\$	237.12	\$	556.32
BA2026-094	4/24/2026	31540 125 1/2 ST NW Suite 103	Non-Residential Mechanical Alteration/Remodel	\$	174.65	\$	122.26	\$	150.00	\$	120.00	\$	242.26
BA2026-095	4/21/2026	31322 104TH ST NW	Water Heater	\$	125.00	\$	87.50			\$	-	\$	87.50
BA2026-100	4/28/2026	29449 125TH ST NW	Window/Door	\$	125.00	\$	87.50			\$	-	\$	87.50
BA2026-102	4/29/2026	28717 108 Street Northwest	Window/Door	\$	125.00	\$	87.50			\$	-	\$	87.50
BA2026-103	4/27/2026	11338 306TH AVE NW	Water Heater & Conditioner	\$	185.00	\$	129.50			\$	-	\$	129.50
BA2026-105	4/27/2026	30125 97TH ST NW	A/C	\$	125.00	\$	87.50			\$	-	\$	87.50
BA2026-107	4/29/2026	13945 305TH AVE NW	Siding	\$	125.00	\$	87.50			\$	-	\$	87.50
BA2026-111	4/29/2026	10130 285TH LN NW	Solid Fuel Burning Stove	\$	125.00	\$	87.50	\$	81.25	\$	65.00	\$	152.50
BA2026-112	4/30/2026	28321 98TH ST NW	Roof	\$	125.00	\$	87.50			\$	-	\$	87.50
TOTAL				\$	17,520.25	\$11,651.68		\$	8,880.91	\$	7,104.73	\$	19,631.40

*Minimum Permit Fee \$75 / Plan Review \$50

Permit #	Paid Date	Address	Project Description	Permit Portion	85% Billable*	Plan Review	85% Billable*	Project Fee
BA2026-033	4/6/2026	12526 319TH AVE NW	Non-Residential Plumbing Addition	\$ 397.90	\$ 338.22	\$ 220.00	\$ 187.00	\$ 525.22
TOTAL				\$ 397.90	\$ 338.22	\$ 220.00	\$ 187.00	\$ 525.22

*Special Delegation and Plan Review Services at 85%, minimum \$300 Permit Fee

COMBINED TOTALS	\$ 17,918.15	\$11,989.89	\$ 9,100.91	\$ 7,291.73	\$ 20,156.62
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PO Box 8
Scandia, MN 55073
651-433-4280

Invoice

Date	Invoice #
5/15/2026	14178

Bill To
Baldwin Fire Department 30239 - 128th Street NW Princeton, MN 55371

Vehicle:	Technician	Terms
Engine # 3	Michael/Austin	Net 30 days

Item	Qty	Description	Price ea.	Amount
		2007 Freightliner/Rosenbauer General Pumper (2838)		
A028V931	1	Cummins OEM Generator Heat Exchanger	2,943.26	2,943.26
542-525238-G...	12	Mobil Multipurpose ATF (Quarts)	6.60	79.20
Shop Supplies	1	Shop Supplies	24.98	24.98
Labor	8	Check for oil leak from Onan hydraulic generator. Replace heat exchanger.	189.00	1,512.00
VIN #1FVACYBS18HZ30659				

			Total	\$4,559.44
E-mail	rob@kirvidafire.com		Balance Due	\$4,559.44
Web Site	www.kirvidafire.com			

250-42260-220 SFC

THE CITY OF BALDWIN PUBLIC COMMENT REQUEST FORM

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

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

1. Fill out the form below, detach and present it to the Clerk/Treasurer or Mayor prior to the public comment section of the meeting
2. Each speaker is limited to 30 seconds of the meeting
- Speakers not on the agenda can be placed on the agenda
- A person may request to speak only one time per meeting
I am so sorry for not getting this on the meeting agenda last night 5/20/24
3. Comments must be limited to the subject of the meeting
I swore the meeting was tonight 5/21/24
4. The Mayor/Acting Mayor will not allow a person to speak during the public comment period consistent with the Administrative Policy
I will not allow a person to speak during the public comment period consistent with the Administrative Policy
5. No one will be allowed to speak more than once during the public comment period
6. The City Council will decide what action, if any, is appropriate to respond to the comments made.

Thank you!

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

DATE: 5.20.24
NAME: Brantley (Tiffany) Koenig
ADDRESS: 14553 293rd Ave NW Zimmerman, MN 55398
PHONE: 763.234.3836

SUBJECT TO BE PRESENTED TO THE CITY COUNCIL:

Brantley is requesting use of the FD parking lot on Saturday, June 1st 2024 to host his annual Lemonade stand for Law Enforcement, Fire and EMS from 11:30am to 1:30pm



THIS ARTWORK IS THE PROPERTY OF M-R SIGN CO. USE BY OTHERS WITHOUT WRITTEN PERMISSION IS PROHIBITED BY LAW.	FINISHED SIGN SIZE	DESCRIPTION	DRAWN BY/DATE	APPROVED BY/DATE	SCALE	GSP NAME	
	18" x 24"	100" 225" 125" 115" 200" Copy	Secker 5-28-26		1 1/8" = 1"	Baldwin	

Baldwin Code Enforcement Summary
3 June 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									
28333 98 1/2 St NW	Alexander Knox	01-00407-0628	5/13/2026		Junk, Vehicles, and Boats				Inspect week Jun 1; send Step 1
9806 284th Ave NW	Bradley Mitchell	01-00407-0618	5/13/2026		Junk, Vehicles, and Boats				Inspect week Jun 1; send Step 1
10605 297th Ave NW	Courtney Peterson & Bret Danneker	01-00407-0620	5/11/2026		Home Business				Inspect week Jun 1; send Step 1
9816 289th Ave	Julie Bathke	01-00025-1301	4/10/2026		Not Permitted Outhouse				Inspect week Jun 1; send Step 1
29504 128th 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	11 May 26			Inspect week Jun 1; send admin notice
14307 286th Ave; 55398	John C. Demmstedt	01-00404-0640	16 Apr 26		900-16-6: Waste Public Nuisance Dwelling occupancy of RV	11 May 26			Inspect week Jun 1; send admin notice
30867 103rd Street, 55371	Cory and Alison Deelstra	01-00553-0305	15 Apr 26		Motorcycles/Truck			11 May 26	Inspect week Jun 1; send 2nd citation
13938 302nd Ave; 55371	Andrew Schwartz/Amber Raasch	01-00516-0220	23 Mar 26		Inoperable vehicles				Inspect week Jun 1; send admin notice
30925 98th St; 55371	Nathan/Lori Gatewood	01-00551-0210	9 Mar 26		Dog at large				Inspect week Jun 1; send admin notice
29242 113th St.; 55371	Ronald/Cindy Messer	01-00488-0105	5 Mar 26		Shipping containers/Junk/inoperable vehicles	22 Apr 26			Inspect week Jun 1; send admin notice
29974 128th St.; 55371	Georgia, Oleson & Manley June	01-00020-1100	19 Feb 26		Storage containers	22 Apr 26			Inspect week Jun 1; send admin notice
14336 286th Ave; 55371	Samantha Rockstroh	01-00404-0806	4 Feb 26		Inoperable vehicles, parking not on driveway, junk/debris, vehicle in ROW			19 Feb 26	Inspect week Jun 1; send admin notice
28328 100th 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 127th St.	Richard Anderson/Dana Nustler	01-00009-3205			Dogs at large, junk/debris	4 Dec 26			Spoke to property owner re: abatement; Hold.
13399 279th 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 127th 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 294th Ave; 55371	Bobbi/Jacob Fore	01-00585-0205	09 Sep 25		Shipping container	22 Apr 26			Discussed May 4; Will submit plans to camouflage as building; follow up Aug 1 if no permit submitted.
14122 294th Ave	Joshua Webber	01-00486-0210	13 May 24 9 Sep 25		Motorcycles/ATV		Jun 25		New complaint 9 Sep 25 re: constructing track; Inspected week of Nov 24. Hold.
9746 300th Ave; 55371	Nicholas Diemert/K. Bechtold	01-00467-0145	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 302nd 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 114th 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 127th 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	01-00415-0340	27 Mar 25		Junk and debris; burning garbage Unlicensed vehicle		5 Aug 25	9 Sep 25 4 Dec 25	No response; request to send Citation after reinspect week of Feb 2. Court summons started.

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
11511 29th St.	Rebecca Krause	01-00535-0130	21 Jan 25		Building Code/RV as dwelling		11 Feb 25	5 Aug 25 9 Sep 25	Inspected Aug 27, request to send Citation/City Attorney letter sent; Spoke with property owner; hold to schedule inspection
13910 27th Ave	Joseph/Barbara Spaude	01-00031-4300			Headwall in ROW	13 Sep 24	5 Aug 25		Spoke with property owner; 2G site visit
14215 27th Ave	Glen Peterson/Wendy Beck	01-00545-0210			Headwall in ROW	13 Sep 24	5 Aug 25		To remove per CC agreement
32033 124th St.	Bell Trucking Inc.	01-0044225	NA	6 Aug 24 16 Oct 24 1 Aug 25	# of vehicles allowed by CUP		Jun 25		Reinspect Spring 2026
30840 141st 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 136th St.; 55371	Travis/Nikolaia Nietz	01-00007-1105	Email	1 Aug 25	Animal kennel (more than 10 dogs)	5 Aug 25			Application submitted for IUP/approved.
13949 325th Ave; 55371	Micha/Tianna Nelson	01-00006-1206	18 Sep 25		Dog breeding business				No business identified
28331 98-1/2 St.	Terese Kaiser	01-00407-0630	25 Jul 24 27 Aug 25		Use of RV for dwelling	Jan 6			Met with property owner Feb 27 to discuss construction of a dwelling upon the property. Owner is residing with family off-site and agreed to not occupy the RV trailer as a dwelling. City Attorney letter sent.
28209 Lake Diann 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	Reinspect week of Jan 6, inspected Feb 17. Reinspected week of Oct 6
14336 286th Ave; 55371	Samantha Rockstroh	01-00404-0806	14 Jan 25	7 Aug 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 285th 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 125th 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			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 316th Ave.; 55371	Roger Paul/Carolyn Ann Lewis	01-00438-0155	14 Aug 25		Private animal kennel	9 Sep 25			No evidence.
11638 308th 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 127th St.	James G. Burch	01-00028-3312		16 Aug 25	Business	5 Aug 25			Site meeting Aug 27; Will apply for 2nd driveway permit; license vehicles, remove outdoor storage of business equipment.
30840 141st St.	Jocelyn Damiano	01-00508-0114	23 Apr 25		Second driveway				No action required.
10636 305th Ave	Morales Salas, David Elias	01-00014-1310	3 Sep 24		Private race track				
30870 103rd St	Adam & Amanda Jellison	01-00553-0225	Aug 20		Fence construction				
31611 127th St.	Timothy D. Olson	01-00418-0125	Aug 26		Motor cycle track				Step 1 sent Sep 13
27934 433-1/2 St.	Nathanael/Anne/Lonne Nelson	01-00406-0510	Jul 1		Junk/Debris/Outdoor storage			Feb 18	Step 1 sent Sep 13; AN sent Jan 6 Inspected Feb 17; Follow up w/ property owner after Jul 1. Reinspect after Jul 1.
27934 433-1/2 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 250th Ave	Dylan Witt	01-00424-0220	25 Jan 24 27 Mar 25		Dog at large, animal feces, garbage, public nuisance conditions	6 Jan 26			No response. No further action required.
9512 300th Ave NW	Bennie O. Carlson 16553 Oster Point Rd Cold Spring MN 55320	01-00467-0165	13 Mar 25		Motorcycles/ATV				No occupancy evident.
32226 108th St	Christine Hager	01-0573-0110	29 May 24		RV as dwelling unit; junk and debris		Jun 26		Spoke with dog owner.

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
13020 289th Ave	Jerald and Anne Alberecht	01-004240235	25 April 24		Junk cars/debris		Jun 25		Reinspect week of Jan 6. Reinspect after Mar 1.
11004 305th 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.
14106 296th Cir	Michael Bakker	01-00524-0325	12 Dec 23		Dog(s) at large				Direction from TB needed to contact dog owner.
31015 103rd St	Rikki Whitlock	01-466-0330	16 Oct 23		Abandoned vehicles		Jun 25	Feb 18	Illegal outdoor storage
31540 125-1/2 St.	Blaze Graves	01-00455-0105			ZO XX-21-3-E				Reinspect week of Jan 6. Inspected Feb 17.
14275 292nd Ave.	Anthony Flander	01-534-255	16 Aug 23		RV as dwelling unit		Jun 25		TB directed no action on 11 Dec 23
28209 Lake Diann Rd	Brandon and Kyleigh Stanek	01-408-0922	25 Jul 23		ZO Chapter 31				SCSO issued citation, Sherburne County Attorney dismissed without authority to prosecute.
12748 316th Ave;	Kimberly Loia-Stone (trustee)	01-00418-0330	6 Oct 25		Habitually barking dog	4 Dec 26			
30107 116th St.; 55371	640 2nd Ave SW Milaca, MN 56353 Westen Hierlmaier	01-00015-4402	28 Jan 25	Feb 25 1 Aug	Dogs at large		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.
					Shipping container	14 Feb 24			

RESOLUTION NO: 26-16

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

APPOIINTMENTS TO PLANNING COMMISSION

WHEREAS, the City has established a Planning Commission to advise the City Council on matters related to land use, zoning, subdivision, development, and other related topics; and

WHEREAS, individuals are appointed to serve on the Planning Commission in accordance with Ordinance No. 200 and the by the bylaws of Planning Commission; and

WHEREAS, there are two declared vacancies on the Planning Commissions requiring the City Council to make appointments to complete the vacant terms; and

WHEREAS, the Planning Commission interviewed applicants for appointment at their meeting on 27 May 2026; and

WHEREAS, the Planning Commission at their voted 5-0 to recommend that the City Council appoint Chad Gerads and Sarah Bostock to the Planning Commission for the terms listed below.

NOWHEREFORE BE IT RESOLVED BY THE BALDWIN CITY COUNCIL THAT based on the foregoing information and applicable ordinances, the following individuals are hereby appointed to the Planning Commission effective as of the Planning Commission Special Meeting on June 10, 2026:

1. Seat C (term ending 2028): Chad Gerads
2. Seat E (term ending 2029): Sarah Bostock

(remainder of page intentionally blank signatures follow)

ADOPTED by the Baldwin City Council this 3rd day of June, 2026.

MOTION BY:

SECOND BY:

ALL IN FAVOR:

THOSE OPPOSED:

CITY OF BALDWIN

Jay Swanson, Mayor

ATTEST:

Joan Heinen, City Clerk/Treasurer



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

MEMORANDUM

TO: Baldwin Mayor and City Council

FROM: D. Daniel Licht

DATE: 28 May 2026

RE: Baldwin – Planning Commission

TPC FILE: 269.01

BACKGROUND

The Planning Commission has two vacancies. Interviews were conducted with seven individuals were conducted at the Planning Commission meeting on 27 May 2026 for applicants applying for appointment. The interviews consisted individual sessions with each applicant using a preset list of 10 questions, with follow up questions from the Commissioners.

The Planning Commission discussed the candidate interviews that evening and determined to make the following recommendations:

- Seat C (term ending 2028): Chad Gerads
- Seat E (term ending 2029): Sarah Bostock

The City Council will consider Planning Commission appointments at their meeting on 3 June 2026.

Exhibits:

- Chad Gerads application
- Sarah Bostock application
- Resolution making Planning Commission appointments

RECOMMENDED ACTION

Motion to adopt a resolution making appointments to the Planning Commission.

- c. Joan Heinen, City Clerk/Treasurer
Kayla Nielsen, Deputy City Clerk



CITY OF BALDWIN

30239 128th Street, Baldwin, MN 55371
763-389-8931

APPLICATION FOR APPOINTMENT TO
CITY COMMITTEE OR COMMISSION

If interest lies in more than one choice, indicate (by order of preference) which commission/committee you are interested in.

X Planning Commission

 Park Committee

NAME: CHAD GERADS

Address: 12847 293rd Ave NW Baldwin, MN 55371

Phone: 320-420-9510

Email: Chadnorthland@gmail.com

Occupation: VP of Operations

Employer: Clim-a-tech Industries

How many years have you lived in the City of Baldwin? 5 years

Are you a property owner: Yes

STATEMENT OF INTEREST:

Please explain why you would like to serve on the committee or commission selected above:

I would like to serve on the Planning Commission as a way to become more involved in the city in an area where I have experience, knowledge, and expertise. I align with the city's values of maintaining its rural character while also welcoming and encouraging growth. Navigating that balance in a thoughtful and forward-thinking way is important, and something I would strive to do.

EDUCATION AND PROFESSIONAL EXPERIENCE:

Describe your educational and professional experience or skills that qualify you to serve on this committee or commission.

I have a bachelors degree in both Accounting and Business Management, along with nearly 20 years experience in long-term rentals, short-term rentals, and land development

CIVIC AND COMMUNITY ACTIVITIES:

Describe past or present civic and/or community activities that may be relevant in qualifying you to serve on this committee or commission.

Volunteer Firefighter with the City of Bernidji

ATTENDANCE:

Are you aware of the importance of regular meeting attendance, including the time commitment involved in preparing for meetings, and do you feel you have the time available to be an active participant? (circle one) YES NO

Comments: _____

CONFLICT OF INTEREST: A conflict may exist when you have a particular interest in an issue.

I wish to disclose the following potential conflicts of interest that may or will arise if I become a member of this committee or commission.

None


Signature

5/4/2026
Date

The selection process will vary according to the number of applicants and vacancies and may not include interviews with all candidates.

THANK YOU FOR YOUR INTEREST IN SERVING ON A COMMITTEE OR COMMISSION.



CITY OF BALDWIN
30239 128th Street, Baldwin, MN 55371
763-389-0931

APPLICATION FOR APPOINTMENT TO
CITY COMMITTEE OR COMMISSION

If interest lies in more than one choice, indicate (by order of preference) which commission/committee you are interested in.

☒ Planning Commission

☐ Park Committee

NAME: Sarah Bostock

Address: 11638 308th Ave Princeton, MN 55371

Phone: 727-403-6991 Email: Sarah.Bostock94@gmail.com

Occupation: Dog Training Business Owner Employer: Self-Employed

How many years have you lived in the City of Baldwin? 1.5 yr

Are you a property owner: Yes my fiancé

STATEMENT OF INTEREST:

Please explain why you would like to serve on the committee or commission selected above:

I care about thoughtful community growth and believe
my background in business development, leadership and
management would allow me to bring a practical
and well-rounded perspective to the role. Having grown up around local
government and community involvement, I understand the importance of
long-term planning and collaboration. I would like the opportunity to
contribute to decisions that positively impact the community and
support responsible future development.

EDUCATION AND PROFESSIONAL EXPERIENCE:

Describe your educational and professional experience or skills that qualify you to serve on this committee or commission.

Currently, I am heavily exposed to local government and community development through my mother's involvement on the school board and local business. Professionally, I hold two Bachelor of Science degrees, one in management and one in business, and have extensive experience in business growth, operations, and profitability.

CIVIC AND COMMUNITY ACTIVITIES:

Describe past or present civic and/or community activities that may be relevant in qualifying you to serve on this committee or commission.

In addition, my leadership experience through organizing and leading dog clubs, and serving as a judge for multiple organizations has strengthened my ability to collaborate, problem-solve, and make thoughtful decisions that support long-term community growth and planning.

ATTENDANCE:

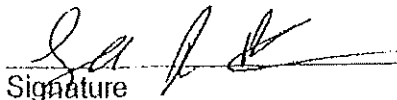
Are you aware of the importance of regular meeting attendance, including the time commitment involved in preparing for meetings, and do you feel you have the time available to be an active participant? (circle one) ☒ YES ☐ NO

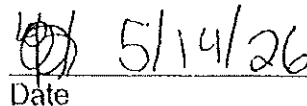
Comments: _____

CONFLICT OF INTEREST: A conflict may exist when you have a particular interest in an issue.

I wish to disclose the following potential conflicts of interest that may or will arise if I become a member of this committee or commission.

Contracted 10-99 with Country Rep. Verne


Signature


Date

The selection process will vary according to the number of applicants and vacancies and may not include interviews with all candidates.

THANK YOU FOR YOUR INTEREST IN SERVING ON A COMMITTEE OR COMMISSION.

Baldwin Code Compliance Tracking Sheet

Case#	Address	PIN	Violation	Status	Last Action	Last Action Date	Next Action	Notes
BA2025-001	12823 289th Ave	01-00424-0320	Septic Compliance	Attorney Case	Forwarded to Attor...	8/7/2025	Nothing At This Time	Noncompliant Report HOME dated 1/8/24 Notice of Noncompliance Letter sent 1/31/24 - Deadline to come into compliance 7/9/2025 Notice of Unaddressed Noncompliance sent 6/14/2025
BA2025-002	12823 289th Ave	01-00424-0320	Septic Compliance	Attorney Case	Forwarded to Attor...	8/7/2025	Nothing At This Time	Noncompliant Report SHOP dated 1/8/24 Notice of Noncompliance Letter sent 1/31/24 - Deadline to come into compliance 7/9/2025 Notice of Unaddressed Noncompliance sent 6/14/2025
BA2025-003	12224 278th Ave NW	01-00429-0240	Septic Compliance	Attorney Case	Forwarded to Attor...	8/7/2025	Nothing At This Time	Noncompliant Report dated 11/17/2023 Notice of Noncompliance Letter sent 11/19/2023 - Deadline to come into compliance 5/18/2025 Notice of Unaddressed Noncompliance sent 4/20/2025 Received permit for replacement system BA2026-039 2/26/2026
BA2025-004	29404 139th St NW	01-00486-0245	Building Safety	RRC Case	Resolved	9/10/2025	Resolved	Email from City of Baldwin on 7/10/2025 reporting this property does not have deck railings and included a photo from Sherburne County GIS that shows the deck without railings since 2018 Permit BA2025-294 applied for 8/27/2025 Final inspection on 9/10/2025
BA2026-001	12353 278th Ave NW	01-00429-0110	Septic Compliance	Attorney Case	Forwarded to Attor...	2/27/2026	Nothing At This Time	Noncompliant Report dated 8/22/2024 Notice of Noncompliance Letter sent 8/27/2024 - Deadline to come into compliance 2/21/2026 Permit applied for 9/8/2025 - Permit sent for payment 9/11/2025 Permit cancelled 2/26/2026 Notification to City 2/27/2026
BA2026-002	13117 314th Ave NW	01-00441-0220	Septic Compliance	Pending City Council	RRC Communication	5/28/2026	City Council Direction	Noncompliant Report dated 7/18/2024 Notice of Noncompliance Letter sent 7/23/2024 - Deadline to come into compliance 1/17/2026 Notice of Unaddressed Noncompliance sent 10/15/2025 and 1/28/2026 due to undeliverable letter returned Notification to City 5/28/2026



To: Honorable Mayor and City Council Members

From: Andy Schreder, Chief Building Official/Owner &
Carissa Kranz, Community Development Rum River Consultants

Subject: Noncompliant Septic System Code Compliance Case (PIN: 01-00441-0220)

Date: May 29, 2026

Overview

This memo addresses an active code compliance matter within the City of Baldwin involving ongoing noncompliance with septic system regulations.

Noncompliant Septic System Exceeding Compliance Deadline:

Rum River Consultants (RRC) has identified a property within the City with a septic system that has been officially determined to be noncompliant. The required compliance deadline has now passed, and the system remains unresolved.

The compliance requirement is based on Baldwin City Code Chapter 4-5(D)(2) and Minnesota Rules 7080.1500. RRC previously issued formal notice to the property owner outlining the violation, required corrective action, and compliance timeline.

Multiple attempts have been made to contact the current property owner. Due to the continued lack of action and the expiration of the compliance deadline, RRC recommends escalation to the City Attorney for enforcement.

Next Steps

RRC respectfully requests City approval for the following actions:

- **Legal Coordination:** Approval for RRC to coordinate with the City Attorney and proceed with enforcement actions for the noncompliant septic system case exceeding its compliance deadline, billed at the hourly rate.

Compliance inspection report form
Existing Subsurface Sewage Treatment System (SSTS)

Doc Type: Compliance and Enforcement

Instructions: Inspector must submit completed form to Local Governmental Unit (LGU) and system owner within 15 days of final determination of compliance or noncompliance. Instructions for filling out this form are located on the Minnesota Pollution Control Agency (MPCA) website at <https://www.pca.state.mn.us/sites/default/files/wq-wwists4-31a.pdf>.

Property information

Local tracking number: _____

Parcel ID# or Sec/Twp/Range: 01-00441-0220

Reason for Inspection _____

Owner Request _____

Local regulatory authority info: Baldwin Township

Property address: 13117- 314th Ave NW Princeton MN 55371

Owner/representative: Brett Mathson

Owner's phone: 763-228-5648

Brief system description: 1250 septic with gravity trenches.

System status

System status on date (mm/dd/yyyy): 7/18/2024

☐ Compliant – Certificate of compliance*☒ Noncompliant – Notice of noncompliance

(Valid for 3 years from report date unless evidence of an imminent threat to public health or safety requiring removal and abatement under section 145A.04, subdivision 8 is discovered or a shorter time frame exists in Local Ordinance.)

Systems failing to protect ground water must be upgraded, replaced, or use discontinued within the time required by local ordinance.

*Note: Compliance indicates conformance with Minn. R. 7080.1500 as of system status date above and does not guarantee future performance.

An imminent threat to public health and safety (ITPHS) must be upgraded, replaced, or its use discontinued within ten months of receipt of this notice or within a shorter period if required by local ordinance or under section 145A.04 subdivision 8.

Reason(s) for noncompliance (check all applicable)

- ☐ Impact on public health (Compliance component #1) – Imminent threat to public health and safety
- ☐ Tank integrity (Compliance component #2) – Failing to protect groundwater
- ☐ Other Compliance Conditions (Compliance component #3) – Imminent threat to public health and safety
- ☐ Other Compliance Conditions (Compliance component #3) – Failing to protect groundwater
- ☐ System not abandoned according to Minn. R. 7080.2500 (Compliance component #3) – Failing to protect groundwater
- ☒ Soil separation (Compliance component #5) – Failing to protect groundwater
- ☐ Operating permit/monitoring plan requirements (Compliance component #4) – Noncompliant - local ordinance applies

Comments or recommendations

Compliance does not warranty future use. Any system old or new, can be hydraulically overloaded with improper use, abuse, lack of maintenance, or sudden and heavy usage. The average life of a septic system is 20-30years.

Certification

I hereby certify that all the necessary information has been gathered to determine the compliance status of this system. No determination of future system performance has been nor can be made due to unknown conditions during system construction, possible abuse of the system, inadequate maintenance, or future water usage.

By typing my name below, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing this form.

Business name: ARK Septic LLC

Certification number: 9575

Inspector signature: Ashley Krause

License number: 3974

(This document has been electronically signed)

Phone: 763-760-4172

Necessary or locally required supporting documentation (must be attached)

- ☒ Soil observation logs
- ☒ System/As-Built
- ☐ Locally required forms
- ☐ Tank Integrity Assessment
- ☐ Operating Permit
- ☐ Other information (list): _____

Property Address: 13117- 314th Ave NW Princeton MN 55371

Business Name: ARK Septic LLC

Date: 7/18/2024

1. Impact on public health – Compliance component #1 of 5

Compliance criteria:

System discharges sewage to the ground surface

☐ Yes* ☒ No

System discharges sewage to drain tile or surface waters.

☐ Yes* ☒ No

System causes sewage backup into dwelling or establishment.

☐ Yes* ☒ No

Any "yes" answer above indicates the system is an imminent threat to public health and safety.

Describe verification methods and results:

No visual signs of failure. Opened drop boxes, this system is on its last trench.

Attached supporting documentation:

☐ Other: _____

☐ Not applicable

2. Tank integrity – Compliance component #2 of 5

Compliance criteria:

System consists of a seepage pit, cesspool, drywell, leaching pit, or other pit?

☐ Yes* ☒ No

Sewage tank(s) leak below their designed operating depth?

☐ Yes* ☒ No

If yes, which sewage tank(s) leaks:

Any "yes" answer above indicates the system is failing to protect groundwater.

Describe verification methods and results:

Pumped by Marks Sewer, See attached.

Attached supporting documentation:

☐ Empty tank(s) viewed by inspector

Name of maintenance business: _____

License number of maintenance business: _____

Date of maintenance: _____

☒ Existing tank integrity assessment (Attach)

Date of maintenance 7/18/2024

(mm/dd/yyyy): (must be within three years)

(See form instructions to ensure assessment complies with Minn. R. 7082.0700 subp. 4 B (1))

☐ Tank is Noncompliant (pumping not necessary – explain below)

☐ Other: _____

Property Address: 13117- 314th Ave NW Princeton MN 55371

Business Name: ARK Septic LLC

Date: 7/18/2024

3. Other compliance conditions – Compliance component #3 of 5

3a. Maintenance hole covers appear to be structurally unsound (damaged, cracked, etc.), or unsecured?

☐ Yes* ☒ No ☐ Unknown

3b. Other issues (electrical hazards, etc.) to immediately and adversely impact public health or safety? ☐ Yes* ☒ No ☐ Unknown

**Yes to 3a or 3b - System is an imminent threat to public health and safety.*

3c. System is non-protective of ground water for other conditions as determined by inspector?

☐ Yes* ☒ No

3d. System not abandoned in accordance with Minn. R. 7080.2500?

☐ Yes* ☒ No

**Yes to 3c or 3d - System is failing to protect groundwater.*

Describe verification methods and results:

Attached supporting documentation: ☐ Not applicable ☐

4. Operating permit and nitrogen BMP* – Compliance component #4 of 5 ☒ Not applicable

Is the system operated under an Operating Permit?

☐ Yes ☒ No If "yes", A below is required

Is the system required to employ a Nitrogen BMP specified in the system design? ☐ Yes ☒ No If "yes", B below is required

BMP = Best Management Practice(s) specified in the system design

If the answer to both questions is "no", this section does not need to be completed.

Compliance criteria:

a. Have the operating permit requirements been met?

☐ Yes ☐ No

b. Is the required nitrogen BMP in place and properly functioning? ☐ Yes ☐ No

Any "no" answer indicates noncompliance.

Describe verification methods and results:

Attached supporting documentation: ☐ Operating permit (Attach) ☐

Property Address: 13117- 314th Ave NW Princeton MN 55371

Business Name: ARK Septic LLC

Date: 7/18/2024

5. Soil separation – Compliance component #5 of 5

Date of installation 10/26/1994 ☐ Unknown
(mm/dd/yyyy)

Shoreland/Wellhead protection/Food beverage lodging? ☐ Yes ☒ No

Compliance criteria (select one):

5a. For systems built prior to April 1, 1996, and not located in Shoreland or Wellhead Protection Area or not serving a food, beverage or lodging establishment: ☐ Yes ☒ No*

Drainfield has at least a two-foot vertical separation distance from periodically saturated soil or bedrock.

5b. Non-performance systems built April 1, 1996, or later or for non-performance systems located in Shoreland or Wellhead Protection Areas or serving a food, beverage, or lodging establishment: ☐ Yes ☐ No*

Drainfield has a three-foot vertical separation distance from periodically saturated soil or bedrock.*

5c. "Experimental", "Other", or "Performance" systems built under pre-2008 Rules; Type IV or V systems built under 2008 Rules 7080. 2350 or 7080.2400 (Intermediate Inspector License required ≤ 2,500 gallons per day; Advanced Inspector License required > 2,500 gallons per day) ☐ Yes ☐ No*

Drainfield meets the designed vertical separation distance from periodically saturated soil or bedrock.

***Any "no" answer above indicates the system is failing to protect groundwater.**

Describe verification methods and results:

Probed rock for bottom of media elevation. Did boring on each end, both are failing.

Attached supporting documentation:

- ☒ Soil observation logs completed for the report
☐ Two previous verifications of required vertical separation
☐ Not applicable (No soil treatment area)
☐

Indicate depths or elevations

A. Bottom of distribution media	97.45
B. Periodically saturated soil/bedrock	97.85
C. System separation	0'
D. Required compliance separation*	2'

*May be reduced up to 15 percent if allowed by Local Ordinance.

Upgrade requirements: (Minn. Stat. § 115.55) An imminent threat to public health and safety (ITPHS) must be upgraded, replaced, or its use discontinued within ten months of receipt of this notice or within a shorter period if required by local ordinance. If the system is failing to protect ground water, the system must be upgraded, replaced, or its use discontinued within the time required by local ordinance. If an existing system is not failing as defined in law, and has at least two feet of design soil separation, then the system need not be upgraded, repaired, replaced, or its use discontinued, notwithstanding any local ordinance that is more strict. This provision does not apply to systems in shoreland areas, Wellhead Protection Areas, or those used in connection with food, beverage, and lodging establishments as defined in law.

Shoreline Set Backs	Plumbing:
	Rough in <i>1-15-94 / 10-15-94</i>
Footings <i>9-13-94 OK D.L.</i>	Final <i>11-18-94</i>
Framing <i>10-18-94 E/S</i>	Mechanical
	Rough In
	Final
Fireplace	
Clearances	
Hearth	
Final <i>11-18-94</i>	Detached Garage
	Footing
Cert. of Occ. to <i>Bldg</i> Date: <i>11-18</i>	Framing
Septic Cert. to <i>Bldg</i> Date: <i>11-18</i>	Final

1250 400# **SEPTIC SYSTEM** NO water or mottling at 68"

Tank Size(s) 1250 Drop Boxes 4

or Distribution Box _____

Length of Trenches 170 ft. x 3 ft. = 510 sq. ft.

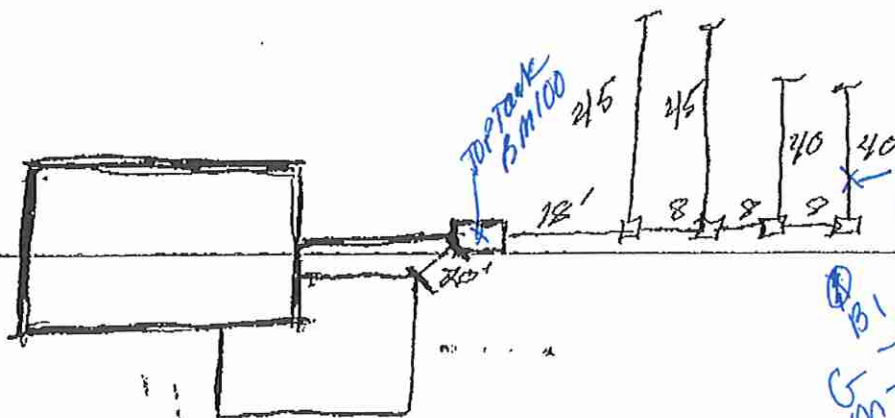
OR

DRAINBED _____ ft. x _____ ft. = _____ sq. ft.

Installer E. S. S.

Inspected by C. B. Date 10-26-94

↓ N



B2 G-99.1
 M-97.95

0' sep

B2-97.45

0' sep

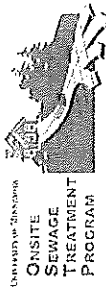
B1-98.95
 G-97.85



Soil Observation Log

Project ID: v 04.01.2020

Client:		Location / Address: 13117- 314th Ave Princeton									
Soil parent material(s): (Check all that apply)		☐ Outwash	☐ Lacustrine	☐ Loess	☒ Till	☐ Alluvium	☐ Bedrock	☐ Organic Matter			
Landscape Position: (select one)		Summit	Slope %: 3.0	Slope shape: Linear, Linear		Elevation relative to benchmark:					
Vegetation: Grass		Soil survey map units:				Limiting Layer Elevation:					
Weather Conditions/Time of Day: afternoon, clear		Date: 07/17/24				Observation Type: Auger					
Observation #/Location: B1											
Depth (in)	Texture	Rock Frag. %	Matrix Color(s)	Mottle Color(s)	Redox Kind(s)	Indicator(s)	Shape	Grade	Consistence		
0-13	Loamy Fine Sand	<35%	10YR 3/2				Blocky	Moderate	Friable		
13+	Loamy Fine Sand	<35%	10YR 5/6	10YR 5/8	Concentrations	S2	Blocky	Moderate	Friable		
				10YR 6/3	Depletions						
I hereby certify that I have completed this work in accordance with all applicable ordinances, rules and laws.											
ARK Septic LLC		3974				17-Jul					
(Designer/Inspector)		(License #)				(Date)					
Optional Verification: I hereby certify that this soil observation was verified according to Minn. R. 7082.0500 subp. 3 A. The signature below represents an infield verification of the periodically saturated soil or bedrock at the proposed soil treatment and dispersal site.											
(LGI Inspector)		(Signature)				(Cert. #)		(Date)			



Soil Observation Log

Project ID: _____ v 04.01.2020

Client: _____		Location / Address: 13117- 314th Ave Princeton							
Soil parent material(s): (Check all that apply)		☐ Outwash	☐ Lacustrine						
		☐ Loess	☒ Till						
		☐ Alluvium	☐ Bedrock						
		☐ Organic Matter							
Landscape Position: (select one)		Summit	Slope %: 3.0						
		Slope shape: Linear, Linear	Elevation relative to benchmark:						
Vegetation: Grass		Limiting Layer Elevation:							
Weather Conditions/Time of Day: afternoon, clear		Date 07/17/24							
Observation #/Location: B2		Observation Type: Auger							
Depth (in)	Texture	Rock Frag. %	Matrix Color(s)	Mottle Color(s)	Redox Kind(s)	Indicator(s)	Shape	Grade	Consistence
0-14	Loamy Fine Sand	<35%	10YR 3/2				Blocky	Moderate	Friable
14+	Loamy Fine Sand	<35%	10YR 5/6	10YR 5/8	Concentrations	S2	Blocky	Moderate	Friable
				10YR 6/3	Depletions				
I hereby certify that I have completed this work in accordance with all applicable ordinances, rules and laws.									
ARK Septic LLC		3974		17-Jul					
(Designer/Inspector)		(License #)		(Date)					
Optional Verification: I hereby certify that this soil observation was verified according to Minn. R. 7082.0500 subp. 3 A. The signature below represents an infield verification of the periodically saturated soil or bedrock at the proposed soil treatment and dispersal site.									
(LGI Inspector)		(Signature)		(Cert. #)		(Date)			



520 Lafayette Road North
St. Paul, MN 55155-4194

Sewage tank integrity assessment for

Subsurface Sewage Treatment Systems (SSTS) Program

Doc Type: Compliance and Enforcement

Purpose: This form may be used to certify the compliance status of the sewage tank components of the SSTS. This form is not a complete SSTS inspection report, only a tank integrity assessment, and may only certify sewage tank compliance status when entirely completed and signed by a qualified professional. SSTS compliance inspection report forms can be found at: <https://www.pca.state.mn.us/water/inspections>.

Instructions: This form may be completed, and signed, by a Designated Certified Individual (DCI) of a licensed SSTS inspection, maintenance, installation, or service provider business who personally conducts the necessary procedures to assess the compliance status of each sewage tank in the system. Only a licensed maintenance business is authorized to pump the tank for assessment. A copy of this information should be submitted to the system owner and be maintained by the licensed SSTS business for a period of five (5) years from the assessment date.

When this form is signed by a qualified certified professional, it becomes necessary supporting documentation to an Existing System Compliance Inspection Report: [Compliance inspection form - Existing system \(wq-wwists4-31b\)](https://www.pca.state.mn.us/water/inspections). This form can be found on the MPCA website at <https://www.pca.state.mn.us/water/inspections>.

The information and certified statement on this form is required when existing septic tank compliance status is determined by an individual other than the SSTS Inspector that submits an inspection report. This form represents a third party assessment of SSTS component compliance and is allowable under Minn. R. 7082.0700, subp. 4(B)(1). This form is valid for a period of three years beyond the signature date on this form unless a new evaluation is requested by the owner or owner's agent or is required according to local regulations. Additional Administrative Rule references for this activity can be found at Minn. R. 7082.0700, subp. 4(B)(C), and (D) and; Minn. R. 7083.0730(C).

Owner information

Owner/Representative: Brett Mathson
Property address: 13117 314th Ave Princeton
Local Regulatory Authority: _____

Parcel ID: _____

System status

System status on date (mm/dd/yyyy): 7-18-24

☒ Certificate of sewage tank compliance

☐ Notice of sewage tank non-compliance

Compliance criteria:

The SSTS has a seepage pit, cesspool, drywell, leaching pit, or other pit - "Failure to Protect Groundwater."

☐ Yes* ☒ No

The SSTS has a sewage tank that leaks below the designed operating depth - "Failure to Protect Groundwater."

☐ Yes* ☒ No

The SSTS presents a threat to public safety by reason of structurally unsound (damaged, cracked, or weak) maintenance hole cover(s) or lids or any other unsafe condition - "Imminent Threat to Public Health or Safety."

☐ Yes* ☒ No

Any "yes" answer above indicates sewage tank non-compliance.

Company information

Company name: Mark's Sewer
Business license number: 2574

Designated Certified Individual (DCI) information

Print name: Chad Rowland
Certification number: 9812

I personally conducted the work described above as a Designated Certified Individual of a Minnesota-licensed SSTS inspection, maintenance, installation, or service provider business. I personally conducted the necessary procedures to assess the compliance status of each sewage tank in this SSTS.

By typing/signing my name below, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing this form.

Designated Certified Individual's signature: [Signature]
(This document has been electronically signed.)

Date (mm/dd/yyyy): 7-18-24



7/23/2024

Brett Mathson
13117 314th Ave NW
Princeton, MN 55371

Regarding: Status of On-site septic system

Township Staff is in receipt of a *Notice of Noncompliance* for the subsurface sewage treatment system at your property located at 13117 314th Ave NW, Baldwin Twp. The report is dated 7/18/2024 and was conducted by ARK Septic, LLC.

Minnesota Rules 7080.1500 and Baldwin Township ordinance Chapter 4-5 D.2 prohibits the operation of a private septic system that is not in full compliance with all applicable rules and regulations. The proper treatment of wastewater is critical to human health as well as the protection of environmental conditions. Per the compliance report, the system lacks the required vertical soil separation.

As the system at your property has been deemed *Noncompliant* for reasons of **Failing to Protect Groundwater**, it is required that you affect the required repair or replacement of this system within **18 months** from the date of the *Noncompliant* report as directed by State and local regulations.

Please contact me at your earliest convenience with your intentions to bring this system back into full compliance with all applicable standards.

I appreciate your time and attention to this matter.

Dean Becker

Building Inspector
Rum River Construction Consultants
612-819-5927
dean@rumrivercc.com

Rum River Construction Consultants acts on behalf of Baldwin Township as the designated building official.

Accuracy – Efficiency - Uniformity



10/5/2025

Brett Mathson
13117 314th Ave NW
Baldwin, MN 55371

RE: **Status of On-site septic system**

Dear Mr. Mathson,

City Staff is in receipt of a *Notice of Noncompliance* for the subsurface sewage treatment system at your property located at **13117 314th Ave NW, Baldwin, 01-00441-0220**. The report is dated **7/18/2024** and was conducted by **ARK Septic**. A letter detailing what was required to address the noncompliance was sent on **7/23/2024** and a copy is attached for your convenience.

To facilitate resolution, we are sending this final notice requesting you to address the required repair or replacement of this system. If the system remains unaddressed, this matter will be escalated to the City Attorney for further enforcement action. Installation of Septic Systems in the winter is often not possible due to weather conditions and frozen ground. However, this does not change the due date for addressing this noncompliance. Notice is being sent early to accommodate remediation before inclement weather arrives.

Minnesota Rules 7080.1500 and Baldwin City Ordinance Chapter 4-5 D.2 prohibits the operation of a private septic system that is not in full compliance with all applicable rules and regulations. The proper treatment of wastewater is critical to human health as well as the protection of environmental conditions.

As the system at your property has been deemed *Non Compliant* for reasons of **Failing to Protect Groundwater**, State and local regulations require that you affect the required repair or replacement of this system within 18 months from the date of the Noncompliant report as directed by State and local regulations by **1/17/2026**. **Per the compliance report, the system lacks the required vertical soil separation.**

Please contact me as soon as possible with your intentions to bring this system back into full compliance with all applicable standards.

I appreciate your time and attention to this matter. Respectfully,

Ben Polgreen

On-Site Septic Plans Examiner/Inspector
Rum River Consultants
(763) 331-7722

ben@rumrivercc.com

Encl. 7/23/2024 Letter of Noncompliance

C: Resident, 13117 314th Ave NW, Baldwin

Accuracy – Efficiency - Uniformity

Rum River Consultants acts on behalf of Baldwin as the designated building official.

Rum River Consultants
23340 Cree St NW
St. Francis, MN 55070

SAINT PAUL MN 550
9 OCT 2025 PM 4 L



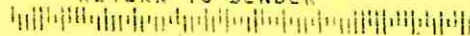
Brett Mathson
13117 314th Ave NW
Princeton, MN 55371

Wrong
address

FWD
55371-340517
55070-9390

553 NFE 1 824C0010/21/23
FORWARD TIME EXP RTN TO SEND
MATHSON
16249 IODINE ST NW
ANOKA MN 55303-6127

RETURN TO SENDER





1/28/2026

Tad Sillman
13117 314th Ave NW
Princeton, MN 55371

RE: **Status of On-site septic system - Notice of Unaddressed Noncompliance**

Dear Mr. Sillman,

City Staff is in receipt of a *Notice of Noncompliance* for the subsurface sewage treatment system at your property located at **13117 314th Ave NW, Baldwin, 01-00441-0220**. The report is dated **7/18/2024** and was conducted by **ARK Septic**. A letter detailing what was required to address the noncompliance was sent on **7/23/2024** and a notice of unaddressed noncompliance was also sent on **10/5/2025**. The 10/5/2025 notice was returned to our office as undeliverable. Upon reviewing Sherburne County GIS records, we identified you as the current property owner and are providing this notice accordingly. Copies of the prior correspondence are enclosed for your reference.

To facilitate resolution, we are sending this final notice requesting you to address the required repair or replacement of this system. If the system remains unaddressed, this matter will be escalated to the City Attorney for further enforcement action. Installation of Septic Systems in the winter is often not possible due to weather conditions and frozen ground. However, this does not change the due date for addressing this noncompliance.

Minnesota Rules 7080.1500 and Baldwin City Ordinance Chapter 4-5 D.2 prohibits the operation of a private septic system that is not in full compliance with all applicable rules and regulations. The proper treatment of wastewater is critical to human health as well as the protection of environmental conditions.

As the system at your property has been deemed *Non Compliant* for reasons of **Failing to Protect Groundwater**, State and local regulations require that you affect the required repair or replacement of this system within 18 months from the date of the Noncompliant report as directed by State and local regulations by **1/17/2026**. **Per the compliance report, the system lacks the required vertical soil separation.**

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Respectfully,
Ben Polgreen
On-Site Septic Plans Examiner/Inspector
Rum River Consultants | (763) 331-7722 | ben@rumrivercc.com

Encl. 7/18/2024 Noncompliance Report, 7/23/2024 Letter of Noncompliance and 10/5/2025 Notice of Unaddressed Noncompliance

C: Brett Mathson or Current Resident 13117 314th Ave NW, Baldwin

Accuracy – Efficiency - Uniformity

Rum River Consultants acts on behalf of Baldwin as the designated building official.

Compliance inspection report form
Existing Subsurface Sewage Treatment System (SSTS)

Doc Type: Compliance and Enforcement

Instructions: Inspector must submit completed form to Local Governmental Unit (LGU) and system owner within 15 days of final determination of compliance or noncompliance. Instructions for filling out this form are located on the Minnesota Pollution Control Agency (MPCA) website at <https://www.pca.state.mn.us/sites/default/files/wq-wwists4-31a.pdf>.

Property information

Local tracking number:

Parcel ID# or Sec/Twp/Range: 01-00441-0220 Reason for Inspection Owner Request
Local regulatory authority info: Baldwin Township
Property address: 13117- 314th Ave NW Princeton MN 55371
Owner/representative: Brett Mathson Owner's phone: 763-228-5648
Brief system description: 1250 septic with gravity trenches.

System status

System status on date (mm/dd/yyyy): 7/18/2024☐ Compliant – Certificate of compliance*

(Valid for 3 years from report date unless evidence of an imminent threat to public health or safety requiring removal and abatement under section 145A.04, subdivision 8 is discovered or a shorter time frame exists in Local Ordinance.)

*Note: Compliance indicates conformance with Minn. R. 7080.1500 as of system status date above and does not guarantee future performance.

☒ Noncompliant – Notice of noncompliance

Systems failing to protect ground water must be upgraded, replaced, or use discontinued within the time required by local ordinance.

An imminent threat to public health and safety (ITPHS) must be upgraded, replaced, or its use discontinued within ten months of receipt of this notice or within a shorter period if required by local ordinance or under section 145A.04 subdivision 8.

Reason(s) for noncompliance (check all applicable)

- ☐ Impact on public health (Compliance component #1) – Imminent threat to public health and safety
- ☐ Tank integrity (Compliance component #2) – Failing to protect groundwater
- ☐ Other Compliance Conditions (Compliance component #3) – Imminent threat to public health and safety
- ☐ Other Compliance Conditions (Compliance component #3) – Failing to protect groundwater
- ☐ System not abandoned according to Minn. R. 7080.2500 (Compliance component #3) – Failing to protect groundwater
- ☒ Soil separation (Compliance component #5) – Failing to protect groundwater
- ☐ Operating permit/monitoring plan requirements (Compliance component #4) – Noncompliant - local ordinance applies

Comments or recommendations

Compliance does not warranty future use. Any system old or new, can be hydraulically overloaded with improper use, abuse, lack of maintenance, or sudden and heavy usage. The average life of a septic system is 20-30 years.

Certification

I hereby certify that all the necessary information has been gathered to determine the compliance status of this system. No determination of future system performance has been nor can be made due to unknown conditions during system construction, possible abuse of the system, inadequate maintenance, or future water usage.

By typing my name below, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing this form.

Business name: ARK Septic LLCCertification number: 9575Inspector signature: Ashley KrauseLicense number: 3974

(This document has been electronically signed)

Phone: 763-760-4172

Necessary or locally required supporting documentation (must be attached)

- ☒ Soil observation logs
- ☒ System/As-Built
- ☐ Locally required forms
- ☐ Tank Integrity Assessment
- ☐ Operating Permit
- ☐ Other information (list):

Property Address: 13117- 314th Ave NW Princeton MN 55371

Business Name: ARK Septic LLC

Date: 7/18/2024

1. Impact on public health – Compliance component #1 of 5

Compliance criteria:

System discharges sewage to the ground surface

☐ Yes* ☒ No

System discharges sewage to drain tile or surface waters.

☐ Yes* ☒ No

System causes sewage backup into dwelling or establishment.

☐ Yes* ☒ No

Any "yes" answer above indicates the system is an imminent threat to public health and safety.

Describe verification methods and results:

No visual signs of failure. Opened drop boxes, this system is on its last trench.

Attached supporting documentation:

☐ Other: _____

☐ Not applicable

2. Tank integrity – Compliance component #2 of 5

Compliance criteria:

System consists of a seepage pit, cesspool, drywell, leaching pit, or other pit?

☐ Yes* ☒ No

Sewage tank(s) leak below their designed operating depth?

☐ Yes* ☒ No

If yes, which sewage tank(s) leaks:

Any "yes" answer above indicates the system is failing to protect groundwater.

Describe verification methods and results:

Pumped by Marks Sewer, See attached.

Attached supporting documentation:

☐ Empty tank(s) viewed by inspector

Name of maintenance business: _____

License number of maintenance business: _____

Date of maintenance: _____

☒ Existing tank integrity assessment (Attach)

Date of maintenance 7/18/2024

(mm/dd/yyyy): (must be within three years)

(See form instructions to ensure assessment complies with Minn. R. 7082.0700 subp. 4 B (1))

☐ Tank is Noncompliant (pumping not necessary – explain below)

☐ Other: _____

Property Address: 13117- 314th Ave NW Princeton MN 55371

Business Name: ARK Septic LLC

Date: 7/18/2024

3. Other compliance conditions – Compliance component #3 of 5

3a. Maintenance hole covers appear to be structurally unsound (damaged, cracked, etc.), or unsecured?

☐ Yes* ☒ No ☐ Unknown

3b. Other issues (*electrical hazards, etc.*) to immediately and adversely impact public health or safety? ☐ Yes* ☒ No ☐ Unknown

***Yes to 3a or 3b - System is an imminent threat to public health and safety.**

3c. System is non-protective of ground water for other conditions as determined by inspector?

☐ Yes* ☒ No

3d. System not abandoned in accordance with Minn. R. 7080.2500?

☐ Yes* ☒ No

***Yes to 3c or 3d - System is failing to protect groundwater.**

Describe verification methods and results:

Attached supporting documentation: ☐ Not applicable ☐

4. Operating permit and nitrogen BMP* – Compliance component #4 of 5 ☒ Not applicable

Is the system operated under an Operating Permit?

☐ Yes ☒ No If "yes", A below is required

Is the system required to employ a Nitrogen BMP specified in the system design?

☐ Yes ☒ No If "yes", B below is required

BMP = Best Management Practice(s) specified in the system design

If the answer to both questions is "no", this section does not need to be completed.

Compliance criteria:

a. Have the operating permit requirements been met?

☐ Yes ☐ No

b. Is the required nitrogen BMP in place and properly functioning?

☐ Yes ☐ No

Any "no" answer indicates noncompliance.

Describe verification methods and results:

Attached supporting documentation: ☐ Operating permit (Attach) ☐

Property Address: 13117- 314th Ave NW Princeton MN 55371

Business Name: ARK Septic LLC

Date: 7/18/2024

5. Soil separation – Compliance component #5 of 5

Date of installation 10/26/1994 ☐ Unknown
(mm/dd/yyyy)

Shoreland/Wellhead protection/Food beverage lodging? ☐ Yes ☒ No

Compliance criteria (select one):

5a. For systems built prior to April 1, 1996, and not located in Shoreland or Wellhead Protection Area or not serving a food, beverage or lodging establishment: ☐ Yes ☒ No*

Drainfield has at least a two-foot vertical separation distance from periodically saturated soil or bedrock.

5b. Non-performance systems built April 1, 1996, or later or for non-performance systems located in Shoreland or Wellhead Protection Areas or serving a food, beverage, or lodging establishment: ☐ Yes ☐ No*

Drainfield has a three-foot vertical separation distance from periodically saturated soil or bedrock.*

5c. "Experimental", "Other", or "Performance" systems built under pre-2008 Rules; Type IV or V systems built under 2008 Rules 7080, 2350 or 7080.2400 (Intermediate Inspector License required ≤ 2,500 gallons per day; Advanced Inspector License required > 2,500 gallons per day) ☐ Yes ☐ No*

Drainfield meets the designed vertical separation distance from periodically saturated soil or bedrock.

***Any "no" answer above indicates the system is failing to protect groundwater.**

Describe verification methods and results:

Probed rock for bottom of media elevation. Did boring on each end, both are failing.

Attached supporting documentation:

☒ Soil observation logs completed for the report

☐ Two previous verifications of required vertical separation

☐ Not applicable (No soil treatment area)

☐ _____

Indicate depths or elevations

A. Bottom of distribution media	97.45
B. Periodically saturated soil/bedrock	97.85
C. System separation	0'
D. Required compliance separation*	2'

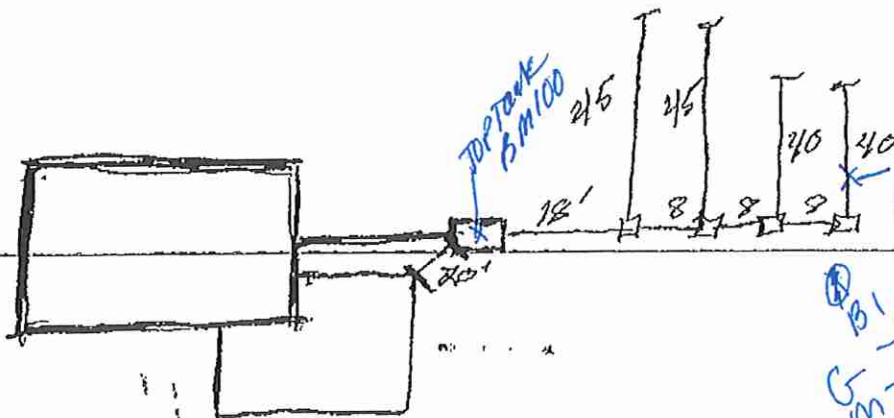
*May be reduced up to 15 percent if allowed by Local Ordinance.

Upgrade requirements: (Minn. Stat. § 115.55) An imminent threat to public health and safety (ITPHS) must be upgraded, replaced, or its use discontinued within ten months of receipt of this notice or within a shorter period if required by local ordinance. If the system is failing to protect ground water, the system must be upgraded, replaced, or its use discontinued within the time required by local ordinance. If an existing system is not failing as defined in law, and has at least two feet of design soil separation, then the system need not be upgraded, repaired, replaced, or its use discontinued, notwithstanding any local ordinance that is more strict. This provision does not apply to systems in shoreland areas, Wellhead Protection Areas, or those used in connection with food, beverage, and lodging establishments as defined in law.

Shoreline Set Backs	Plumbing:
	Rough in <i>11-15-94 / 10-15-94</i>
Footings <i>9-13-94 OK D.L.</i>	Final <i>11-18-94</i>
Framing <i>10-18-94</i>	Mechanical
	Rough In
	Final
Fireplace	
Clearances	
Hearth	
Final <i>11-18-94</i>	Detached Garage
	Footing
Cert. of Occ. to <i>Bldg</i> Date: <i>11-18</i>	Framing
Septic Cert. to <i>Bldg</i> Date: <i>11-18</i>	Final

1250 400# **SEPTIC SYSTEM** NO water or
 Tank Size(s) 1250 Drop Boxes 4 nothing at 68"
 or Distribution Box _____
 Length of Trenches 170 ft. x 3 ft. = 510 sq. ft.
 OR
 DRAINBED _____ ft. x _____ ft. = _____ sq. ft.
 Installer E. S. S. J.
 Inspected by C. B. Date 10-26-94

↓ N



B2 G-99.1
 M-97.95

0' SEP

B1-98.95
 G-97.85
 M-97.45

0' SEP



Location / Address: 13117- 314th Ave Princeton

13117- 314th Ave Princeton

Location / Address:

Client: _____

Soil parent material(s): (Check all that apply)

☐ Outwash ☐ Lacustrine

Organic Matter

Bedrock

Alluvium

Til

□

lacustrine

☐ Outwash

Soil parent material(s): (Check all that apply)

Summit	Slope %:	Slope shape:	benchmark:
Summit	3.0	Linear, Linear	Elevation Relative to

Vegetation:	Grass
Soil survey map units:	Limiting Layer Elevation:

Weather	Conditions	Time of Day	Date
	clear	afternoon	07/17/24

Observation #/ location:	R1	Observation Type:	Auger

Structure					

Depth (in)	Texture	Frags. %	Matrix Color (s)	Mottle Color (s)	Neuox. min (s)	Shane indicator (s)	Grade	Consistence
0.00	1	0	1	1	1	1	1	1
0.05	1	0	1	1	1	1	1	1
0.10	1	0	1	1	1	1	1	1
0.15	1	0	1	1	1	1	1	1
0.20	1	0	1	1	1	1	1	1
0.25	1	0	1	1	1	1	1	1
0.30	1	0	1	1	1	1	1	1
0.35	1	0	1	1	1	1	1	1
0.40	1	0	1	1	1	1	1	1
0.45	1	0	1	1	1	1	1	1
0.50	1	0	1	1	1	1	1	1
0.55	1	0	1	1	1	1	1	1
0.60	1	0	1	1	1	1	1	1
0.65	1	0	1	1	1	1	1	1
0.70	1	0	1	1	1	1	1	1
0.75	1	0	1	1	1	1	1	1
0.80	1	0	1	1	1	1	1	1
0.85	1	0	1	1	1	1	1	1
0.90	1	0	1	1	1	1	1	1
0.95	1	0	1	1	1	1	1	1
1.00	1	0	1	1	1	1	1	1
1.05	1	0	1	1	1	1	1	1
1.10	1	0	1	1	1	1	1	1
1.15	1	0	1	1	1	1	1	1
1.20	1	0	1	1	1	1	1	1
1.25	1	0	1	1	1	1	1	1
1.30	1	0	1	1	1	1	1	1
1.35	1	0	1	1	1	1	1	1
1.40	1	0	1	1	1	1	1	1
1.45	1	0	1	1	1	1	1	1
1.50	1	0	1	1	1	1	1	1
1.55	1	0	1	1	1	1	1	1
1.60	1	0	1	1	1	1	1	1
1.65	1	0	1	1	1	1	1	1
1.70	1	0	1	1	1	1	1	1
1.75	1	0	1	1	1	1	1	1
1.80	1	0	1	1	1	1	1	1
1.85	1	0	1	1	1	1	1	1
1.90	1	0	1	1	1	1	1	1
1.95	1	0	1	1	1	1	1	1
2.00	1	0	1	1	1	1	1	1
2.05	1	0	1	1	1	1	1	1
2.10	1	0	1	1	1	1	1	1
2.15	1	0	1	1	1	1	1	1
2.20	1	0	1	1	1	1	1	1
2.25	1	0	1	1	1	1	1	1
2.30	1	0	1	1	1	1	1	1
2.35	1	0	1	1	1	1	1	1
2.40	1	0	1	1	1	1	1	1
2.45	1	0	1	1	1	1	1	1
2.50	1	0	1	1	1	1	1	1
2.55	1	0	1	1	1	1	1	1
2.60	1	0	1	1	1	1	1	1
2.65	1	0	1	1	1	1	1	1
2.70	1	0	1	1	1			

	Loamy Fine	10YR 3/2	Moderate	Blocky	Enable
Color					
Texture					
Structure					
Rooting					
Moisture					
Other					

Concentrations	10YR 5/8	10YR 5/6
S2		

	Sand	<5%	10YR 6/3	Depletions
15+				

— — — — —

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[illegible]

I hereby certify that I have completed this work in accordance with all applicable ordinances, rules and laws.

ARK Sentic LLC

(Designer/Inspector)

3974

(License #)

17-Jul

(Date)

Optional Verification: I hereby certify that this soil observation was verified according to Minn. R. 7082.0500 subp. 3 A. The signature below represents an infield verification of the periodically saturated soil or bedrock at the proposed soil treatment and dispersal site.

(1 GU Inspector)

(Signature)

(Cert. #)

(Date)



520 Lafayette Road North
St. Paul, MN 55155-4194

Sewage tank integrity assessment for

Subsurface Sewage Treatment Systems (SSTS) Program

Doc Type: Compliance and Enforcement

Purpose: This form may be used to certify the compliance status of the sewage tank components of the SSTS. This form is not a complete SSTS inspection report, only a tank integrity assessment, and may only certify sewage tank compliance status when entirely completed and signed by a qualified professional. SSTS compliance inspection report forms can be found at: <https://www.pca.state.mn.us/water/inspections>.

Instructions: This form may be completed, and signed, by a Designated Certified Individual (DCI) of a licensed SSTS inspection, maintenance, installation, or service provider business who personally conducts the necessary procedures to assess the compliance status of each sewage tank in the system. Only a licensed maintenance business is authorized to pump the tank for assessment. A copy of this information should be submitted to the system owner and be maintained by the licensed SSTS business for a period of five (5) years from the assessment date.

When this form is signed by a qualified certified professional, it becomes necessary supporting documentation to an Existing System Compliance Inspection Report: [Compliance inspection form - Existing system \(wq-wwists4-31b\)](https://www.pca.state.mn.us/water/inspections). This form can be found on the MPCA website at <https://www.pca.state.mn.us/water/inspections>.

The information and certified statement on this form is required when existing septic tank compliance status is determined by an individual other than the SSTS Inspector that submits an inspection report. This form represents a third party assessment of SSTS component compliance and is allowable under Minn. R. 7082.0700, subp. 4(B)(1). This form is valid for a period of three years beyond the signature date on this form unless a new evaluation is requested by the owner or owner's agent or is required according to local regulations. Additional Administrative Rule references for this activity can be found at Minn. R. 7082.0700, subp. 4(B)(C), and (D) and; Minn. R. 7083.0730(C).

Owner information

Owner/Representative: Brett Mathson
Property address: 13117 314th Ave Princeton
Local Regulatory Authority: _____ Parcel ID: _____

System status

System status on date (mm/dd/yyyy): 7-18-24

☒ Certificate of sewage tank compliance

☐ Notice of sewage tank non-compliance

Compliance criteria:

The SSTS has a seepage pit, cesspool, drywell, leaching pit, or other pit - "Failure to Protect Groundwater."

☐ Yes* ☒ No

The SSTS has a sewage tank that leaks below the designed operating depth - "Failure to Protect Groundwater."

☐ Yes* ☒ No

The SSTS presents a threat to public safety by reason of structurally unsound (damaged, cracked, or weak) maintenance hole cover(s) or lids or any other unsafe condition - "Imminent Threat to Public Health or Safety."

☐ Yes* ☒ No

Any "yes" answer above indicates sewage tank non-compliance.

Company information

Company name: Mark's Sewer
Business license number: 2574

Designated Certified Individual (DCI) information

Print name: Chad Rowland
Certification number: 9812

I personally conducted the work described above as a Designated Certified Individual of a Minnesota-licensed SSTS inspection, maintenance, installation, or service provider business. I personally conducted the necessary procedures to assess the compliance status of each sewage tank in this SSTS.

By typing/signing my name below, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing this form.

Designated Certified Individual's signature: [Signature]
(This document has been electronically signed.)

Date (mm/dd/yyyy): 7-18-24



7/23/2024

Brett Mathson
13117 314th Ave NW
Princeton, MN 55371

Regarding: Status of On-site septic system

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Minnesota Rules 7080.1500 and Baldwin Township ordinance Chapter 4-5 D.2 prohibits the operation of a private septic system that is not in full compliance with all applicable rules and regulations. The proper treatment of wastewater is critical to human health as well as the protection of environmental conditions. Per the compliance report, the system lacks the required vertical soil separation.

As the system at your property has been deemed *Noncompliant* for reasons of **Failing to Protect Groundwater**, it is required that you affect the required repair or replacement of this system within **18 months** from the date of the *Noncompliant* report as directed by State and local regulations.

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Building Inspector
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Rum River Construction Consultants acts on behalf of Baldwin Township as the designated building official.

Accuracy – Efficiency - Uniformity



10/5/2025

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13117 314th Ave NW
Baldwin, MN 55371

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I appreciate your time and attention to this matter. Respectfully,

Ben Polgreen

On-Site Septic Plans Examiner/Inspector
Rum River Consultants
(763) 331-7722
ben@rumrivercc.com

Encl. 7/23/2024 Letter of Noncompliance

C: Resident, 13117 314th Ave NW, Baldwin

Accuracy – Efficiency - Uniformity

Rum River Consultants acts on behalf of Baldwin as the designated building official.

Proposal:

City of Baldwin Assessment Contract

Submitted By:

Jake Stenzel

Submitted To:

Baldwin City Council

ATTN: City Council

30238 128th St. Baldwin, MN 55371

(763) 389-8931

5-06-26

Baldwin City Council

30238 128th Street

Baldwin, MN 55371

RE: Assessment Contract Proposal

Dear Baldwin City Council Members,

Thank you for considering Jake Stenzel to fulfill your future assessing needs. I am excited to provide you with premium assessing services at an affordable rate. We will strive

to:

- ☐ Create an equitable, uniform, and fair assessment.
- ☐ Answer stakeholder questions in a knowledgeable and respectful manner.
- ☐ Create a unique value proposition for the taxpayers of Baldwin Township by offering premium assessing services at an affordable rate.

I am versed in all assessment practices and procedures. I believe that open, honest, and collaborative conversations lead to the best results. I am anticipating having multiple conversations between the Sherburne County Assessor's Office, the Baldwin City Council, and our firm to find a solution that benefits everyone, especially the residents and taxpayers of the City of Baldwin.

I am pleased to submit the following proposal and are happy to answer any questions the City Council may have.

Sincerely,

Jake Stenzel

Scope of Work

- ☐ Revalue each property annually as of January 2nd
- ☐ Hold and conduct the annual Local Board of Appeal and Equalization meeting
(LBAE)
- ☐ Answer questions and inspect properties for the LBAE meeting
- ☐ Verify and qualify residential and commercial sales for the annual state sales study
 - ☐ Inspect and verify construction permits annually
 - ☐ Add new construction values to the annual assessment roll
- ☐ Report findings to the Local Board members for all appealed properties
 - ☐ Perform the annual quintile
- ☐ Inspect properties as requested by property owners
- ☐ Coordinate with the Sherburne County Assessor's office to ensure a successful
assessment
- ☐ Respond to questions from property owners in a knowledgably and respectful
manner
- ☐ Respond to questions from the City Council in a knowledgably and respectful
manner

Cost of Services

Total Annual Cost for Services Performed.....\$42,500

6.5% Increase per year on a 5-year contract that starts June 1st 2027 expires May 31st of
2032

Payment Schedule

Year	Total Due	February	May	June	November
2027/2028	\$42,500.00	\$5,000	\$5,000	\$27,500.00	\$5,000
2028/2029	\$45,262.50	\$5,000	\$5,000	\$30,262.50	\$5,000
2029/2030	\$48,204.56	\$5,000	\$5,000	\$33,204.56	\$5,000
2030/2031	\$51,337.86	\$5,000	\$5,000	\$36,337.86	\$5,000
2031/2032	\$54,674.82	\$5,000	\$5,000	\$39,673.82	\$5,000

Joan Heinen

From: Michelle Moen <Michelle.Moen@co.sherburne.mn.us>
Sent: Friday, May 29, 2026 9:25 AM
To: Joan Heinen
Subject: RE: Baldwin/Assessing

If Sherburne County had done your assessments last year, the cost would have been \$20,198 with a 3% increase annually starting in the 2028 Assessment.



Michelle Moen, S.A.M.A.
Sherburne County Assessor
13880 Business Center Drive NW
Suite 100
Elk River, MN 55330-1692
Dir: (763) 765-4901
michelle.moen@co.sherburne.mn.us

NOTICE: Unless restricted by law, email to and from Sherburne County government offices may be public data subject to the Minnesota Data Practices Act.

From: Joan Heinen <city.clerk@baldwinmn.gov>
Sent: Friday, May 29, 2026 8:45 AM
To: Michelle Moen <Michelle.Moen@co.sherburne.mn.us>
Subject: RE: Baldwin/Assessing

This email came from OUTSIDE of Sherburne County. If you suspect this isn't legitimate, please use the PHISH ALERT button.

Thank you. I appreciate it.

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

From: Michelle Moen <Michelle.Moen@co.sherburne.mn.us>
Sent: Friday, May 29, 2026 8:11 AM



Benefits Proposal Prepared for:
City of Baldwin

Effective Date: 8/1/2026 | Group Size: 4

Quote Id: 1001504

Prepared by Todd Stead of IFC National Marketing
tstead@ifcnationalmarketing.com

5/20/26
Group SIC Code:
Number of Subscribers: 4
Number of Employees: 4
Group Zip/County: 55371, Sherburne

powered by **benefix**

City of Baldwin

Effective Date: 8/1/2026 | Group Size: 4

Medical Coverage Options	HealthPartners \$4000-\$40 Gold SE Open Access <i>Fully Insured</i> View PDF	HealthPartners \$4000-\$50 Gold SE Open Access <i>Fully Insured</i> View PDF	Medica Medica Choice Passport MN 1850-070- 35% Gold-Rx Copays <i>Fully Insured</i> View PDF
Benefits Summary	Current	Alternate Option 1	Alternate Option 2
Network	HealthPartners - Open Access PPO	HealthPartners - Open Access PPO	Medica - Medica Choice Passport PPO
Health Account Compatibility	N/A	N/A	N/A
Covered Employees / Total Employees	4 / 4	4 / 4	4 / 4
Embedded Deductible	Embedded	Embedded	Embedded
Deductible Individual (IN / OON)	\$4,000 / \$10,000	\$4,000 / \$10,000	\$1,850 / \$10,000
Deductible Family (IN / OON)	\$12,000 / \$20,000	\$12,000 / \$20,000	\$5,550 / \$20,000
OOP Max Individual (IN / OON)	\$6,100 / \$30,000	\$6,600 / \$30,000	\$8,000 / N/A
OOP Max Family (IN / OON)	\$12,200 / \$60,000	\$13,200 / \$60,000	\$16,000 / N/A
Coinurance (IN / OON)	30% / 50%	30% / 50%	35% / 50%
PCP Visit Copay	\$40	\$50	\$0
Specialist Visit Copay	\$40	\$50	\$70
Telemedicine Copay	\$0	\$0	See Plan Document
Urgent Care Copay	\$40	\$50	\$0
ER Copay	30% after deductible	30% after deductible	35% after deductible
Outpatient Diagnostic Labs / X-Ray	30% after deductible	30% after deductible	35% after deductible
Outpatient Complex Imaging	30% after deductible	30% after deductible	35% after deductible
Physical / Occupational Therapy	\$40	\$50	\$0
Inpatient Hospital	30% after deductible	30% after deductible	35% after deductible
Outpatient Surgery	30% after deductible	30% after deductible	35% after deductible
Durable Medical Equipment	30% after deductible	30% after deductible	35% after deductible
Pediatric Dental	Preventive services: \$0	Preventive services: \$0	N/A
Pediatric Vision	1 exam/12 months: \$0, 1 pair/12 months: 30% after deductible	1 exam/12 months: \$0, 1 pair/12 months: 30% after deductible	1 exam/12 months: \$0, 1 pair/12 months: 35% after deductible
Rx Deductible	In Network: None	In Network: None	In Network: None
Rx Retail	\$5/\$25/\$60/\$150	\$20/\$75/\$150	\$20/\$60/\$150
Rx Specialty	20%	20%/30%	\$350/\$450/N/A/N/A
Rx Mail Order	\$15/\$75/\$180/\$450	\$60/\$225/\$450	\$40/\$120/\$300
Cost Summary	Current	Alternate Option 1	Alternate Option 2
Monthly Premium	\$3,708.96	\$4,272.38	\$3,906.67
Annual Premium	\$44,507.52	\$51,268.56	\$46,880.04
Monthly Premium Change		\$563.42	\$197.71
Premium Change %		15.19%	5.33%
Employer Premium Contribution	\$3,708.96	\$4,272.38	\$3,906.67
Employee Premium Contribution	\$0.00	\$0.00	\$0.00

Rates are subject to change based on final enrollment.
 Programs are subject to change. This is a brief description of benefits provided for demonstration purposes only.
 Actual benefits, limitations and exclusions are set forth in the certificate of insurance issued to members.
 powered by: benefit

City of Baldwin

Effective Date: 8/1/2026 | Group Size: 4

Census Details					HealthPartners					HealthPartners					Medica				
Contribution Model: Member: EE: 100% / CH: 0%					\$4000-\$40 Gold SE Open Access					\$4000-\$50 Gold SE Open Access					Medica Choice Passport MN 1850-0/70-35% Gold-Rx Copays				
Pay Frequency: Monthly					Fully Insured					Fully Insured					Fully Insured				
View PDF					View PDF					View PDF					View PDF				
Composite Rates					Current					Alternate Option 1					Alternate Option 2				
Employee					4					4					4				
Employee & Spouse					0					0					0				
Employee & Child					0					0					0				
Employee & Children					0					0					0				
Employee & Family					0					0					0				
Name	Type	Coverage Tier	DOB	ZIP Code	Rate	Total Rate	ER	EE	Payroll Deduction	Rate	Total Rate	ER	EE	Payroll Deduction	Rate	Total Rate	ER	EE	Payroll Deduction
Phillip Fadden	EE	EE	3/8/1962	55371	1,394.94	1,394.94	1,394.94	-	-	1,595.76	1,595.76	1,595.76	-	-	1,459.16	1,459.16	1,459.16	-	-
Zachary Good	EE	EE	1/27/1987	55371	588.78	588.78	588.78	-	-	671.28	671.28	671.28	-	-	613.82	613.82	613.82	-	-
Joan Helen	EE	EE	11/27/1967	55371	1,151.58	1,151.58	1,151.58	-	-	1,355.33	1,355.33	1,355.33	-	-	1,239.32	1,239.32	1,239.32	-	-
Kayla Nielsen	EE	EE	7/10/1991	55371	573.66	573.66	573.66	-	-	650.01	650.01	650.01	-	-	594.37	594.37	594.37	-	-
Cost Summary					Current					Alternate Option 1					Alternate Option 2				
Monthly Premium					\$3,708.96					\$4,272.38					\$3,906.67				
Annual Premium					\$44,507.52					\$51,268.56					\$46,880.04				
Monthly Premium Change										\$563.42					\$197.71				
Premium Change %										15.19%					5.33%				
Employer Premium Contribution					\$3,708.96					\$4,272.38					\$3,906.67				
Employee Premium Contribution					\$0.00					\$0.00					\$0.00				

Rates are subject to change based on final enrollment.
 Programs are subject to change. This is a brief description of benefits provided for demonstration purposes only.
 Actual benefits, limitations and exclusions are set forth in the certificate of insurance issued to members.
 powered by benefits

Joan Heinen

June 3rd

From: Gina Hugo <Gina.Hugo@co.sherburne.mn.us>
Sent: Monday, May 18, 2026 1:31 PM
To: Joan Heinen
Cc: Kayla Nielsen
Subject: Great Northern Regional Trail - Alignment Study Open House

Good afternoon, Joan!

I hope this finds you well! We have initiated an alignment study to analyze options for extending the Great Northern Regional Trail from CSAH 9 to Longsiding. We have 2 open houses planned for community engagement and sincerely hope that one of them can be held at Baldwin City Hall to optimize opportunity for your residents to visit with us on their preferences.

We are looking at Community Engagement Events being held in August. Would the City Council consider helping us schedule this?

Thanks so much – I hope the week is kind to you!



Gina Hugo

Parks Director

Work: (763) 765-3308

www.co.sherburne.mn.us

www.facebook.com/SherburneCountyMN

NOTICE: Unless restricted by law, email correspondence to and from Sherburne County government offices may be public data subject to the Minnesota Data Practices Act and/or may be disclosed to third parties.



Consulting Agreement

This Consulting Agreement ("Agreement") is entered into as of [Date] ("Effective Date"), by and between the City of Baldwin ("Client"), and Baseline Technologies, Inc., a Minnesota corporation, ("Consultant").

1. Scope of Work

Consultant agrees to provide the following services: prepare an application for the SolarApp+ Permitting Software Incentive offered by the State of Minnesota on behalf of Client.

2. Compensation

Client agrees to pay Consultant a one-time fee of \$5,000 from funds paid by the incentive program offered by the State of Minnesota in the event that the application is granted. If only the base incentive is awarded, the amount due to Consultant shall be \$2,500. If no funds are awarded, no payment shall be due to Consultant.

3. Term and Termination

This Agreement shall commence on the Effective Date and continue until written termination by either Party.

4. Intellectual Property

Consultant acknowledges that, as between Consultant and Client, Client owns all right, title, and interest, including all intellectual property rights, in and to the data transmitted by or on behalf of the Client.

5. Confidential Information

From time to time during the Term, either Party may disclose or make available to the other Party information about its business affairs, products, confidential intellectual property, trade secrets, third-party confidential information, and other sensitive or proprietary information, whether orally or in written, electronic, or other form or media, and whether or not marked, designated, or otherwise identified as "confidential" (collectively, "Confidential Information"). Confidential Information does not include information that, at the time of disclosure is: (a) in the public domain; (b) known to the receiving Party at the time of disclosure; (c) rightfully obtained by the receiving Party on a non-confidential basis from a third party; or (d) independently developed by the receiving Party. The receiving Party shall not disclose the disclosing Party's Confidential Information to any person or entity, except to the receiving Party's employees who have a need to know the Confidential Information for the receiving Party to exercise its rights or perform its obligations hereunder. Notwithstanding the foregoing, each Party may disclose Confidential Information to the limited extent required (i) in order to comply with the order of a court or other governmental body, or as otherwise necessary to comply with applicable law, provided that the Party making the disclosure pursuant to the order shall first have given written notice to the other Party and made a reasonable effort to obtain a protective order; or (ii) to establish a Party's rights under this Agreement, including to make required court filings. On the expiration or termination of the Agreement, the receiving Party shall promptly return to the disclosing Party all copies, whether in written, electronic, or other form or media, of the disclosing Party's Confidential Information, or destroy all such copies and certify in writing to the disclosing Party that such Confidential Information has been destroyed. Each Party's

obligations of non-disclosure with regard to Confidential Information are effective as of the Effective Date and will expire five years from the date first disclosed to the receiving Party; provided, however, with respect to any Confidential Information that constitutes a trade secret (as determined under applicable law), such obligations of non-disclosure will survive the termination or expiration of this Agreement for as long as such Confidential Information remains subject to trade secret protection under applicable law.

6. Governing Law

This Agreement shall be governed by the laws of Minnesota.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

BASELINE TECHNOLOGIES, INC.

By: _____

Name: _____

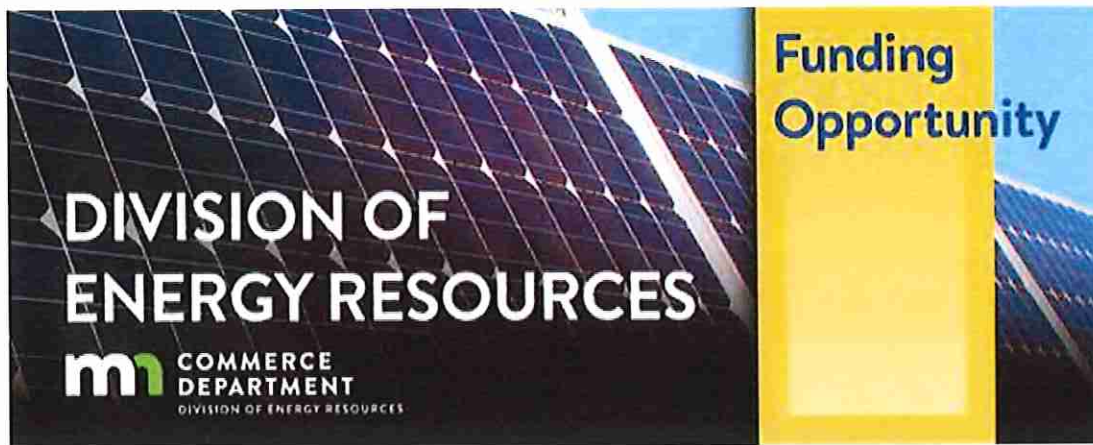
Title: _____

CITY OF BALDWIN

By: _____

Name: _____

Title: _____



Local governments eligible for up to \$20K for adopting SolarAPP+ to streamline the residential solar permitting process

[Click here to get started with SolarAPP+](#)

What is it? The Solar Automated Permit Processing+ (known as SolarAPP+) is a web-based platform that automates solar permitting for local governments. SolarAPP+ helps streamline the residential solar permitting process, provides financial incentive and technical support to local governments in Minnesota that adopt the online permitting tool.



Financial incentives **up to \$20,000** are available to local govts in MN that **first adopt the FREE software** (SolarAPP+) to standardize, automate, and streamline the review and permitting process.

Who can apply? Local units of government in Minnesota with authority to issue permits for residential solar projects.

How much is available? The MN Dept of Commerce administers **\$2M in SolarAPP+ incentives** to local units of government across Minnesota. The Minnesota legislature established the SolarAPP+ Solar Permitting Software Incentive (Minn.Stat.216C.48) in 2024 to provide financial incentive and technical support for local governments adopting the SolarAPP+ online permitting platform.

When to apply? Applications are first-come, first-serve and reviewed monthly. The incentive will remain available until funds are fully expended or until June 30, 2028. Full incentive details and application requirements can be found on the Commerce website at <https://mn.gov/commerce/energy/consumer/energy-programs/solarapp.jsp>

For more information. Send general questions about the SolarAPP+ permitting platform and technical assistance inquiries to SolarAPP.comm@state.mn.us. Please send questions specific to the RFP and application process to energy.contracts@state.mn.us

Joan Heinen

From: Contracts, Energy (COMM) <energy.contracts@state.mn.us>
Sent: Friday, May 22, 2026 3:29 PM
To: Contracts, Energy (COMM)
Subject: Financial Incentive - SolarAPP+
Attachments: Up to \$20K for adopting SolarAPP+.pdf

Hello,

Your city has recently, or is in the process of, implementing SolarAPP+ to automate solar permitting in your community. You are eligible to apply for an incentive from the Minnesota Department of Commerce, of between \$5,000 and \$20,000 when you adopt SolarApp+. Please see the attached document for further information.

Questions can be sent to energy.contracts@state.mn.us

Joan Heinen

To: Joan Heinen
Subject: FW: Renewal

From: Matt Sullivan <captain7@Baldwinmn.gov>
Sent: Wednesday, May 27, 2026 11:08 AM
To: Fire Chief <fire.chief@baldwinmn.gov>
Subject: Fw: Renewal

From: Zoe Kukuczka <zoe@fitevomn.com>
Sent: Wednesday, May 20, 2026 3:22 PM
To: Matt Sullivan <captain7@Baldwinmn.gov>
Subject: Re: Renewal

It will be \$5582.20

We have 10 people that use it a lot and about 29 including kids that use it here and there. I am only charging for the 10 People. I did not see any usage under your name ;)

Zoe Kukuczka

Zimmerman Fitness Evolution
Co-Owner/General Manager
763-856-4200

On 2026-05-19 19:18, Matt Sullivan wrote:

Hi Zoe,

I believe we will be renewing our membership. Could you send me an estimate of what the renewal cost will be? I'll run it by the Chief and City Council, but I'm confident we will be renewing.

Thanks!
Matt

Joan Heinen

From: Baldwin Maintenance
Sent: Thursday, May 28, 2026 7:12 AM
To: Joan Heinen
Subject: FW: Registration Open: APWA-MN Leadership Academy, Public Works Certificate Courses

I came across the APWA Minnesota Public Works Certificate Program and wanted to share it for review and consideration as a potential opportunity.

The program focuses on public works operations, leadership, communication, and management skills geared toward frontline employees and supervisors preparing for advancement within municipal public works. Based on the course topics, it appears to align closely with many of the day-to-day responsibilities involved in coordinating projects, contractor communication, documentation, and operational planning within Public Works.

I'd be interested in discussing whether this may be a worthwhile investment for the city and employee development moving forward.

Thanks,
Zac

From: APWA Minnesota Chapter <admin-apwa-mn.org@shared1.ccsend.com>
Sent: Wednesday, May 20, 2026 9:03 AM
To: Baldwin Maintenance <publicworks@Baldwinmn.gov>
Subject: Registration Open: APWA-MN Leadership Academy, Public Works Certificate Courses



**REGISTER NOW:
2026-2027 EDUCATION PROGRAMS**

Public Works Certificate Program 2026-2027

The Public Works Certificate Program prepares frontline employees for leadership positions in the public works field. With a focus on the management of local organizations and operations, this program is ideal for new supervisors, managers, and public works employees preparing for advancement. Those who finish all five courses will be awarded a certificate of completion from the APWA Minnesota Chapter.



The Public Works Certificate Program focuses on the management of local public works organizations and operations. Public works professionals deliver course material. This program is designed to further your understanding of:

1. Organization and functions of public works and public works professionals.
2. Technical functions undertaken by public works professionals, with emphasis on roadway design, construction, and maintenance.
3. Advanced concepts in public works operations and maintenance.
4. Effective creation and delivery of workplace and technical documents.

Program Details

- **LOCATION:** All classes will be held at the Plymouth Community Center, 14800 – 34th Ave. North, Plymouth, MN.
- **COST:** \$750/course.
- **SCHEDULE:** Each course consists of 10 classes held once per week for 10 weeks from 2:00 – 5:00 or 2:30 – 5:30 pm.
- **COURSE SIZE:** Each course is limited to 25 participants.
- **REGISTRATION LIMIT:** An individual may enroll in a maximum of two concurrent courses.
- **REGISTRATION WINDOW:** Registration for all 2026-2027 courses opens May 2026 and will remain open until full.
- **CREDIT:** The Public Works Certificate Program consists of five non-credit courses.
- **SCHOLARSHIPS:** The Minnesota Street Superintendents Association (MSSA) offers scholarships for the APWA-MN Public Works Certificate Program or the Leadership Academy. [Learn more.](#)

Learn More

<https://bit.ly/3LFHkni>



Course Details

Office and Professional Skills for Public Works (COURSE 001)

Dates: FIRST CLASS DATE Thurs. Sept. 10 then Mondays Sept. 14 – Nov. 16 from 2:30 – 5:30 pm.

Description: This course will introduce the administrative skills frequently used by public works professionals, such as basic writing principles, planning, organizing, and preparing and delivering effective technical communication within and outside the organization. Specific examples of communication tools include field construction reports, interoffice memorandums, document summaries, and verbal presentations. We will also introduce students to basic office applications that will be used in the preparation of documents used by public works professionals. Students taking this course are required to have a personal laptop computer and bring it to class each day.



Instructor: Chad Millner, PE, Public Works Director/City Engineer, City of Edina

Chad joined the City of Edina in June 2012. Prior to that time, he worked for more than 11 years for a local civil engineering consulting firm in their municipal engineering group. Chad holds degrees in civil engineering from the University of Minnesota and a Master of Business Administration from St. Cloud State University. A licensed Professional Engineer in Minnesota, he is an active member of APWA-MN and the City Engineers Association of Minnesota.

Public Works Management and Communication (COURSE 002)

Dates: Tuesdays Sept. 8 – Nov. 17 2026 from 2:00 – 5:00 pm.

Description: This course focuses on the management and communication expected of public works professionals in leadership positions plus the skills needed to manage internal relationships within governmental agencies. Course topics include public relations, including how to conduct a public meeting to get citizen buy-in; handling complaints; written communication; interacting with media professionals; techniques for screening, interviewing and hiring new employees; and leveraging social media.



Instructor: Dave Hutton, Sr., PE, Senior Project Manager, Stonebrooke Engineering

Dave has over 40 years of experience in the public works/engineering profession and has worked in both public and private sectors. He is a licensed Professional Engineer in Minnesota, Wisconsin and North Dakota. Former clients include the cities of Savage and Shakopee, MN and West Bend, WI. Dave is a past president of APWA-MN (2010) and the recipient of the Hugo G. Erickson Award in 2017, the highest award for service to the chapter.

Public Works Operations and Maintenance (COURSE 003)

Dates: Wednesdays Sept. 2 – Nov. 4, 2026 from 2:00 – 5:00 pm.

Description: This course focuses on the delivery of public works operations and maintenance services within communities. Public works staff are critical providers of operations and maintenance services that affect the health, safety, enjoyment, and prosperity of our residents and businesses. We do this by providing services related to water, storm and sanitary sewers, streets, parks, facilities, bridges/structures, emergency response, and traffic management devices, as well as protecting the environment. This course reviews systems, processes, performance measurement, equipment management, and personnel resources needed to deliver services in an effective and efficient way. Discussions will include considerations when making choices relating to preventive maintenance vs. reconstruction of infrastructure, rent vs. purchasing of equipment, and contracting vs. in-house use of personnel to provide services.



Instructor: Beverly Farraher, PE, Retired Public Works Operations Manager, City of St. Paul

Bev has been a licensed Professional Engineer in Minnesota for over 30 years and holds a commercial motor vehicle license. Recently retired in April 2026, she has 40 years of experience delivering public works engineering and operations & maintenance services within the Minnesota Department of Transportation and the City of Saint Paul. She holds a bachelor's degree in civil engineering and a master's degree in infrastructure systems engineering. She is an active member of the Minnesota Chapter of the American Public Works Association and was honored to be one of the recipients of the Top Ten Public Works Leaders of the Year Award by APWA National in 2022.

Course Details

Public Works Organization and Administration (COURSE 004)

Dates: Tuesdays Jan. 19 – March 30, 2027 from 2:00 – 5:00 pm.

Description: This course will familiarize you with the administration and operation of a public works department. It provides insight into the organizational structure, planning, financing, purchasing, budgeting, and management of public works organizations, as well as individual job responsibilities and internal relationships within governmental systems.



Instructor: Will Manchester, PE, Director of Public Works, City of Minnetonka
Will is a licensed Professional Engineer with 20 years of experience in both public and private sectors. He currently oversees public works operations for the City of Minnetonka including streets, utilities, parks and trails, natural resources, buildings, fleet, and engineering. Prior to Minnetonka, he worked as a consulting engineer managing municipal and private development projects. Will is an active member of the City Engineers Association of Minnesota, including serving on the Executive Board from 2014–2015 and the Annual Conference Planning Committee. He is also an active member of the Minnesota Chapter of the American Public Works Association.

Technical Aspects of Public Works (COURSE 005)

Dates: Wednesdays Jan. 20 – March 31, 2027 from 2:00 – 5:00 pm. No class March 24.

Description: In this course we will review the basic principles of public works engineering functions and examine the materials and methods used in public works projects. Topics include soils, aggregates, bitumen, concrete, utilities, plan review, traffic counts, flexible pavement design, erosion control, surveying, public land survey, construction methods, basic project management, contracts, bidding, and records.



Instructor: Chris McKenzie, PE, Engineering Services Manager, City of Plymouth
Chris is a licensed Professional Engineer with over 20 years of experience in both public and private sectors. He currently manages Plymouth engineering services, including traffic, water resources, bridges, private development review, right of way management, solid waste, and general engineering services. Prior to Plymouth, he worked for 15+ years as a consulting engineer designing and managing civil municipal projects, with an emphasis on field engineering and construction. Chris is an active member of the American Public Works Assn., including serving as the co-chair of the Education & Training Committee, and is active with the City Engineers Assn. of MN.

Learn More and Register: <https://bit.ly/3LFHkni>



Email us at admin@apwa-mn.org to be notified when 2027-2028 courses open for registration.



Joan Heinen

From: Mille Lacs County Animal Control <millelacscountyanimalcontrol@gmail.com>
Sent: Thursday, May 28, 2026 10:38 PM
To: Joan Heinen
Subject: ICR 26-012475

Joan,
The dog, a male cur mix, that was tied to a tree and picked up at Young Park on May 16th was irate and hard to handle getting him untied from the tree and into the car. He can still get downright aggressive, hard to trust when walking him and at times if told NO and he definitely cannot be trusted around other dogs-since he dislikes other dogs with a passion. He is too much of a liability and neither rescues or humane societies will accept him with these issues.
Since he cannot be moved on to a family, rescue or humane society due to being a liability, I would recommend that he have to be euthanized.
I believe the fees for Milaca Vet would be in the \$300 range. I don't have exact total yet.
Also the fees for his 10 day stray hold: \$300.00 impound + 100.00 call out fee, mileage 42.00 =total \$442.00.

If anyone has any other ideas for this dog please let me know.
Michelle -animal control
320-492-5865



Joan Heinen

From: Sam Jochum <samj@haa-inc.com>
Sent: Thursday, May 28, 2026 10:55 PM
To: Joan Heinen
Cc: Baldwin Maintenance
Subject: Council Consideration for Amending Construction Plans - 2026 Sandy Lake and Lake Diann Improvement Project

Hi Joan,

Please forward this email to the City Council.

Tom had asked Zac to reach out to me in regard to using the 12" RCP the City currently has in stock. We discussed the possibility of the contractor using this pipe for the storm sewer construction that will be occurring on 284th Avenue (a part of the Sandy Lake and Lake Diann Improvement Project).

Please find below some of the information Zac and I discussed in the form of Pros and Cons of the City having the contractor use the 12" RCP:

Cons:

1. The project needs 106 feet of 12" RCP while the City has approximately 40 feet of 12" RCP. The cost savings may not be as fruitful as the contractor will have to supply and deliver pipe regardless due to the City only having 40 feet of the 106 feet needed.
2. If the contractor does use the City pipe, the City would be left with two 12" RC Aprons. It would be difficult to reuse these aprons on other projects without the pipe to go with it.

Pros:

1. Though the cost savings may be small, there still would be some anticipated savings that would come from the City supplying 40 feet of 12" RCP for the project. We wouldn't have an exact number of this savings until quotes come in. However, we could anticipate possible savings ranging from \$500-\$1800.
2. The City has been holding onto this pipe for nearly 5 years. The opportunity to use 12" RCP is small as many roadway culverts are 15" or larger. This project presents an opportunity to use a product that may not have a use for the foreseeable future.

The purpose of this email is for Council to consider some of these points and ultimately come to a decision on whether or not the construction plans for the Sandy Lake and Lake Diann Improvement Project should be revised to have the contractor use the City owned pipe. Please let me know as soon as possible how the City would like to proceed. The construction plans have been sent to contractors so if the plan is to be revised, the sooner we can do that the better. The change could be done in the form of an Addendum.