

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

RESOLUTION NO. 26-24

**RESOLUTION DELEGATING AUTHORITY TO ISSUE
CERTAIN PUBLIC RIGHT-OF-WAY PERMITS**

WHEREAS, the City of Baldwin has adopted Ordinance No. 100, An Ordinance Regulating City Road Rights-of-Way that provides for the issuance of permit for the use of the public road right-of-way for various purposes including, but not limited to, construction work and utility work; and

WHEREAS, the Mayor, as the chief executive officer of the City, is responsible for overseeing City operations, including transportation, public works, and permitting; and

WHEREAS, it is in the best interest of the City to streamline the permitting process for certain public right-of-way uses by authorizing the Mayor to issue such permits for the installation, maintenance, replacement, and removal of utility lines, equipment, or related facilities within the road right-of-way in accordance with applicable City ordinances and policies; and

WHEREAS, this delegation of authority to the Mayor will ensure timely processing of permits while maintaining compliance with safety, engineering, and public interest standards.

NOW, THEREFORE, the City Council of the City of Baldwin hereby resolves:

1. **Delegation of Authority:**
 - a. The Mayor is hereby authorized to issue certain public right-of-way permits for the installation, maintenance, replacement, and removal of utility lines, equipment, or related facilities within the road right-of-way.
 - b. The Mayor is authorized to place reasonable conditions and impose reasonable regulations within any permission or permit issued to perform work within the road right-of-way.
2. **Scope and Limitations:**
 - a. The Mayor may issue these permits only in accordance with the City's applicable ordinances and any binding agreements or contracts.
 - b. The Mayor shall ensure that all permits are issued after review by the appropriate City department (e.g., City Engineer, Public Works, or other relevant agency) to confirm compliance with engineering, safety, and public interest requirements as deemed necessary by the Mayor.
 - c. The Mayor shall not issue permits for uses that are prohibited by law or ordinance, or for which the City Council has not delegated authority.

3. **Compliance and Oversight:**

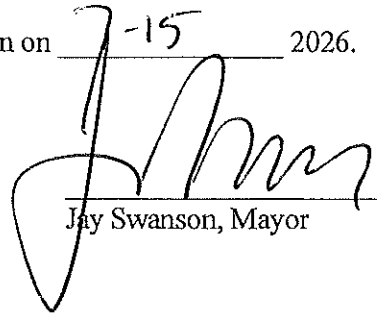
- a. All permits issued by the Mayor under this delegation shall be subject to the same standards and oversight as permits issued directly by the City Council.
- b. The City Clerk shall maintain records of all permits issued by the Mayor and City Council make them available to the City Council upon request.

4. **Effective Date:**

This Resolution shall take effect immediately upon adoption by the City Council and shall remain in effect until rescinded by a subsequent resolution of the City Council.

ADOPTED by the City Council of the City of Baldwin on 7-15 2026.


Joan Heinen, City Clerk


Jay Swanson, Mayor