CITY OF BALDWIN

AGENDA FOR OCTOBER 7th, 2026
BALDWIN CITY COUNCIL REGULAR MEETING
7:00 p.m.
(Revised 10/2/2026)

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 Resolution 26-32 Increase of Benefit Level for Statewide Volunteer Firefighter Plan for 2027
b. Discuss/Approve/Disapprove Resignation for Fire Fighter, Matt Sullivan

Public Comment Requests:
- Dr. Cartrell Cooper – 12304 317th Avenue: Getting People Involved Positively with the City

Approval of Consent Agenda *(Items on Consent Agenda are reviewed in total by the City Council and may be approved through one motion. Any item on the Consent Agenda may be removed by any of the City Council Members for separate consideration.)*
- Approve City of Baldwin Snowplow and Ice Control Operation Policy
- Approve Baldwin Newsletter for Quarter 4, 2026
- Approve City Council Meeting Minutes for September 16th, 2026
- Approve Special City Council Meeting Minutes for September 28th, 2026
- Approve Budget Report for Quarter 3, 2026

Planning Items:
a. Discuss Code Enforcements
b. Discuss/Approve/Disapprove Resolution 26-33 and Ordinance 2026-11; Mason Management, LLC Zoning Ordinance Amendment

Park Committee Report – Tom Rush
a. Discuss/Approve/Disapprove Moving Park Committee Meeting from the Third Thursday of the Month to the Third Tuesday of Month

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.

Cemetery Update – Tom Rush

Tabled Items:

a. Discuss Infrastructure Committee Recommendation – Jay Swanson

New Business:

a. Discuss/Approve/Disapprove Hiring Snowplow Drivers for the 2026-2027 Plow Season – Alan Walker
b. Discuss/Approve/Disapprove Resolution 26-30; Appointing Election Judges for the November 3rd, 2026 Election - Clerk
c. Discuss/Approve/Disapprove Adding to the Employee Personnel Policy 90 Day Review for New Hires – Tom Rush
d. Discuss/Approve/Disapprove Quote for Tree Removal in the ROW by PID# 01-00407-0220 – Alan Walker
e. Discuss/Approve/Disapprove Revised Abatement Agreement for PID# 01-00418-0125 – Jay Swanson
f. Discuss/Approve/Disapprove Increasing Stipend Amount for Planning Commissioners – Jay Swanson
g. Discuss/Approve/Disapprove Estimate for Sink Hole Repair on 131st Street – Alan Walker
h. Discuss/Approve/Disapprove Agreement for Nordwall Estates Building Permits – Jay Swanson
i. Discuss/Approve/Disapprove SBA Lease Opportunity Proposal – Jay Swanson
j. Discuss/Approve/Disapprove Technology Assessment and Recommendation – Scott Case
k. Discuss/Approve/Disapprove Resolution 26-34, Approving the Preliminary 2027 Levy - Clerk

Announcements:

a. City Offices Closed Monday, October 12th, 2026 in Observance of Columbus Day
b. Park Committee Meeting Tuesday, October 13th, 2026 at 7:00 p.m.
c. Special Planning Commission Meeting Wednesday, October 14th, 2026 at 7:00 p.m.
d. Next City Council Meeting Wednesday, October 21st, 2026

Any Other Business:

Approve Bills for Payment:

Adjourn:

BALDWIN TOWNSHIP

*Cash Balances

Cash Account: 10100

October 2026

Fund	Begin October 2026	Receipts	Disbursements	Transfers Rec/Disb	Transfers Journal Entries	JE Payroll	Balance No Investments	Investments	Balance	
10100 - Old National Bank										
101 - General Fund	($507,842.65)	$0.00	($53,883.53)	$0.00	$0.00	($1,116.84)	($562,843.02)	$0.00	($562,843.02)	In Bal
225 - Cemetery Fund	$16,356.77	$0.00		$0.00	$0.00	($215.30)	$16,141.47		$16,141.47	In Bal
250 - Fire Fund	$99,515.67	$0.00	($1,424.66)	$0.00	$0.00	($3,256.91)	$94,834.10		$94,834.10	In Bal
275 - Street Capital	$1,030,726.09	$0.00		$0.00	$0.00		$1,030,726.09		$1,030,726.09	In Bal
301 - G.O. 2017A	$229,244.21	$0.00		$0.00	$0.00		$229,244.21		$229,244.21	In Bal
302 - G.O. 2024A	$73,210.27	$0.00		$0.00	$0.00		$73,210.27		$73,210.27	In Bal
401 - Capital Project Fund	$158,808.63	$0.00		$0.00	$0.00		$158,808.63		$158,808.63	In Bal
402 - Fire Services	$9,935.10	$0.00		$0.00	$0.00		$9,935.10		$9,935.10	In Bal
403 - Fire Infrastructure Fund	$290,804.83	$0.00		$0.00	$0.00		$290,804.83		$290,804.83	In Bal
404 - Parks Capital Fund	$82,519.47	$0.00	($655.11)	$0.00	$0.00		$81,864.36		$81,864.36	In Bal
602 - Sewer Fund	$68,476.64	$0.00	($5,212.08)	$0.00	$0.00		$63,264.56		$63,264.56	In Bal
801 - Developers Account - Escrow	$172,492.78	$0.00		$0.00	$0.00		$172,492.78		$172,492.78	In Bal
802 - Baldwin Estates Escrow	$2,389.61	$0.00		$0.00	$0.00		$2,389.61		$2,389.61	In Bal
804 - Buck Run Escrow	$15,539.31	$0.00		$0.00	$0.00		$15,539.31		$15,539.31	In Bal
805 - Sumser Farms 1st Addt Escr	$2,186.41	$0.00		$0.00	$0.00		$2,186.41		$2,186.41	In Bal

	MTD Amounts	YTD Amounts
Begin	$1,744,363.14	$2,005,172.37
Receipt	$0.00	$1,737,669.64
Disbursements	($61,175.38)	($1,736,357.81)
Transfers Rec/Disb	$0.00	$0.00
Transfers JE	$0.00	$2.04
JE Payroll	($4,589.05)	($327,887.53)

	MTD Amounts	Begin + YTD	
Investments	$0.00	$0.00	
Petty Cash	$0.00	$0.00	
Savings	$0.00	$0.00	
Money Market	$0.00	$0.00	
Balance	$1,678,598.71	In Balance	

CITY OF BALDWIN
SHERBURNE COUNTY
STATE OF MINNESOTA

RESOLUTION NO. 26-32

Statewide Volunteer Firefighter Plan

A RESOLUTION OPTING TO INCREASE THE BENEFIT LEVEL FOR FIREFIGHTERS WHO ARE VESTED IN THE STATEWIDE VOLUNTEER FIREFIGHTER PLAN

The City Council of the City of Baldwin, Minnesota, does ordain:

WHEREAS: The City previously authorized the fire department to join the Statewide Volunteer Firefighter Plan administered by the Public Employees Retirement Association (PERA); and

WHEREAS: The City requested and obtained a cost analysis of increasing the benefit level for firefighters who are vested in the Statewide Volunteer Firefighter Plan from PERA not more than 120 days ago; and

WHEREAS: The City understands that Minnesota statutes do not have provisions for a decrease in benefit levels; and

WHEREAS: The City highly values the contributions of City Fire Department members to the safety and well-being of our community and wishes to safeguard their pension investments in a prudent manner.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BALDWIN, MINNESOTA:

1) The City hereby approves an increase in the benefit level for firefighters who have completed at least 5 years of good time service credit as a member of the Statewide Volunteer Firefighter Plan administered by PERA at the $_____benefit level per year of service, effective January 1, 2027; and

2) The City Clerk and Mayor are hereby authorized to execute all documents necessary to effectuate the intent of this resolution.

The motion for the adoption of the foregoing resolution was proposed by Councilmember _____ and was duly seconded by Councilmember _____ and upon vote being taken thereon, the following voted in favor:

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted by the City Council of the City of Baldwin, on October 7th, 2026.

BY:

_____

Jay Swanson
Mayor
City of Baldwin

ATTEST:

_____

Joan Heinen
City Clerk/Treasurer
City of Baldwin

Public Employees Retirement Association of Minnesota
Statewide Volunteer Firefighter Plan
Actuarial Valuation Report as of December 31, 2026 for the Township of Baldwin Volunteer Fire Department

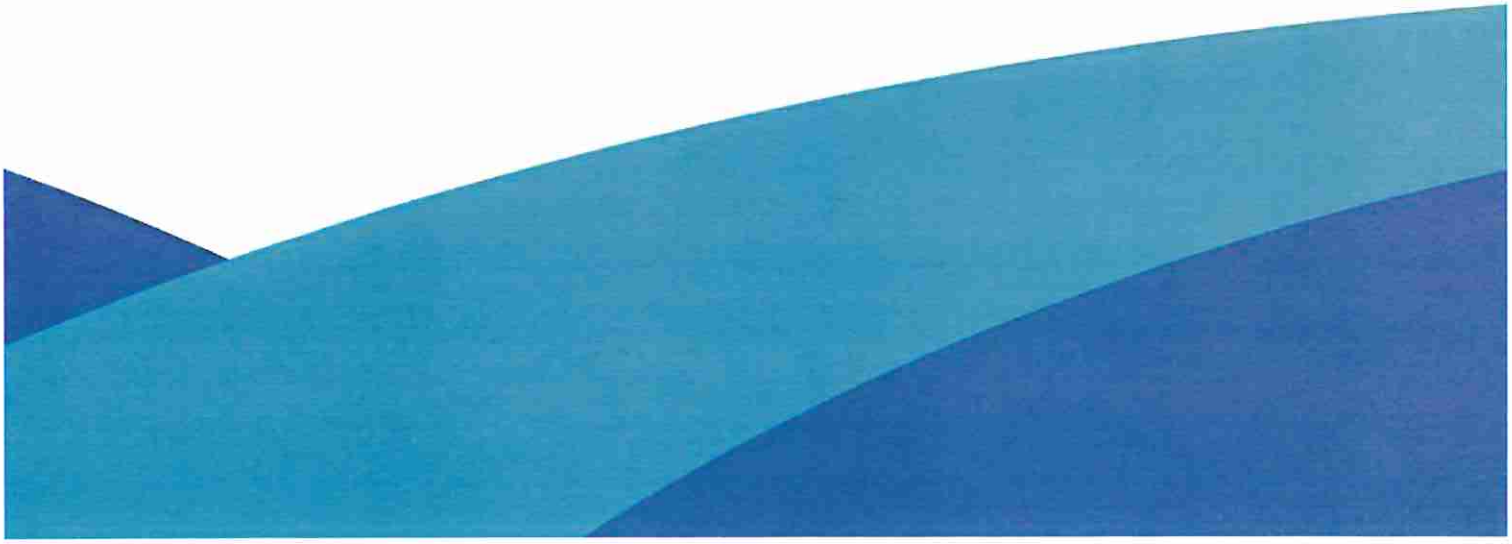


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July 15, 2026

Public Employees Retirement Association of Minnesota
St. Paul, Minnesota

Re: Township of Baldwin Volunteer Fire Department Actuarial Valuation as of December 31, 2026

Dear PERA Trustees:

The results of the December 31, 2026 Actuarial Valuation of the Township of Baldwin Volunteer Fire Department (the Plan) are presented in this report.

This report was prepared at the request of the Board and is intended for use by the Public Employees Retirement Association (PERA) and the Plan and those designated or approved by the Board or the Plan. This report may be provided to parties other than PERA and the Plan only in its entirety and only with the permission of the Board or the Plan. GRS is not responsible for unauthorized use of this report.

The purposes of the valuation are to measure the Plan's funding progress and to determine the **required contribution for the fiscal year ending December 31, 2027**. This report should not be relied on for any purpose other than the purposes described herein. Determinations of financial results, associated with the benefits described in this report, for purposes other than those identified above may be significantly different.

The contribution in this report is determined using the actuarial assumptions and methods disclosed on page 8 of this report. This report includes risk metrics on page 6 but does not include a more robust assessment of the risks of future experience not meeting the actuarial assumptions. Additional assessment of risks was outside the scope of this assignment.

This valuation assumed the continuing ability of the governing body to make the contributions necessary to fund this plan. A determination regarding whether or not the governing body is actually able to do so is outside our scope of expertise and was not performed.

The findings in this report are based on data and other information through December 31, 2025. The valuation was based upon information furnished by PERA concerning the Plan, financial transactions, plan provisions, and active and terminated members. We checked for internal reasonability and year-to-year consistency, but did not audit the data. We are not responsible for the accuracy or completeness of the information provided by PERA.

Actuarial assumptions, including discount rates, and others identified in this report, are prescribed by Minnesota Statutes Section 353G.08, the Legislative Commission on Pensions and Retirement (LCPR), and the Trustees. These parties are responsible for selecting the plan's funding policy, actuarial valuation methods, asset valuation methods and assumptions. The policies, methods and assumptions used in this valuation are those that have been so prescribed and are described in the Methods and Assumptions section of this report. PERA is solely responsible for communicating to GRS any changes required thereto.

All actuarial assumptions used in this report are reasonable for the purposes of this valuation. The combined effect of the assumptions is expected to have no significant bias (i.e. not significantly optimistic or pessimistic). All actuarial assumptions and methods used in the valuation follow the guidance in the applicable Actuarial Standards of Practice. Additional information about the actuarial assumptions is included in the section of this report entitled Methods and Assumptions. We have assessed that the contribution allocation procedure calculated under the current funding policy is a reasonable Actuarially Determined Employer Contribution (ADEC) and is not significantly inconsistent with the plan accumulating adequate assets to make benefit payments when due.

This report was prepared using our proprietary valuation model and related software which, in our professional judgment, has the capability to provide results that are consistent with the purposes of the valuation and has no material limitations or known weaknesses. We performed tests to ensure that the model reasonably represents that which is intended to be modeled.

This report has been prepared by actuaries who have substantial experience valuing public employee retirement systems. To the best of our knowledge, the information contained in this report is accurate and fairly presents the actuarial position of the Plan as of the valuation date and was performed in accordance with the requirements of Minnesota Statutes Section 353G.08, and the requirements of the Standards for Actuarial Work established by the LCPR. All calculations have been made in conformity with generally accepted actuarial principles and practices, with the Actuarial Standards of Practice issued by the Actuarial Standards Board, and with applicable statutes.

Bonita J. Wurst and Sheryl L. Christensen are Members of the American Academy of Actuaries (MAAA) and meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinions contained herein. In addition, GRS meets the requirements of "approved actuary" under Minnesota Statutes Section 356.215, Subdivision 1, Paragraph (c).

The signing actuaries are independent of the plan sponsor.

Respectfully submitted,
Gabriel, Roeder, Smith & Company

Bonita J. Wurst

Bonita J. Wurst, ASA, EA, FCA, MAAA

Sheryl Christensen

Sheryl L. Christensen, FSA, EA, FCA, MAAA

GRS

Executive Summary

The Required Contributions for 2026 and 2027 are summarized in the following table:

Summary of Results

Plan Data	2026	2025
1. Current Benefit Level	$ 4,800	$ 4,500
2. Number of Participants		
a. Active members	32	34
b. Deferred members	9	10
c. Total	41	44
Funded Status	**2026**	**2025**
1. Projected Assets at End of Year	$ 1,692,533	$ 1,323,484
2. Accrued Liability at End of Year	1,125,913	1,091,882
3. Surplus / (Deficit)	$ 566,620	$ 231,602
4. Funded Ratio	150.33%	121.21%
5. Account Status	Surplus Over Full Funding	Surplus Over Full Funding
Contributions	**2026**	**2025**
1. Financial Requirement		
a. Total Financial Requirement	$ 80,963	$ 111,215
b. Reduction to the Financial Requirement	(202,452)	(142,718)
c. Required Contribution	**$ 0**	**$ 0**
2. Contribution Due Date	12/31/2027	12/31/2026

Valuation Results

Financial Requirement for Following Calendar Year

	2026	2025
1. Determination of Surplus / (Deficit)		
a. Projected Assets	$ 1,692,533	$ 1,323,484
b. Accrued Liability	1,125,913	1,091,882
2. Surplus / (Deficit) [1a-1b]	$ 566,620	$ 231,602
3. Financial Requirement Charges		
a. Increase / (Decrease) in liability	$ 134,345	$ 131,735
b. Administrative Fees	3,280	2,640
c. One-Tenth of Deficit / (Surplus)^	(56,662)	(23,160)
d. Net Financial Requirement Charge [3a+3b+3c, not less than zero]	**$ 80,963**	**$ 111,215**
4. Financial Requirement Credits		
a. Fire State Aid Current Year x 1.035	$ (89,699)	$ (55,184)
b. Supplemental State Aid Current Year	(11,201)	(8,125)
c. 6% interest on Projected Present Assets	(101,552)	(79,409)
d. Net Financial Requirement Credit [4a+4b+4c]	**$ (202,452)**	**$ (142,718)**
5. Required Contribution [3d+4d, not less than zero]	**$ 0**	**$ 0**
6. Contribution Due Date	12/31/2027	12/31/2026

Benefit Level Analysis

	2026	2025
1. Current Benefit Level	$ 4,800	$ 4,500
2. Financial Requirement Charges	80,963	111,215
3. Fire State Aid (including supplemental aid)	100,900	63,309
4. Fire State Aid Use Ratio	80%	176%

^ Zero if the plan has had a surplus for only one year.

Your organization uses only a portion of Fire State Aid towards its financial requirement.

Projection of Accrued Liability

	2026	2025
1. Active Member Liability	$ 1,025,459	$ 985,604
2. Deferred Member Liability	100,454	106,278
3. Total Accrued Liability at year-end [1+2]	$ 1,125,913	$ 1,091,882
4. Projected Accrued Liability at next year-end	1,260,258	1,223,617
5. Increase/(Decrease) in Liability [4-3]	$ 134,345	$ 131,735

Projection of Assets

	2026	2025
1. Actual Assets at Beginning of Year	$ 1,506,723	$ 1,193,095
2. Projected Change in Asset Value		
a. Fire State Aid	86,666	53,318
b. Fire Supplemental Aid	11,201	8,125
c. Required Contribution*	0	0
d. Net Investment Income	90,403	71,586
e. PERA Administrative Fee	(2,460)	(2,640)
f. Net Change in Present Assets	$ 185,810	$ 130,389
3. Projected Assets at End of Year	$ 1,692,533	$ 1,323,484

(Gain)/Loss

	Assets	Accrued Liability
1. Preliminary Expected Value	$ 1,323,484	$ (1,223,617)
2. Impact of Benefit Change	N/A	(64,091)
3. Actual Value	1,506,723	(1,125,913)
4. (Gain)/Loss [1+2-3]	$ (183,239)	$ (161,795)

* *Unpaid invoices and anticipated receipts.*

Cost Impact of Increase in Benefit Level

Benefit Level	2026 $4,800 (Current)	$4,900	$5,000	$5,800
1. Determination of Surplus / (Deficit)				
a. Projected Assets	$ 1,692,533	$ 1,692,533	$ 1,692,533	$ 1,692,533
b. Accrued Liability	1,125,913	1,147,277	1,168,640	1,339,550
2. Surplus / (Deficit) [1a-1b]	$ 566,620	$ 545,256	$ 523,893	$ 352,983
3. Funded Ratio [1a/1b]	150.33%	147.53%	144.83%	126.35%
4. Financial Requirement Charges				
a. Increase/(Decrease) in liability	$ 134,345	$ 137,048	$ 139,751	$ 161,373
b. Administrative Fees	3,280	3,280	3,280	3,280
c. One-Tenth of Deficit / (Surplus)^	(56,662)	(54,526)	(52,389)	(35,298)
d. Net Financial Requirement Charge [4a+4b+4c, not less than zero]	**$ 80,963**	**$ 85,802**	**$ 90,642**	**$ 129,355**
5. Financial Requirement Credits				
a. Fire State Aid Current Year x 1.035	$ (89,699)	$ (89,699)	$ (89,699)	$ (89,699)
b. Supplemental State Aid Current Year	(11,201)	(11,201)	(11,201)	(11,201)
c. 6% interest on Projected Present Assets	(101,552)	(101,552)	(101,552)	(101,552)
d. Net Financial Requirement Credit [5a+5b+5c]	**$ (202,452)**	**$ (202,452)**	**$ (202,452)**	**$ (202,452)**
6. Required Contribution [4d+5d, not less than zero]	**$ 0**	**$ 0**	**$ 0**	**$ 0**

^ *Zero if the plan has had a surplus for only one year.*

Summary of Participant Data

	December 31, 2026	December 31, 2025
Active Members		
Number	32	34
Average Age	43.2	43.5
Average Service	8.5	8.2
Deferred Vested Members		
Number	9	10
Average Age	48.1	47.4
Total Benefits	$ 129,512	$ 139,685

Risks Associated with Measuring the Accrued Liability and Actuarially Determined Contribution

The determination of the accrued liability and the actuarially determined contribution requires the use of assumptions regarding future economic and demographic experience. Risk measures, as illustrated in this report, are intended to aid in the understanding of the effects of future experience differing from the assumptions used in the course of the actuarial valuation. Risk measures may also help with illustrating the potential volatility in the accrued liability and the actuarially determined contribution that result from the differences between actual experience and the actuarial assumptions.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions due to changing conditions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period, or additional cost or contribution requirements based on the Plan's funded status); and changes in plan provisions or applicable law. The scope of an actuarial valuation does not include an analysis of the potential range of such future measurements.

Examples of risk that may reasonably be anticipated to significantly affect the plan's future financial condition include:

1. **Investment Risk** – actual investment returns may differ from the expected returns;
2. **Asset/Liability Mismatch** – changes in asset values may not match changes in liabilities, and are highly dependent on the timing of lump sum payments, thereby altering the gap between the accrued liability and assets and consequently altering the funded status and contribution requirements;
3. **Contribution Risk** – actual contributions may differ from expected future contributions. For example, actual contributions may not be made in accordance with the plan's funding policy or material changes may occur in the anticipated number of covered employees or other relevant contribution base;
4. **Other Demographic Risks** – members may terminate, retire or become disabled at times or with benefits other than assumed resulting in actual future accrued liability and contributions differing from expected.

The effects of certain trends in experience can generally be anticipated. For example, if the investment return since the most recent actuarial valuation is less (or more) than the assumed rate, the cost of the plan can be expected to increase (or decrease).

The required contribution shown on page 1 may be considered as a minimum contribution that complies with Minnesota Statutes. The timely receipt of the actuarially determined contributions is critical to support the financial health of the plan. Users of this report should be aware that contributions made at the actuarially determined rate do not necessarily guarantee benefit security.

Additional Risk Assessment

Additional risk assessment is outside the scope of the annual actuarial valuation. Additional assessment may include scenario tests, sensitivity tests, stochastic modeling, stress tests, and a comparison of the present value of accrued benefits at low-risk discount rates with the actuarial accrued liability.

Low-Default-Risk Obligation Measure

Actuarial Standards of Practice No. 4 (ASOP No. 4) was revised and reissued in December 2021 by the Actuarial Standards Board (ASB). It includes a new calculation called a Low-Default-Risk Obligation Measure (LDROM) to be prepared and issued annually for defined benefit pension plans. The transmittal memorandum for ASOP No. 4 includes the following explanation:

"The ASB believes that the calculation and disclosure of this measure provides appropriate, useful information for the intended user regarding the funded status of a pension plan. The calculation and disclosure of this additional measure is not intended to suggest that this is the "right" liability measure for a pension plan. However, the ASB does believe that this additional disclosure provides a more complete assessment of a plan's funded status and provides additional information regarding the security of benefits that members have earned as of the measurement date."

The following information has been prepared in compliance with this new requirement. Unless otherwise noted, the measurement date, actuarial cost methods, and assumptions used are the same as for the funding valuation covered in this actuarial valuation report.

A. Low-Default-Risk Obligation Measure of benefits earned as of the measurement date: $1,143,945

B. Discount rate used to calculate the LDROM: 5.61%

C. Other significant assumptions that differ from those used for the funding valuation: none

D. Actuarial cost method used to calculate the LDROM: Entry Age Actuarial Cost Method

E. Valuation procedures to value any significant plan provisions that are difficult to measure using traditional valuation procedures, and that differ from the procedures used in the funding valuation: none

F. The LDROM is a market-based measurement of the pension obligation. It estimates the amount the plan would need to invest in low risk securities to provide the benefits with greater certainty. This measure may not be appropriate for assessing the need for or amount of future contributions. This measure may not be appropriate for assessing the sufficiency of plan assets to cover the estimated cost of settling the plan's benefit obligation.

The difference between the two measures (Valuation and LDROM) is one illustration of the savings the sponsor anticipates by taking on the risk in a diversified portfolio.

Methods and Assumptions

Actuarial Methods	
Valuation Date	December 31, 2026, projected from data as of December 31, 2025.
Funding Method	Entry age normal level dollar with no pre-retirement decrements per MN Statutes 353G.08.
Market Assets	Trustee value plus any receivable income and less any Payables.
Actuarial Assets	Market assets projected to the end of the valuation year, per MN Statutes 353G.08.

Economic Assumptions	
Valuation Rate	6.00%, net of investment expenses.
Increases to Fire State Aid	3.50% per year.
Future Benefit Level Increases	None.
Interest on Deferred Benefits	As indicated in member data.

Other Assumptions	
Mortality (pre-retirement)	None.
Mortality (post-retirement)	Not Applicable.
Disability	None.
Withdrawal	None.
Retirement Age	Later of Age 50 or 20 years of service.
Form of Payment	Lump sum.
Administrative Expenses	$60 per participant in 2026, $80 per participant in 2027.
Service	For liability purposes, active member service at retirement is rounded.

Assumption Changes: Administrative Expenses were updated to $80 per participant effective January 1, 2027.

Summary of Plan Provisions

Following is a summary of the major plan provisions used to determine the Plan's financial position. It should not be used in determining plan benefits.

Fire Department	Township of Baldwin Volunteer Fire Department.
Plan Year	Calendar year.
Vesting Schedule	Members are 40% vested upon completion of 5 years of service. The vesting percentage increases by 4% for each complete year of service above 5 years until the member is 100% vested with 20 years of service.
Normal Form of Payment	Lump sum.
Deferred Vested Benefit	Eligible upon termination, after completion of at least 5 years of service. Lump sum of $4,800 per year of service, subject to the vesting schedule, payable at age 50. The benefit may be subject to an interest rate credit during the time that a member is deferred.
Normal Retirement Benefit	Eligible upon attainment of age 50 and completion of 20 years of service. Lump sum of $4,800 per year of service.

The benefit level changed from $4,500 per year of service in the December 31, 2025 valuation to $4,800 per year of service in this valuation.

Plan Member Detail*

Member Name	Status	Date of Entry	As of 12/31/2025							
			Total Service Credits	Total Service		Vesting Status^	Vesting %^	Vested Benefit^	12/31/2026 Liability&	Projected Benefit at Retirement
				Years	Months					
Andy Walker	Active	3/5/2013	142	11	10	Vested	64%	$33,792	$45,952	$105,600
Brandon Lage	Active	4/6/2020	66	5	6	Vested	40%	$9,600	$21,906	$96,000
Brent Strand	Active	11/6/2024	15	1	3	Not Vested	0%	$0	$5,376	$96,000
Brian Torborg	Active	1/1/2003	276	23	0	Vested	100%	$110,400	$115,200	$115,200
Chad Miller	Active	8/3/2015	125	10	5	Vested	60%	$28,800	$39,072	$96,000
Christian Higgins	Active	7/1/2025	6	0	6	Not Vested	0%	$0	$5,376	$96,000
Christopher Decker	Active	10/18/2018	83	6	11	Vested	44%	$12,672	$25,830	$96,000
Conner Loscheider	Active	10/5/2020	63	5	3	Vested	40%	$9,600	$14,190	$129,600
Danielle Artmann	Active	5/1/2017	95	7	11	Vested	48%	$16,128	$29,989	$96,000
Giovanni Neal	Active	4/6/2020	66	5	6	Vested	40%	$9,600	$17,076	$129,600
Jacob Julik	Active	4/6/2020	66	5	6	Vested	40%	$9,600	$21,906	$96,000
James Artmann	Active	7/15/2019	23	1	11	Not Vested	0%	$0	$8,308	$96,000
Jay Johnson	Active	8/20/2013	100	8	4	Vested	52%	$19,968	$29,989	$96,000
Jonathon Neal	Active	8/7/2023	27	2	3	Not Vested	0%	$0	$7,479	$110,400
Jordan Sorenson	Active	9/14/2020	51	4	3	Not Vested	0%	$0	$13,718	$105,600
Joseph Pramann	Active	9/19/2022	24	2	0	Not Vested	0%	$0	$8,024	$100,800
Kelton Rintamaki	Active	7/1/2025	6	0	6	Not Vested	0%	$0	$5,013	$105,600
Kevin Wessel	Active	9/14/2020	39	3	3	Not Vested	0%	$0	$11,417	$96,000
Lance Soderholm	Active	3/20/2012	165	13	9	Vested	72%	$44,928	$60,744	$96,000
Laura Anderson	Active	10/16/2023	27	2	3	Not Vested	0%	$0	$8,308	$96,000
Mary Beth Torborg	Active	1/1/2003	276	23	0	Vested	100%	$110,400	$115,200	$115,200
Matthew Sullivan	Active	6/17/2019	75	6	3	Vested	44%	$12,672	$21,906	$96,000
Michael Anderson	Active	7/18/2022	42	3	6	Not Vested	0%	$0	$14,711	$96,000
Michael Duresky	Active	12/2/2024	12	1	0	Not Vested	0%	$0	$5,376	$96,000
Mitchel Demorrett	Active	3/20/2023	30	2	6	Not Vested	0%	$0	$11,417	$96,000
Nick Cole	Active	3/5/2013	109	9	1	Vested	56%	$24,192	$30,964	$110,400
Phil Holland	Active	10/1/2009	195	16	3	Vested	84%	$64,512	$73,628	$96,000
Robin Fischer	Active	8/1/2006	231	19	3	Vested	96%	$87,552	$96,000	$96,000
Scott Case	Active	11/1/2009	194	16	2	Vested	84%	$64,512	$73,628	$96,000
Shawn Aaseby	Active	7/18/2022	42	3	6	Not Vested	0%	$0	$14,711	$96,000
Steven Reese	Active	12/2/2012	157	13	1	Vested	72%	$44,928	$54,843	$96,000
Tony Maciej	Active	4/6/2020	63	5	3	Vested	40%	$9,600	$18,204	$96,000
Brandon Bedbury	Deferred								$15,120	
James Pagel	Deferred								$3,886	
Jeremy Evans	Deferred								$4,614	
Joe Kiel	Deferred								$11,971	
Justin Sucket	Deferred								$17,257	
Mike Lambrecht	Deferred								$10,912	
Rick Wagner	Deferred								$7,204	
Shane Jacobson	Deferred								$4,206	
Travis Carlson	Deferred								$25,284	

**Information was provided by PERA for valuation purposes and should not be relied upon. Any changes in the data provided would produce different valuation results and estimated benefit amounts.*

^Based only on service earned in the Township of Baldwin Volunteer Fire Department.

&May not sum to total liability shown elsewhere in this report due to rounding.

Reflects data, assumptions, methods and plan provisions as of December 31, 2026.

Benefits for active members are based on a benefit level of $4,800 per whole year of service. Members are 40% vested at 5 years of service, increasing to 100% at 20 years of service. For a more complete description see page 9 of this report.

The SVF Member Plan information should be shared in accordance with the Governing Bodies data practices, as PERA does not provide volunteer firefighters with individual benefit calculations.

Matthew Sullivan
6020 Paige Ln
Crestview, FL 32536

Chief Robin Fischer
Baldwin Fire Department
30239 128th St NW
Baldwin, MN 55371

Dear Chief Fischer,

Please accept this letter as formal notice of my resignation from my position at Baldwin Fire. My last day of employment will be Sunday August 30th, 2026.

I am grateful for the opportunities, support, and experiences I have gained during my time with Baldwin Fire. Working with you and the team has contributed significantly to my professional and personal growth, and I appreciate the trust and guidance I have received.

Thank you again for the opportunity to be part of Baldwin Fire. I wish you and the whole department continued success in the future.

Sincerely,

Matthew Sullivan

ACCEPTED 8/31/2026

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 portion of the meeting.
2. Public comment section is limited to 30 minutes and each speaker is limited to 5 minutes.
   - Speakers not heard will be first to present at the next City Council meeting or can be placed at the end of the current meeting agenda.
   - A person may only speak during the public comment period one time per month unless the Mayor approves another request form from the person to speak on a different subject.
3. Comments must relate to matters within the City Council's authority and be limited to the subject listed on the submitted request form.
4. The Mayor will review the request forms and will not allow a person to speak during the comment period if their request is not consistent with the Administrative Policy. Any commenter that fails to limit their comments to the listed subject, to the allowed time, or otherwise does not act in accordance with the Administrative Policy forfeits their opportunity to present to the City Council.
5. No one will be allowed to disrupt a City Council meeting.
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 into the clerk, before addressing the City Council.

DATE: 9/28/26

NAME: Dr Cartrell Cooper

ADDRESS: 12304 317th

PHONE: 651-362-9725

SUBJECT TO BE PRESENTED TO THE BOARD:
Getting people involved positively with the City

Approved 5/15/23
Revised 11/18/2024

CITY OF BALDWIN
SNOWPLOW AND ICE CONTROL OPERATIONS

The City has adopted a Snow And Ice Control Policy that provides for snow and ice control on City roads designated to receive winter maintenance. A copy of the full policy can be found on the City's website.

Snow removal and/or ice control operations will begin under the direction of the City Council and/or designated representative. Operations will begin when **two or more inches** of snow have fallen. It is the intent of the City to complete plowing, widening, and sanding operations within 48 hours of the time the snowfall ceases, but such operations typically will not remove all snow or ice from the roads. Residents are reminded to use caution while driving, as the legal speed limit may not be safe or reasonable during winter weather conditions. Snow and ice removal operations may be suspended during periods of limited or zero visibility and when weather conditions make snow and ice control operations unusually dangerous for the snow plow operators.

ICE CONTROL AND SALT/SAND APPLICATION

1. First Priority — Priority routes, high volume intersections, hills and curves
2. Second Priority — Stop intersections, moderate volume intersections
3. Third Priority — Residential intersections

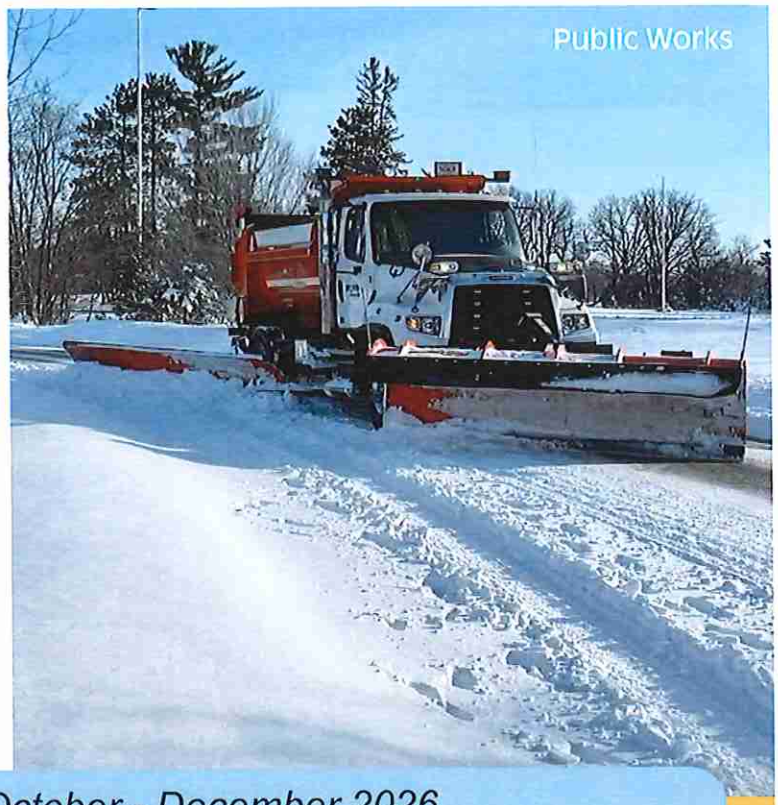
PROPERTY DAMAGE: The City will not be responsible for any of the following damage occurring during the normal course of snow removal from City roads: 1) mailboxes or fences damaged by thrown snow or from improperly placed mailboxes per Postmaster policy; and 2) damage to landscaping or objects within the City road right-of-way.

RESPONSIBILITY OF RESIDENTS: Responsibilities include clearing their own driveways, clearing areas for trash cans, clearing around mailboxes and newspaper delivery tubes. These areas should be cleared without depositing any snow into the street. There also must not be any large piles, which obstruct vision of driveways. Trash cans must not be placed on the street surfaces. The City will not clear private drives. Parking of vehicles or other objects on City roads from November 1st through April 30th is prohibited. Any illegally parked vehicles may be towed to an impound lot at the car owner's expense.

Residents are reminded that it is against the law to plow snow from your driveway across a public road as this creates a hazardous situation for the public using the roads. Property owners who plow snow into the right of way will be billed for the cost of the City removing this snow.

Baldwin City Council
(Revised 2/2/06)
(Revised 12/16/19)
(Revised 12/12/24)
(Revised 9/17/26)





4th Quarter Newsletter - October - December 2026

City of Baldwin

VOTE 2026

★ Midterm Election: ★
Tuesday, November 3, 2026

Polls are open from 7:00 a.m. to 8:00 p.m.

City Hall: 30239 128th Street NW, Baldwin, MN 55371

MAYOR - 4 YEAR TERM

CARTRELL COOPER
JAY SWANSON

CITY COUNCIL - 4 YEAR TERM (TWO SEATS)

MARK MASON
BRUCE WEST
CLARENCE MATTSON
ROSEMARIE WALKER

CITY OF BALDWIN

Council Corner

Written By: Council Member Alan Walker

Keeping Baldwin's Roads Safe — YearRound



As a member of the Baldwin City Council, I want to take a moment to talk about something we all depend on every day—our roads.

Baldwin has approximately 80 miles of roads to maintain. That is a tremendous responsibility for our community and our public works crew. Throughout the year, our roads require attention through pothole repairs, grading, ditch and culvert maintenance, signage, shoulder work and other improvements. Our biggest project this year were new catch basins and pipe installed near Sandy Lake and Lake Diann. Baldwin also did a mill and overlay on 299th Avenue, 129th Street, and 300th Avenue.

Road maintenance doesn't stop when winter begins. Minnesota winters add another level of responsibility. When the snow starts falling, our public works employees are working to keep Baldwin's roads safe and passable.

During a major storm, our crews may spend hours making repeated passes because roads can become covered again almost as soon as they are cleared. Weather conditions, drifting snow, ice and visibility can all affect how quickly roads can be safely cleared.

Our plow drivers must also prioritize roads based on safety, traffic, emergency access and road conditions. One of the best things residents can do is give our snowplow operators plenty of room to work. Please slow down when approaching a plow and maintain a safe distance behind it. Passing a snowplow can be extremely dangerous, both for the driver and for the plow operator. Keeping vehicles, trailers and other objects out of the roadway can also help our crews clear the streets more efficiently and safely.

As a City Council member, I appreciate the work our public works employees do for Baldwin. Much of that work happens behind the scenes, but it has a direct impact on every person who drives, walks or lives along the roads.

We know that road conditions matter to our residents, and we take that responsibility seriously. We will continue working to prioritize road maintenance needs, plan responsibly for future improvements and make the best use of the resources our community has available.

Thank you residents for your patience, especially during the long Minnesota snowstorms. A special thank you to our public works crew for the many hours spent keeping Baldwin's roads safe and maintained.

City Calendar

October 7: City Council Meeting
October 12: OFFICE CLOSED - Columbus Day
October 13: Park Committee Meeting
October 14: Special Planning Commission Meeting
October 21: City Council Meeting
October 28: Planning Commission Meeting

All meetings start at 7:00 p.m. unless otherwise noted.

November 3: General Election - Polls open 7 a.m. to 8 p.m.
November 4: City Council Meeting
November 11: OFFICE CLOSED - Veteran's Day
November 18: City Council Meeting
November 19: Park Committee Meeting
November 24: Planning Commission Meeting
November 26: OFFICE CLOSED - Thanksgiving
November 27: OFFICE CLOSED

December 2: Truth & Taxation/City Council Meeting
December 9: Special Planning Commission Meeting
December 16: City Council Meeting
December 17: Park Committee Meeting
December 23: Planning Commission Meeting
December 25: OFFICE CLOSED - Christmas

CITY HALL OFFICE HOURS

MONDAY - THURSDAY 8:00 A.M. - 4:30 P.M. CLOSED FOR LUNCH 12:30 - 1:00
FRIDAY 8:00 A.M. - 12:00 P.M.

Baldwin City Council

Jay Swanson, Mayor: 763-631-8545, mayor@baldwinmn.gov
Jeff Holm: councilmemberA@baldwinmn.gov
Scott Case: councilmemberB@baldwinmn.gov
Alan Walker: councilmemberC@baldwinmn.gov
Tom Rush: councilmemberD@baldwinmn.gov

Baldwin City Staff

Joan Heinen, Clerk/Treasurer: city.clerk@baldwinmn.gov
Kayla Nielsen, Deputy Clerk/Treasurer
Robin Fischer, Fire Chief: 763-350-0374
Phil Fadden, Public Works Lead
Josh Wergin, Public Works Maintenance Technician

Connect with Baldwin

Phone Number: 763-389-8931
Email: city.clerk@baldwinmn.gov
Website: www.baldwinmn.gov
Facebook: facebook.com/CityofBaldwinMinnesota
Address: 30239 128th Street NW, Baldwin, MN 55371

BUILDING CODE ADMINISTRATION

HELPFUL RESOURCES FOR YOUR BUILDING NEEDS

While planning or completing a building project, please visit rumrivercc.com for valuable support resources.

For Additional Assistance, Contact:

- Main Office: 763-331-7722
- Project Submittal Needs: permits@rumrivercc.com
- Plan Review Inquiry: planreview@rumrivercc.com
- Apply for a Permit and Schedule Inspections at:

BASELINE rrc.baselinegov.com

RUM RIVER CONSULTANTS

City of Baldwin's Designated Building Official

SERVING OUR BALDWIN COMMUNITY THROUGH BUILDING, FIRE SAFETY, AND SEPTIC CODE ADMINISTRATION SUPPORT

Snowplow and Ice Control Operations

The City has adopted a Snow And Ice Control Policy that provides for snow and ice control on City roads designated to receive winter maintenance. A copy of the full policy can be found on the City's website.

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Residents are reminded that it is against the law to plow snow from your driveway across a public road as this creates a hazardous situation for the public using the roads. Property owners who plow snow into the right of way will be billed for the cost of the City removing this snow.

Baldwin Fire Department

The Baldwin Fire Department has had a busy summer, hosting two successful community events that brought residents together while supporting the department and promoting fire safety.

In August, the Baldwin Fire Department hosted its 2nd Annual Fire Dance, welcoming approximately 250 people for an evening of music, food, and fun. The band Rhino provided the entertainment and kept the crowd dancing throughout the night. The department would like to thank everyone who came out to support the event and make it such a great success.

In September, the department opened its doors to the community for its Open House. The event provided residents with an opportunity to meet local firefighters, learn more about the department, and see firsthand some of the work firefighters do.

Throughout the Open House, the department held several educational and interactive demonstrations, including kitchen fire demonstrations, car fire demonstrations, and demonstrations in the smoke house. These activities gave attendees a better understanding of how quickly fires can develop and the importance of knowing what to do in an emergency.

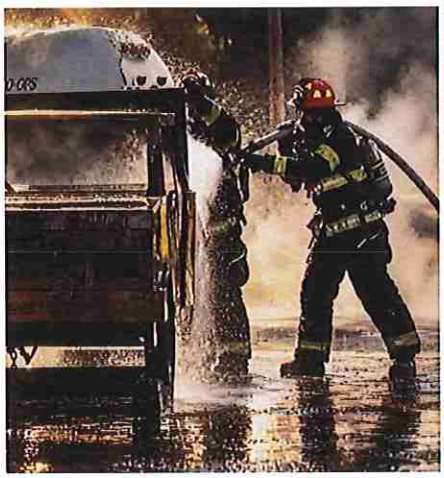
The Open House also featured Air Care, giving community members an opportunity to learn more about emergency medical transportation and see the aircraft up close.

The Baldwin Fire Department would like to thank everyone who attended the Fire Dance and Open House, as well as everyone who helped make these events possible. The department appreciates the continued support of the Baldwin community and looks forward to hosting more opportunities for residents and firefighters to connect in the future.



A Special Thank You:

Minesota DNR
Minnesota State Patrol
North Ambulance
City of Baldwin
Princeton Fire & Rescue
North Branch Fire Department
Elk River Fire Department
Federated Co-Ops







Baldwin FunFest





Baldwin FunFest 2026 was a wonderful day filled with community spirit, family fun, and plenty of smiles! Held on September 19 at Young Park, the event brought Baldwin residents and visitors together for an afternoon of activities, food, music, and fun.

Families enjoyed a variety of kids' activities, including a bounce house, face painting, coloring, washable tattoos, color hair spray, and the opportunity to explore a fire truck. The car show had many impressive vehicles on display despite the cold, cloudy, and rainy weather.

A big thank-you goes out to all of our vendors, food trucks, volunteers, car show participants, and everyone who helped make Baldwin FunFest possible. Most importantly, thank you to everyone who came out and supported the event, even with the less-than-ideal weather!

We are already looking forward to making next year's FunFest even better. We welcome your feedback and ideas as we begin planning for 2027. Thank you, Baldwin, for helping make FunFest a special community tradition!

Car Show First Place & People's Choice Winner!





A Special Thank You: NAPA Auto Parts - Princeton Ambassadors - Princeton Cheer Team - Zimmerman Cub Scouts - Santema's Sweets & Savories - Tacopolis - Knapsnacks - DJ Mitch - Baldwin Fire Department - Family Fun Jumps - Old National Bank



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- EMDR
- Individual Counseling
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-Paula Coelho

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TRILOGYCOUNSELINGMN.COM

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BY APPOINTMENT ONLY

TRILOGY COUNSELING SERVICES

BE THE HEART OF BALDWIN!

VOLUNTEER WITH US!

The City of Baldwin is looking for **volunteers** for **Baldwin FunFest** and other upcoming events!

Whether you have one hour or a whole day, there's a place for you! No experience needed—just a willingness to help and a smile!

Make Memories. Make a Difference.









WHY VOLUNTEER?

- **GIVE BACK** to the community you love
- **MEET NEW PEOPLE & MAKE FRIENDS**
- **HELP MAKE** community events successful
- **BUILD A STRONGER, MORE CONNECTED BALDWIN**
- **HAVE FUN** while making a difference!

VOLUNTEER OPPORTUNITIES

- Event Setup & Cleanup
- Kids Activities
- Parking & Greeting Guests
- Food Service
- Games & Entertainment
- General Event Helpers

and more!

JOIN OUR TEAM!

Call Mary Larson 507-208-1053 OR Call City Hall 763-389-8931

We can't do it without you!

CITY OF BALDWIN

Together, we make Baldwin a great place to

LIVE, WORK & CELEBRATE

Place an Ad in our next Newsletter!

email city.clerk@baldwinmn.gov for more information.

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BALDWIN

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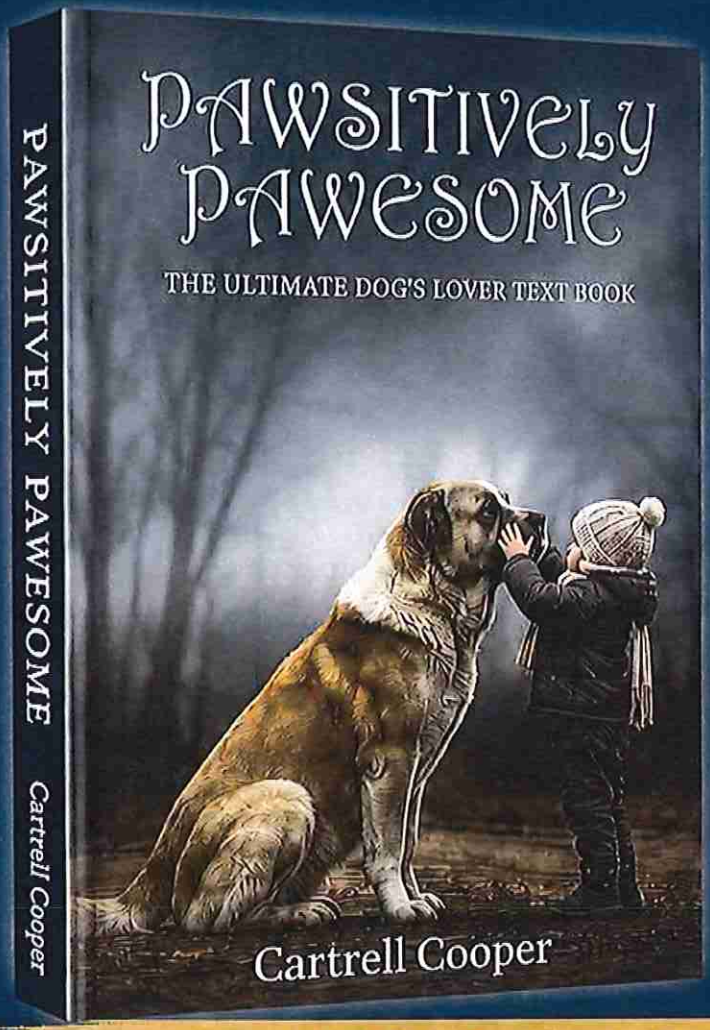
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NATIONAL DOG TRAINERS ASSOCIATION

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651.362.9725

CITY OF BALDWIN

DRAFT

BALDWIN CITY COUNCIL REGULAR MEETING

SEPTEMBER 16th, 2026

Present – Mayor Jay Swanson, City Council Members Tom Rush, Alan Walker, and Scott Case
Absent - Jeff Holm
Also Present – City Attorney Bob Ruppe from Couri & Ruppe, City Engineer Sam Jochum from Hakanson Anderson

Call to Order – The September 16th, 2026 regular meeting of the City of Baldwin was called to order by Mayor Jay Swanson at 7:00 p.m.

Pledge of Allegiance – All present recited the Pledge of Allegiance

Prayer Request from Delmas Hines

Additions/Corrections to Agenda

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

August 2026 Final Treasurer's Report – Beginning balance of $1,833,705.82, receipts of $47,644.66, disbursements of $354,896.92; check numbers 29669 – 29781, 10 EFT payments, leaving an unaudited ending balance of $1,526,453.56.

September 2026 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of $1,526,453.56, receipts of $45,586.34, disbursements of $115,339.48 leaving an unaudited ending balance of $1,456,700.42.

Public Comment Requests:
Cartrell Cooper – 12304 317th Avenue, Baldwin Liquor Store Research or Feasibility Study.

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

- Approve City Council Meeting Minutes for September 2nd, 2026
- Approve Purchasing 12 EMS Signs with a Total Expenditure of $404.00 Plus Freight
- Approve Resolution 26-29; Accepting $100.00 Donation from Old National Bank for FunFest

Discuss/Approve/Disapprove Adding Metal Markers to the Cemetery Markers and the Purchase of Orange Plastic Fiberglass Markers – Rush/Walker unanimous to

DRAFT

approve purchasing 200 orange plastic fiberglass markers for Baldwin Cemetery with an expenditure up to $140.00. This will improve the identification of rows and blocks within Baldwin Cemetery.

Rush/Wallker unanimous to approve up to 40 hours of Public Works labor to install these fiberglass markers/stakes at Baldwin Cemetery.

Engineering:

Discuss/Approve/Disapprove Quote for Culvert Work on 299th Avenue of $8,300.00 – Walker/Case unanimous to disapprove quote for culvert work on 299th Avenue. City Engineer, Jochum, stated that this specific culvert was excluded from the original road project scope because it was completely buried and hidden underground during the initial site survey, engineering design phase, and subsequent early spring field verification.

Discuss Acquisition of County Road 2 (124th Street) From 313th Avenue to 317th Avenue – Sherburne County Public Works is requesting the city have discussion about accepting the route as a City Street. This would be about ½ mile segment of County Highway 2, south of 317th Avenue. This would allow for access spacing and development consistent with City standards vs County (Highway) standards. **Rush/Case unanimous to disapprove** accepting this portion of the road.

Discuss Project Update for 100th Street and 297th Avenue Street Reconstruction Project – City Staff provided a list of easements that have been signed by residents and recorded at Sherburne County. Case recommends focusing on the 3 residents on 297th that have not signed the easements. City Engineer stated that we should work on getting the easements signed by the end of year so this can go out for bid in March/April of 2027. A significant number of property owners on 100th Street have refused to sign the required easements. Due to this high rate of unsigned easements, the council discussed whether to abandon the 100th Street project for now and proceed exclusively with the 297th Street project.

Frontier Trails Update:

Discuss August 2026 Wastewater Operation Summary – Swanson read the Frontier Trails Wastewater Operations Summary. This reported that August operations remained compliant and generally stable at Frontier Trails north and south site. Routine inspections, process monitoring, flow documentation, and required compliance sampling were completed. There was a minor process adjustment made as needed to maintain nitrogen treatment performance. No major operational or maintenance issues occurred during the month of August 2026.

Discuss Revenues/Expenditures for the month of August 2026 for Frontier Trails SSD – Swanson reported that the expenditures for August 2026 were $4073.06 and the revenues were $6276.00.

DRAFT

Review Budget and Certify Delinquent Community Sewer Treatment Fees for Frontier Trails SSD (Must be Certified by November 30th, 2026) – Swanson/Case unanimous to table until the October 21st, 2026 City Council meeting.

Road Report:

Discuss/Approve/Disapprove Continuing Public Works Report – Rush/Case unanimous to approve Public Works providing a summary focusing on high-level operational updates each month.

Discuss/Approve/Disapprove Advertising for and Hiring Snowplow Drivers for the 2026-2027 Plow Season – Walker/Rush unanimous to approve advertising for 2 alternate snowplow drivers for the 2026-2027 season.

Discuss/Approve/Disapprove City of Baldwin Snowplow and Ice Control Operation Policy – Rush/Walker unanimous to approve City Attorney updating Baldwin snowplow and ice control operation policy. City Attorney is requesting revisions to the policy to be more robust.

Discuss Cul De Sac Repairs – Rush/Walker unanimous to approve Public Works repairing the cul de sac on 299th and 127th Avenue. The rest of the cul de sacs will be repaired with the future reclaim and pave project. This is a temporary fix and would not resolve the underlying drainage issues, but the temporary fix will help with winter snowplow operations.

Tabled Items:

Discuss/Approve/Disapprove Sale of Ladder Truck – Baldwin Fire Chief provided Rush with a report on how many times the ladder truck has been used in the last two years. Out of 676 calls, the ladder truck has been used for 3 mutual aids which one was in Princeton and two in Zimmerman. It was used to haul Firefighters to the scene only. The ladder truck was also used 2 times in Baldwin to block traffic. Case contested this call volume, clarifying that the ladder truck was acquired in March of the previous year, certified, and officially put into service in late summer or early fall. Case went on to say that the actual call volume during its active service window would be closer to 300 to 330 calls. **Swanson/Case disapprove** selling the fire department ladder truck. Roll call was done:
Walker-Aye to keep the ladder truck.
Rush-Nay to keep the ladder truck.
Case-Aye to keep the ladder truck.
Swanson-Aye to keep the ladder truck.
Motion failed with a 3-1 vote to sell the fire department ladder truck.

Discuss/Approve/Disapprove Public Works Replacement – Rush stated that the Public Works position needs to be defined. Swanson recommends the current Public Works Technician being moved to a lead title in the Public Works Department. Case

recommends that this agenda item be tabled until the new City Council Members are seated. **Case/Walker unanimous to approve** Public Works Technician being moved to Public Works Lead. **Case/Walker unanimous to approve** pay increase to $34.28 per hour effective on the next payroll of September 29th, 2026. This is to compensate him for taking on extra responsibilities until a permanent replacement is hired.

Discuss/Approve/Disapprove Process and Interview Form Used for Public Works Position – Case/Walker unanimous to table until the first meeting in January 2027 so that the definitions of the Public Works supervisor role and department duties can be defined by the newly Elected Officials.

Discuss/Approve/Disapprove Data Practices Policy – Case/Walker unanimous to approve the two Data Practices Policies which is compliant with Minnesota Data Practices Act (the "Act").

New Business:

Discuss/Approve/Disapprove Cemetery Map Layout – The map layout was previously reviewed and approved by Council Member Rush and Cemetery Sexton Nelson. **Case/Walker unanimous to approve** the new map layout for Baldwin Cemetery.

Discuss/Approve/Disapprove Baldwin Clean-Up Day of May 1st, 2027 – Case/Walker unanimous to approve Baldwin Clean-Up Day on May 1st, 2027.

Discuss/Approve/Disapprove Laserfiche 3-Year Contract – Cities Digital (CDI) provided an estimate for a 3-year Laserfiche cloud subscription and support. Without a subscription, Laserfiche pricing is increasing by 7% each year. If the subscription is approved, the increase would only be 5% annually. **Case/Walker unanimous to approve** 3-year contract for year 2 of $1389.16 and year 3 of $1458.62. The first year has already been paid.

Discuss/Approve/Disapprove K9 Training at Baldwin – Case/Walker unanimous to approve Sherburne County Sheriff's Office using Baldwin property for K9 training.

Discuss Infrastructure Committee Recommendation – The Infrastructure Committee discussed at the August 27th, 2026 meeting whether to construct a brand-new facility for the Fire Department and City Hall or attempt to repair the existing city buildings. Specific physical deficits of the current building were discussed, including serious concerns on the safety and structural integrity of the flooring. After extensive discussion between all the Infrastructure Committee Members, the recommendation was to build a new building instead of fixing the existing property. The question came up on what to do with the Public Works Department. The City Council will request the Infrastructure Committee having dedicated discussion regarding the design of the proposed satellite substations for the fire department. The Public Works department and the Infrastructure Committee Members will meet directly to outline their specific operational needs for a

Public Works building. Swanson stated that more conversation should happen with Brunton Architects to scale the existing design back and find cost-reduction strategies in the current design. The City Council discussed delegation of Infrastructure Committee Members to meet directly with Brunton to identify specific areas where costs can be cut. Rush recommends having a couple of open houses to inform the public of the pros and cons of building a new City Hall and Fire Department. **Rush/Case unanimous to table** until the October 7th, 2026 City Council meeting so City Planner, Licht, is present to discuss the next steps forward.

Discuss/Approve/Disapprove Public Works Attending Fall Expo on October 7th and 8th - Case/Rush unanimous to approve attendance at Fall Expo in Chanhassen for Phil and City Council Member, Walker, on October 7th and 8th, 2026.

Discuss/Approve/Disapprove Vendor Sink Hole Contract – Case/Walker unanimous to approve sink hole standardized vendor contract template for sinkhole repairs drafted by City Attorney, Ruppe.

Discuss Proposed Alignment for Great Northern Trail – Sherburne County is holding an open house at Baldwin City Hall on September 21st, 2026 from 5:00 – 7:30 p.m. regarding the Great Northern Trail. Sherburne County is asking the City Council to review the alignment before the open house. The City Council agrees that the decision regarding the location of the Great Northern Trail should be left entirely on privately owned landowners.

Discuss/Approve/Disapprove Public Hearing to the Planning Commission, Revision to Section 900-1-8, Fees, Charges, and Expenses – City Attorney, Ruppe provided an update on zoning ordinance enforcement cost recovery. Ruppe confirmed that the city's current ordinance language only allows the city to recover costs associated with processing standard land use applications, leaving the city to absorb all costs associated with zoning enforcements. **Case/Walker unanimous to approve** sending this to the City Planner, Licht, to format as an official zoning ordinance amendment and process it accordingly.

Announcements:

a. Baldwin FunFest Saturday, September 19th, 2026 from 11:00 a.m. to 3:00 p.m. held at Young Park
b. Sherburne County Great Northern Trail Open House Held at Baldwin City Hall, Monday, September 21st, 2026 from 5:00 p.m. to 7:30 p.m.
c. Planning Commission Meeting, Wednesday, September 23rd, 2026 at 7:00 p.m.
d. Park Committee Meeting Changed to Thursday, September 24th, 2026 at 7:00 p.m.
e. Budget Meeting Monday, September 28th, 2026 at 7:00 p.m.
f. Next City Council Meeting Wednesday, October 7th, 2026 at 7:00 p.m.

Any Other Business - Rush communicated that Walker will be attending the next Park Committee meeting in his absence.

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Swanson discussed paper rosters for the November 3rd, 2026 General Election. The Council agreed that a formal inquiry letter should be sent to the County Auditor asking about the specific administrative steps required to transition Baldwin to paper rosters for the November General Election.

Approve Bill for Payment – Rush/Case unanimous to approve check numbers 29816-29854 for $44,773.58, 7 EFT payments of $7755.55 for a total of $52,529.13.

Adjourn – Rush/Case unanimous approve adjourning at 8:55 p.m.

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

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

Date

Attendees: Marlene Nelson, Andy Schreder, Cartrell Cooper, Delmas Hines, Bruce West, Brian & Mary Beth Torborg, Jeff Larson and Butch Drews

CITY OF BALDWIN

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BALDWIN CITY COUNCIL SPECIAL MEETING

SEPTEMBER 28TH, 2026

Present – Mayor Jay Swanson, City Council Members; Alan Walker, Scott Case, and Jeff Holm
Jeff Holm arrived at 7:01 p.m.
Absent – City Council Member, Tom Rush

Call to Order – The September 28th 2026 special meeting of the City of Baldwin was called to order by Mayor Jay Swanson at 7:00 p.m.

Pledge of Allegiance – All present recited the Pledge of Allegiance

Review 2026 Budget/Line Items for Each Fund and Establish 2027 Budget/Line Items – The City Council reviewed the expenditures and revenues for 2026 and 2027.

Discuss/Approve/Disapprove Resolution 26-31, Proposed 2027 Levy –

Holm made a motion to keep the 2027 preliminary levy at $1,905,044 which would be the same amount as 2026 and would be a 0% levy increase. **Walker seconded the motion**.
Mayor Swanson requested a roll call vote. Aye would be to approve the motion as Holm stated and nay is disapproving the motion.
Walker-Aye
Swanson-Nay
Holm-Aye
Case-Nay
Motion failed due to a tied vote.

Swanson made a motion for a total levy of $2,115,219 with a 9% increase which can be reduced prior to the 2027 final levy due to the County. The preliminary levy can be reduced prior to the final levy but cannot be increased. This would be General Fund $1,263,774, Road & Bridge $270,000, Fire Fund $240,000, Fire Capital $50,000, Park $90,000, Debt Services $176,445 and Special Revenue $25,000. **Case seconded the motion.**
Mayor Swanson requested a roll call vote. Aye would be approving the motion as stated and nay is disapproving the motion.
Walker – Nay
Swanson – Aye
Holm – Nay
Case – Aye
Motion failed due to a tied vote.

Case made a motion for a 5% increase from the 2026 levy of $1,905,044. The total levy for 2027 preliminary levy would be $2,000,296. **Swanson seconded the motion.** **Mayor Swanson requested a roll call vote**. Aye would be approving the motion of a 5% increase and nay is disapproving the motion.
Walker – Nay
Swanson – Aye
Holm – Nay
Case – Aye
Motion failed due to a tied vote.

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Holm made a motion to adjourn. Holm rescinded his motion to adjourn so that each fund could be allocated on Resolution 26-31.

Holm made a motion for the preliminary 2027 levy of $1,905,044. This would be General Fund $1,263,774, Road & Bridge $179,725, Fire Fund $210,000, Fire Capital $10,000, Park $50,000, Debt Services $176,445 and Special Revenue $15,000. **Walker seconded the motion.** The Clerk communicated that these totals do not add up to $1,905,044.
Mayor Swanson requested a roll call vote. Aye would be approving the motion, and nay is disapproving the motion.
Walker – Aye
Swanson – Nay
Holm – Aye
Case – Nay
Motion failed due to a tied vote.

Mayor Swanson stated for the record that the 0% levy increase proposal is a disservice to the City of Baldwin Residents.

Holm made a motion for the 2027 preliminary levy to be:
General Fund 101: $1,905,044
Road & Bridge Fund 275: $270,000
Fire Fund 250: $240,000
Capital Fire Fund 403: $25,000
Park Fund 404: $43,199
Debt Services Fund 301 & 302: $176,445
Special Revenue Fund 250-33420: $25,000
Walker seconded the motion.
Mayor Swanson requested a roll call vote. Aye would be approving the motion, and nay is disapproving the motion.
Walker Aye
Swanson Nay
Holm Aye
Case Aye
Motion carried with a 3-1 vote approving Resolution 26-31, Proposed 2027 Budget.

Adjourn – Holm/Walker unanimous to approve adjourning at 8:58 p.m.

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

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

Date

Attendees: Marlene Stottrup, Brad Schumacher, Clarence & Kimberly Mattson, Bruce West and Cartrell Cooper

BALDWIN TOWNSHIP

Expenditure Accounts - Over Budget

Account Descr	2026 YTD Budget	2026 YTD Amt	Over Budget	2027 Budget
101 General Fund				
41100 Council				
E 101-41100-131 MN Paid Leave Insurance	$205.00	$215.30	$10.30	$352.00
E 101-41100-430 Miscellanous	$0.00	$30.00	$30.00	$50.00
41100 Council	$205.00	$245.30	$40.30	$402.00
41120 Planning Commission				
E 101-41120-130 Employer Paid Insurance	$0.00	$179.29	$179.29	$200.00
E 101-41120-131 MN Paid Leave Insurance	$55.00	$55.82	$0.82	$88.00
E 101-41120-322 Postage	$0.00	$78.00	$78.00	$80.00
E 101-41120-351 Legal and General Notices	$0.00	$159.60	$159.60	$200.00
41120 Planning Commission	$55.00	$472.71	$417.71	$568.00
41400 Clerk				
E 101-41400-150 Workers Compensation	$129.36	$527.49	$398.13	$442.00
E 101-41400-331 Continue Education	$224.97	$2,374.94	$2,149.97	$2,500.00
E 101-41400-433 Dues and Subscriptions	$0.00	$100.00	$100.00	$100.00
41400 Clerk	$354.33	$3,002.43	$2,648.10	$3,042.00
41410 Elections				
E 101-41410-210 Operating Supplies	$0.00	$395.89	$395.89	$0.00
E 101-41410-334 Mileage	$0.00	$342.53	$342.53	$50.00
41410 Elections	$0.00	$738.42	$738.42	$50.00
41550 Assessing				
E 101-41550-210 Operating Supplies	$0.00	$37.04	$37.04	$0.00
41550 Assessing	$0.00	$37.04	$37.04	$0.00
41900 Other General Gov				
E 101-41900-110 Other Pay	$0.00	$3,600.00	$3,600.00	$0.00
E 101-41900-140 Unemployment Compensation	$0.00	$308.27	$308.27	$400.00
E 101-41900-150 Workers Compensation	$0.00	$64.43	$64.43	$253.00
E 101-41900-210 Operating Supplies	$0.00	$818.60	$818.60	$400.00
E 101-41900-301 Accounting and Auditing Fees	$35,000.00	$42,639.30	$7,639.30	$40,000.00
E 101-41900-302 County Charges	$0.00	$138.00	$138.00	$0.00
E 101-41900-303 Engineering Fees	$8,000.00	$28,647.25	$20,647.25	$25,000.00
E 101-41900-304 Legal Fees	$50,000.00	$58,307.07	$8,307.07	$50,000.00
E 101-41900-305 Planning and Zoning	$31,200.00	$49,110.00	$17,910.00	$40,000.00
E 101-41900-308 Building Inspection Services	$21,000.00	$106,717.14	$85,717.14	$15,000.00
E 101-41900-309 Software and IT Support	$2,080.00	$9,072.89	$6,992.89	$18,000.00
E 101-41900-313 Code Enforecment Charges	$0.00	$3,277.50	$3,277.50	$0.00
E 101-41900-320 Communication	$0.00	$9,444.00	$9,444.00	$10,000.00
E 101-41900-322 Postage	$224.97	$603.57	$378.60	$800.00
E 101-41900-350 Printing and Binding	$562.43	$3,130.95	$2,568.52	$4,000.00
E 101-41900-433 Dues and Subscriptions	$3,374.59	$14,603.20	$11,228.61	$15,000.00
E 101-41900-450 Funfest	$0.00	$1,776.85	$1,776.85	$2,000.00
E 101-41900-490 Donations	$0.00	$996.00	$996.00	$0.00
E 101-41900-810 Refunds and Reimbursements	$0.00	$1,008.12	$1,008.12	$0.00
41900 Other General Gov	$151,441.99	$334,263.14	$182,821.15	$220,853.00
41940 Government Buildings				
E 101-41940-101 Salaries and Wages	$6,344.00	$10,854.71	$4,510.71	$7,000.00
E 101-41940-121 Pera Contributions	$476.00	$814.11	$338.11	$525.00
E 101-41940-122 FICA Contributions	$393.00	$675.18	$282.18	$434.00
E 101-41940-125 Medicare Contributions	$92.00	$157.88	$65.88	$120.00
E 101-41940-130 Employer Paid Insurance	$953.00	$1,499.13	$546.13	$2,000.00

BALDWIN TOWNSHIP

Expenditure Accounts - Over Budget

Account Descr	2026 YTD Budget	2026 YTD Amt	Over Budget	2027 Budget
E 101-41940-131 MN Paid Leave Insurance	$42.00	$59.58	$17.58	$62.00
E 101-41940-210 Operating Supplies	$1,124.86	$1,823.10	$698.24	$2,000.00
E 101-41940-220 Repair Main Vehicles/Supplies	$432.64	$544.58	$111.94	$500.00
E 101-41940-307 Other Professional Services	$5,624.32	$6,806.88	$1,182.56	$10,000.00
E 101-41940-309 Software and IT Support	$2,812.16	$10,903.51	$8,091.35	$22,665.00
E 101-41940-335 Fuel	$146.23	$236.68	$90.45	$150.00
E 101-41940-384 Refuse Disposal	$506.19	$13,700.85	$13,194.66	$16,000.00
41940 Government Buildings	$18,946.40	$48,076.19	$29,129.79	$61,456.00
42700 Animal Control				
E 101-42700-310 Animal Impounding	$1,124.86	$1,639.16	$514.30	$3,000.00
42700 Animal Control	$1,124.86	$1,639.16	$514.30	$3,000.00
43100 Highways and Streets				
E 101-43100-229 Personal Protective Equip	$1,124.86	$2,121.09	$996.23	$2,000.00
E 101-43100-303 Engineering Fees	$2,699.67	$34,704.55	$32,004.88	$10,000.00
E 101-43100-304 Legal Fees	$0.00	$4,127.50	$4,127.50	$0.00
E 101-43100-307 Other Professional Services	$0.00	$450.00	$450.00	$500.00
E 101-43100-312 Pre-Employment	$0.00	$185.00	$185.00	$200.00
E 101-43100-340 Advertising	$0.00	$152.00	$152.00	$0.00
E 101-43100-341 Employment Ads	$0.00	$274.65	$274.65	$0.00
E 101-43100-351 Legal and General Notices	$0.00	$126.50	$126.50	$0.00
E 101-43100-400 Unpaved Street	$0.00	$800.00	$800.00	$2,000.00
E 101-43100-402 Paved Streets	$21,000.00	$49,844.00	$28,844.00	$25,000.00
E 101-43100-408 Tree Trimming and Chipping	$5,624.32	$9,725.00	$4,100.68	$5,000.00
E 101-43100-410 Rentals	$0.00	$423.24	$423.24	$3,000.00
43100 Highways and Streets	$30,448.85	$102,933.53	$72,484.68	$47,700.00
43125 Ice and Snow Removal				
E 101-43125-140 Unemployment Compensation	$0.00	$429.25	$429.25	$500.00
43125 Ice and Snow Removal	$0.00	$429.25	$429.25	$500.00
101 General Fund	$202,576.43	$491,837.17	$289,260.74	$337,571.00
225 Cemetery Fund				
49010 Cemetery				
E 225-49010-303 Engineering Fees	$0.00	$1,551.50	$1,551.50	$700.00
E 225-49010-304 Legal Fees	$0.00	$997.50	$997.50	$500.00
E 225-49010-335 Fuel	$123.74	$236.64	$112.90	$125.00
49010 Cemetery	$123.74	$2,785.64	$2,661.90	$1,325.00
225 Cemetery Fund	$123.74	$2,785.64	$2,661.90	$1,325.00
250 Fire Fund				
42210 Fire Admin				
E 250-42210-101 Salaries and Wages	$36,000.00	$37,402.61	$1,402.61	$40,000.00
E 250-42210-110 Other Pay	$0.00	$1,110.00	$1,110.00	$2,000.00
E 250-42210-122 FICA Contributions	$2,232.00	$2,401.79	$169.79	$2,600.00
E 250-42210-125 Medicare Contributions	$522.00	$561.70	$39.70	$600.00
E 250-42210-130 Employer Paid Insurance	$0.00	$3.56	$3.56	$10.00
E 250-42210-131 MN Paid Leave Insurance	$317.00	$338.80	$21.80	$320.00
E 250-42210-304 Legal Fees	$0.00	$570.00	$570.00	$600.00
E 250-42210-322 Postage	$22.50	$55.40	$32.90	$25.00
E 250-42210-325 Cell Phone	$562.43	$729.90	$167.47	$1,200.00
E 250-42210-350 Printing and Binding	$0.00	$556.82	$556.82	$0.00
E 250-42210-430 Miscellanous	$0.00	$210.47	$210.47	$0.00

BALDWIN TOWNSHIP
Expenditure Accounts - Over Budget

Account Descr	2026 YTD Budget	2026 YTD Amt	Over Budget	2027 Budget
42210 Fire Admin	$39,655.93	$43,941.05	$4,285.12	$47,355.00
42220 Fire Operations				
E 250-42220-101 Salaries and Wages	$83,520.00	$92,650.07	$9,130.07	$95,000.00
E 250-42220-110 Other Pay	$0.00	$1,220.00	$1,220.00	$0.00
E 250-42220-121 Pera Contributions	$0.00	$5.38	$5.38	$0.00
E 250-42220-122 FICA Contributions	$5,178.00	$5,843.13	$665.13	$6,000.00
E 250-42220-125 Medicare Contributions	$1,211.00	$1,366.55	$155.55	$1,400.00
E 250-42220-130 Employer Paid Insurance	$0.00	$21.65	$21.65	$0.00
E 250-42220-131 MN Paid Leave Insurance	$735.00	$826.04	$91.04	$900.00
42220 Fire Operations	$90,644.00	$101,932.82	$11,288.82	$103,300.00
42240 Fire Training				
E 250-42240-101 Salaries and Wages	$20,880.00	$26,740.00	$5,860.00	$30,000.00
E 250-42240-122 FICA Contributions	$1,295.00	$1,662.78	$367.78	$1,860.00
E 250-42240-125 Medicare Contributions	$303.00	$388.88	$85.88	$500.00
E 250-42240-131 MN Paid Leave Insurance	$184.00	$227.67	$43.67	$250.00
E 250-42240-240 Small Tools and Minor Equip	$0.00	$274.43	$274.43	$100.00
E 250-42240-332 Fire Academy	$0.00	$2,219.25	$2,219.25	$3,000.00
42240 Fire Training	$22,662.00	$31,513.01	$8,851.01	$35,710.00
42250 Fire Communications				
E 250-42250-320 Communication	$0.00	$7,550.00	$7,550.00	$7,500.00
42250 Fire Communications	$0.00	$7,550.00	$7,550.00	$7,500.00
42260 Fire Repair Services				
E 250-42260-101 Salaries and Wages	$0.00	$400.00	$400.00	$500.00
E 250-42260-122 FICA Contributions	$0.00	$24.80	$24.80	$28.00
E 250-42260-125 Medicare Contributions	$0.00	$5.80	$5.80	$7.00
E 250-42260-131 MN Paid Leave Insurance	$0.00	$3.52	$3.52	$5.00
E 250-42260-220 Repair Main Vehicles/Supplies	$2,384.71	$9,915.92	$7,531.21	$15,000.00
42260 Fire Repair Services	$2,384.71	$10,350.04	$7,965.33	$15,540.00
42270 Medical Services FD				
E 250-42270-222 EMS Supplies	$0.00	$1,586.46	$1,586.46	$250.00
E 250-42270-315 Basic Physical FD	$0.00	$115.00	$115.00	$500.00
42270 Medical Services FD	$0.00	$1,701.46	$1,701.46	$750.00
250 Fire Fund	$155,346.64	$196,988.38	$41,641.74	$210,155.00
275 Street Capital				
43100 Highways and Streets				
E 275-43100-304 Legal Fees	$0.00	$5,259.70	$5,259.70	$5,000.00
E 275-43100-307 Other Professional Services	$0.00	$10,314.00	$10,314.00	$5,000.00
E 275-43100-402 Paved Streets	$0.00	$258,821.00	$258,821.00	$200,000.00
43100 Highways and Streets	$0.00	$274,394.70	$274,394.70	$210,000.00
275 Street Capital	$0.00	$274,394.70	$274,394.70	$210,000.00
401 Capital Project Fund				
43100 Highways and Streets				
E 401-43100-404 Machinery and Equipment	$0.00	$10,122.97	$10,122.97	$0.00
43100 Highways and Streets	$0.00	$10,122.97	$10,122.97	$0.00
401 Capital Project Fund	$0.00	$10,122.97	$10,122.97	$0.00
404 Parks Capital Fund				
45200 Parks				

BALDWIN TOWNSHIP
Expenditure Accounts - Over Budget

Account Descr	2026 YTD Budget	2026 YTD Amt	Over Budget	2027 Budget
E 404-45200-101 Salaries and Wages	$12,688.00	$16,287.94	$3,599.94	$15,000.00
E 404-45200-110 Other Pay	$0.00	$485.00	$485.00	$500.00
E 404-45200-121 Pera Contributions	$952.00	$1,221.57	$269.57	$1,000.00
E 404-45200-122 FICA Contributions	$787.00	$1,013.91	$226.91	$800.00
E 404-45200-125 Medicare Contributions	$184.00	$237.10	$53.10	$200.00
E 404-45200-130 Employer Paid Insurance	$1,906.00	$2,088.74	$182.74	$2,000.00
E 404-45200-131 MN Paid Leave Insurance	$84.00	$120.99	$36.99	$100.00
E 404-45200-201 Office Supplies	$0.00	$16.99	$16.99	$0.00
E 404-45200-210 Operating Supplies	$0.00	$273.15	$273.15	$300.00
E 404-45200-225 Landscaping Materials	$0.00	$2,962.12	$2,962.12	$3,000.00
E 404-45200-305 Planning and Zoning	$0.00	$950.00	$950.00	$2,500.00
E 404-45200-307 Other Professional Services	$0.00	$5,019.92	$5,019.92	$1,500.00
E 404-45200-381 Electric Utilities	$811.20	$1,012.78	$201.58	$1,200.00
E 404-45200-410 Rentals	$0.00	$86.40	$86.40	$100.00
E 404-45200-430 Miscellanous	$0.00	$75.00	$75.00	$0.00
45200 Parks	$17,412.20	$31,851.61	$14,439.41	$28,200.00
404 Parks Capital Fund	$17,412.20	$31,851.61	$14,439.41	$28,200.00
602 Sewer Fund				
49450 WW Maintenance				
E 602-49450-210 Operating Supplies	$0.00	$2,503.10	$2,503.10	$5,000.00
E 602-49450-307 Other Professional Services	$0.00	$8,585.00	$8,585.00	$10,000.00
E 602-49450-335 Fuel	$0.00	$236.64	$236.64	$100.00
E 602-49450-433 Dues and Subscriptions	$0.00	$495.00	$495.00	$1,200.00
49450 WW Maintenance	$0.00	$11,819.74	$11,819.74	$16,300.00
49490 WW Administration				
E 602-49490-150 Workers Compensation	$0.00	$49.20	$49.20	$0.00
49490 WW Administration	$0.00	$49.20	$49.20	$0.00
602 Sewer Fund	$0.00	$11,868.94	$11,868.94	$16,300.00
801 Developers Account - Escrow				
41120 Planning Commission				
E 801-41120-305 Planning and Zoning	$0.00	$22,339.00	$22,339.00	$0.00
41120 Planning Commission	$0.00	$22,339.00	$22,339.00	$0.00
41900 Other General Gov				
E 801-41900-302 County Charges	$0.00	$562.00	$562.00	$0.00
41900 Other General Gov	$0.00	$562.00	$562.00	$0.00
43100 Highways and Streets				
E 801-43100-210 Operating Supplies	$0.00	$6.93	$6.93	$0.00
E 801-43100-303 Engineering Fees	$0.00	$28,130.97	$28,130.97	$0.00
E 801-43100-304 Legal Fees	$0.00	$5,601.25	$5,601.25	$0.00
E 801-43100-305 Planning and Zoning	$0.00	$3,915.00	$3,915.00	$0.00
E 801-43100-322 Postage	$0.00	$12.16	$12.16	$0.00
E 801-43100-351 Legal and General Notices	$0.00	$653.50	$653.50	$0.00
E 801-43100-810 Refunds and Reimbursements	$0.00	$27,420.19	$27,420.19	$0.00
43100 Highways and Streets	$0.00	$65,740.00	$65,740.00	$0.00
801 Developers Account - Escrow	$0.00	$88,641.00	$88,641.00	$0.00
804 Buck Run Escrow				
41910 Planner				
E 804-41910-305 Planning and Zoning	$0.00	$217.50	$217.50	$0.00

BALDWIN TOWNSHIP

Expenditure Accounts - Over Budget

Account Descr	2026 YTD Budget	2026 YTD Amt	Over Budget	2027 Budget
41910 Planner	$0.00	$217.50	$217.50	$0.00
804 Buck Run Escrow	$0.00	$217.50	$217.50	$0.00
	$375,459.01	$1,108,707.91	$733,248.90	$803,551.00

October 7, 2026 City Council Meeting

NEW THIS MONTH										
Property Address	Owner	PID#	Complaint Date	Violation	Site Visit Date	Photos Taken	Step 1 Notice Date	Administration Notice	Citation Notice Date	Comments/ Status/ Action Plan
30867 103rd St NW	Cory & Alison Deelstra	01-00553-0305	2nd Complaint 10/5/2026 4/15/2026	Race Track in ROW	4/15/2026	4/15/2026			5/11/2026 - PAID 5/21/2026 8/5/2026	Inspect week June 1 - send 2nd Citation
10910 323rd Ave NW	Christopher Hatanpaa	01-00002-2103	9/29/2026	ATV Track						
30601 144th St NW	Colton Sunvold	01-00589-0115	9/23/2026	Light Trespassing	9/24/2026					
30649 114th St	Samantha/Justin Mikel	01-00015-1105	New complaint 9/16/2026 6/2/2025	Potential farm related retail business requiring CUP	25-Jul-25					Owner working on IUP - reconnect with property owner
31232 127th St.; 55371	April R. Sagstetter	01-00009-3210	2nd Complaint 9/8/2026 4/21/2025	Junk/Debris	1-Aug-25			8/5/2025	9/9/2025 8/5/2026	Inspect week of 12/1/25 - **AS email 9/8/26 with DDL**
31220 127th Street	Dana Nistler/Richard Anderson	01-00009-3205	Andy S. 9/8/2026 11/20/2025	Uninhabitable; Dogs at Large, Junk/Debris			4-Dec-25	2/4/2026		DDL spoke to property owner: abatement; hold; 9/8/2026 Building official stated uninhabitable
12909 289th Ave	Todd Loitz	01-00424-0330	9/4/2026	inoperable vehicles, junk/debris						
14247 316th Ave NW	John & Jennifer Ellavsky	01-00503-0205	9/4/2026	Junk/Debris, Unlicensed Vehicles						
12823 289th Ave NW	Donna Becklin	01-00424-0320	9/3/2026	Junk/Debris, Vehicles						
CODE ENFORCEMENT UPDATES										
Property Address	Owner	PID#	Complaint Date	Violation	Site Visit Date	Photos Taken	Step 1 Notice Date	Administration Notice	Citation Notice Date	Comments/ Status/ Action Plan
14300 293rd Ave NW	Dorian Dockter	01-00593-0120	8/5/2026	sale of cars, junk, Sign w/o Permit			9/2/2026			DDL sent email 9/9/26
30833 143rd St NW	Travis Sullivan	01-00508-0102	8/10/2026	Shipping Container			9/2/2026			Letter sent 9/11
12535 302 1/2 Ave NW	Hazelian LLC	01-00423-0120	8/24/2026	Living in Industrial Building			9/2/2026			Letter sent 9/11
28434 120th St NW	Maria & Conrad Monson	01-00033-1106	8/25/2026	Junk/Couches			9/2/2026			Letter sent 9/11
13975 302nd Ave NW	Bryan & Kristine Galligher	01-00516-0145	7/27/2026	RV as dwelling unit			8/5/2026			
28333 98 1/2 St NW	Alexander Knox	01-00407-0628	5/13/2026	Junk, vehicles, and boats			6/3/2026			Inspect week June 1 - Step 1 letter
9806 284th Ave NW	Bradley Mitchell	01-00407-0618 01-00407-0620	5/13/2026	Junk, vehicles, and boats			6/3/2026	8/5/2026		Inspect week June 1 - Step 1 letter
10605 297th Ave NW	Courtney Peterson & Bret Danneker	01-00023-4210	5/11/2026	home Business			6/3/2026			Inspect week June 1 - Step 1 letter
9816 289th Ave	Julie Bathke	01-00025-1301	4/10/2026	Not permitted Outhouse			6/3/2026			Inspect week June 1 - Step 1 letter
29504 128th St NW	Wells Fargo Bank 1 Home Campus Drive Des Moines IA 50328	01-00020-4100	4/28/2026	Junk/Debris			5/11/2026	6/3/2026		9/3/26 - resident email stating this was cleaned up, need to inspect

14307 286th Ave NW	Ron Carlson & John Dennstedt	01-00404-0640	4/16/2026	Junk/Debris, ROW violation, inoperable vehicles,RV as dwelling			5/11/2026	6/3/2026		Inspect week June 1 - Step admin notice
30867 103rd St NW	Cory & Alison Deelstra	01-00553-0305	4/15/2026	Race Track in ROW	4/15/2026	4/15/2026			5/11/2026 - PAID 5/21/2026 8/5/2026	Inspect week June 1 - send 2nd Citation
13938 302nd Ave NW	Andrew Schwantz & Amber Raasch	01-00516-0220	3/23/2026	inoperable vehicle			4/1/2026	6/3/2026 8/5/2026		Inspect week of June 1 - Send admin notice
29242 113th St	Ronald/Cindy Messer	01-00488-0105	3/5/2026	**Shipping Container/** junk/ inoperable vehicle			4/1/2026	6/3/2026		Inspect week of June 1 - Send admin notice
29974 128th St NW	Georgia June & Manley Oleson 29974 128th ST NW	01-00020-1100	19-Feb-26	**Shipping Containers**		Beacon Map	8/5/2026	4/23/2026 6/3/2026		Inspect week of June 1 - Send admin notice
28328 100th ST NW	Stephen Rohloff 28328 100th ST NW	01-00407-0235	2-Feb-26	Building code/ RV as dwelling	2/4/2026	YES	2/19/2026 8/5/2026			Property owner contacted city staff. Agreement reached to cease use of RV
14336 286th Ave NW	Samantha Rockstroh 14336 286th Ave NW	01-00404-0806	4-Feb-26	inoperable vehicle, junk/debris	2/4/2026	YES			2/19/2026	**Court summons process started**
31220 127th Street	Dana Nistler/Richard Anderson	01-00009-3205	20-Nov-25	Dogs at Large, Junk/Debris			4-Dec-25	2/4/2026		DDL spoke to property owner: 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 accessory building			4-Dec-25			DDL spoke to property owner: abatement; hold
31611 127th St; 55371	Timothy D. Olson	01-00418-0125	26-Aug-24	Junk/Debris/ Outdoor storage				4-Dec-25	2/4/2026 - mailed 2/17/26	**Court summons process started**
14233 294th Ave; 55371	Bobbi/Jacob Fore	01-00585-0205	9-Sep-25	**Shipping Container**				4/23/2026		Discusse May 4; will submit plans to camouflage as building; follow up Aug 1 if no permit submitted
9746 300th Ave; 55371	Nicholas Diemert/K. Bechtold	01-00467-0145	12-Aug-25	Semi-tractor/trailer parking, living in semi-truck sleeper			9/9/2025	4-Dec-25	2/4/2026 - mailed 2/17/26	**Court summons process started**
10507 302nd Ave; 55371	Joshua Little/ Breanna Kammerer	01-00487-0530		**Storage Containers,** business	1-Aug-25		5-Aug-25	9/9/2025 4/23/2026		4/23/26 letter sent
30649 114th St	Samantha/Justin Mikel	01-00015-1105	2-Jun-25	Potential farm related retail business requiring CUP	25-Jul-25					Owner working on IUP - reconnect with property owner
31232 127th St.; 55371	April R. Sagstetter	01-00009-3210	21-Apr-25	Junk/Debris	1-Aug-25			8/5/2025	9/9/2025 8/5/2026	Inspect week of 12/1/25 - **AS email 9/8/26 with DDL**

9604 285 1/2 Ave; 55398	Makayla Carey	01-00415-0340	27-Mar-25	Junk/Debris; burning garbage; Unlicensed vehicle				8/5/2025 12/4/2025	9/9/2025 2/4/26 - mailed 2/17/26	**House abandoned. Court Summons started**
11511 290th St NW	Rebecca Krause	01-00535-0130	21-Jan-25	Building code/ RV as dwelling				11-Feb-25	5-Aug-25 9/9/25	Attorney letter sent 11/7/25 - Citation paid 12/3/25 -2/17/26 resident spoke with dan; hold to schedule inspection
13910 277th Ave	Joseph & Barbara Spaude	01-00031-4300		Headwall in ROW			13-Sep-24	5-Aug-25		12/1/25 emailed PW to do a **site visit**
32033 124th St	Bell Trucking Inc	01-004-4225	NA	# of vehicles allowed by CUP	Aug 16, 24 Oct 16, 24 1 Aug 25	Yes		25-Jun		reinspect spring 2026
30840 141st St	Jocelyn Damiano	01-508-0114	4-May-23	**Shipping Container** ZO XX-18-2.G				6/25/2025 4/23/26		4/23/26 letter sent
28331 98 1/2 St	Terese Kaiser	01-00407-0630	7/25/2024 8/27/25	Use of RV dwelling			6-Jan			12/1/25 Attorney sent letter -Attorney sent summons 9/30/26
28209 Lake Diann Rd	Phillip Stueve Jr	01-00408-0322	6-Jun-24	Junk/Debris	8/1/2025 8/27/25			14-Feb-25	5-Aug-25	**Reinspect** week of Oct 6

TPC
The Planning Company

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

PLANNING REPORT

TO:	Baldwin Mayor and City Council
FROM:	D. Daniel Licht
DATE:	29 September 2026
120-DAY DATE:	27 November 2026
RE:	Baldwin – Country Pup Kennel; Zoning Ordinance Amendment
TPC FILE:	269.02

BACKGROUND

Mason Management, LLC owns the property at 30209 116th Street (01-00015-4401). The 34.93 acre property is developed with a single family dwelling, a commercial kennel, and a detached accessory building used as part of the kennel for training purposes. The business provides boarding, daycare, grooming, and a self-care dog wash as a secondary use of the property. The commercial kennel is allowed by an Interim Use Permit approved by the Town Board on 3 May 2024 and amended on 4 March 2026.

The property owners are requesting an amendment to the Zoning Ordinance to allow commercial kennels, and their existing business, as a conditional use in the R1, General Rural District. Applications to amend the text of the Zoning Ordinance are processed in accordance with the provisions of Section 900-3-3 of the Zoning Ordinance and are subject to review by the Planning Commission and approval by the City Council.

A public hearing to consider the proposed amendment was held by the Planning Commission at its meeting on 23 September 2026. Mark and Samantha Mason were present as the applicants and agreed with the recommendations of City staff. Mr. Mason provided information as to the reasons they are seeking the Zoning Ordinance amendment to provide greater certainty for the continuity of their business. City staff emphasized that while the focus of the application is on Country Pup Kennels, LLC, the proposed amendment would apply across the R1 District. There were no public comments and the public hearing was closed.

Exhibits:

- Site Location Map
- Applicant narrative
- Resolution 26-33
- Ordinance 2026-11

ANALYSIS

Conditional v. Interim Use. Activities allowed by the Zoning Ordinance either as conditional uses or interim uses are regulated in much the same way. These are activities that are permitted to occur within a zoning district subject to specific performance standards that address potential negative effects, ensure functionality, provide for compatibility with the surrounding area, and guarantee adequate infrastructure.

A Conditional Use Permit, once approved by the City, is recorded with the property and carries forward indefinitely. This means that, provided the use operates under the Conditional Use Permit in the same manner as it was approved, it can continue without review, amendment, or termination of the Conditional Use Permit by the City, except through the process of revocation. Interim uses specifically allow for a termination of the Interim Use Permit under the provisions established by Section 900-5-6 of the Zoning Ordinance on the happening of any of the following events, whichever first occurs:

A. The date or event stated in the interim use permit.

B. Upon violation of conditions under which the interim use permit was issued.

C. Upon change in the city's zoning regulations that renders the use nonconforming.

D. The redevelopment of the use and property upon which it is located to a permitted or conditional use as allowed within the respective zoning district.

E. Upon a change in ownership, whether pursuant to move, sale, transfer, assignment, or otherwise, the owner or proposed new owner must complete a new application subject to approval pursuant to this ordinance. A change of ownership or control includes, but is not limited to:

1. The sale of all or substantially all of the company assets.

2. Sale or acquisition of 40 percent or more of the controlling interest (voting) stock if the company stock is publicly traded;

3. Sale of 51 percent of the voting stock if a non-publicly traded stock or closely held corporation;

4. Execution of a management agreement; or

5. The change of any officer or majority stockholder if the company is a closely-held corporation. The IUP shall expire with a change of ownership, or unless otherwise required by the IUP's conditions as determined by the city council.

F. *The approved use is inactive for one year or longer as determined by the Zoning Administrator.*

Establishing a specific date for termination or terminating an Interim Use Permit if a Zoning Ordinance amendment renders the use non-conforming, allows the City to provide for uses that are appropriate now but may not be expected to continue to be over the long-term. The provision terminating an interim use based on noncompliance with the Zoning Ordinance or conditions of the Interim Use Permit is an additional enforcement tool for the City. The provisions addressing a change in ownership allow the City to review the continued operation of the interim use to ensure that the new ownership understands and complies with the provisions of the Zoning Ordinance and any conditions of approval specific to the Interim Use Permit.

Determining whether an activity is to be allowed as a permitted use, conditional use, or interim use within the various zoning districts is a legislative action for which the City has broad discretion. As noted above, conditional or interim uses are activities that may cause potential negative effects that can be addressed through additional performance standards and a more intensive review process. In considering whether such an activity should be allowed as a conditional use or interim use, the termination provisions applicable to Interim Use Permits are a much stronger regulatory tool for the City than a Conditional Use Permit.

However, the termination provisions of an Interim Use Permit may cause concern for the property owner. The property owner makes investments in the use of the property, including site and building improvements necessary for the operation and for compliance with the Zoning Ordinance. This investment is placed at significant risk because the Interim Use Permit may be terminated by the City a Zoning Ordinance amendment that renders the use nonconforming, or because continued operation of the business after a change requires City approval. It is this risk to the continuity of the business that has caused the applicant to propose an amendment of the Zoning Ordinance to allow operations such as Country Pup Kennels as a conditional use within the R1 District.

Existing Regulation. The Zoning Ordinance allows commercial or private kennels for keeping more than 10 dogs as an interim use within the R1 District. The interim use is subject to the following performance standards established in Section 900-5-4.I of the Zoning Ordinance:

1. *An interim use permit issued under this section shall not be transferred to any person other than the person to whom the permit was issued.*

2. *No more than 40 dogs over six months of age shall be kept on the private and/or commercial kennel property, including no more than 10 unsterilized female dogs over six months of age, unless approved by the city council.*

3. *Dogs must be confined or under direct control of the kennel operator or staff at all times.*

4. *The owner and/or operator of the private or commercial kennel shall operate the kennel so as to not unreasonably disturb the peace and quiet of any person in accordance with this ordinance.*

5. *Outdoor kennel areas shall be fenced consisting of durable materials with a minimum height of six feet and shall deter dogs from escaping over, under, or through the fence.*

6. *Shelter:*

   a. *All-weather kennels or shelters and dog runs or enclosed exercise areas shall be provided for all dogs and shall be adequately sized for the particular breed.*

   b. *Kennels may require a building permit if over 200 square feet in area.*

7. *A waste management plan for proper disposal of animal feces at least once each day shall be submitted to provide for disposal of animal wastes via a subsurface sewage treatment system or enclosed in a container of sufficient construction to eliminate odors and organisms.*

8. *Location:*

   a. *Kennels shall be located on a parcel that complies with the minimum lot requirements of the applicable zoning district.*

   b. *Kennels, runs, and shelters shall be setback a minimum of 500 feet from any existing residence except that of the kennel owner.*

   c. *Kennels, runs and shelters shall comply with the minimum setback requirements of the applicable zoning district.*

Applicant Proposal. The applicant proposes to amend the Zoning Ordinance by repealing commercial and private kennels as interim uses and reestablishing commercial kennels as conditional use within the R1 District. The only change to the performance standards for commercial kennels as a conditional use proposed by the applicant is removal of the termination provision:

~~*1. An interim use permit issued under this section shall not be transferred to any person other than the person to whom the permit was issued.*~~

City staff advises that it is not necessary to repeal the existing interim use provisions for commercial and private kennels to achieve the applicant's purpose. Rather, City staff recommends consideration of an amendment establishing commercial kennels only as a conditional use within the R1 District. City staff further recommends additional standards as part of the proposed amendment that would distinguish a specific use from a commercial kennel allowed as an interim use. This approach avoids unintentionally terminating the interim use permit for other existing commercial or private kennels within the City. The Planning Commission concurred with the recommendation to leave the existing Interim Use Permit standards in place for private kennels or commercial kennels not meeting the proposed standards for commercial kennels as a conditional use within the R1 District.

Draft Amendment. City staff has prepared a draft amendment establishing commercial kennels as a conditional use within the R1 District for consideration by the Planning Commission. The amendment includes performance standards requiring a minimum lot area and increased setbacks for commercial kennels. These performance standards are intended to distinguish the commercial kennels allowed by Conditional Use Permit from those allowed by Interim Use Permit and to provide additional protections against potential compatibility issues.

~~*1. An interim use permit issued under this section shall not be transferred to any person other than the person to whom the permit was issued.*~~

7. Location:

   a. Kennels shall be located on a parcel that is a minimum of 30 acres in area.

   b. Kennels, runs, and shelters shall be set back a minimum of 500 feet from any existing residence except that of the kennel owner.

   c. Indoor kennels, runs, and shelters shall comply with the minimum setback requirements of the applicable zoning district.

   d. Outdoor kennels, runs, and shelters not fully enclosed shall be set back a minimum of 100 feet from all property lines.

The Planning Commission discussed allowing certain commercial kennels as conditional uses in the R1 District at length. Commissioners agreed that the proposed minimum lot area requirement of 30 acres would significantly limit locations for other commercial kennels as conditional uses. A topic that garnered the most discussion was over the required setback from surrounding residential dwellings and the need for a condition stating additional screening must be provided. The majority of the Planning Commission supported the current draft language as City staff outlined standard Conditional Use Permit standards that would allow the Planning Commission and City Council to require either additional setback or additional screening as a condition of approval to offset any potential compatibility issues for a specific proposal on a case-by-case basis.

RECOMMENDATION

The City regulates uses within its zoning districts as a matter of policy. Commercial kennels are appropriate for rural areas but have the potential to cause negative effects through noise, traffic, waste disposal, and the general intensity of the activity, any of which may disrupt the desired rural character of the area. As such, allowing commercial kennels warrants review and approval through either a Conditional Use Permit or Interim Use Permit process. The Planning Commission evaluated whether allowing commercial kennels as conditional uses in the R1 District is consistent with the Comprehensive Plan, compatible with the purpose of the district, and adequately addressed through the proposed performance standards.

The Planning Commission voted 4-1 to recommend approval of the requested Zoning Ordinance amendment. The majority of the Planning Commission supported the additional standards addressing minimum lot area and setbacks for outdoor kennels and reliance on existing standards for conditional uses to address the need for additional separation or screening on a case-by-case review of specific applications. The Planning Commission also recommended retaining the existing interim use provisions while adding the conditional use option as an appropriate balance between long-term business investment and the City's interest in regulating potentially intensive rural commercial activities.

POSSIBLE ACTIONS

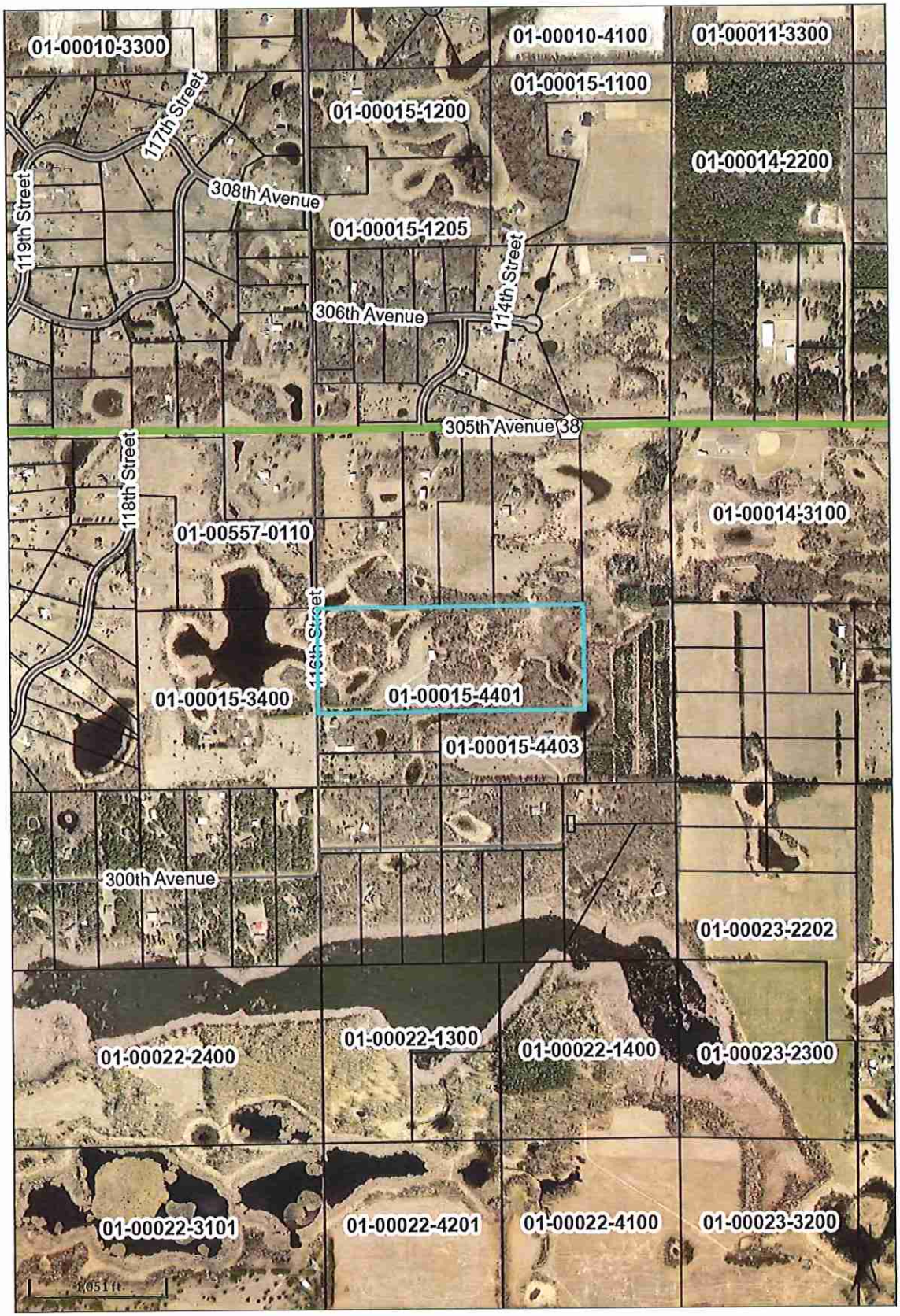
A. Motion to adopt Resolution 26-33 and Ordinance 2026-11 **approving** an amendment of the Zoning Ordinance establishing commercial kennels as a conditional use within the R1 District.

B. Motion to recommend **denial** of the requested Zoning Ordinance amendment based on a finding that the request is inconsistent with the goals and policies of the Comprehensive Plan.

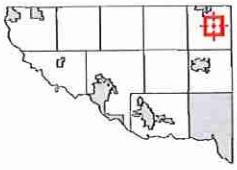
C. Motion to **table.**

c. Joan Heinen, City Clerk/Treasurer

Subject Property



Overview



Legend

Roads

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

Parcels

Streams

PROPOSED AMENDMENTS TO TEXT OF ORDINANCES:

A. PROPOSED AMENDMENTS

1. The applicants seek to amend city of Baldwin Ordinance 900, Chapter 51 as follows:

   a. Delete subsection E from Section XX-51-4 ("Interim Uses"), as follows:

   XX-51-4: INTERIM USES: In addition to other uses specifically identified elsewhere in this ordinance, and subject to applicable provisions of this ordinance, the following are interim uses in a R1 district and are governed by chapter 5 of this ordinance. Additionally, besides the specific standards and criteria which may be provided for in section XX-5-4 of this ordinance, each request for an interim use permit shall be evaluated based upon the standards and criteria set forth in section XX-5-2 and section XX-5-3 of this ordinance, with termination as specified by section XX-5-6 of this ordinance.

   A. Activities Requiring Rural Isolation
   B. Asphalt and Concrete Mixing Plants, Portable
   C. Auction Business
   D. Bed and Breakfast (Ord. 900, 18 Apr 22)
   E. ~~Commercial kennel;~~ any private kennel for keeping more than 10 dogs over six months of age. (Ord 900-2, 19 Sep 23)
   F. Contractor's Yard (Small and Medium)
   G. Farm-Related Bunkhouse for a Temporary Residence
   H. Home Business in an Accessory Building
   I. Manufactured Home, Farm Related (temporary seasonal)
   J. Manufactured Home, Farm Related (temporary year-around)
   K. Manufactured Home (Temporary) for Parents, Grandparents, Children, Sisters or Brothers by Blood or Adoption)
   L. Mining
   M. Occasional Special Event
   N. Recreational Activity
   O. Rural Tourism
   P. BALDWIN TOWNSHIP ZONING ORDINANCE
   Q. 51-3
   R. Solar Farm
   S. Temporary Start-up Business
   T. Temporary Use by Government Entities
   U. Yard Waste Composting (Ord. 900, 18 Apr 22)

   b. Amend Section XX51-3 as follows:

   XX-51-3: CONDITIONAL USES: In addition to other uses specifically identified elsewhere in this ordinance, the following are conditional uses in a R1 district and require a conditional use permit based upon procedures set forth in and regulated by chapter 4 of this ordinance. Additionally, besides the specific standards and criteria provided for in section XX-4-4 of this ordinance, for respective conditional uses, each request for a conditional use permit shall

Country Pup Kennel, LLC
Proposed Amendment to Baldwin Ordinance 900, Ch. 51, Section XX-51-4

RESPONSES TO CONSIDERATIONS OF THE AMENDMENT REQUEST:

A. Is the proposed rezoning consistent with the Comprehensive Plan?

The purposed amendment is consistent with the Comprehensive Plan.

B. Is the current use of the property a permitted use within the proposed zoning district, or will the rezoning create a non-conforming use?

The current use of the property subject to the amendment would remain a conforming use.

C. Will permitted uses within the proposed zoning district be injurious to health or interfere with the comfortable enjoyment of life or property within the vicinity?

The purposed amendment will not be injurious to health or interfere with the comfortable enjoyment of life or property.

D. How will public services (e.g. transportation, schools, parks, and police/fire) be impacted by the proposed rezoning? Will permitted uses within the proposed zoning district adversely impact or overburden existing public service capacity?

The purposed amendment will not impact public services.

E. Is the proposed rezoning located in an area that has the potential to adversely impact natural resources such as surface water, groundwater, or wetlands, or sites identified for rare biological species habitat?

The proposed amendment will not impact natural resources.

F. Does the proposed rezoning have the potential to impact ecologically sensitive or historically significant areas?

The proposed amendment will not impact ecologically sensitive or historically significant areas.

G. Does the property have sufficient size and physical characteristics to permit a reasonable use under the current zoning district?

Not applicable.

H. Any other factors that may be relevant to determining whether the proposed rezoning is appropriate.

See attached explanation.

6. Shelter:
   a. All-weather kennels or shelters and dog runs or enclosed exercise areas shall be provided for all dogs and shall be adequately sized for the particular breed.
   b. Kennels may require a building permit if over 200 square feet in area.
7. A waste management plan for proper disposal of animal feces at least once each day shall be submitted to provide for disposal of animal wastes via a subsurface sewage treatment system or enclosed in a container of sufficient construction to eliminate odors and organisms.
8. Location:
   a. Kennels shall be located on a parcel that complies with the minimum lot requirements of the applicable zoning district.
   b. Kennels, runs, and shelters shall be setback a minimum of 500 feet from any existing residence except that of the kennel owner.
   c. Kennels, runs and shelters shall comply with the minimum setback requirements of the applicable zoning district. (Ord. 900-2, 19 Sep 23).

3. Amend Chapter 4 ("Conditional Use Permits), Section xx-4-4(F) (Specific Use Standards"), of the Baldwin Code of Ordinances as follows: Add:

F. Commercial ~~or Private~~ Kennel:

~~1. An interim use permit issued under this section shall not be transferred to any person other than the person to whom the permit was issued.~~

1. No more than 40 dogs over six months of age shall be kept on the private and/or commercial kennel property, including no more than 10 unsterilized female dogs over six months of age, unless approved by the Town Board.
2. Dogs must be confined or under direct control of the kennel operator or staff at all times.
3. The owner and/or operator of the private or commercial kennel shall operate the kennel so as to not unreasonably disturb the peace and quiet of any person in accordance with this Ordinance.
4. Outdoor kennel areas shall be fenced consisting of durable materials with a minimum height of six feet and shall deter dogs from escaping over, under, or through the fence.
5. Shelter:
   a. All-weather kennels or shelters and dog runs or enclosed exercise areas shall be provided for all dogs and shall be adequately sized for the particular breed.
   b. Kennels may require a building permit if over 200 square feet in area.
6. A waste management plan for proper disposal of animal feces at least once each day shall be submitted to provide for disposal of animal wastes via a subsurface sewage treatment system or enclosed in a container of sufficient construction to eliminate odors and organisms.
7. Location:
   a. Kennels shall be located on a parcel that complies with the minimum lot requirements of the applicable zoning district.

be evaluated based upon the standards and criteria set forth in section XX-4-2 and section XX-4-3 of this ordinance.

A. Aircraft Landing Strip, Private
B. Airport, Public
C. Aquaculture
D. Cemeteries
E. Churches
F. Commercial Kennels for keeping more than 10 dogs over six months of age
G. Communication towers up to 200 feet in height
H. Daycare, Commercial
I. Farm Related Business
J. Farm Related Bunkhouse for a Temporary Residence
K. Feedlots and/or Manure Storage Areas (Tier 2 – Tier 5)
L. Game Refuge, Private
M. Golf Course
N. Historical Site
O. Motor Sports Facility, Public
P. Nursery, Retail
Q. Permanent Government Structure
R. Personal Storage Structure
S. Private Game Refuge and Wildlife Management Areas
T. Radio Facility
U. Riding Academies, Stables and Similar Uses
V. Seasonal Storage
W. Second Farm-Related Dwelling (Ord. 900, 18 Apr 22

2. Amend Chapter 5 ("Interim Use Standards), Section xx-5-4(H) (Specific Use Standards"), of the Baldwin Code of Ordinances as follows:

H. ~~Commercial or~~ Private Kennel:

1. An interim use permit issued under this section shall not be transferred to any person other than the person to whom the permit was issued.
2. No more than 40 dogs over six months of age shall be kept on the private and/or commercial kennel property, including no more than 10 unsterilized female dogs over six months of age, unless approved by the Town Board.
3. Dogs must be confined or under direct control of the kennel operator or staff at all times.
4. The owner and/or operator of the private or commercial kennel shall operate the kennel so as to not unreasonably disturb the peace and quiet of any person in accordance with this Ordinance.
5. Outdoor kennel areas shall be fenced consisting of durable materials with a minimum height of six feet and shall deter dogs from escaping over, under, or through the fence.

b. Kennels, runs, and shelters shall be setback a minimum of 500 feet from any existing residence except that of the kennel owner.

~~a.~~c. Kennels, runs and shelters shall comply with the minimum setback requirements of the applicable zoning district. (Ord. 900-2, 19 Sep 23).

B. EXPLANATION

The purpose of the amendments stated above is to move Commercial Kennels from the permitting requirements of the Interim Use Ordinance to the requirements of the Continuous Use Permits ordinance. The reason for the change is that true commercial kennels (1) do not operate as temporary or seasonal businesses in a manner similar to those businesses enumerated in Chapter 51, Section XX-51-4 and (2) are not necessarily temporary or transitional land use businesses.

Instead, commercial kennels are permanent commercial animal-care businesses whose potential off-site effects can be identified, mitigated, and enforced through continuing permit conditions. Furthermore, commercial kennels, such as the one operated by the applicant, must make significant investments of time and money in its kennel in order to comply with all facets of the building code and all applicable state, county and city laws (consistent with all other permanent businesses). As such, commercial kennels more closely align with the businesses enumerated in Ch.4, Section XX-4-3 of the Conditional Use Permit ordinance.

More particularly, commercial dog kennels are comparable to the Riding Academies, Stables and Similar Uses permitted under Section XX-4-3 (T).[1] From a land-use permitting standpoint, a commercial dog kennel and a commercial horse stable are comparable because both uses are:

- Commercial animal-boarding or care facilities;
- Commonly located on rural or large-acreage property;
- Dependent on animal housing, exercise areas, fencing, employee and customer access, parking, and deliveries;
- Capable of producing noise, odor, animal waste, traffic, drainage, and potential nuisance impacts; and
- Uses whose impacts can be controlled through permanent, enforceable permit conditions concerning animal numbers, setbacks, hours, outdoor activity, waste removal, screening, lighting, and noise.

[1] Other municipalities and counties regulate commercial dog kennels using a Conditional Use Permit and in a similar manner to commercial horse stables, such as the city of Elk River, MN (Article VI, Div. 7, §30-1022 (d)(7)); Winona County §8.C.6 of the County of Winona's Zoning; and City of Andover, Ch. 11 Andover City Zoning Ordinance,

Moreover, like a commercial stable, a commercial kennel is a permanent commercial animal-care use whose potential off-site effects can be identified, mitigated, and enforced through continuing permit conditions. Therefore, the nature of the use supports CUP treatment rather than mandatory termination through an IUP.[2]

This comparison is useful because Baldwin itself has already determined that a continuing commercial animal use involving boarding, customers, animals, structures, waste, and outdoor activity can be compatible with the R-1 district indefinitely if appropriate CUP conditions are imposed. The city treats riding academies, stables, and similar commercial animal uses as conditional uses even though those operations may generate manure, odor, traffic, noise, outdoor animal activity, trailers, and substantial land disturbance. Since commercial kennels present the same general category of land-use concerns, all of which can be addressed through limitations on animal numbers, outdoor hours, setbacks, noise, waste disposal, screening, and inspections, there is no reasonable basis for categorizing commercial dog kennels any differently than commercial stables. In other words, because neither use is inherently temporary, there is no land-use reason why every commercial kennel must terminate upon a particular date or event while a commercial stable may continue indefinitely under a CUP.[3]

[2] Currently, the only business listed in the Interim Use standards that carries a termination on sale restriction is the commercial dog kennel. For a commercial dog kennel, this restriction has the potential to reduce the value of the kennel as it makes the sale of a kennel contingent on the city approving a new interim use permit.

[3] Alternatively, the City could retain IUP treatment for private kennels, unusually intensive kennels or kennels that do not meet industry standard (barn kennels) while allowing CUP treatment for facilities satisfying objective standards, such as minimum acreage, indoor overnight housing, limits on outdoor hours, enforceable noise standards, waste-management plans, and substantial setbacks.

RESOLUTION NO: 26-33

CITY OF BALDWIN
COUNTY OF SHERBURNE, MINNESOTA

APPROVAL OF ZONING ORDINANCE AMENDMENT
MASON MANAGEMENT, LLC / COUNTRY PUP KENNELS, LLC

WHEREAS, Mason Management, LLC ("Owner") owns the property at 30209 116th Street identified as PID 01-00015-4401; and

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

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

WHEREAS, the Town Board adopted Resolution 24-22 on 3 May 2024 approving an Interim Use Permit to allow a commercial kennel upon the subject property; and

WHEREAS, the City Council adopted Resolution 26-05 on 4 March 2026 amending the Interim Use Permit to further allow for and regulate a commercial kennel upon the subject property; and

WHEREAS, the City Council must take into consideration the possible effects of the request with its judgment based upon (but not limited to) the criteria outlined in Section 900-3-2 of the Zoning Ordinance:

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

Finding: A goal of the Comprehensive Plan is to develop a cohesive land use pattern that ensures compatibility and functional relationships among activities. Policies to achieve this goal include:

- *Regulate incompatible land uses so that conflicts are minimized through the use of physical barriers, distance, screening, or proper physical orientation of lots and buildings.*
- *Provide land use transitions and proper buffering between distinctly different types of land uses.*
- *Establish standards for development of all land uses to ensure desired community character.*
- *Consider interim uses where land use designations are provided for long-term market needs and absorption, provided that the activities are compatible with existing and proposed uses and will not obstruct planned development.*

Operation of a commercial kennel is a use common in rural areas, which is currently allowed by the Zoning Ordinance. The existing use has operated without documented issue since it was established, demonstrating that the performance standards adequately offset potential negative effects. The proposed Zoning Ordinance amendment is consistent with the goals and policies of the Comprehensive Plan.

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

Finding: The +/-35 acre property is surrounded by large rural tracts. The area of the subject parcel and surrounding parcels separates the commercial kennel from surrounding residential dwellings mitigating potential compatibility issues. A minimum lot area requirement and increased setback requirements included in the proposed Zoning Ordinance amendment codify these conditions as additional protections to mitigate any potential compatibility issues caused by this or other commercial kennels proposed to be regulated as conditional uses with the Zoning Ordinance amendment.

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

Finding: The proposed Zoning Ordinance amendment will not, by itself, create impacts natural resources; potential site-specific impacts will be reviewed through the Conditional Use Permit process for commercial kennels.

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

Finding: The proposed Zoning Ordinance amendment allowing commercial kennels as a conditional use within the R1 District includes additional performance standards to ensure functionality, land use compatibility, and provision of adequate infrastructure that all uses will be required to comply with.

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

Finding: The existing commercial kennel, or any commercial kennel proposed as a conditional use within the R1 District, will be required to demonstrate through the Conditional Use Permit process that traffic generated by the use is adequately served by. streets from which the use is accessed.

WHEREAS, The Planning Commission conducted a public hearing at their meeting on 23 September 2026 to consider the application, preceded by published and mailed notice; based upon review of the application and evidence received, the public hearing was closed and the Planning Commission voted 4-1 to recommended that the City Council approve the request based on the aforementioned findings; and

WHEREAS, the planning report dated 29 September 2026 prepared by the City Planner, The Planning Company LLC, is incorporated herein; and

WHEREAS, the City Council considered the application at its meeting on 7 October 2026.

NOWTHEREFORE BE IT RESOLVED THAT based on the foregoing information and applicable ordinances, the application is **APPROVED**.

(Remainder of page intentionally blank; signature follows)

ADOPTED by the Baldwin City Council this 7th day of October, 2026.

MOTION BY:
SECONDED BY:
IN FAVOR:
OPPOSED:

CITY OF BALDWIN

_____
Jay Swanson, Mayor

ATTEST:

_____
Joan Heinen, City Clerk/Treasurer

ORDINANCE NO.: 2026-11

CITY OF BALDWIN
SHERBURNE COUNTY, MINNESOTA

AN ORDINANCE AMENDING THE ZONING ORDINANCE
REGULATING COMMERCIAL KENNELS.

THE BALDWIN CITY COUNCIL ORDAINS:

Section 1. Section 900-4-4 of the Zoning Ordinance (Conditional Use Permits – Specific Use Standards) is hereby amended to include the following provisions with subsequent sections renumbered accordingly:

E. Commercial Kennel:

1. No more than 40 dogs over six months of age shall be kept on the commercial kennel property, including no more than 10 unsterilized female dogs over six months of age, unless approved by the city council.

2. Dogs must be confined or under direct control of the kennel operator or staff at all times.

3. The owner and/or operator of the commercial kennel shall operate the kennel so as to not unreasonably disturb the peace and quiet of any person in accordance with this ordinance.

4. Outdoor kennel areas shall be fenced consisting of durable materials with a minimum height of six feet and shall deter dogs from escaping over, under, or through the fence.

5. Shelter:

    a. All-weather kennels or shelters and dog runs or enclosed exercise areas shall be provided for all dogs and shall be adequately sized for the particular breed.

    b. Kennels may require a building permit if over 200 square feet in area.

6. A waste management plan for proper disposal of animal feces at least once each day shall be submitted to provide for disposal of animal wastes via a subsurface sewage treatment system or enclosed in a container of sufficient construction to eliminate odors and organisms.

7. Location:

    a. Kennels shall be located on a parcel that is a minimum of 30 acres in area.

    b. Kennels, runs, and shelters shall be setback from any existing residence except that of the kennel owner.

c. Indoor kennels, runs, and shelters shall comply with the minimum setback requirements of the applicable zoning district.

d. Outdoor kennels, runs, and shelters not fully enclosed shall be setback a minimum of 100 feet from all property lines.

Section 2. Section 900-4-4 of the Zoning Ordinance (R1 District - Conditional Uses) is hereby amended to include the following provisions with subsequent sections renumbered accordingly:

F. Commercial kennels.

Section 3. This ordinance shall be in full effect upon adoption and publication.

(Remainder of page blank; signatures follow)

ADOPTED by the Baldwin City Council this 7th day of October, 2026.

MOTION BY:
SECONDED BY:
IN FAVOR:
OPPOSED:

CITY OF BALDWIN

_____
Jay Swanson, Mayor

ATTEST:

_____
Joan Heinen, City Clerk/Treasurer

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

PLANNING REPORT

TO: Baldwin Mayor and City Council

FROM: D. Daniel Licht

DATE: 29 September 2026

RE: Baldwin – Infrastructure Committee; Recommendations/Next Steps

TPC FILE: 269.01

BACKGROUND

The City Council discussed the recommendations of the Infrastructure Committee as to future City Hall/Public Works/Fire Department facilities at its meeting on 16 September 2026. The item was tabled for further discussion and is scheduled to be considered again on the agenda at the 7 October 2026 City Council meeting. This memorandum is provided as an outline of items to be discussed for which City staff needs direction as to next steps to implement the recommendations of the Infrastructure Committee. The City Council may add additional items as part of its discussion.

- City staff requires clarification if the discussion about development of a new Fire substation. Is the substation concept based on building a facility east of US Highway 169 and then constructing smaller new main Fire Station at 293rd Ave (CSAH 9) and 128th Street (CR 45)?

- City staff (Fire Chief/Fire Captains/City Planner/City Engineer) should meet to discuss needs and general locations for substation that can be presented to Infrastructure Committee.

- Public Works:
    - City staff (Public Works/City Planner/City Engineer/Building Official) meet to discuss existing facility and use of existing buildings as interim space solution to meet immediate space needs.
    - Public works staff to attend Infrastructure Committee to discuss findings and recommendations.

- New City Hall/Fire Station:
    - Engage Brunton regarding new facility needs and space requirements o find cost reductions and improve layout.
    - Brunton to update cost estimates based on revised plans.
    - Review opportunity for USDA Rural Development loan program.
    - Ehlers update preliminary financing and property tax impact information.

- Infrastructure Committee meeting to consider
    - Fire Substation.
    - Public Works transitional use of existing facilities.
    - Updated information for new City Hall/Fire Station:
        - Plans
        - Cost
        - Financing

- Schedule public engagement meetings

CONCLUSION

This memorandum is provided for discussion purposes. City staff is seeking direction from the City Council to define next steps and authorize City staff to proceed.

c. Joan Heinen, City Clerk/Treasurer

2026-2027 SNOWPLOW DRIVERS

Phil Fadden

Alan Walker

Bob Sromek

Mark Otis

Lou Christan

Gene Ludwig

Josh Wergin

ALTERNATE DRIVERS

Jeff Craig

Jesse Lankford

RESOLUTION # 26-30

CITY OF BALDWIN
COUNTY OF SHERBURNE, MINNESOTA

RESOLUTION APPOINTING ELECTION JUDGES

Whereas; Minnesota Statutes § 204B.21 allows the City of Baldwin to appoint election judges.

Whereas; Minnesota Statutes § 204B.19, subdivision 2 requires that an election judge

(1) is able to read, write, or speak the English language;

(2) is not the spouse; parent, including a stepparent; child, including a stepchild; or sibling, including stepsibling; of any election judge serving in the same precinct or of any candidate at that election;

(3) is not domiciled, either permanently or temporarily, with any candidate on the ballot at that election; or

(4) is not a candidate at that election.

(b) Individuals who are related to each other as provided in paragraph (a), clause (2), may serve as election judges in the same precinct, provided that they serve on separate shifts that do not run concurrently.

Whereas; the base number of required election judges for an election in Minnesota under Minnesota Statutes § 204B.22 has been determined to be a minimum of (4) judges for Precinct (1) of the City of Baldwin and Precinct (2) of the City of Baldwin.

Whereas; the clerk recommends all election judges that are current in their training be appointed, due to the anticipated voter turnout, election judge availability, and necessity of maintaining party balance at all times during the day; and

Whereas; the attached list of judges fulfills the requirements listed in Minnesota Statutes § 204B.19. subdivision 2.

WHEREAS; under Minnesota Statutes § 204B.21 subdivision 2, a resolution is mandatory if the appointment of the election judge is within 25 days of the election in which the election judge will serve.

WHEREAS; November 3rd, 2026 is the date of the General Election in which the election judge is to serve.

NOW, THEREFORE BE IT RESOLVED; the City of Baldwin hereby appoints the attached list of election judges as eligible to serve in the Election of Officers on November 3rd, 2026 pending completion of their training and otherwise qualifying for the position.

BE IT FURTHER RESOLVED; the City of Baldwin hereby authorizes any election judge to be compensated as required by Minnesota Statutes § 204B.31, in an amount set by the City Council at the regular hourly rate for the Clerk and Deputy Clerk and at $18.00 per hour for trained election judges, and $20.00 per hour for trained head election judges, which is not less than the prevailing Minnesota minimum wage.

BE IT FURTHER RESOLVED; the City of Baldwin hereby authorizes the City Clerk to add additional election judges as needed and allowed by Minnesota Statutes § 204B.21.

Passed this 7th day of October 2026.

CITY OF BALDWIN

_____

Jay Swanson, Mayor

ATTEST:

_____

Joan Heinen, City Clerk/Treasurer

NOVEMBER 2026 ELECTION JUDGES

Tom Miller

Chuck Wilhemi

Ann Walter

Gary Matteson

Debra Kelly

Jolene Rademacher

Dez Neely

Joyce Mueller

Bob Kern

Ralph Egbert

Ed Stofferahn

Lori Gatewood

Ann Kern

Sharon Leider

Marlene Nelson

Katherine Gove

Mary Larson

Jeff Barker

NUISANCE AND PROPERTY CONDITIONS ABATEMENT AGREEMENT

CITY OF BALDWIN
SHERBURNE COUNTY
STATE OF MINNESOTA

THIS AGREEMENT made and entered into this ___ day of _____, 2026, by and between Timothy D. Olsen, hereinafter called "Landowner," and the City of Baldwin, a municipal corporation under the laws of the State of Minnesota, hereinafter called the "City."

WHEREAS, the Landowner is the owner of certain real property located at 31611 127th Street NW, Baldwin, Minnesota 55371, hereinafter called the "Property," legally described as: Parcel No. 01-00418-0125, Sherburne County, Minnesota.

WHEREAS, City Ordinance 2026-05 prohibits the creation or maintenance of public nuisances, including accumulations of debris, inoperable vehicles, machinery, and other materials stored outdoors; and

WHEREAS, City Ordinance 900-16-8 requires proper disposal of waste consistent with Minnesota Pollution Control Agency rules; and

WHEREAS, City Ordinance 900-21-3.E prohibits the use of on-site parking spaces for storage of goods or storage of vehicles that are inoperable or for sale or rent; and

WHEREAS, City Ordinance 900-2-2 defines "Commercial Use" as the principal use of land for the sale, lease, rental, or trade of products, goods, and services; defines "Business" as any enterprise wherein merchandise is exhibited or sold; defines "Automobile or Trailer Sales Lot" as an open area used for the display or sale of motor vehicles or trailers; and defines "Salvage and Wrecking Yard" as an outdoor facility used for the reclamation of parts or materials from machinery; and

WHEREAS, none of these uses are permitted, conditional, or interim uses in the General Rural (R-1) District under City Ordinances 900-51-2, 900-51-3, and 900-51-4, and pursuant to City Ordinance 900-1-6, any use not specifically permitted within a zoning district is prohibited; and

WHEREAS, since 2024, the City has received repeated complaints regarding the accumulation of boats, trailers, motors, fuel tanks, debris, and other materials stored outdoors on the Property; and

WHEREAS, the City issued an Administrative Notice on December 4, 2025, and an Administrative Citation on February 17, 2026, identifying violations of City Ordinances 2026-05, 900-16-8, and 900-21-3.E; and

WHEREAS, photographs submitted to the City on June 25, 2026, and August 11, 2026, depict multiple boats, trailers, motors suspended from trees, fuel tanks, and debris stored outdoors on the Property; and

WHEREAS, Facebook Marketplace listings posted under the Landowner's name on August 19, 2026, show boats, trailers, motors, fuel tanks, and other marine equipment offered for sale, several of which match items stored on the Property; and

WHEREAS, Facebook Marketplace listings posted under the Landowner's name on August 19, 2026, together with photographs submitted to the City on June 25, 2026, and August 11, 2026, demonstrate that the Landowner is exhibiting, storing, dismantling, and selling boats, trailers, motors, fuel tanks, and other marine equipment from the Property, thereby operating a commercial use, business, trailer sales lot, and salvage/wrecking yard as defined in § 900-2-2; and

WHEREAS, the Landowner's operation of these prohibited commercial and salvage activities constitutes an unlawful use of the Property and must be abated under City Ordinances 2026-05, 900-16-8, 900-21-3.E, and 900-51-2-5 and applicable Minnesota law.

WHEREAS, the City Council for the City of Baldwin is responsible for enforcement of City Ordinances and applicable state law; and

WHEREAS, the Landowner has requested that the City temporarily forbear enforcement to allow additional time to abate the violations; and

WHEREAS, the City is willing to temporarily forbear enforcement provided the Landowner enters into this Agreement.

NOW, THEREFORE, in consideration of the foregoing premises, the parties agree as follows:

1. Landowner acknowledges that the conditions on the Property violate City Ordinances 2026-05, 900-16-8, 900-21-3.E, and 900-51-2-5, and that continued maintenance of these conditions is unlawful.

2. Landowner shall, on or before October 23, 2026, remove all boats, trailers, motors, fuel tanks, debris, and other materials constituting violations of City Ordinances 2026-05, 900-16-8, 900-21-3.E, and 900-51-2-5. All inoperable, unregistered, or salvaged boats, trailers, motors, or equipment shall be removed from the Property or stored in a fully enclosed permitted structure.

3. Landowner currently maintains approximately ten trailers on the Property for the purpose of sale. Landowner may store, in a neat and orderly manner on an improved driveway surface and set back from property lines compliant with the Zoning Ordinance, no more than twelve trailers on the Property that are intended for sale through November 30, 2026, subject to approval by the Zoning Administrator. After that date, Landowner may store

outdoors on an improved driveway surface and set back from property lines compliant with the Zoning Ordinance no more than two trailers, and such trailers must be used exclusively for Landowner's personal, non-commercial purposes and must be properly registered in Landowner's name and maintained in operable condition, subject to approval by the Zoning Administrator.

4. If the Landowner fails to abate the violations by October 23, 2026, the Landowner:

    a. expressly authorizes the City, its agents, employees, officers, and contractors to enter upon the Property without further notice and perform all work necessary to abate the nuisance conditions. The City shall have sole discretion regarding contractor selection, means, methods, and materials used; and

    b. agrees that the Landowner nor any other person may reside in or occupy the dwelling until the Property is brought into full compliance as determined at the sole discretion of the City.

5. If requested by the City, Landowner shall leave the Property while the City or its contractors complete abatement and shall not interfere with the City's implementation of this Agreement.

6. Landowner agrees to indemnify, defend, and hold harmless the City, its officers, employees, agents, and contractors from any and all claims, damages, losses, or liabilities arising out of or related to the City's abatement activities.

7. Landowner agrees that all costs incurred by the City in abating the violations, including reasonable attorneys' fees and administrative expenses, shall be certified against the Property and collected as a special assessment pursuant to Minnesota Statutes Chapter 429, Minnesota Statutes Section 366.012, and other applicable law. The assessment shall bear interest at six percent per annum.

8. If the Landowner fails to abate the violations by September 30, 2026, the City may seek injunctive relief, including an order prohibiting occupancy of the dwelling, and may pursue any other remedies available at law or in equity.

9. The City's failure to promptly enforce this Agreement shall not constitute a waiver.

10. This Agreement shall run with the land and may be recorded.

11. No sale, gift, or transfer of the Property shall occur until all violations are abated and written verification is provided to the City.

12. This Agreement constitutes the full and complete agreement between the parties. No prior or contemporaneous statements, representations, negotiations, or documents, whether oral or written, shall modify or supplement the terms of this Agreement unless set forth in a written amendment executed by both parties.

13. Landowner has until 5 p.m. on October 7, 2026, to return a signed copy of this agreement to the City Clerk. Failure to return a signed copy to the City Clerk by this time will result in revocation of the City's offer to enter into this Agreement.

Executed as of the date first written above.

STATE OF MINNESOTA)
) ss.
COUNTY OF SHERBURNE)

_____
CITY OF BALDWIN
Jay Swanson, Mayor

The foregoing instrument was acknowledged before me this ___ day of _____, 2026, by Jay Swanson, Mayor of the City of Baldwin, Sherburne County, State of Minnesota, pursuant to the authority granted by its City Council.

_____
NOTARY PUBLIC

STATE OF MINNESOTA)
) ss.
COUNTY OF SHERBURNE)

_____
CITY OF BALDWIN
Joan Heinen, Clerk
LANDOWNER

The foregoing instrument was acknowledged before me this ___ day of _____, 2026, by Joan Heinen, City Clerk of the City of Baldwin, Sherburne County, State of Minnesota, pursuant to the authority granted by its City Council.

_____
NOTARY PUBLIC

STATE OF MINNESOTA)
) ss.
COUNTY OF SHERBURNE)

_____
Timothy D. Olsen
LANDOWNER

The foregoing instrument was acknowledged before me this ___ day of _____, 2026, by Timothy D. Olsen, Landowner.

_____
NOTARY PUBLIC

DARRYL WALETZKO LLC

15890 255th Ave NW
Big Lake MN 55309

Estimate

Date	Estimate #
9/17/2026	620

Name / Address
CITY OF BALDWIN 30239 128TH STREET P.O. BOX 25 PRINCETON MN 55371

Project

Description	Qty	Rate	Total
SINK HOLE REPAIR 131ST SET TO 7 TON ROAD NO ASPHALT		15,000.00	15,000.00
	Total		$15,000.00

CITY OF BALDWIN
SHERBURNE COUNTY
STATE OF MINNESOTA

AGREEMENT, WAIVER OF LIABILITY, AND ACKNOWLEDGMENT OF CONDITIONS FOR BUILDING PERMIT ISSUANCE

This Agreement, Waiver of Liability, and Acknowledgment of Conditions (the "Agreement") is entered into this _____ day of _____, 2026, by and between _____ ("Property Owner"), and the City of Baldwin, a municipal corporation under the laws of the State of Minnesota ("City").

WITNESSETH:

WHEREAS, Property Owner is the fee owner of certain real property located at _____, (the "Property"); and

WHEREAS, Property Owner has applied to the City Building Official for a building permit to construct a single family dwelling on the Property; and

WHEREAS, the Property is intended to be served by a community sewage treatment system ("CSTS") located within the Plat of Nordwall Estates that is currently unconstructed, unapproved, or not yet fully operational; and

WHEREAS, the Minnesota Pollution Control Agency ("MPCA") retains regulatory authority over the approval, permitting, and operation of the CSTS; and

WHEREAS, the City Building Official cannot safely or lawfully issue a Certificate of Occupancy for the structure until a compliant and operational CSTS is approved by the MPCA and available to serve the Property; and

WHEREAS, Property Owner requests that the City issue the building permit prior to the completion and MPCA approval of the CSTS so that construction may begin on the Property, and acknowledges that doing so carries inherent financial and logistical risks to the Property Owner; and

WHEREAS, the City is willing to issue the requested building permit only upon the express condition that the Property Owner acknowledges the limitations of said permit, agrees to the withholding of any Certificate of Occupancy until full MPCA approval is secured for the completion of construction and operation of the CSTS, and waives any and all claims against the City arising from this arrangement.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and the issuance of the building permit by the City, the parties agree as follows:

1. **Acknowledgment of Permit Limitations.** Property Owner explicitly acknowledges and agrees that the issuance of a building permit by the City Building Official does not guarantee, imply, or promise that a Certificate of Occupancy will be issued for the Property. Property Owner assumes all financial risk associated with constructing the structure prior to the availability of an approved, operational CSTS for sewer utility services required for the occupancy of any structures on the Property.

2. **Condition Precedent for Certificate of Occupancy.** No temporary or permanent Certificate of Occupancy shall be issued by the City Building Official for the Property until the CSTS to serve the Property has been fully constructed, inspected, verified operational, and formally approved by the MPCA, and any other local regulatory authorities with jurisdiction. Property Owner agrees not to occupy, use, or allow the occupancy or use of the single family dwelling or other structures on the Property for any use allowed by the Zoning Ordinance until a formal Certificate of Occupancy is issued.

3. **Waiver and Release of Claims.** Property Owner, on behalf of themselves, their heirs, successors, grantees, and assigns, hereby releases, waives, waives notice of, and forever discharges the City, its elected officials, building officials, officers, employees, agents, and independent contractors from any and all claims, demands, actions, causes of action, damages, liabilities, losses, costs, or expenses (including reasonable attorneys' fees) of any kind or nature whatsoever, arising out of, resulting from, or in any way connected to:

   a) The City's issuance of the building permit;
   b) The City's subsequent withholding of a Certificate of Occupancy pending MPCA approval that construction of the CSTS is complete, approved, and operational;
   c) Any delays, failures, or denials associated with the construction and operation of the CSTS or any MPCA approval thereof; and
   d) Any loss of use, diminution of value, or financial hardship suffered by the Property Owner due to the inability to occupy the single-family dwelling or other structure.

4. **Indemnification.** Property Owner agrees to defend, indemnify, and hold harmless the City, its officers, officials, employees, and agents from any and all third-party claims, demands, lawsuits, or liabilities arising out of or related to the issuance of the building permit or the withholding of the Certificate of Occupancy pursuant to this Agreement.

5. **Notice to Buyer.** Property Owner shall provide a copy of this Agreement to any subsequent buyer of the Property at the time a purchase agreement is signed with the proposed buyer. This provision shall not apply once the Property is served by a compliant and operational CSTS that is approved by the MPCA and available to serve the Property.

6. **Governing Law.** This Agreement shall be construed, interpreted, and enforced in accordance with the laws of the State of Minnesota. Venue for any disputes arising under this Agreement shall be in the Sherburne County District Court.

7. **Merger.** This Agreement contains all the terms and conditions relating to this Agreement and replaces any oral agreements or other negotiations between the parties. No modifications of this Agreement shall be valid until they have been placed in writing and signed by all parties hereto.

8. **Severability.** If any provision of this Agreement is held invalid or unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

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

PROPERTY OWNER

_____

CITY OF BALDWIN

_____
Jay Swanson, Mayor

_____
Joan Heinen, Clerk

SBA Communications Corporation
8051 Congress Avenue
Boca Raton, FL 33487-1307

T + 561.226.9522
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sbasite.com

September 28, 2026

Town of Baldwin
Attn: Joan Heinen
30239 128th St,
Princeton Mn 55371

Sent via email: city.clerk@baldwinmn.gov

RE Site ID: MN46993-A

SITE NAME: Princeton S

Dear Joan:

I would like to explain our ground lease opportunities SBA makes available to its ground owners. As a source of value and source of funds to **Town of Baldwin**, I would like to present the following two ground lease opportunities. Please see the two options below.

Your ground lease ends in under 14 years. Existing tenants, or any new tenants considering leasing space on the tower, will look at the remaining time left on the ground lease and may be reluctant to upgrade or install costly equipment. By amending your lease, you give the carriers on the tower the confidence to make large capital investments when needed, and/or encourage new carriers to come on board. In turn, the longevity of our partnership may help secure a large upfront buyout or your rental income for years to come.

1. SBA can create a Perpetual Easement over the land currently being leased for our tower site so **Town of Baldwin can receive a $425,000 lump-sum payment today, *but* continue to own the land.***

   By restructuring your ground lease as a perpetual easement you receive the one-time lump-sum payment in lieu of your current rental payments plus:
   - Your rent continues to be paid uninterrupted until day of closing;
   - Upon receipt of a fully executed Letter Agreement, we strive to close within 60 days;
   - We order due diligence and prepare all closing documents;
   - As the owners of the tower on the property we have all the documents we need to expedite the closing process and are highly focused on ensuring you receive your money as soon as possible;
   - And, we pay all closing costs associated with the transaction exclusive of any advisory fees you may incur from your attorney or accountant.

2. SBA can extend ground lease for an additional Forty (40) years, in Five (5) year terms, under the same terms.*

As your business partner, SBA is committed to helping to structure a transaction that meets your financial goals. Please don't hesitate to contact me when you receive this if you have any questions.

***ALL OFFERS ARE SUBJECT TO MANAGEMENT APPROVAL**

Best regards,

Jeffrey Ostroff

Jeffrey Ostroff
Real Estate Acquisition Specialist

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Your Signal Starts Here

CITY OF BALDWIN
COUNTY OF SHERBURNE, MINNESOTA
STATE OF MINNEOSTA

RESOLUTION NO: 26-34

RESOLUTION APPROVING THE 2027 PRELIMINARY LEVY

WHEREAS, Minnesota Statutes 275.065, subd 1 (a) states that not withstanding any law or charter to the contrary, on or before September 30, each taxing authority shall adopt a preliminary levy and shall certify to the County Auditor the preliminary property tax levy for taxes payable in the following year; and

WHEREAS, the City Council of the City of Baldwin has prepared a preliminary levy for the operations of the City for the 2027 calendar year;

WHEREAS, a resolution certifying the preliminary levy has been adopted;

NOW THEREFORE BE IT RESOLVED, by the Council of the City of Baldwin, County of Sherburne, State of Minnesota, that the preliminary levy below is hereby adopted totaling $1,905,044. Said levy may be amended prior to final adoption and levy certification in December 2026, to conform to the needs of the City.

2027 PRELIMINARY LEVY

General Fund	$1,125,400	Fund 101
Road & Bridge	$270,000	Fund 275
Fire Fund	$240,000	Fund 250
Debt Service	$176,445	Fund 301/302
Capital Fund (Fire)	$25,000	Fund 403
Park Fund	$43,199	Fund 404
Special Revenue	$25,000	Fund 250
Total 2027 Preliminary Levy	**$1,905,044**	

ADOPTED by the Baldwin City Council this 7th day of October, 2026.

MOTION BY:
SECONDED BY:
IN FAVOR:
OPPOSED:

CITY OF BALDWIN

_____
Jay Swanson, Mayor

ATTEST:

_____
Joan Heinen, City Clerk/Treasurer