

BALDWIN CITY COUNCIL REGULAR MEETING AGENDA
MONDAY, NOVEMBER 18TH, 2024
7:00 p.m.
(Revised 11/14/2024)

Swearing in of City Council Members

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

Discuss/Approve/Disapprove Resolution 24-42 Appointments to Certain Offices and Positions

Treasurer's Report:

Public Comment Requests

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

- Approve Claims List
- Approve Special Town Board Meeting Minutes for October 9th, 2024
- Approve Town Board Meeting Minutes for October 21st, 2024
- Approve Board of Canvass Meeting Minutes for November 8th, 2024
- Approve Clerk Time Off of November 22nd and November 27th, 2024

Planning Items:

- a. Discuss September and October 2024 Building Permits
- b. Discuss/Approve/Disapprove Resolution 24-43 Krenz Simple Plat of Two Lots
- c. Discuss/Approve/Disapprove Resolution 24-44 Twin Cities Acoustics Simple Plat of Two Lots
- d. Discuss Code Enforcements

Engineering:

- a. Discuss/Approve/Disapprove Change Order for 305th Avenue for \$31,659.80 – Tom Rush
- b. Discuss Lake Diann Drainage off 133 ½ Street – Tom Rush

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

- c. Discuss South Sandy Lake Stormwater Drainage Review – Tom Rush

Frontier Trails Update:

Road Report – Tom Rush

- a. Discuss Public Works Report
- b. Discuss/Approve/Disapprove Snowplow Wages for Maintenance Staff

Tabled Items:

- a. Discuss/Approve/Disapprove Resolution 24-33, Establishing Municipal State Aid Streets – Jay Swanson
- b. Discuss/Approve/Disapprove Applicant for Sign Machine – Tom Rush

New Business:

- a. Discuss/Approve/Disapprove Workers' Compensation and Property/Casualty Premium Through League of Minnesota Cities Insurance Trust
- b. Discuss/Approve/Disapprove Adopting City Ordinance 2024-06, an Ordinance Requiring Disposal of Garbage and Refuse
- c. Discuss/Approve/Disapprove Adopting City Ordinance 2024-07, Regulating Possession, Sale and Consumption of Intoxicating and 3.2 Percent Malt Liquor Within the City of Baldwin, Minnesota
- d. Discuss/Approve/Disapprove Adopting City Ordinance 2024-08, Setting Fee Schedule and Summary Publication Thereof
- e. Discuss/Approve/Disapprove Adopting City Ordinance 2024-09, An Ordinance Amending Animal Control Ordinance No. 400-1
- f. Discuss/Approve/Disapprove Conflict of Interest Resolution 24-45
- g. Discuss/Approve/Disapprove Adopting Data Practices Policy
- h. Discuss/Approve/Disapprove Setting a Special Election for April 14th, 2025 Authorizing Sunday Liquor Sales
- i. Discuss/Approve/Disapprove Adopting Prosecution Contract with Sherburne County
- j. Discuss/Approve/Disapprove Preliminary Budget for 2025
- k. Discuss/Approve/Disapprove Preliminary Tax Levy for 2025
- l. Schedule Truth-in-Taxation Public Hearing for December 2nd, 2024
- m. Discuss/Approve/Disapprove Fire Department New Hire of Brent Strand Effective November 6th, 2024
- n. Schedule Board of Canvass for Re-Count of The City Council 4 Year Term
- o. Set Meeting Calendar for December 2024

Announcements:

- a. Planning Commission Meeting, Wednesday, November 20th, 2024 at 7:00 p.m.
- b. City Hall Closed November 28th & 29th, 2024 in Observance of Thanksgiving
- c. Next Baldwin City Council Meeting, Monday, December 2nd, 2024 at 7:00 p.m.

Other Business:

Adjourn:

RESOLUTION NO. 24-42

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

**A RESOLUTION MAKING APPOINTMENTS TO CERTAIN OFFICES AND
POSITIONS WITHIN THE CITY OF BALDWIN FOR THE YEAR, SETTING
SALARIES AND EMPLOYMENT TERMS, AND ESTABLISHING MEETING TIMES**

WHEREAS, the Baldwin City Council desires to make annual appointments to fill certain offices and positions within city government.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Baldwin, Minnesota, establishes the following:

1. That the following persons are appointed by the City Council to the following offices and positions for the remainder of the year 2024:

ACTING MAYOR: _____

CITY CLERK: Joan Heinen

DEPUTY CLERK: Kayla Nielsen

CITY ENGINEER: Hakansan Anderson

CITY PLANNER: Dan Licht, The Planning Company

ANIMAL CONTROL OFFICER: Online Retrievers

BUILDING INSPECTOR: Rum River Consultants

CITY ATTORNEY: Couri & Ruppe P.L.L.P.

WEED INSPECTOR: _____

OFFICIAL NEWSPAPER: Union Times

OFFICIAL DEPOSITORIES: Bremer Bank

2. City Council members shall have the responsibilities for supervising and directing the staff in the following areas:
 - a. Mayor—
 - b. Council Member 1
 - c. Council Member 2

- d. Council Member 3
 - e. Council Member 4
3. City Staff and/or Consultants will attend the boards, commissions and committee meetings as directed by the City Council. Staff who are directed to attend meetings will be compensated based on the City's personnel policies or contractual agreements. Staff who are not directed to attend will not be compensated for their attendance.
 4. All non-elected employees of Baldwin Township shall continue as employees of the City of Baldwin in the same position and under the same terms of employment as existed on the last day of the existence of Baldwin Township.
 5. Regular meetings of the Baldwin City Council shall held according to the calendar attached as Exhibit A. All such meetings shall be held at 7:00 p.m. at the Baldwin City Hall. The City Council may amend this meeting schedule from time to time.
 6. Regular meetings of the Baldwin Planning Commission shall be held every fourth Wednesday of each month at Baldwin City Hall at 7:00 PM.
 7. City Council members shall be compensated as follows:
 - * City Council Meeting Attendance: \$100
 - * City Council Monthly Stipend: \$100
 - * Other: Meeting Attendance as authorized by the City Council: \$100 minimum
 - * Hourly compensation shall be: \$25 per hour, including all meetings exceeding 4 hours.Mileage for travel to seminars, official functions, and other City business shall be reimbursed in the standard per-mile amount as published by the Internal Revenue Service and modified from time to time.
 8. Election Judges shall be compensated at \$18 per hour for regular election judges and \$20 per hour for the head election judge.
 9. All checks issued by the City shall be signed by the Mayor and City Clerk.
 10. That such appointments shall take effect on the date thereof and shall continue until such time as a successor is appointed by the City Council.

Adopted by the City Council of the City of Baldwin this 18th day of November, 2024.

Mayor

Joan Heinen, City Clerk

BALDWIN TOWNSHIP, MN

*Cash Balances

Cash Account: 10110
November 2024

Fund	Begin November 2024	Receipts	Disbursements	Transfers		JE Payroll	Balance No Investments	Investments	Balance
				Rec/Disb	Journal Entries				
10110 - Bremer Bank									
100 - General Fund									
200 - Special Revenue Fund									
225 - Cemetery									
250 - Fire									
275 - Road and Bridge									
290 - Permits									
300 - Debt Service Fund									
301 - Debt Services 2024									
400 - Capital Projects Fund									
401 - Fire Contract Revenue									
402 - Capital Reserve Fund									
403 - Apparatus Infrastructure Fire									
404 - Parks									
602 - Frontier Trails SSD									
800 - Developers Account									
829 - Escrow-Baldwin Estates									
860 - Escrow-Misty Hollow									
861 - Escrow-Buck Run									
862 - Escrow-Sumser Farms 1st A									
864 - Inactive									
Begin	MTD Amounts	YTD Amounts		MTD Amounts	Begin + YTD				
Receipt	\$1,224,224.16	\$1,699,412.45		\$0.00	\$1,042,616.12				
Disbursements	\$24,026.68	\$1,941,922.09		\$0.00	\$0.00				
Transfers Rec/Disb	(\$136,858.56)	(\$2,235,950.34)		\$0.00	\$0.00				
Transfers JE	\$0.00	\$0.00		\$0.00	\$0.00				
JE Payroll	(\$13,431.25)	(\$307,423.17)		\$0.00	\$0.00				
				\$1,097,961.03	In Balance				

BALDWIN TOWNSHIP, MN

*Cash Balances

Cash Account: 10110

October 2024

Fund	Begin October 2024	Receipts	Disbursements	Transfers		JE Payroll	Balance No Investments	Investments	Balance	
				Rec/Disb	Journal Entries					
10110 - Bremer Bank										
100 - General Fund	(\$1,259,683.25)	\$5,080.82	(\$27,874.43)	\$0.00	\$0.00	(\$4,473.82)	(\$1,286,950.68)	\$0.00	(\$1,286,950.68)	In Bal
200 - Special Revenue Fund	\$7,075.01			\$0.00	\$0.00		\$7,075.01	\$0.00	\$7,075.01	In Bal
225 - Cemetery	\$15,923.65		(\$52.17)	\$0.00	\$0.00	(\$370.44)	\$15,501.04	\$0.00	\$15,501.04	In Bal
250 - Fire	\$90,413.12	\$320.00	(\$11,719.66)	\$0.00	\$0.00	(\$2,469.89)	\$76,543.57	\$0.00	\$76,543.57	In Bal
275 - Road and Bridge	\$868,766.27	\$874.10	(\$39,061.53)	\$0.00	\$0.00	(\$12,951.75)	\$817,627.09	\$0.00	\$817,627.09	In Bal
290 - Permits	\$196,222.20	\$6,146.73	(\$24,428.08)	\$0.00	\$0.00		\$177,940.85	\$0.00	\$177,940.85	In Bal
300 - Debt Service Fund	\$454,091.60			\$0.00	\$0.00		\$454,091.60	\$0.00	\$454,091.60	In Bal
301 - Debt Services 2024	\$384,785.00			\$0.00	\$0.00		\$384,785.00	\$0.00	\$384,785.00	In Bal
400 - Capital Projects Fund	\$157,009.54			\$0.00	\$0.00		\$157,009.54	\$0.00	\$157,009.54	In Bal
401 - Fire Contract Revenue	\$43,697.81		(\$1,454.75)	\$0.00	\$0.00		\$42,243.06	\$0.00	\$42,243.06	In Bal
402 - Capital Reserve Fund	\$58,901.33			\$0.00	\$0.00		\$58,901.33	\$0.00	\$58,901.33	In Bal
403 - Apparatus Infrastructure Fire	\$172,055.62			\$0.00	\$0.00		\$172,055.62	\$0.00	\$172,055.62	In Bal
404 - Parks	\$53,098.74	\$278.00	(\$1,486.55)	\$0.00	\$0.00	(\$4,172.98)	\$47,717.21	\$0.00	\$47,717.21	In Bal
602 - Frontier Trails SSD	(\$37,900.57)	\$3,445.00	(\$5,646.03)	\$0.00	\$0.00	(\$1,164.89)	(\$41,266.49)	\$0.00	(\$41,266.49)	In Bal
800 - Developers Account	\$127,154.48	\$418.60	(\$8,209.29)	\$0.00	\$0.00		\$119,363.79	\$0.00	\$119,363.79	In Bal
829 - Escrow-Baldwin Estates	\$1,489.61			\$0.00	\$0.00		\$1,489.61	\$0.00	\$1,489.61	In Bal
860 - Escrow-Misty Hollow	\$1,121.79			\$0.00	\$0.00		\$1,121.79	\$0.00	\$1,121.79	In Bal
861 - Escrow-Buck Run	\$15,756.81			\$0.00	\$0.00		\$15,756.81	\$0.00	\$15,756.81	In Bal
862 - Escrow-Sumser Farms 1st A	\$3,218.91			\$0.00	\$0.00		\$3,218.91	\$0.00	\$3,218.91	In Bal
864 - Inactive	(\$0.50)			\$0.00	\$0.00		(\$0.50)	\$0.00	(\$0.50)	In Bal
Begin	MTD Amounts	YTD Amounts	MTD Amounts	Begin + YTD						
Receipt	\$1,353,197.17	\$1,699,412.45	Investments	\$0.00	\$1,042,616.12					
Disbursements	\$16,563.25	\$1,917,895.41	Petty Cash	\$0.00	\$0.00					
Transfers Rec/Disb	(\$119,932.49)	(\$2,099,091.78)	Savings	\$0.00	\$0.00					
Transfers JE	\$0.00	\$0.00	Money Market	\$0.00	\$0.00					
JE Payroll	(\$25,603.77)	(\$293,991.92)	Balance	\$1,224,224.16	In Balance					

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*Check Summary Register©

Checks 28072 - 28148

Name	Check Date	Check Amt	
10110 Bremer Bank			
28072 Fadden, Phillip E.	10/29/2024	\$1,551.32	
28073 Good, Zachary D.	10/29/2024	\$1,431.69	
28074 Heinen, Joan	10/29/2024	\$2,414.13	
28075 Nelson, Marlene A.	10/29/2024	\$225.20	
28076 Nielsen, Kayla	10/29/2024	\$1,588.57	
28077 Fadden, Phillip E.	11/12/2024	\$1,627.08	
28078 Good, Zachary D.	11/12/2024	\$1,338.72	
28079 Heinen, Joan	11/12/2024	\$2,509.85	
28080 Nielsen, Kayla	11/12/2024	\$1,691.90	
28081 AT & T Mobility - ROC	11/18/2024	\$224.40	Cell Phone Charges
28082 Boyer Trucks	11/18/2024	\$876.60	1997 Ford Chassis Assessment
28083 CenterPoint Energy	11/18/2024	\$66.56	Gas Utilities
28084 CenturyLink	11/18/2024	\$400.92	Telephone Charges
28085 Connexus Energy	11/18/2024	\$761.98	Frontier Trails SSD
28086 Couri & Ruppe, P.L.L.P.	11/18/2024	\$6,962.50	Legal Fees 14108 294th Street Deck Violation
28087 Cynthia Dahlstedt	11/18/2024	\$25.46	Election Accuracy Testing Mileage
28088 ECM Publishers, Inc.	11/18/2024	\$136.06	Krenz Simple Plat
28089 Edward Stefferahn	11/18/2024	\$26.80	Election Accuracy Testing Mileage
28090 Ehlers	11/18/2024	\$2,066.25	Financials Accounting Frontier Trails Meeting
28091 Elan Financial Services	11/18/2024	\$3,006.29	The Oaks of Battle Brook 2nd LOC Postage
28092 Elite Lock & Key	11/18/2024	\$200.00	Town Hall Cylinder Masterkey Lock
28093 Finken Water Centers	11/18/2024	\$12.60	Water Cooler Rental
28094 HAKANSON ANDERSON	11/18/2024	\$32,559.87	Oaks of Battle Brook 2nd Addition ; Engineering
28095 Health Partners	11/18/2024	\$3,177.77	Employee Health Insurance
28096 JAKE STENZEL	11/18/2024	\$5,000.00	Assessing Services through Oct 2024
28097 Jims Mille Lacs Disposal	11/18/2024	\$310.05	Park Portable Toilets Young Park
28098 JOAN HEINEN	11/18/2024	\$25.46	Mileage to Sherburne Co to Deliver Election Ba
28099 Kayla Nielsen	11/18/2024	\$16.08	Mileage
28100 KIRVIDA FIRE, INC.	11/18/2024	\$243.48	2002 International Pumper
28101 League of MN Cities	11/18/2024	\$711.00	Membership Dues Dec 2024
28102 Lester W. Kriesel	11/18/2024	\$35.00	Park Committee Pay
28103 MARKS SEWER SERVICE	11/18/2024	\$945.00	Fire Dept Pumping
28104 Marlene Nelson	11/18/2024	\$14.07	Mileage to get Election Supplies
28105 MARTIN MARIETTA MATERIALS	11/18/2024	\$1,352.28	Blacktop Patching Material
28106 Marvs True Value	11/18/2024	\$388.52	Supplies
28107 MARY LARSON	11/18/2024	\$140.00	Park Committee Pay
28108 Marytina Lawrence	11/18/2024	\$360.00	Election Meal
28109 Med Compass	11/18/2024	\$60.00	Fit Test Julik
28110 METRO SALES, INC.	11/18/2024	\$81.90	Fire Dept Copier Contract
28111 MIDCONTINENT COMMUNICATI	11/18/2024	\$350.81	Internet Charges
28112 Minnesota Child Support Paymen	11/18/2024	\$879.54	102924 and 111224 Payroll
28113 MINNESOTA STATE FIRE DEP. A	11/18/2024	\$375.00	2025 MSFDA Membership Dues
28114 Office Depot	11/18/2024	\$71.86	Office Supplies
28115 Princeton Gas Inc.	11/18/2024	\$202.36	Lawn Mower Gasoline
28116 Princeton Rental, Inc.	11/18/2024	\$149.99	Cordless Blower Kit
28117 RDO EQUIPMENT COMPANY	11/18/2024	\$22,010.10	Wood Chipper
28118 ROBERT KROPP	11/18/2024	\$102.00	51 Pair Gopher Feet
28119 ROBERT RYDMARK	11/18/2024	\$105.00	Park Committee Pay
28120 RUM RIVER CONSULTANTS	11/18/2024	\$37,463.60	September 2024 Building Inspection ; oct 2024
28121 SARAH KOSTE	11/18/2024	\$105.00	Park Committee Pay
28122 Sharon Matz	11/18/2024	\$25.46	Election Accuracy Testing Mileage
28123 Sherburne County Recorder	11/18/2024	\$46.00	The Oaks of Battle Brook 2nd Addition
28124 The Planning Company LLC	11/18/2024	\$5,957.50	Ordinances

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***Check Summary Register©**

Checks 28072 - 28148

	Name	Check Date	Check Amt	
28125	THOMAS RUSH	11/18/2024	\$36.18	Mileage SCAT
28126	U.S. Bank	11/18/2024	\$759.54	FD Credit Card Charges Exam Gloves and Noz
28127	UTILITY CONSULTANTS, INC.	11/18/2024	\$667.55	Frontier Trails SSD
28128	VANDERPOEL DISPOSAL	11/18/2024	\$90.22	Garbage Disposal
28129	Zachary Good	11/18/2024	\$70.00	Park Committee Pay
28130	Kriesel, Lester W.	11/18/2024	\$92.35	
28131	Case, Scott F.	11/18/2024	\$1,021.08	
28132	Walker, Alan	11/18/2024	\$611.45	
28133	Barker, Jeffrey	11/18/2024	\$282.59	
28134	Dahlstedt, Cynthia	11/18/2024	\$382.64	
28135	Daniels, Patricia	11/18/2024	\$265.96	
28136	Egbert, Ralph	11/18/2024	\$249.34	
28137	Gatewood, Lori	11/18/2024	\$278.44	
28138	Leider, Sharon	11/18/2024	\$278.44	
28139	Mandt, Karen	11/18/2024	\$315.84	
28140	Matteson, Gary	11/18/2024	\$271.37	
28141	Matz, Sharon	11/18/2024	\$207.79	
28142	Miller, Thomas	11/18/2024	\$265.96	
28143	Mueller, Joyce	11/18/2024	\$267.91	
28144	Rademacher, Jolene	11/18/2024	\$264.45	
28145	Sill, Cheryl	11/18/2024	\$249.34	
28146	Stofferahn, Edward	11/18/2024	\$401.89	
28147	Walter, Anne L.	11/18/2024	\$290.90	
28148	Wilhelmi, Charles	11/18/2024	\$265.96	
	Total Checks		\$150,296.77	

BALDWIN TOWNSHIP, MN

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*Check Summary Register©

Batch:

101524BiW102124Rush,101524BiW102124TB,101524BiWeekPera,10212024TBPera,102824BiWeek,102824PeraBiWeek,102924BiWeek
teLia,111224BiWeekPayrollL,111224BiWeekStateLia,Oct2024PetroleumTax

Name	Check Date	Check Amt	
10110 Bremer Bank			
24600e PERA	10/25/2024	\$1,484.97	10152024 Town Board Pera
24601e PERA	10/25/2024	\$70.00	10212024 Town Board Pera Rush
24602e Minnesota Dept of Revenue	10/25/2024	\$574.89	10152024 BiWeekly 10212024 Rush
24603e EFTPS	10/25/2024	\$2,612.31	10152024 BiWeek and 10212024 Rush
24604e EFTPS	11/14/2024	\$2,392.45	October 2024 BiWeekly Payroll Liab
24605e PERA	11/14/2024	\$1,453.93	10292024 BiWeek Pera
24606e Minnesota Dept of Revenue	11/14/2024	\$461.58	10292024 BiWeekly State Payroll Liab
24607e Minnesota Dept of Revenue	11/14/2024	\$470.90	11122024 BiWeekly State Payroll Liab
24608e EFTPS	11/14/2024	\$2,398.58	11122024 BiWeekly Payroll Liab
24609e Minnesota Dept of Revenue	11/14/2024	\$26.51	October 2024 Petroleum Tax
Total Checks		\$11,946.12	



**BALDWIN TOWNSHIP SPECIAL MEETING
FRONTIER TRAILS SSD
October 9th, 2024**

Present – Supervisors Jay Swanson, Tom Rush, Alan Walker, Scott Case and Jeff Holm

Jeff Holm arrived at 7:08 p.m.

Alan Walker arrived at 7:31 p.m.

Also Present – Mike Couri, Township Attorney and Elizabeth Diaz from Ehler's

Call to Order – The October 9th, 2024 special meeting of Baldwin Township was called to order by Jay Swanson at 7:00 p.m.

Pledge of Allegiance – All present recited the Pledge of Allegiance

Discussion/Question and Answer Period (1/2 hour) – Rush stated that this section of the agenda should be given longer than a half hour. Elizabeth Diaz, Baldwin's Accountant and Financial Advisor, went over Frontier Trails cash flow. She stated that the past prepaids have floated the Frontier Trails fund to have a positive balance. The fund is now showing a deficit. Elizabeth went on the state that the monthly utility billings should have been increased throughout the years.

Jeff Holm arrived at 7:08 p.m.

Township Attorney, Mike Couri discussed how a Subordinate Sewer District works and answered legal questions on how this system is set up and paid for.

Alan Walker arrived at 7:31 p.m.

Holm/Rush unanimous to approve \$7361.25 to be paid out of the general fund including the charges incurred from our Consultants for tonight's meeting.

Review Budget – Holm questioned if Baldwin will be going out for requests for proposals to manage the system, does Baldwin's current budget account for this expense. This will be reviewed once the proposals come back. Holm asked for a poll from the Residents on how many Residents want to proceed with the interfund loan. The majority of the Residents raised their hands that they were not in favor to proceed with the interfund loan. Swanson stated that the Town Board does not have a choice, given what the financials show.

**Discuss/Approve/Disapprove Resolution 24-38 \$120,000 Fund Capital Project Loan. - Case/Walker unanimous to approve.
Rush/Holm disapproved**

Roll call was done.

Walker - Aye

Rush - Nay

Swanson - Aye

Rush - Nay

Case - Aye

Motion carried with a 3-2 vote.

 **DRAFT**

Discuss/Approve/Disapprove 2025 Utility Rates – The 2025 utility rates will be set at \$138.00. Walker/Case unanimous to approve.

Roll call was done.

Walker - Aye

Rush - Nay

Swanson - Aye

Holm - Nay

Case - Aye

Motion carried with a 3-2 vote.

Discuss/Approve/Disapprove Resolution 24-39: Certify Delinquent Community Sewer Treatment Fees for Frontier Trails SSD (Must be Certified by November 30th)
Case/Walker unanimous to approve.

Swanson communicated to the Residents regarding the use of sump pumps. He went on to say that Ordinance# 700 states that this should not be done on individual home septic systems.

Adjourn – Rush/Holm unanimous to adjourn at 10:03 p.m.

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

Approved By: (s/) Jay Swanson
Chairman, Board of Supervisors
Baldwin Township

Date

Attendees: Baldwin Townships Public Works Supervisor-Zac Good, Hanna Nelson, Kathryn Lundberg, Andrew Ekker, Wil Maki, Tracy Hamilton, Cartrell Cooper, Jason Foster, Heather & Aaron Hoss, Bruce West, Mark Lofgren, Mike Frank, Craig Kluver, Lucas Gilhousen, James Theis, Jeremy Miller, Travis Ekbohm, Julie Weidenborner and Charlotte Lofgren

BALDWIN TOWNSHIP REGULAR MEETING

 **DRAFT**

October 21st, 2024

Present – Supervisors Jay Swanson, Tom Rush, Alan Walker, Scott Case and Jeff Holm

Jeff Holm arrived at 7:06 p.m.

Also Present – Matt Kind: Township Engineer from Hakanson Anderson

Call to Order – The October 21st, 2024 regular meeting of Baldwin Township was called to order by Chairman Jay Swanson at 7:00 p.m.

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

Delmas Hines Prayer Request

Additions/Corrections to Agenda

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

October 2024 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$1,353,197.17, receipts of \$14,254.20, disbursements of \$133,583.18 leaving an unaudited ending balance of \$1,233,868.19.

Public Comment Requests –

- Linda Burkholder – 302nd Avenue, Linda stated she was in attendance at the October 7th Town Board meeting when the post-election review was presented by Sherburne County Community Action Team. Linda went on to say that she is in full support of election integrity goals that were presented by this group. Linda also requested the letter from the County Auditor that was dated October 10th, 2024.
- Julie Wiedenborner – 14312 314th Avenue NW, Julie wanted to respond to the outcome of the October 9th Frontier Trails meeting. She is concerned on the amount of the future utility billings for Frontier Trails residents. Julie discussed Attorney fees, tools and continuing education and wants to look at eliminating these expenses from the past years. Julie requested the Town Board follow a budget going forward. Swanson stated this isn't always possible because emergencies come up and need to be addressed immediately. Last week there was an immediate expense of \$2000.00 to clean pumps and filters.

Approval of Consent Agenda - Case/Rush unanimous to approve

- Approve Claims List – check numbers 28033 – 28071 for \$34,843.32, void check# 27987 for \$498.75, 5 EFT payments of \$5890.49 for a total disbursement of \$40,235.06.
- Approve Town Board Meeting Minutes for September 23rd and October 7th, 2024

- Approve Leave of Absence/Fire Department for Joseph Pramann
- Approve Tony Maciej coming off Medical Leave Effective 10/21/2023
- Approve Leave of Absence/Fire Department Michael Lambrecht

 **DRAFT**

Engineering:

Discuss 305th Road Project – Rush spoke about the culverts on 305th.

Ditch grading also needs to be done. Swanson stated that this project started with another Engineer and got transferred to Hakanson Anderson. Swanson said that the Engineer should have reviewed the culverts while the equipment was still on site. 3 culverts and 2 driveway patching's are the quote for \$38,767.00. Rush would like to go out for additional bids for this project. **Case made a motion to get the holes by the culverts safe for the winter. The culverts will be addressed by the City Council in early spring 2025. Rush seconded the motion, motion carried.**

Discuss/Approve/Disapprove Change Order for 305th Avenue of \$45,000 –

Township Engineer Kind indicated that they are questioning the extra class 5 for this project. Rush stated that both Engineers were at the pre-construction meeting, and this should have been caught. Kind recommends tabling until the Engineer and the Contractor come up with an equitable price. Swanson stated the Town is not interested in paying for their mistakes.

Discuss Culvert Replacements Done on 120th Street, 278th Avenue and 123rd

Street - Walker stated that the culvert on 123rd is not draining correctly. Kind indicated that this culvert will be dug up tomorrow. Rush questioned the culvert size on 123rd and said that the plan indicates it needs to be 60 feet. Public Works measured and this is a 40-foot culvert. Kind said this was measured today and it is 60 feet. Rush asked if there would be any change orders adding to the culvert. Kind indicated that there will be a charge for the addition to the culvert. Swanson told Matt Kind that any future decision on roads/culverts/construction needs be made by the Town Board. Sediment pile was fixed, and additional piping will be done. Swanson wants to meet the Engineer onsite.

Frontier Trails Update:

Wastewater Manager, Mike Gwynn, sent a report stating the system was out of compliance for total nitrogen by 0.7 ppm which is just barely out of compliance. Steinbrecher also came onsite to do some cleaning and checking. The financials for September 2024 were reviewed.

Road Report:

Discuss Public Works Report – Full Public Works report on file in the Clerk's Office

Discuss/Approve/Disapprove Rapid Radio Purchase for Public Works Vehicles –

The radios will be used by the snowplow drivers to communicate during plowing sessions. The quote is for 10 radios. **Case/Rush unanimous to approve quote for \$2237.63.**

 **DRAFT**

Discuss/Approve/Disapprove Purchase of Woodchipper – Case asked how much we pay for rental and Public Works Supervisor said it depends on how long it's rented for. Case asked how much has been spent in the last 5 years for rental of a woodchipper. Public Works Supervisor, Good, stated about \$1000.00. Good stated that they would use it more and be more efficient if the Township owned one. **Walker/Rush unanimous to approve quote for \$22,010.10.**

Discuss/Approve/Disapprove Brush Mower Rental – Rush made a motion to table. Holm indicated if this is tabled, the work won't get done this year. **Case/Rush unanimous to approve renting brush mower.**

Discuss/Approve/Disapprove Hiring of Snowplow Drivers – Rush/Holm **unanimous to approve hiring of snowplow drivers.**

Discuss/Approve/Disapprove Snowplowing and Ice Control Policy – Swanson stated that this should be on TextMyGov. Case stated that this should be sent out when we get a significant snow fall. **Walker/Rush unanimous sending out on TextMyGov second week of November.**

Discuss/Approve/Disapprove Snowplow Wages for Upcoming Season – Rush stated that we need to work on recruitment. Rush is proposing doing a \$3.00 an hour increase. Case stated there is a spreadsheet that was set up as a percentage basis. Rush also discussed that Public Works should be paid per the snowplow hourly rate. Holm stated that snowplow drivers do not get health insurance, PERA or any benefits. Rush to work on spreadsheet to get a percentage calculated. Discussion was to have all classes, A, B and D be raised by 16%. **Case/Rush unanimous to approve raising all snowplow wages by 16%.** Clerk to add to the November 18th agenda to discuss Maintenance Staff snowplowing rates.

Holm left the meeting at 8:15 p.m.

Discuss/Approve/Disapprove Quote for Tree Removal on 99 ½ Street – **Rush/Walker unanimous to approve quote for \$1600.00.**

Discuss/Approve/Disapprove Membership for Public Works to A.P.W.A, \$516.00
Public Works Supervisor, Good, stated this is good networking and the Public Works Department gets discounted classes through membership. Good stated there are 8-10 classes that he would be interested in attending.
Rush/Walker unanimous to approve.

Discuss/Approve/Disapprove Culvert Apron Repair and Class 5 for 99 ½ and 284th Avenue Intersection – Rush/Walker unanimous to approve estimate for \$1000.00.

 **DRAFT**

Tabled Items:

Discuss/Approve/Disapprove Resolution 24-33; Establishing Municipal State Aid Streets- The deadline for this aid is January 5th, Township Engineer, Kind, is working with the state on identifying all the roads. **Rush/Walker unanimous to table until the November 18th Town Board meeting.**

New Business:

Discuss Upcoming TextMyGov Alerts (Upcoming Election and Snowplow Policy)
Swanson stated we should send a text message a week before the election.

Discuss Fire Department Election Results – Rush stated the Election was October 8th. The Fire Chief won again and Assistant Chief was 14-8 vote.

Discuss/Approve/Disapprove Public Works Supervisor Wastewater Certification – Swanson/Case unanimous to approve not to certify Public Works Supervisor. The City Council to go out for RFP.

Discuss/Approve/Disapprove Letter to HR Green including speed bumps – Swanson would like to amend the letter he drafted to include the speed bumps.
Rush/Case unanimous to approve.

Discuss/Approve/Disapprove Closed the Day After Thanksgiving, November 29th – **Rush/Case unanimous to approve.** Case took a friendly to do as a floating holiday.

Discuss/Approve/Disapprove Election Emergency Plan – The County has the Election Emergency Plan. Case would like an Election Emergency guideline. Case will have this document completed by the end of this week. Case stated this would be guidelines and not a plan. **Rush/Walker unanimous to approve.**

Discuss/Approve/Disapprove Deputy Clerk Designated as Clerk for the Baldwin Township Planning Commission – **Rush/Case unanimous to approve.**

Discuss/Approve/Disapprove Applicant for Sign Machine – Received an applicant that has ran a sign machine with Anoka County. The applicant wants to be part-time to help with setting up the machine and to train staff. **Rush/Walker unanimous to approve.** Walker to discuss the wage with the applicant and this will be brought back to the November 18th City Council meeting.

Discuss/Approve/Disapprove Kirvida Fire Estimate for \$9898.43 – **Rush/Walker unanimous to approve.**

Schedule Board of Canvass November 8th, 2024 – Case requested meeting to be at 6:00 p.m. **Rush/Case unanimous to approve on November 8th at 6:00 p.m.**

 **DRAFT**

Discuss Election Procedure – Swanson communicated that the summary report will be recorded for the Board of Canvassing meeting. Swanson talked about the letter from Sherburne County. The Town Board was disappointed on the wording of the email and letter.

Swanson stated that this meeting is the last Baldwin Township meeting. As a Chair, he communicated that it has been a pleasure working with all the Residents and Town Board.

Announcements:

- a. Planning Commission Meeting, Wednesday, October 23rd, 2024 at 7:00 p.m.
- b. Public Accuracy Testing at Sherburne County, Tuesday, October 29th at 9:00 a.m.
- c. General Election, Tuesday, November 5th, 2024. Polls open from 7:00 a.m. to 8:00 p.m.
- d. Town Hall Closed Monday, November 11th, 2024 in Observance of Veterans Day
- e. Special Planning Commission Meeting, Wednesday, November 13th, 2024 at 7:00 p.m.
- f. Park Committee Meeting, if needed, November 14th, 2024, at 7:00 p.m.

Rush communicated that it was determined at the Park Committee meeting on October 17th that a meeting would not be held in November and December 2024.

- g. Next Town Board Meeting, Monday, November 18th, 2024 at 7:00 p.m.
This will be the next City Council meeting.

Any Other Business: Rush asked about the setup of the election. He questioned if the Town Hall should be closed. The Town Board agreed that the Town Hall should remain open.

Adjourn: Rush/Case unanimous to adjourn at 8:51 p.m.

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

Approved By: (s/) Jay Swanson
Chairman, Board of Supervisors
Baldwin Township

Date

Attendees: Public Works Supervisor, Zac Good, Linda Burkholder, Delmas Hines, Rosie Walker, Bruce West, Julie Weidenborner, Jeremy Evans, Cartrell Cooper and Travis Ekborn

**BALDWIN TOWNSHIP
BOARD OF CANVASS MEETING
NOVEMBER 8TH, 2024**

Present – Supervisors Jay Swanson, Alan Walker, Scott Case and Jeff Holm

Absent – Tom Rush

Jeff Holm arrived at 6:04 p.m.

Call to Order – The November 8th, 2024, Board of Canvass of Baldwin Township was called to order by Chair Jay Swanson at 6:00 p.m.

Pledge of Allegiance – All present recited the Pledge of Allegiance

Canvass of 2024 Mayor and City Council Election Results – Chair Swanson reviewed the election results from the abstract of election results, which are the official election results, received from Sherburne County.

There was a question from the audience as to why the updated Election Results dated 11/7/2024 had more write-ins votes than the results posted after the election on 11/5/2024. The Town Board stated that this question should be presented to Sherburne County Auditor's Office.

Chair Swanson read the letter received from Sherburne County dated on the corrections to the unofficial election results and the changes that were incurred.

Case/Holm unanimous to approve abstract of election results as read.

Approve/Disapprove Election Results and Resolution 24-41 – Holm/Walker unanimous to approve.

Jay Swanson--Mayor	2203 Votes	2-year term expiring Dec. 31, 2026
Tom Rush--Council Member	1732 Votes	2-year term expiring Dec. 31, 2026
Jeff Holm--Council Member	1322 Votes	2-year term expiring Dec. 31, 2026
Scott Case--Council Member	1382 Votes	4-year term expiring Dec. 31, 2028
Alan Walker--Council Member	1170 Votes	4-year term expiring Dec. 31, 2028

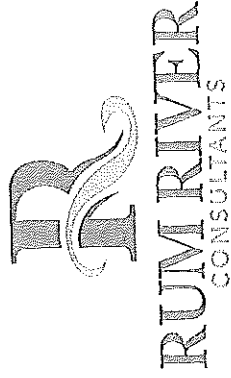
Adjourn - Holm/Case unanimous to adjourn at 6:15 p.m.

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

Approved By: (s/) Jay Swanson
Chairman, Board of Supervisors
Baldwin Township

Date

Attendees: Linda Burkholder, Carol Swanson, Rosie Walker, Bruce West, Cartrell Cooper, Andy Walker and Nikki Walker.



Contract Area: Baldwin Twp - October 2024

Permit #	Paid Date	Address	Project Description	Permit Portion	70% Billable	Plan Review	80% Billable	Project Fee
BA2024-360	10/11/2024	30871 105th Street NW	Deck	\$ 133.15	\$ 93.21	\$ 86.55	\$ 69.24	\$ 162.45
BA2024-380	10/25/2024	28339 100th Street Northwest	Replacement Septic	\$ 350.00	\$ 245.00	\$ -	\$ -	\$ 245.00
BA2024-385	10/21/2024	27925 121st Street	Furnace & A/C	\$ 185.00	\$ 129.50	\$ -	\$ -	\$ 129.50
BA2024-269	10/29/2024	11805 300th Ave NW	Accessory Structure	\$ 265.50	\$ 185.85	\$ 172.58	\$ 138.06	\$ 323.91
BA2024-367	10/8/2024	30222 118th Street Northwest	Replacement Septic	\$ 350.00	\$ 245.00	\$ -	\$ -	\$ 245.00
BA2024-227	10/4/2024	28557 ELK LAKE RD E	New Septic	\$ 350.00	\$ 245.00	\$ -	\$ -	\$ 245.00
BA2024-369	10/8/2024	12716 316th Ave NW	Replacement Septic	\$ 350.00	\$ 245.00	\$ -	\$ -	\$ 245.00
BA2024-347	10/15/2024	13500 295th Avenue Northwest	Basement Finish	\$ 331.75	\$ 232.23	\$ 50.00	\$ 40.00	\$ 272.23
BA2024-348	10/15/2024	13383 295th Ave NW	Basement Finish	\$ 315.20	\$ 220.64	\$ 50.00	\$ 40.00	\$ 260.64
BA2024-242	10/10/2024	13500 295th Ave NW	New Septic	\$ 350.00	\$ 245.00	\$ -	\$ -	\$ 245.00
BA2024-200	10/25/2024	11700 293rd Avenue Northwest (formerly 11604 293rd)	New Septic	\$ 2,604.15	\$ 1,822.91	\$ 1,692.70	\$ 1,354.16	\$ 3,177.07
BA2024-351	10/8/2024	14223 285th Ave NW	Addition	\$ 1,476.90	\$ 1,033.83	\$ 959.99	\$ 767.99	\$ 1,801.82
BA2024-209	10/10/2024	13383 295th Avenue Northwest	New Septic	\$ 350.00	\$ 245.00	\$ -	\$ -	\$ 245.00
BA2024-205	10/10/2024	13014 295th Ave NW	New Septic	\$ 350.00	\$ 245.00	\$ -	\$ -	\$ 245.00
BA2024-376	10/17/2024	14300 294th Avenue Northwest	New Construction	\$ 150.00	\$ 105.00	\$ -	\$ -	\$ 105.00
BA2024-375	10/14/2024	12444 280th Ave	Roof	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2024-377	10/15/2024	28517 100th Street Northwest	New Construction	\$ 150.00	\$ 105.00	\$ -	\$ -	\$ 105.00
BA2024-358	10/8/2024	14303 284th Ave NW	Window/Door	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2024-359	10/15/2024	12918 295th Ave NW	Basement Finish	\$ 100.05	\$ 70.04	\$ 65.03	\$ 52.02	\$ 122.06
BA2024-362	10/7/2024	13099 295th Ave NW	New Construction	\$ 2,232.90	\$ 1,563.03	\$ 1,451.39	\$ 1,161.11	\$ 2,724.14



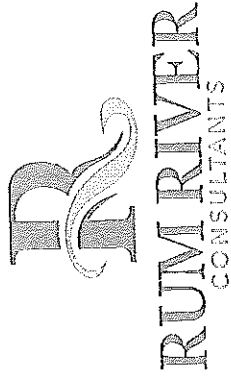
Contract Area: Baldwin Twp - October 2024

Permit #	Paid Date	Address	Project Description	Permit Portion	70% Billable	Plan Review	80% Billable	Project Fee
BA2024-379	10/15/2024	28415 Elk Lake Road East	Roof	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2024-363	10/1/2024	31527 103rd Street	Window/Door	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2024-364	10/1/2024	31527 103rd Street	Siding	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2024-366	10/21/2024	12302 313th Avenue	Alteration/Remodel	\$ 116.60	\$ 81.62	\$ 75.79	\$ 60.63	\$ 142.25
BA2024-383	10/21/2024	28543 100th Street Northwest	Accessory Structure	\$ 133.15	\$ 93.21	\$ 86.55	\$ 69.24	\$ 162.45
BA2024-382	10/17/2024	28517 100th Street Northwest	Tank Replacement Septic	\$ 175.00	\$ 122.50	\$ -	\$ -	\$ 122.50
BA2024-365	10/3/2024	30726 119th St	Window/Door	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2024-307	10/4/2024	13311 279th Ave NW	Replacement Septic	\$ 350.00	\$ 245.00	\$ -	\$ -	\$ 245.00
BA2024-207	10/10/2024	29500 131st Street Northwest	New Septic	\$ 350.00	\$ 245.00	\$ -	\$ -	\$ 245.00
BA2024-370	10/8/2024	28517 100th Street Northwest	New Construction	\$ 150.00	\$ 105.00	\$ -	\$ -	\$ 105.00
BA2024-233	10/9/2024	28145 Elk Lake Road East	Accessory Structure	\$ 381.40	\$ 266.98	\$ 247.91	\$ 198.33	\$ 465.31
BA2024-372	10/9/2024	13099 295th Avenue Northwest	New Construction	\$ 150.00	\$ 105.00	\$ -	\$ -	\$ 105.00
BA2024-373	10/9/2024	28338 Elk Lake Road East	Water Conditioner	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2024-384	10/23/2024	13099 295th Ave NW	New Septic	\$ 350.00	\$ 245.00	\$ -	\$ -	\$ 245.00
BA2024-381	10/29/2024	11917 302nd Ave NW	Replacement Septic	\$ 350.00	\$ 245.00	\$ -	\$ -	\$ 245.00
BA2024-388	10/31/2024	12918 295th Ave NW	Basement Finish	\$ 348.30	\$ 243.81	\$ 50.00	\$ 40.00	\$ 283.81
BA2024-392	10/28/2024	12444 280th Avenue	Roof	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2024-253	10/28/2024	30209 116th St NW	New Construction	\$ 381.35	\$ 266.95	\$ -	\$ -	\$ 266.95
BA2024-393	10/29/2024	28735 143rd Street Northwest	Roof	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2024-324	10/9/2024	11700 293rd Avenue Northwest	New Construction	\$ 3,414.15	\$ 2,389.91	\$ 2,219.20	\$ 1,775.36	\$ 4,165.27
BA2024-308	10/18/2024	11542 293rd Ave NW	Addition	\$ 620.15	\$ 434.11	\$ 403.10	\$ 322.48	\$ 756.59



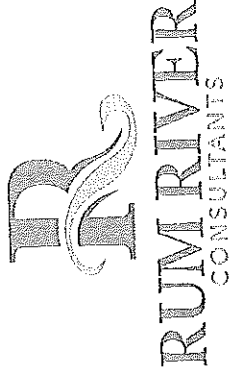
Contract Area: Baldwin Twp - October 2024

Permit #	Paid Date	Address	Project Description	Permit Portion	70% Billable	Plan Review	80% Billable	Project Fee
BA2024-332	10/7/2024	14300 294th Avenue Northwest	New Septic	\$ 350.00	\$ 245.00	\$ -	\$ -	\$ 245.00
BA2024-112	10/18/2024	32018 125th St NW	Addition	\$ 2,840.40	\$ 1,988.28	\$ 1,846.26	\$ 1,477.01	\$ 3,465.29
BA2024-047	10/31/2024	13060 290th Avenue Northwest	Replacement Septic	\$ 350.00	\$ 245.00	\$ -	\$ -	\$ 245.00
TOTAL				\$ 22,330.10	\$ 15,631.07	\$ 9,457.05	\$ 7,565.64	\$ 23,196.71



Contract Area: Baldwin Twp - September 2024

Permit #	Paid Date	Address	Project Description	Permit Portion	70% Billable	Plan Review	80% Billable	Project Fee
BA2023-554	8/19/2024	28727 120th St	Accessory Structure	\$ 149.70	\$ 104.79	\$ 97.31	\$ 77.85	\$ 182.64
BA2023-648	8/22/2024	13504 308th Ave	Roof	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2023-647	8/22/2024	13504 308th Ave	Siding	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2023-606	8/26/2024	30342 119th St NW	Roof	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2024-252	9/4/2024	30690 105th St NW	Accessory Structure	\$ 166.20	\$ 116.34	\$ 108.03	\$ 86.42	\$ 202.76
BA2024-276	9/9/2024	29946 136th Street NW	Accessory Structure	\$ 364.80	\$ 255.36	\$ 237.12	\$ 189.70	\$ 445.06
BA2024-279	9/12/2024	29500 131st St NW	Plumbing New Construction	\$ 150.00	\$ 105.00	\$ -	\$ -	\$ 105.00
BA2024-287	9/5/2024	32302 136th Street NW	Accessory Structure	\$ 315.15	\$ 220.61	\$ 204.85	\$ 163.88	\$ 384.49
BA2024-291	9/10/2024	14037 290th Ave NW	Addition	\$ 2,165.40	\$ 1,515.78	\$ 1,407.51	\$ 1,126.01	\$ 2,641.79
BA2024-292	9/4/2024	11516 300th Avenue Northwest	Replacement Septic	\$ 350.00	\$ 245.00	\$ -	\$ -	\$ 245.00
BA2024-295	9/13/2024	14300 294th Avenue Northwest	New Construction	\$ 2,631.15	\$ 1,841.81	\$ 1,710.25	\$ 1,368.20	\$ 3,210.01
BA2024-296	9/23/2024	12546 312th Avenue	Tank Replacement Septic	\$ 175.00	\$ 122.50	\$ -	\$ -	\$ 122.50
BA2024-298	9/3/2024	28042 104th Street Northwest	New Septic	\$ 350.00	\$ 245.00	\$ -	\$ -	\$ 245.00
BA2024-302	9/3/2024	31437 116th Street Northwest	Deck	\$ 100.05	\$ 70.04	\$ 65.03	\$ 52.02	\$ 122.06
BA2024-304	9/9/2024	32141 104th Street	Plumbing Basement Finish	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2024-305	9/25/2024	13148 County Road 42	Non-Residential Plumbing Alteration/Remodel	\$ 315.15	\$ 220.61	\$ -	\$ -	\$ 220.61
BA2024-306	9/3/2024	14108 294th Avenue Northwest	A/C	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2024-309	9/9/2024	29644 139th St NW	Window/Door	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2024-310	9/9/2024	11539 282nd Court	Window/Door	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2024-311	9/10/2024	9816 284th Ave NW	Roof	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2024-312	9/4/2024	13945 305th Avenue Northwest	Siding	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50



Contract Area: Baldwin Twp - September 2024

Permit #	Paid Date	Address	Project Description	Permit Portion	70% Billable	Plan Review	80% Billable	Project Fee
BA2024-313	9/4/2024	13945 305th Avenue Northwest	Roof	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2024-315	9/9/2024	30712 128th Street Northwest	Alteration/Remodel	\$ 116.60	\$ 81.62	\$ 75.79	\$ 60.63	\$ 142.25
BA2024-316	9/6/2024	13014 295th Avenue Northwest	Plumbing New Construction	\$ 150.00	\$ 105.00	\$ -	\$ -	\$ 105.00
BA2024-317	9/6/2024	13014 295th Avenue Northwest	Mechanical New Construction	\$ 150.00	\$ 105.00	\$ -	\$ -	\$ 105.00
BA2024-319	9/9/2024	32141 104th Street	Gas Line	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2024-320	9/10/2024	31313 121st Street NW	Roof	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2024-321	9/11/2024	28048 133 1/2 Street	Roof	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2024-322	9/11/2024	12911 283rd Avenue	Roof	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2024-323	9/20/2024	11700 293rd Avenue Northwest	Non-Residential Plumbing New Construction	\$ 1,591.65	\$ 1,114.16	\$ -	\$ -	\$ 1,114.16
BA2024-325	9/16/2024	30229 97th Court Northwest	Replacement Septic	\$ 350.00	\$ 245.00	\$ -	\$ -	\$ 245.00
BA2024-326	9/13/2024	28106 120th Street	Furnace & A/C	\$ 185.00	\$ 129.50	\$ -	\$ -	\$ 129.50
BA2024-327	9/13/2024	13383 295th Avenue Northwest	Mechanical New Construction	\$ 150.00	\$ 105.00	\$ -	\$ -	\$ 105.00
BA2024-328	9/13/2024	13383 295th Avenue Northwest	Plumbing New Construction	\$ 150.00	\$ 105.00	\$ -	\$ -	\$ 105.00
BA2024-329	9/13/2024	12918 295th Avenue Northwest	Plumbing New Construction	\$ 150.00	\$ 105.00	\$ -	\$ -	\$ 105.00
BA2024-330	9/13/2024	12918 295th Avenue Northwest	Mechanical New Construction	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2024-331	9/16/2024	11819 302nd Avenue Northwest	Roof	\$ 100.05	\$ 70.04	\$ 65.03	\$ 52.02	\$ 122.06
BA2024-333	9/23/2024	14137 314th Avenue Northwest	Deck	\$ 185.00	\$ 129.50	\$ -	\$ -	\$ 129.50
BA2024-334	9/17/2024	28127 Par Drive	Furnace & A/C					



Contract Area: Baldwin Twp - September 2024

Permit #	Paid Date	Address	Project Description	Permit Portion	70% Billable	Plan Review	80% Billable	Project Fee
BA2024-335	9/24/2024	28810 U.S. 169	New Holding Tank	\$ 175.00	\$ 122.50	\$ -	\$ -	\$ 122.50
BA2024-336	9/19/2024	28333 98 1/2 St NW	Siding	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2024-337	9/24/2024	14300 294th Avenue Northwest	Plumbing New Construction	\$ 150.00	\$ 105.00	\$ -	\$ -	\$ 105.00
BA2024-338	9/17/2024	28347 112th Street	Window/Door	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2024-339	9/17/2024	31402 141st Street Northwest	Roof	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2024-340	9/19/2024	30945 115th Street	Siding	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2024-342	9/23/2024	13303 309th Avenue	Solar	\$ 572.15	\$ 400.51	\$ 371.90	\$ 297.52	\$ 698.03
BA2024-343	9/19/2024	9608 321st Avenue Northwest	Roof	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2024-344	9/23/2024	14343 286 1/2 Avenue	Roof	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2024-349	9/25/2024	10734 313th Avenue	Window/Door	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2024-350	9/23/2024	28727 143rd St NW	Roof	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2024-352	9/30/2024	30638 108th Street Northwest	Roof	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2024-353	9/30/2024	30638 108th Street Northwest	Roof	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2024-354	9/30/2024	30638 108th Street Northwest	Siding	\$ 150.00	\$ 105.00	\$ -	\$ -	\$ 105.00
BA2024-355	9/25/2024	13500 295th Avenue Northwest	Plumbing New Construction	\$ 150.00	\$ 105.00	\$ -	\$ -	\$ 105.00
BA2024-356	9/25/2024	13500 295th Avenue Northwest	Mechanical New Construction	\$ 185.00	\$ 129.50	\$ -	\$ -	\$ 129.50
BA2024-357	9/25/2024	10501 281st Ave NW	Furnace & A/C	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2024-361	9/27/2024	14037 290th Avenue Northwest	Addition	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL				\$ 15,418.05	\$ 10,792.64	\$ 4,342.82	\$ 3,474.26	\$ 14,266.89



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

PLANNING REPORT

TO: Baldwin Mayor and City Council

FROM: D. Daniel Licht

REPORT DATE: 12 November 2024

120-DAY DATE: 31 January 2025

RE: Baldwin – Krenz Farms; Simple Plat

TPC FILE: 269.02

BACKGROUND

Joshua Krenz, on behalf of the Joshua and Maria Joint Trust is proposing to subdivide an existing 28.66 acre parcel located at 31941 136th Street (PID 01-00006-4000) into two lots. There is an existing home on the property. The proposed subdivision requires application for Simple Plat approval to be processed in accordance with Section XX-3-3.B of the Subdivision Ordinance.

The application is subject to review by the Planning Commission and approval of the City Council. A public hearing was held by the Planning Commission at their meeting on 23 October 2024. Mr. Krenz was present and agreed with the recommendations of City staff. There were no public comments and the public hearing was closed. The Planning Commission has no questions or comments and voted 7-0 to recommend approval of the application.

Exhibits:

- Site Location Map
- Land Use Plan
- Zoning Map
- Roadway Classification Map
- Preliminary Plat dated 9/23/24
- Final Plat

ANALYSIS

Comprehensive Plan. The Baldwin Comprehensive Plan promotes establishment of land use patterns that will provide connections to existing public amenities and the natural landscape. Existing rural residential character is to be expanded without adversely affecting scenery or open spaces. The proposed subdivision is consistent with the Comprehensive Plan.

Zoning. The subject property is zoned R1, General Rural District. The Simple Plat proposes subdivision of the 28.66 acre lot into two lots. The construction of a new single family dwelling on Lot 1, Block 1 and the existing single family dwelling on Lot 2, Block 1 are permitted uses within the R1 District.

Surrounding Uses. There large rural parcels surrounding the subject property, with the parcels to the north and south under the same ownership as the subject property. Properties to the east of the subject property are zoned for Industrial land uses. The proposed Simple Plat will be compatible with existing and future uses in the area.

Lot Requirements. Section XX-51-7 establishes lot requirements the R1 District, shown in the table below:

A. Lot Area:		
	Platted Lot:	2.5 acres
	Buildable Area Within Parcel or Lot:	40,000 square feet
B. Lot Width:		200 feet
C. Lot Depth		300 feet

Lot 1, Block 1 is 10.0 acres in area and Lot 2, Block 1 is 17.58 acres in area. The preliminary plat includes a statement by the surveyor certifying each lot has at least 40,000 square feet of buildable area. The proposed Simple Plat complies with the minimum lot requirements of the R1 District.

Setbacks. The table below outlines the setback requirements of the R1 District established by Section XX-51-8 of the Zoning Ordinance.

A. Front Yard or Side Yard Abutting a Public Street:		
	City street	50 feet
B. Side Yard (except as allowed by Section XX-51-5.A):		20 feet
C. Rear Yard:		25 feet

Lot 1, Block 1 has sufficient area to accommodate construction of a single family dwelling meeting the setback requirements of the R1 District. The existing single family dwelling within Lot 2, Block complies with all setback requirements.

Right-of-Way. The proposed preliminary plat abuts 136th Street, which is a City collector road. Section XX-10-4.B.1 of the Subdivision Ordinance requires 80 feet of right-of-way for collector roads. The preliminary plat illustrates dedication of 45 to 48 feet of right-of-way for the west half of 136th Street. Right-of-way dedication is to be subject to review and approval of the City Engineer.

Access. The existing house within Lot 2, Block 1 is accessed from 136th Street and will continue to use this existing driveway. The Town Board approved a second driveway to the subject property at their meeting on 7 October 2024 that will be used to access Lot 1, Block 1 upon subdivision of the property.

Utilities. The existing and proposed single family dwellings are to be served by private Subsurface Sewage Treatment Systems and wells. The preliminary plat does not a preliminary and secondary drain field site within Lot 1, Block 1 for a SSTS. The existing SSTS that will be located within Lot 2, Block 1 is subject to certification prior to recording a final plat. All SSTS and well plans are to be subject to review and approval of the Building Official.

Wetlands. Administration of the Wetland Conservation Act remains within the jurisdiction of Sherburne County in accordance with Section XX-10-7 of the Subdivision Ordinance pending amendment of the Subdivision Ordinance. There are no wetlands identified on the National Wetland Inventory within subject property subject to approval of a Level 1 wetland delineation prior to recording the final plat.

Easements. Section XX-10-8 of the Subdivision Ordinance requires dedication of drainage and utility easements a minimum of 12 feet in width at the perimeter of each lot, which may be centered on lot side and rear lines for abutting lots within the Simple Plat. The Simple Plat indicates the perimeter drainage and utility easements as required at the perimeter of the lot and over the Sherburne County drainage ditch. All drainage and utility easements are to be subject to approval of the City Engineer.

Park Dedication. Section XX-10-10 of the Subdivision Ordinance requires developers to dedicate 10 percent of the buildable area of a parcel being subdivided to the City for park purposes. The City may also elect to receive a cash fee in lieu of land dedication to be used only for development of the public park system. A recommendation that park dedication requirements be satisfied by payment of a cash fee in lieu of land was made by the Parks Committee at their meeting on 17 October 2024.

RECOMMENDATION

The proposed Krenz Simple Plat is consistent with the Comprehensive Plan for rural residential development and complies with the requirements of the Zoning Ordinance and Subdivision Ordinance. Our office recommends approval of the application subject to the conditions outlined below.

POSSIBLE ACTIONS

Motion to **approve** of the preliminary and final plat of Krenz Farms, subject to the following conditions:

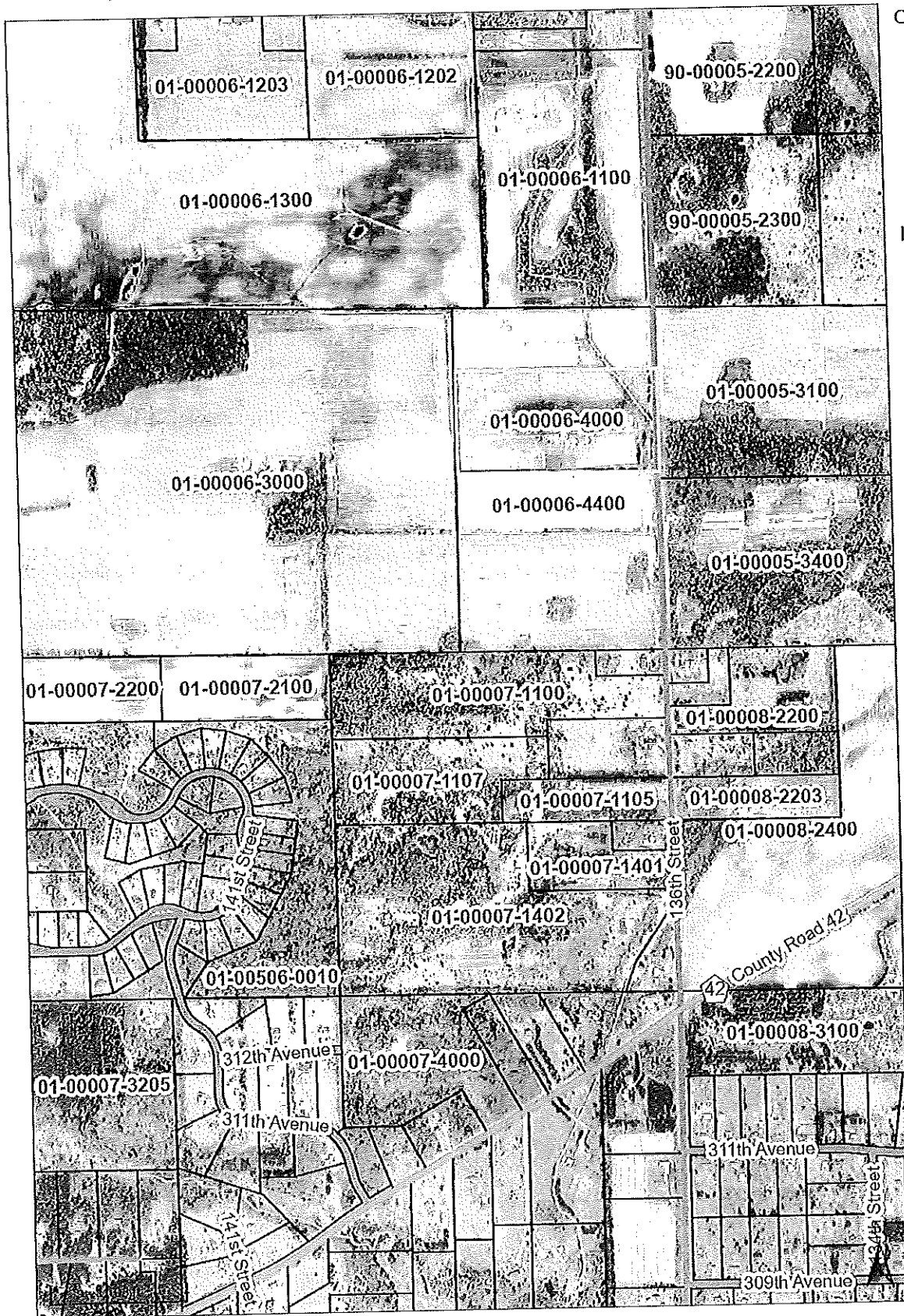
1. Construction on all lots shall comply with the following setback requirements:

A. Front Yard or Side Yard Abutting a Public Street:		
	City street	50 feet
B. Side Yard (except as allowed by Section XX-51-5.A):		20 feet
C. Rear Yard:		25 feet

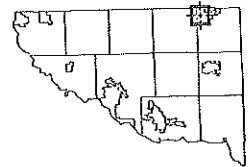
2. Right-of-way dedication for 136th Street shall be subject to review and approval of the City Engineer.
 3. All Subsurface Sewage Treatment Systems and wells shall be subject to review and approval of the Building Official.
 4. A Level 1 Wetland Delineation shall be subject to review and approval of Sherburne County.
 5. All easements shall be subject to review and approval of the City Engineer.
 6. Park dedication requirements shall be satisfied by payment of a cash fee in lieu of land in accordance with the City Fee Schedule.
- c. Joan Heinen, City Clerk/Treasurer
Matt Kind, Assistant City Engineer

Site Location Map

Krenz Simple Plat



Overview



Legend

- Public Water Inventory**
- Not Classified
 - General Development
 - Natural Environment
 - Recreational Development
- 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

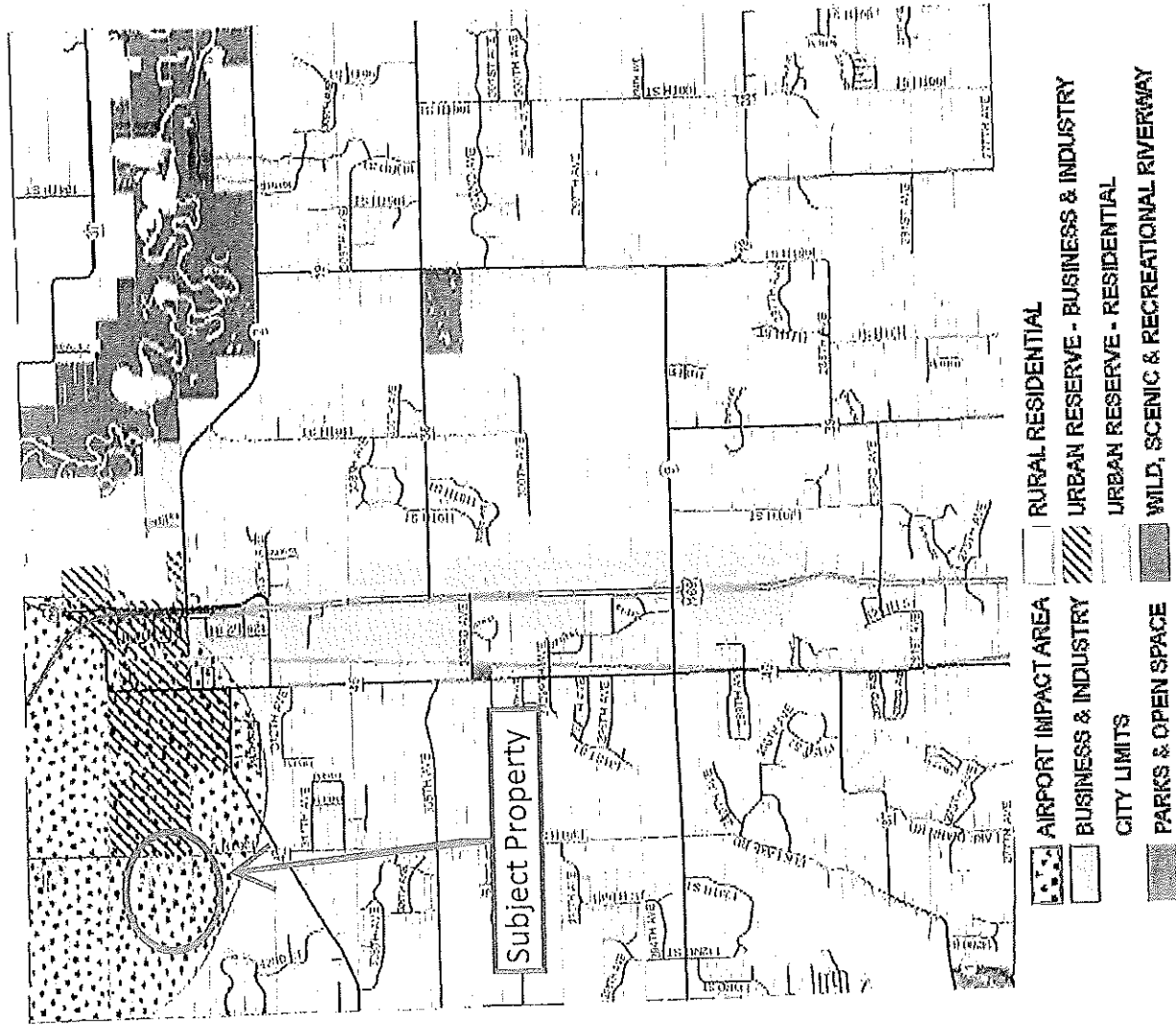


Figure 9.3: Sherburne County Future Land Use Map (Baldwin Township). Source: Sherburne County Planning & Zoning Dept.

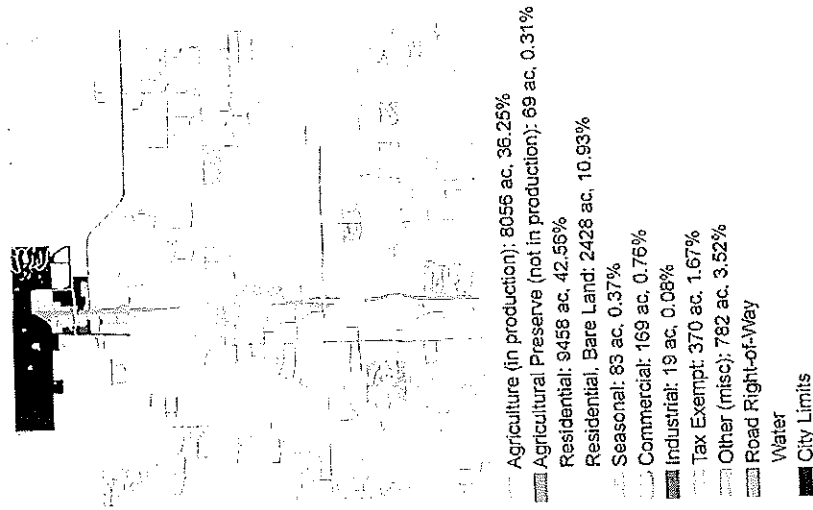


Figure 9.4: Baldwin Township existing land use by acres (2008). Source: Sherburne County Assessor's Dept.

ROADWAY CLASSIFICATION



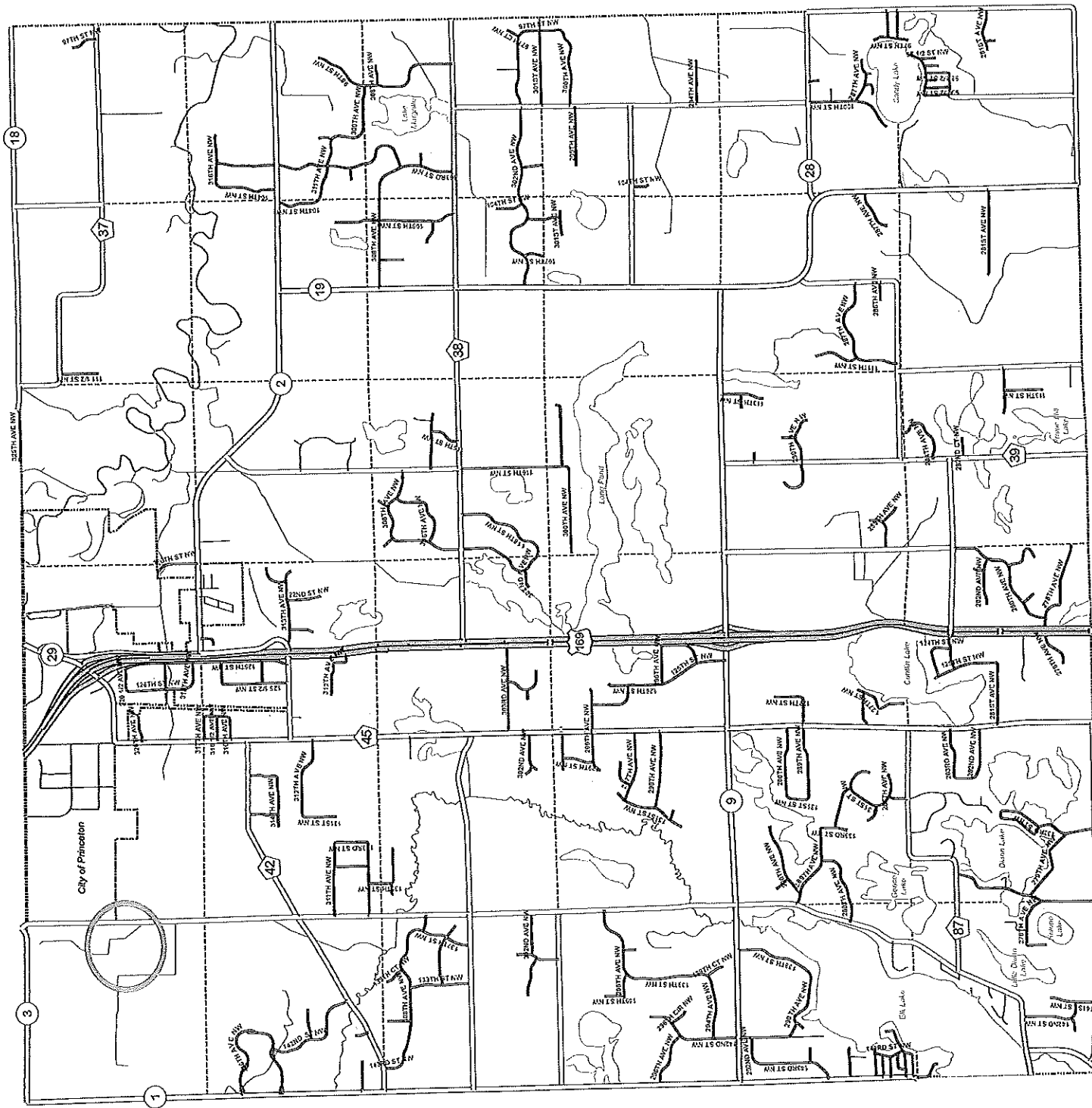
DNR Public Waters
Township Boundary

Principal Arterial (Federal/State)
County Major Collector
County Minor Collector
County Local
Town Collector
Town Road
City Street
Private Road

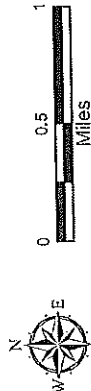
Source:
Shorburne County 2040 Transportation Plan
Baldwin Township

DISCLAIMER: Baldwin Township does not warrant the accuracy nor the correctness of the information contained in this map. It is your responsibility to verify the accuracy of this information. In no event will Shoreline County be liable for any damages, including loss of business, lost profits, business interruption, loss of business information or other pecuniary loss that might arise from the use of this map or the information it contains. Map information is believed to be accurate but accuracy is not guaranteed.

2025 Release under E.O. 14176, DECLASS. AUTHORITY: 50 USC 3024



A map of Minnesota with the locations of the eight Great Lakes National Scientific Divisions marked. The divisions are: HAVEN, PALMER, SANTIAGO, BLUE HILL, BALDWIN, CLEAR LAKE, BECKER, ORROCK, LUVONIA, BIG LAKE, and ELK RIVER.



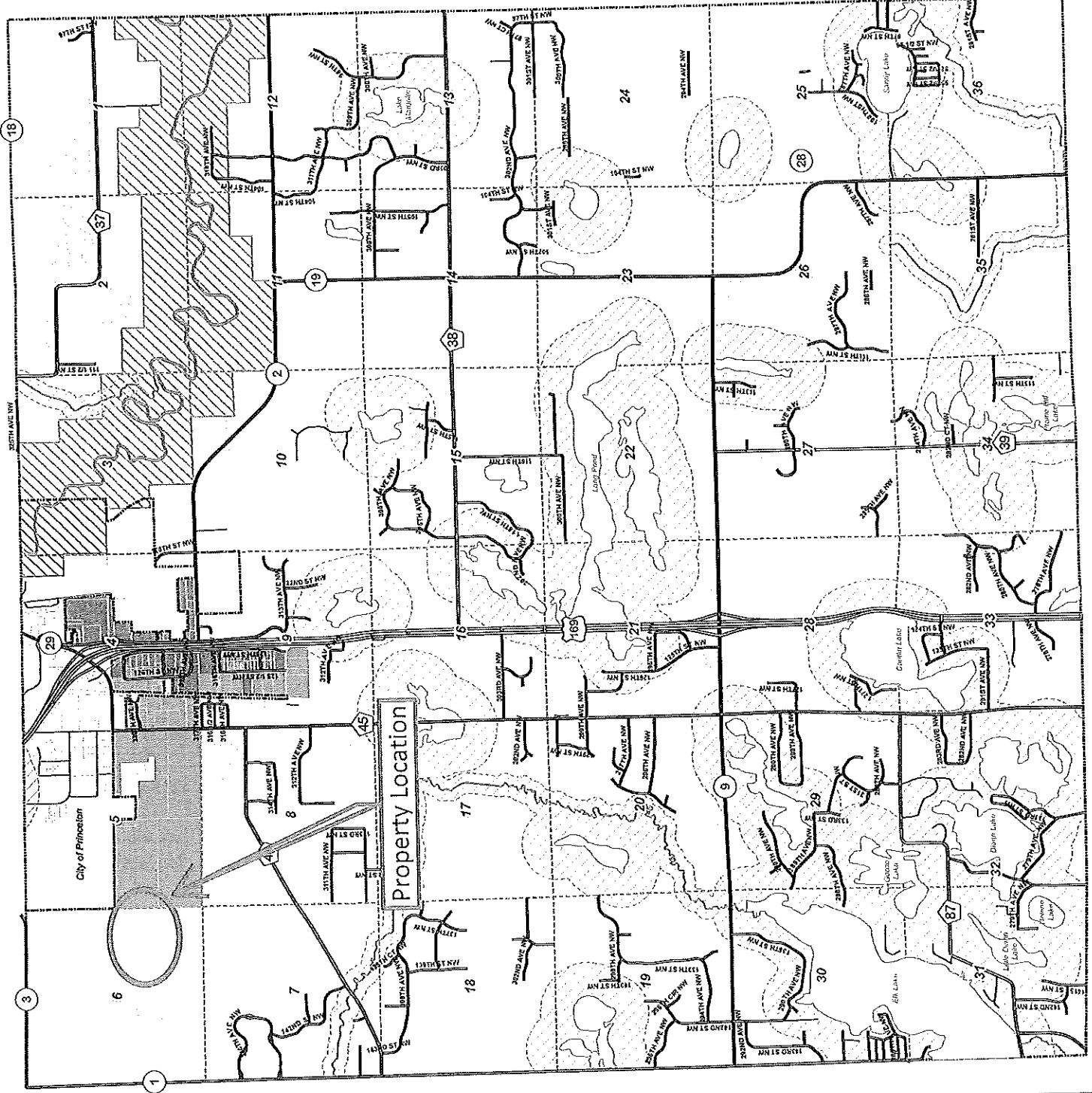
City Limits

R1, General Rural - 21,558ac (97.3%)
C1, General Commercial - 163ac (0.8%)
I1, General Industrial - 426ac (1.9%)
S, Shoreland - 7860ac (35.5%)
WS, Wild and Scenic - 1399ac (6%)

US Highway
County-State Aid
Highway (CSAH)
County Road
Township Road
Private Road
City Street

Hakanson
Anderson

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Preliminary Plat of KRENZ FARMS

BALDWIN TOWNSHIP
SHERBURNE COUNTY, MN

Survey is based on the Standard County
corner located at the intersection of the
2nd and 3rd ranges of the 5th SE
1/4 of Section 2, Township 26N, Range 26E,
County of Sherburne, Minnesota.

- Section 1 and 2 are identical
- Section 3 and 4 are identical
- Section 5 and 6 are identical
- Section 7 and 8 are identical
- Section 9 and 10 are identical
- Section 11 and 12 are identical
- Section 13 and 14 are identical
- Section 15 and 16 are identical
- Section 17 and 18 are identical
- Section 19 and 20 are identical
- Section 21 and 22 are identical
- Section 23 and 24 are identical
- Section 25 and 26 are identical
- Section 27 and 28 are identical
- Section 29 and 30 are identical
- Section 31 and 32 are identical
- Section 33 and 34 are identical
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- Section 37 and 38 are identical
- Section 39 and 40 are identical
- Section 41 and 42 are identical
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- Section 45 and 46 are identical
- Section 47 and 48 are identical
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- Section 51 and 52 are identical
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- Section 63 and 64 are identical
- Section 65 and 66 are identical
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- Section 87 and 88 are identical
- Section 89 and 90 are identical
- Section 91 and 92 are identical
- Section 93 and 94 are identical
- Section 95 and 96 are identical
- Section 97 and 98 are identical
- Section 99 and 100 are identical

REPT. OF THE
SHERBURNE COUNTY
ENGINEER
DATE: 9/23/24
LIC. NO. 47468

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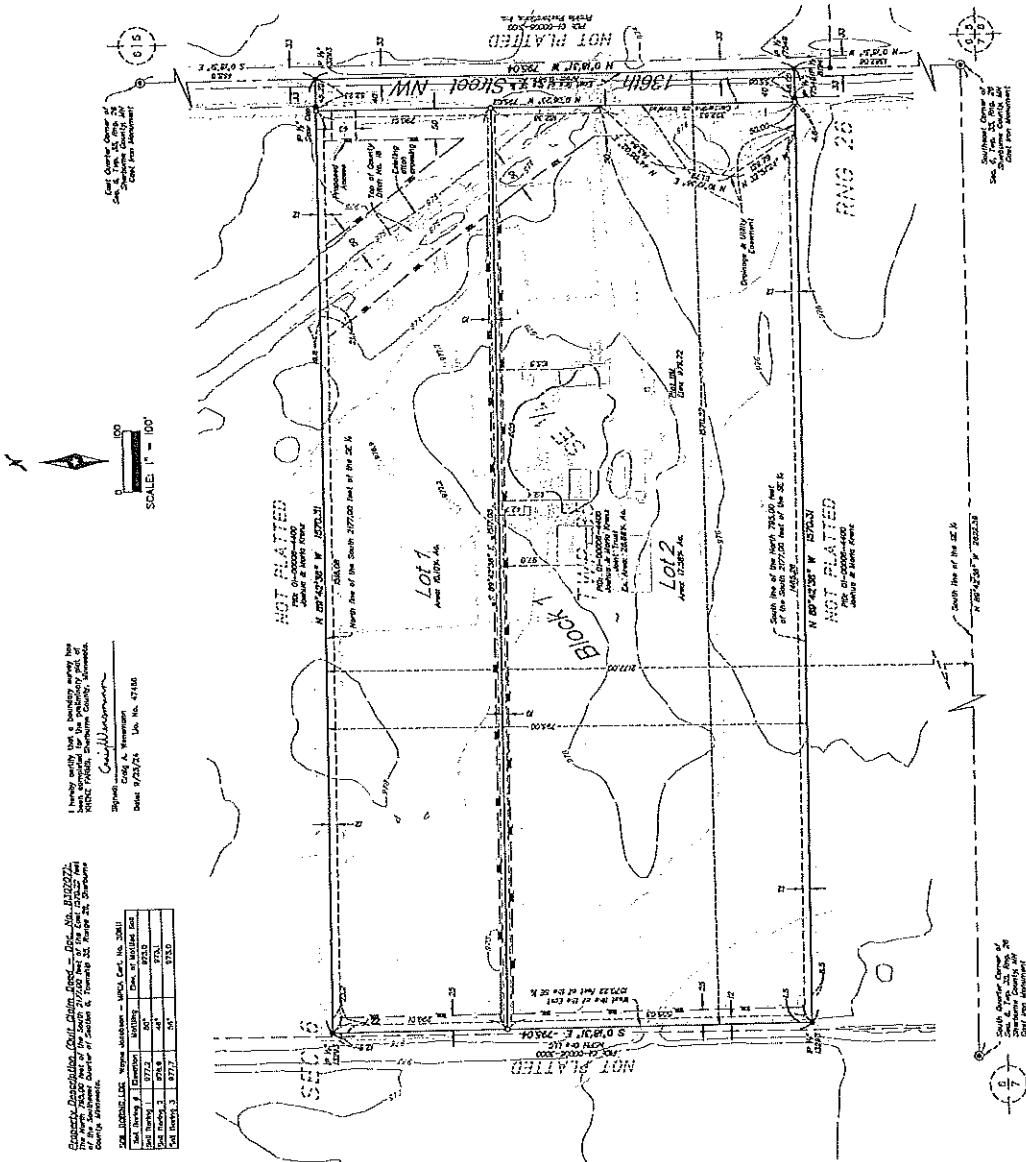
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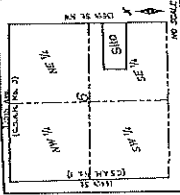
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PLAT BOUNDARY
SECTION = 27.5 N 1/4 (NW 1/4)

PLAT BOUNDARY
SECTION = 27.5 N 1/4 (NW 1/4)

**BALDWIN TOWNSHIP
SHERBURNE COUNTY, MN**

VICINITY MAP
Sec. 6, Twp. 35, Rng. 20
Sherburne County, MN



LEGEND:

- Detective found type movement
- Detective hit beat by 14, beat type movement with a straight plug movement R.L.S. 47483
- ① Detective found beat type movement
- ② Detective Frank Kell, 13
- ③ Detective Terry Chardack, 13
- ④ R.S. 75348
- ⑤ Detective John Otter, 13
- ⑥ Detective William Patterson
- ⑦ Detective Bennett
- ⑧ Detective Popol of way
- ⑨ Detective William Stephens
- ⑩ Detective William Edge

Diagram illustrating the proposed interchange and utility connections at the intersection of Highway 121 and Highway 12. The diagram shows the layout of the roads and the proposed interchange structure.

SCALE: 1 INCH = 100 FEET
 Drawings are based on the Sherburne County
 coordinate system (NAD83 datum). For the
 purpose of this plan, the East line of the DC
 is assumed to bear North 0 degrees 10
 minutes 31 seconds West.

Only 121 PERSONS BY 1032: PRESENTS: That Jacoba Russell Knack and Maria Howe Knack, as trustees of the Jodi Knack Memorial Fund of the County of Chittenden, State of Minnesota, do hereby certify that the following described property situated in the County of Chittenden, State of Minnesota, under Agreement dated April 10, 2016, has certain following description:

The North 706.00 feet of the South 2177.00 feet of the West 1875.28 feet of the Southwest Quarter of Section 6, Township 36, Range 58, Sherburne County, Minnesota.

_____ day of _____, 2018

Barbara Kravitz, Trondheim

STATE OF MINNESOTA COUNTY OF _____
The foregoing instrument was acknowledged before me this _____ day of _____, 2016, by _____, known as _____, at _____, Minnesota.
I am _____, a Notary Public in and for the State of Minnesota, my commission expires _____.

County, _____
 Notary Public, _____ County, Minnesota
 My Commission Expires _____

[illegible]

Only Treasurer, Louis R. Meyer
Kalamazoo Journal No. 4746

The foregoing surveyor's certificate was acknowledged before me this _____ day of _____, 19____, at _____, Alabama. License Number 41408.

Notary Public, _____ County, Alabama

(Printed Name) _____
 My Communication System _____
 (Please Print Name) _____

To do hereby certify that on the _____ day of _____, 20____, the above described land is primarily subject more or less to the following easement:

_____ Clerk

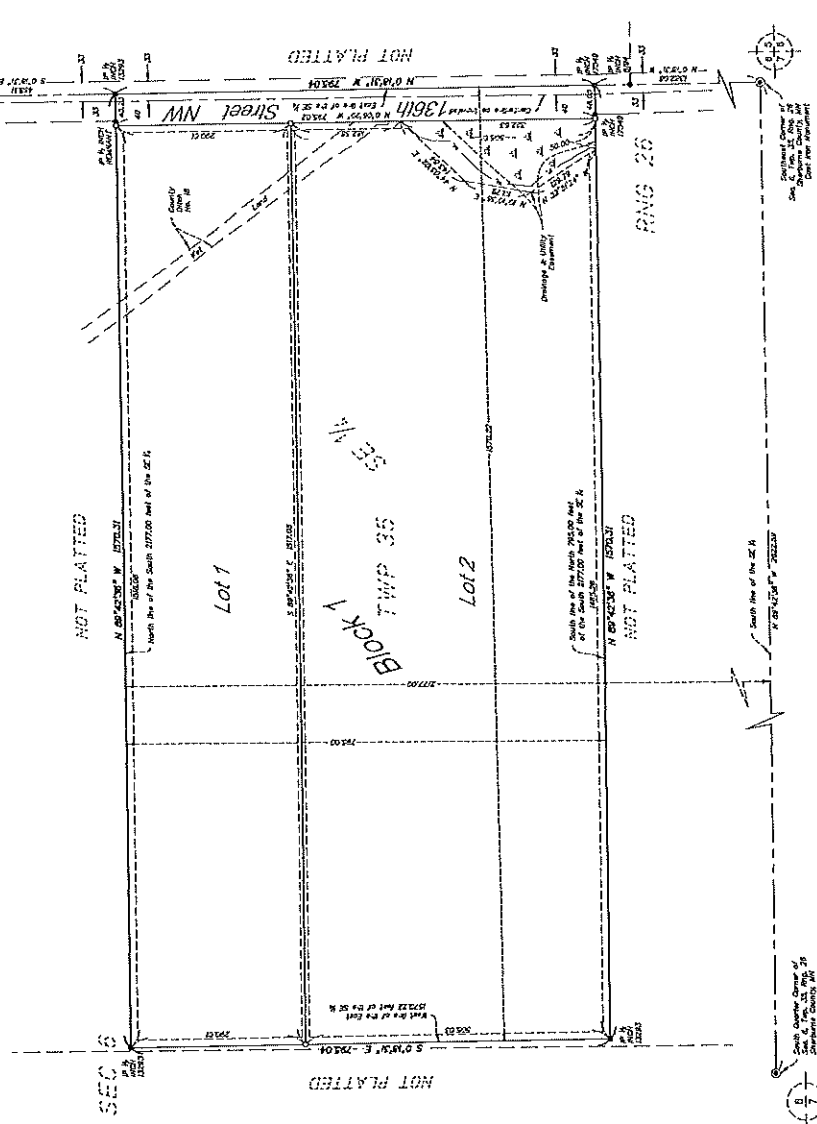
Chaffin/Jensen

Pursuant to Minnesota Family Mediation Rule 50B, I hereby certify that this plan has been decided and approved as to compliance with Chapter 50B.
 Minnesota, this _____ day of _____, 20____.

I hereby certify that persons in the year _____ on lands herein described are paid in full, and there are no delinquent taxes, and that transfer was

received this _____ day of _____

Barbara County Auditor/Treasurer



BOGART. PEDERSON & ASSOCIATES, INC.

RESOLUTION NO: 24-43

CITY OF BALDWIN
COUNTY OF SHERBURNE, MINNESOTA

PRELIMINARY PLAT AND FINAL PLAT APPROVAL
KRENZ FARMS

WHEREAS, Joshua and Maria Joint Trust is proposing to subdivide property identified as 01-00006-4000 and described as:

The North 795.00 feet of the South 2177.00 feet of the East 1570.22 feet of the Southeast Quarter of Section 6, Township 35, Range 26, Sherburne County, Minnesota.

WHEREAS, the subdivider has submitted application for preliminary and final plat approval to be processed in accordance with Section XX-4-3.B of the Subdivision Ordinance (Simple Plat); and

WHEREAS, the subdivider is requesting concurrent approval of a final plat approval to be processed in accordance with Section XX-4-3.C of the Subdivision Ordinance; and

WHEREAS, the Planning Report dated 12 November 2024 prepared by the City Planner, The Planning Company, LLC, is incorporated herein by reference; and

WHEREAS, the Planning Commission conducted a public hearing at their regular meeting on 23 October 2024 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 7-0 to recommended that the City Council approve the request.

WHEREAS, the City Council considered the application at their meeting on 18 November 2024.

NOW THEREFORE THE BALDWIN CITY COUNCIL RESOLVES THAT the preliminary plat and final plat of Krenz Farms is hereby approved, subject to the following stipulations:

1. Construction on all lots shall comply with the following setback requirements:

A. Front Yard or Side Yard Abutting a Public Street:		
	City street	50 feet
B. Side Yard (except as allowed by Section XX-51-5.A):		20 feet
C. Rear Yard:		25 feet

2. Right-of-way dedication for 136th Street shall be subject to review and approval of the City Engineer.

3. All Subsurface Sewage Treatment Systems and wells shall be subject to review and approval of the Building Official.
4. A Level 1 Wetland Delineation shall be subject to review and approval of Sherburne County.
5. All easements shall be subject to review and approval of the City Engineer.
6. Park dedication requirements shall be satisfied by payment of a cash fee in lieu of land in accordance with the City Fee Schedule.

(The remainder of this page intentionally blank)

ADOPTED by the Baldwin City Council this 18th day of November 2024

MOTION BY:
SECONDED BY:
IN FAVOR:
OPPOSED:

CITY OF BALDWIN

Jay Swanson, Mayor

ATTEST:

Joan Heinen, City Clerk/Treasurer



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

PLANNING REPORT

TO: Baldwin Mayor and City Council

FROM: D. Daniel Licht

DATE: 12 November 2024

120 DAY DATE: 1 February 2025

RE: Baldwin - Willow Ridge Estates; Simple Plat

TPC FILE: 269.01

BACKGROUND

Mr. David Brinker, as trustee of Twin City Acoustics, Inc., Profit Sharing Plan and Trust has submitted application involving the 39.62 acre property located at 29042 108th Street for the purpose of subdividing it and developing single family lots. The developer is proposing an initial preliminary and final plat to subdivide the existing single family dwelling and detached accessory buildings from the balance of the property to be platted as a second lot. The proposed subdivision requires a Simple Plat application to be processed in accordance with Section XX-4-3 of the Subdivision Ordinance, which is subject to review by the Planning Commission and approval of the City Council.

A public hearing was held at the Planning Commission meeting on 23 October 2024. Mr. Bill Christian was present on behalf of the applicant. There were no public comments and the public hearing was closed. The Planning Commission discussed briefly opportunities to subdivide the larger lot being established, which would be subject to a future application. Following this discussion, the Planning Commission voted 7-0 to recommend approval.

Exhibits:

- Site Location Map
- Future Land Use Map
- Zoning Map
- Roadway Classification Map
- Preliminary Plat
- Final Plat

ANALYSIS

Comprehensive Plan. The Baldwin Comprehensive Plan establishes a goal to promote land use patterns related to the natural landscape with existing rural residential character to be expanded without adversely affecting scenery or open spaces. The proposed subdivision resulting in separation of the existing single family dwelling and accessory buildings from the balance of the property to allow for future development is consistent with the Comprehensive Plan.

Zoning. The subject site is zoned R1, General Rural District. The preliminary plat proposes subdivision of the existing parcel into one lot encompassing the existing single family dwelling and detached accessory buildings and a second lot intended for future subdivision. Single family dwellings are allowed as a permitted use within the R1 District.

Surrounding Uses. There are large rural parcels in all directions of the subject property, with the Miller Ponds plat to the southwest. The proposed subdivision of the existing single family dwelling onto a lot separate from the balance of the property will be compatible with existing uses in the area. Future subdivision of Lot 2, Block 1 will be subject to applications for subdivision approval that will include a public hearing and recommendation of the Planning Commission and approval of the City Council.

Lot Requirements. Section XX-51-7 establishes lot requirements the R1 District shown below:

A. Lot Area:		
	Platted Lot:	2.5 acres
	Buildable Area Within Parcel or Lot:	40,000 square feet
B. Lot Width:		200 feet
C. Lot Depth		300 feet

Proposed Lot 1, Block 1 is 2.89 acres in area and complies with the minimum width and depth requirements of the R1 District. The balance of the property is encompassed in Lot 2, Block 1 at 35.92 acres and also complies with the minimum width and depth requirements of the R1 District. The preliminary plat must be revised to indicate the buildable area within each lot.

Setbacks. The table below outlines the setback requirements of the R1 District established by Section XX-51-8 of the Zoning Ordinance.

A. Front Yard or Side Yard Abutting a Public Road:		
	County State Aid Highway	70 feet
B. Side Yard (except as allowed by Section XX-51-5.A):		20 feet
C. Rear Yard:		25 feet

The existing single family dwelling and detached accessory buildings within Lot 1, Block 1 comply with the setback requirements of the Zoning Ordinance. Lot 2, Block 1 has sufficient space within required setbacks to allow for construction of a single family dwelling.

Right-of-Way. The parcel abuts the west side of 108th Street (CSAH 19), which is a County State Aid Highway designated as a Major Collector roadway. Collector roadways are to move traffic from neighborhoods within the Town to other neighborhoods, activity centers, or regional roadways. The proposed preliminary plat provides for dedication of 50 feet of right-of-way for the west half of 108th Street (CSAH 19). Right-of-way dedication is to be subject to review and approval of Sherburne County.

Access. There is one access from 108th Street (CSAH 19) to the existing single family dwelling and detached accessory buildings, which will be within the area of Lot 1, Block 1. Allowance of additional driveway access or road intersections to 108th Street (CSAH 19) for Lot 2, Block 1 is subject to review and approval of Sherburne County.

Utilities. The single family dwelling is served by an existing private Subsurface Sewage Treatment System and well. Subdivision of the property requires certification that the existing septic system complies with current Minnesota Rules in accordance with Section XX-4-2.C.1 of the Building Ordinance. The developer is requested to provide a copy of the certification for Town files. Soil information has been provided for Lot 2, Block 1 demonstrating that there is area within the proposed lot for a Subsurface Sewage Treatment System with primary and secondary drainfields sites.

Wetlands. Administration of the Wetland Conservation Act remains within the jurisdiction of Sherburne County in accordance with Section XX-10-7 of the Subdivision Ordinance until an amendment of the Subdivision Ordinance is approved (that is in process). A wetland delineation has been submitted by the developer and is subject to review and approval of Sherburne County.

Easements. Section XX-10-8 of the Subdivision Ordinance requires dedication of drainage and utility easements a minimum of 12 feet in width at the perimeter of each lot, which may be centered on lot side and rear lines for abutting lots within the preliminary plat. The preliminary plat and final plat indicates the perimeter drainage and utility easements are at least 12 feet in width as required. Drainage and utility easements must also shown to be dedicated over wetlands within the preliminary plat and final plat. All drainage and utility easements are to be subject to approval of the City Engineer.

Park Dedication. Section XX-10-10 of the Subdivision Ordinance requires developers to dedicate 10 percent of the buildable area of a parcel being subdivided to the City for park purposes. The City may also elect to receive a cash fee in lieu of land dedication to be used only for development of the City's park system. A recommendation to accept a cash fee in lieu of dedication for parks for the proposed subdivision was made by the Parks Committee at their meeting on 17 October 2024.

RECOMMENDATION

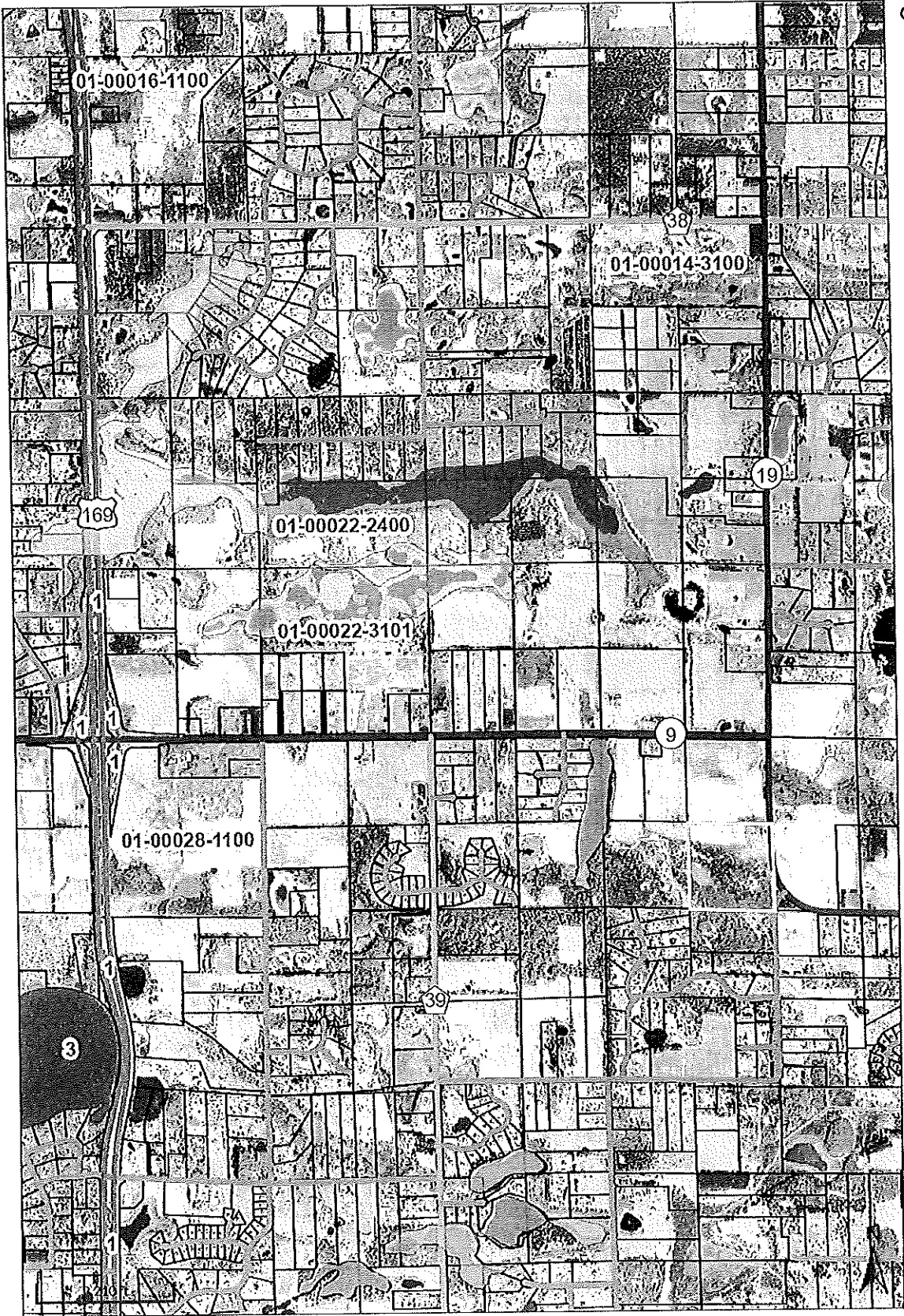
The proposed Willow Ridge Estates plat complies with the requirements of the Zoning Ordinance and Subdivision Ordinance. Our office recommends approval of the application as outlined below.

POSSIBLE ACTIONS

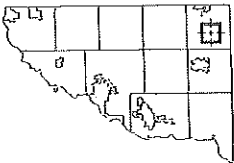
Motion to **approve** of the Willow Ridge Estate preliminary plat and final plat, subject to the following conditions:

1. The preliminary plat shall be revised to indicate the buildable area within Lots 1 and 2, Block 1.
 2. Right-of-way dedication for 108th Street (CSAH 19) shall be subject to review and approval of Sherburne County.
 3. Access for Lot 2, Block 1 to 108th Street (CSAH 19) shall be subject to review and approval of Sherburne County.
 4. A certificate of compliance for the existing subsurface sewage treatment system within Lot 1, Block 1 shall be submitted in accordance with Section XX-4-2.C.1 of the Building Ordinance.
 5. A Level 1 wetland delineation and any wetland impacts shall be subject to review and approval Sherburne County.
 6. All easements shall be subject to review and approval of the City Engineer.
 7. Park dedication requirements shall be satisfied by payment of a cash fee in lieu of land dedication in accordance with the City Fee Schedule Ordinance.
- c. Joan Heinen, City Clerk/Treasurer
Matthew Kind, Assistant City Engineer
David Roedel, Assistant Public Works Director/County Engineer

Site Location Map



Overview



Legend

- Public Water Inventory**
- Not Classified
 - General Development
 - Natural Environment
 - Recreational Development
- 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**

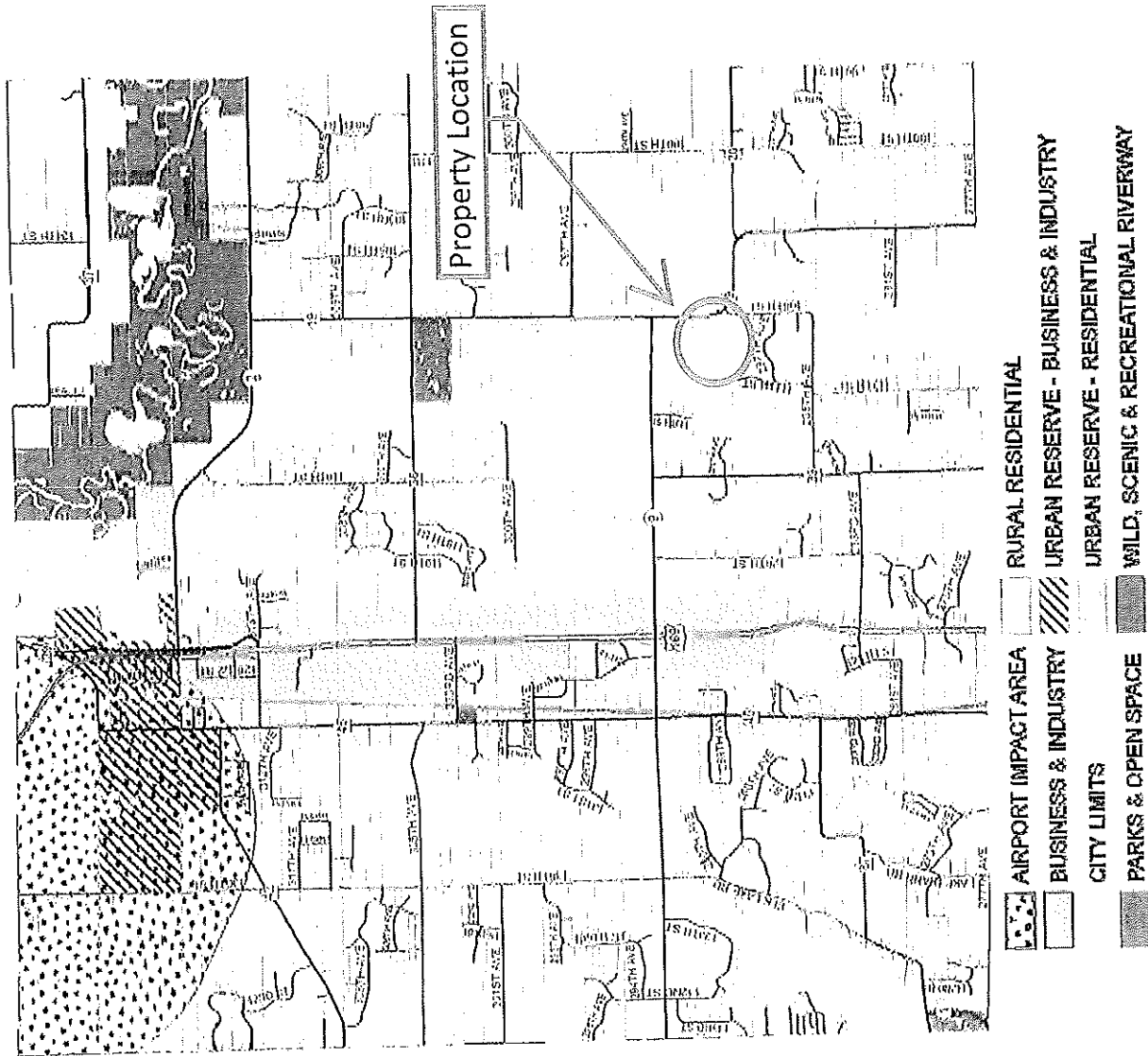


Figure 9.3: Sherburne County Future Land Use Map (Baldwin Township). Source: Sherburne County Planning & Zoning Dept.

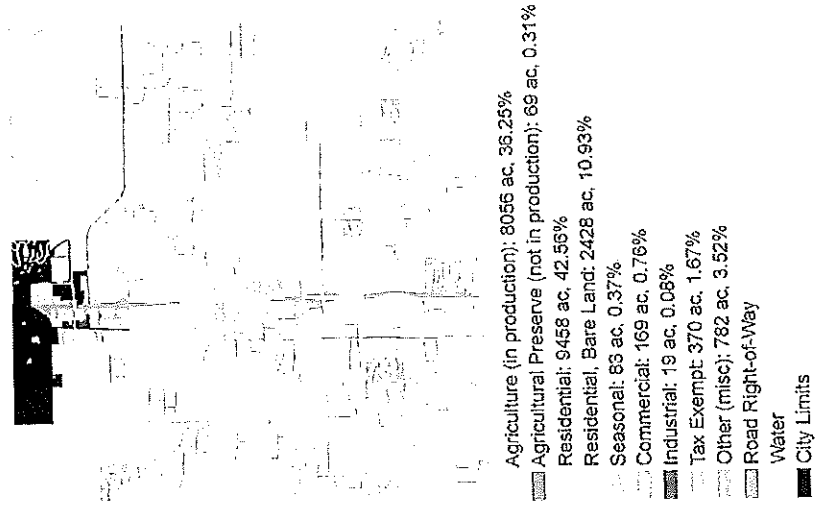
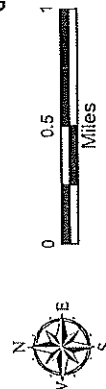


Figure 9.4: Baldwin Township existing land use by acres (2008). Source: Sherburne County Assessor's Dept.

Baldwin Township Zoning Map

HAVEN	PALMER	SANTIAGO	BLUE HILL	BALDWIN
CLEAR LAKE	BECKER	OROCK	LIVONIA	
		BIG LAKE	ELK RIVER	



City Limits

Zoning

- R1, General Rural - 21,558ac (97.3%)
- C1, General Commercial - 163ac (0.8%)
- I1, General Industrial - 426ac (1.9%)
- S, Shoreland - 7860ac (35.5%)
- WS, Wild and Scenic - 1339ac (6%)

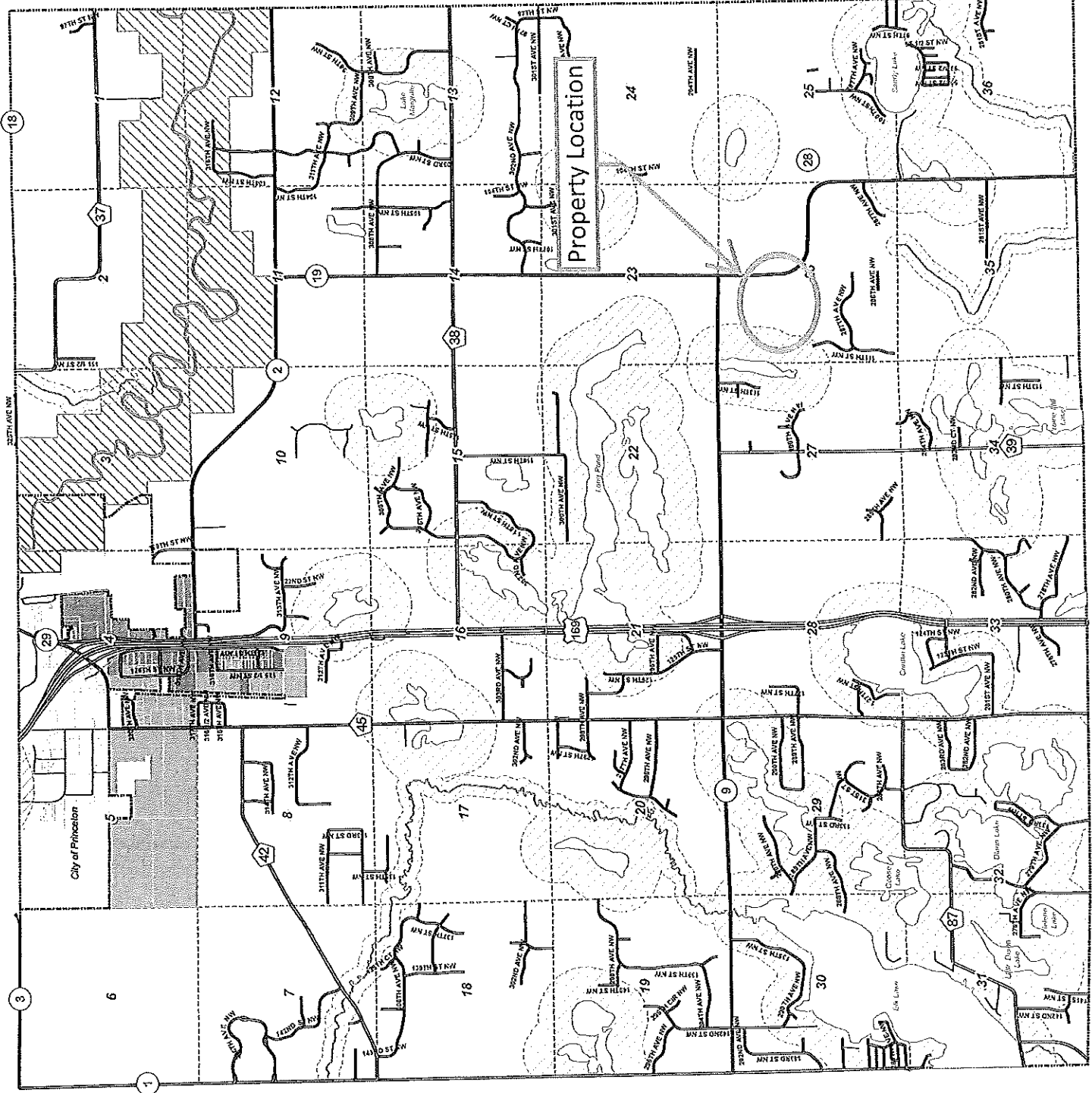
Roads

- US Highway
- County-State Aid Highway (CSAH)
- County Road
- Township Road
- Private Road
- City Street

TPC
The Planning Company

**Hakanson
Anderson**

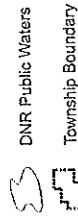
DISCLAIMER: Baldwin Township does not warrant the accuracy nor the completeness of the information contained in this map. It is the user's responsibility to verify the accuracy of the information. It is the user's responsibility to be liable for any errors, omissions, or inaccuracies. The user assumes all liability for the use of this map or the information it contains. Map information is believed to be accurate but accuracy is not guaranteed.



Baldwin Township

ROADWAY CLASSIFICATION

HAVEN	PALMER	SANTIAGO	BLUE HILL	BALDWIN
CLEAR LAKE	BECKER	ORROCK	LIVONIA	
		BIG LAKE	ELK RIVER	



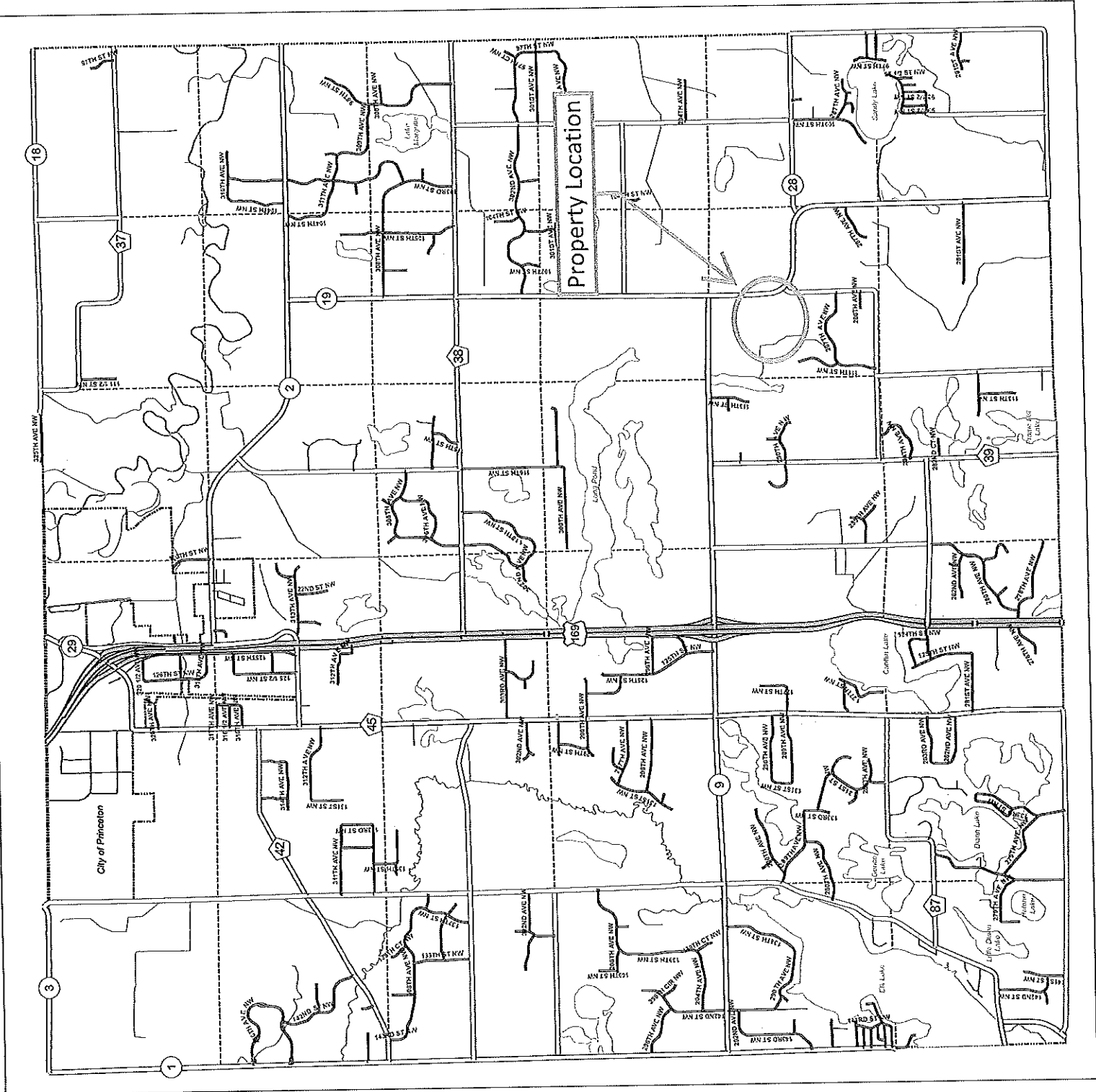
Roads

- Principal Arterial (Federal/State)
- County Major Collector
- County Minor Collector
- County Local
- Town Collector
- Town Road
- City Street
- Private Road



Source:
Sherburne County 2040 Transportation Plan
Baldwin Township

DISCLAIMER: Baldwin Township does not warrant the accuracy nor the correctness of the information contained in this map. It is your responsibility to verify the accuracy of the information. In no event will Sherburne County be liable for any loss of business information or other pecuniary loss that might arise from the use of this map or the information it contains. Map information is believed to be accurate but accuracy is not guaranteed.



RESOLUTION NO: 24-44

CITY OF BALDWIN
COUNTY OF SHERBURNE, MINNESOTA

PRELIMINARY PLAT AND FINAL PLAT APPROVAL
WILLOW RIDGE ESTATES

WHEREAS, Twin City Acoustics, Inc., Profit Sharing Plan and Trust is proposing to subdivide property identified as 01-00026-2400 described as:

The North Half of the Southeast Quarter of the Northwest Quarter of Section 36, Township 35, Range 26, Sherburne County, Minnesota.

WHEREAS, the developer has submitted application for preliminary and final plat approval to be processed in accordance with Section XX-4-3.B of the Subdivision Ordinance (Simple Plat); and

WHEREAS, the developer is requesting concurrent approval of a final plat approval to be processed in accordance with Section XX-4-3.C of the Subdivision Ordinance; and

WHEREAS, the Planning Report dated 12 November 2024 prepared by the City Planner, The Planning Company, LLC, is incorporated herein by reference; and

WHEREAS, the Planning Commission conducted a public hearing at their regular meeting on 23 October 2024 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 7-0 to recommended that the City Council approve the request.

WHEREAS, the City Council considered the application at their meeting on 18 November 2024.

NOW THEREFORE THE BALDWIN CITY COUNCIL RESOLVES THAT the preliminary plat and final plat of Willow Ridge Estates is hereby approved, subject to the following stipulations:

1. The preliminary plat shall be revised to indicate the buildable area within Lots 1 and 2, Block 1.
2. Right-of-way dedication for 108th Street (CSAH 19) shall be subject to review and approval of Sherburne County.
3. Access for Lot 2, Block 1 to 108th Street (CSAH 19) shall be subject to review and approval of Sherburne County.
4. A certificate of compliance for the existing subsurface sewage treatment system within Lot 1, Block 1 shall be submitted in accordance with Section XX-4-2.C.1 of the Building Ordinance.

5. A Level 1 wetland delineation and any wetland impacts shall be subject to review and approval Sherburne County.
6. All easements shall be subject to review and approval of the City Engineer.
7. Park dedication requirements shall be satisfied by payment of a cash fee in lieu of land dedication in accordance with the City Fee Schedule Ordinance.

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ADOPTED by the Baldwin City Council this 18th day of November 2024

MOTION BY:
SECONDED BY:
IN FAVOR:
OPPOSED:

CITY OF BALDWIN

Jay Swanson, Mayor

ATTEST:

Joan Heinen, City Clerk/Treasurer

Contractor's Application for Payment No.

1

To (Owner):	Baldwin Township, Minnesota	Application Period:	Thru November 4, 2024	Application Date:	November 6, 2024
Project:	305th Ave NW Reconstruction	From (Contractor):	Knife River Corporation	Via (Engineer):	Hakanson Anderson

Application For Payment Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
FO#1	\$31,659.80	
CO#1	\$118,817.00	
TOTALS	\$150,476.80	\$0.00
NET CHANGE BY CHANGE ORDERS	\$150,476.80	

1. ORIGINAL CONTRACT PRICE.....	\$	\$532,936.75
2. Net change by Change Orders.....	\$	\$150,476.80
3. Current Contract Price (Line 1 ± 2).....	\$	\$683,413.55
4. TOTAL COMPLETED AND STORED TO DATE	\$	\$679,457.45
5. RETAINAGE:		
a. 5% X Work Completed.....	\$	\$33,972.87
b. 0% X Stored Material.....	\$	\$0.00
c. Total Retainage (Line 5.a + Line 5.b).....	\$	\$33,972.87
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$	\$645,484.58
7. LESS PREVIOUS PAYMENTS.....	\$	
8. AMOUNT DUE THIS APPLICATION.....	\$	\$645,484.58

Change order - clearing, grubbing 305th top soil

*278th
123rd
Culvert*

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

By: _____ Date: _____

ENGINEER: HAKANSON ANDERSON

Certification: We recommend payment for work and quantites shown.

(Engineer)

Date

OWNER: BALDWIN TOWNSHIP

(Owner)

Date

PAY ESTIMATE #1
Baldwin Township
305th Ave NW Reconstruction

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
1	CONSTRUCTION SURVEYING	1	LUMP SUM	\$ 12,700.00	\$ 12,700.00	1	\$ 12,700.00
2	MOBILIZATION	1	LUMP SUM	\$ 46,650.00	\$ 46,650.00	1	\$ 46,650.00
3	CLEARING AND GRUBBING	1	LUMP SUM	\$ 4,700.00	\$ 4,700.00	1	\$ 4,700.00
4	SALVAGE SIGN	20	EACH	\$ 25.00	\$ 500.00	24	\$ 600.00
5	SAWING CONCRETE PAVEMENT (FULL DEPTH)	13	LIN FT	\$ 3.50	\$ 45.50	13	\$ 45.50
6	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	139	LIN FT	\$ 3.00	\$ 417.00	12	\$ 36.00
7	REMOVE CONCRETE DRIVEWAY PAVEMENT	18	SQ YD	\$ 45.00	\$ 810.00	10	\$ 450.00
8	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	43	SQ YD	\$ 38.00	\$ 1,634.00	25	\$ 950.00
9	REMOVE AGGREGATE	84	CU YD	\$ 29.00	\$ 2,436.00		\$ -
10	EXCAVATION - COMMON	3036	CU YD	\$ 13.00	\$ 39,468.00	3,036	\$ 39,468.00
11	COMMON EMBANKMENT (CV)	4363	CU YD	\$ 7.00	\$ 30,541.00	3,036	\$ 21,252.00
12	AGGREGATE BASE (CV) CLASS 5	1251	CU YD	\$ 37.00	\$ 46,287.00	1,489	\$ 55,093.00
13	FULL DEPTH RECLAMATION	13522	SQ YD	\$ 2.45	\$ 33,128.90	12,951	\$ 31,729.95
14	MILL BITUMINOUS SURFACE	211	SQ YD	\$ 14.00	\$ 2,954.00	210	\$ 2,940.00
15	TYPE SP 9.5 WEARING COURSE MIXTURE (2, B)	1377	TON	\$ 69.00	\$ 95,013.00	1,397	\$ 96,393.00
16	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2, B)	1777	TON	\$ 67.00	\$ 119,059.00	1,778	\$ 119,126.00
17	FINE AGGREGATE BEDDING (CV)	8	CU YD	\$ 50.00	\$ 400.00		\$ -
18	15" CS PIPE APRON	2	EACH	\$ 250.00	\$ 500.00		\$ -
19	15" CS PIPE CULVERT	28	LIN FT	\$ 76.10	\$ 2,130.80		\$ -
20	CLEAN PIPE CULVERT	4	EACH	\$ 1,495.00	\$ 5,980.00	4	\$ 5,980.00
21	6" CONCRETE DRIVEWAY PAVEMENT	12	SQ YD	\$ 190.00	\$ 2,280.00		\$ -
22	MAIL BOX SUPPORT	23	EACH	\$ 265.00	\$ 6,095.00	19	\$ 5,035.00
23	TRAFFIC CONTROL	1	LUMP SUM	\$ 3,800.00	\$ 3,800.00	1	\$ 3,800.00
24	INSTALL SIGN	20	EACH	\$ 110.00	\$ 2,200.00	24	\$ 2,640.00
25	CULVERT END CONTROLS	3	EACH	\$ 150.00	\$ 450.00	8	\$ 1,200.00
26	SILT FENCE; TYPE HI	7968	LIN FT	\$ 3.00	\$ 23,904.00	2,422	\$ 7,266.00
27	SUBSOILING	1.13	ACRE	\$ 2,200.00	\$ 2,486.00		\$ -
28	SOIL BED PREPARATION	3.38	ACRE	\$ 100.00	\$ 338.00	3.85	\$ 385.00
29	FERTILIZER TYPE 3	705	POUND	\$ 0.85	\$ 599.25	800	\$ 680.00
30	ROLLED EROSION PREVENTION CATEGORY 20	10903	SQ YD	\$ 2.25	\$ 24,531.75	13,300	\$ 29,925.00
31	SEEDING	2.25	ACRE	\$ 500.00	\$ 1,125.00	2.74	\$ 1,370.00

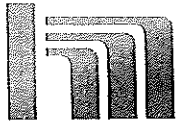
PAY ESTIMATE #1
Baldwin Township
305th Ave NW Reconstruction

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
32	WEED SPRAYING	1.13	ACRE	\$ 50.00	\$ 56.50		\$ -
33	WEED SPRAY MIXTURE	0.28	GAL	\$ 50.00	\$ 14.00		\$ -
34	SEED MIXTURE 25-121	37	POUND	\$ 4.85	\$ 179.45	500	\$ 2,425.00
35	SEED MIXTURE 35-221	66	POUND	\$ 20.80	\$ 1,372.80		\$ -
36	4" SOLID LINE MULTI-COMPONENT GROUND IN (WR)	600	LIN FT	\$ 1.00	\$ 600.00		\$ -
37	8" SOLID LINE MULTI-COMPONENT GROUND IN (WR)	9999	LIN FT	\$ 1.20	\$ 11,998.80	10,837	\$ 13,004.40
38	4" BROKEN LINE MULTI-COMPONENT GROUND IN (WR)	4752	LIN FT	\$ 1.00	\$ 4,752.00		\$ -
39	4" DOUBLE SOLID LINE MULTI-COMPONENT GROUND IN (WR)	400	LIN FT	\$ 2.00	\$ 800.00	4,744	\$ 9,488.00
FIELD ORDER 1							
50	ADDITIONAL CLEARING & GRUBBING	1	LUMP SUM	\$ 10,300.00	\$ 10,300.00	1	\$ 10,300.00
51	TOPSOIL	1463	TON	\$ 14.60	\$ 21,359.80	1,341	\$ 19,578.60
CHANGE ORDER 1: SCHEDULE 'A'							
52	MOBILIZATION	1	LUMP SUM	\$ 14,000.00	\$ 14,000.00	1	\$ 14,000.00
53	TRAFFIC CONTROL	1	LUMP SUM	\$ 2,300.00	\$ 2,300.00	1	\$ 2,300.00
54	SAWCUT BITUMINOUS	175	LIN FT	\$ 3.00	\$ 525.00	175	\$ 525.00
55	REMOVE BITUMINOUS (if culverts are done before milling)	160	SQ YD	\$ 10.00	\$ 1,600.00	160	\$ 1,600.00
56	CLEAR AND GRUB (1 tree)	1	LS	\$ 2,000.00	\$ 2,000.00	100%	\$ 2,000.00
57	MILL BIT LAP JOINT	75	LIN FT	\$ 12.00	\$ 900.00		\$ -
58	MILL BITUMINOUS	2500	SQ YD	\$ 5.60	\$ 14,000.00	2,700	\$ 15,120.00
59	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) 2.5" LIFT	375	TON	\$ 102.00	\$ 38,250.00	380	\$ 38,760.00
60	AGGREGATE CLASS 5 (pipe bedding and base repair)	20	TON	\$ 50.00	\$ 1,000.00	278	\$ 13,900.00
61	15" RC PIPE APRON	2	EACH	\$ 850.00	\$ 1,700.00	2	\$ 1,700.00
62	15" RC PIPE CULVERT	48	LIN FT	\$ 175.00	\$ 8,400.00	56	\$ 9,800.00
63	24" RC PIPE APRON	2	EACH	\$ 1,150.00	\$ 2,300.00	2	\$ 2,300.00
64	24" RC PIPE CULVERT	56	LIN FT	\$ 190.00	\$ 10,640.00	56	\$ 10,640.00

PAY ESTIMATE #1
Baldwin Township
305th Ave NW Reconstruction

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
CHANGE ORDER 1: SCHEDULE 'B'							
65	MOBILIZATION	1	LS	\$ 6,500.00	\$ 6,500.00	1	\$ 6,500.00
66	TRAFFIC CONTROL	1	LS	\$ 1,400.00	\$ 1,400.00	1	\$ 1,400.00
67	SAWCUT BITUMINOUS	50	LF	\$ 3.00	\$ 150.00	50	\$ 150.00
68	REMOVE BITUMINOUS	80	SY	\$ 10.00	\$ 800.00	80	\$ 800.00
69	MILL BIT LAP JOINT	50	LF	\$ 18.00	\$ 900.00		\$ -
70	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) 2.5" LIFT	11	TON	\$ 172.00	\$ 1,892.00	11	\$ 1,892.00
71	AGGREGATE CLASS 5 (pipe bedding)	6	TON	\$ 50.00	\$ 300.00	32	\$ 1,600.00
72	18" RC PIPE APRON	2	EACH	\$ 930.00	\$ 1,860.00	2	\$ 1,860.00
73	18" RC PIPE CULVERT	40	LF	\$ 185.00	\$ 7,400.00	40	\$ 7,400.00

Total Base Bid \$ 532,936.75 \$ 679,457.45



**Hakanson
Anderson**

Main Office:
3601 Thurston Avenue, Anoka, MN 55303
Phone: 763/427-5860
www.haa-inc.com

45
11/7/24

MEMORANDUM

TO: Joan Heinen, Town Clerk
CC: Baldwin Town Board
FROM: Matthew Kind, Town Engineer
DATE: November 6, 2024
RE: 305th Ave NW Reconstruction

Please see attached Pay Estimate #1 for processing.

As stated in our 10/4/24 Memorandum, Knife River had requested additional payment for items that were over and above the contract. We have recently received the additional information that was necessary to evaluate these items. We have provided a written response to Knife River outlining our position on the additional items and have enclosed it for the Town's information.

Notwithstanding the above, we recommend that the Town process the attached Pay Estimate #1 in the amount of \$645,484.58 which represents payment for the undisputed quantities.



**Hakanson
Anderson**

Main Office:
3601 Thurston Avenue, Anoka, MN 55303
Phone: 763/427-5860
www.haa-inc.com

45

MEMORANDUM

TO: Mike Puhalla, Knife River Corporation
CC: Joan Heinen, Town Clerk
FROM: Matthew Kind, Town Engineer
DATE: November 5, 2024
RE: Pay Estimate 1, 305th Ave NW Reconstruction

Please find attached Pay Estimate 1 for the above-referenced project for your review and signature. There are three quantity discrepancies that we have identified, as follows:

COMMON EMBANKMENT (CV). We are recommending payment for a quantity of 3,036 CU YD vs. the requested quantity of 4,363 CU YD. The bid item for Common Embankment includes imported material, and Knife River has not provided any documentation showing the material was imported, other than topsoil which is paid separately. Therefore, the "Used To Date" quantity cannot exceed the EXCAVATION – COMMON bid item - which was determined by HR Green to be 3,036 CU YD based on their computer generated earthwork tables.

AGGREGATE BASE (CV) CLASS 5. We are recommending payment for a quantity of 1,489 CU YD vs. the requested quantity of 1,894 CU YD. The as-built survey provided by the Construction Surveyor indicates that the road was built to a higher elevation than called for in the Construction Documents. In accordance with MnDOT Specification 2211.3.C the Contractor is required to "Construct the aggregate layer to 0.05 feet of the profile and cross-section as required by the Contract..." We have utilized the as-built survey data provided by the Construction Surveyor and have compared the as-built elevations to the Construction Document elevations. We have determined the excess volume of Aggregate Base which exceeds the 0.05 feet tolerance accounts for 405 CU YD (CV). It was not necessary to construct the road to higher elevation, therefore, we cannot recommend payment for the additional gravel that was imported to the project which is over and above the allowable tolerances.

TOPSOIL (CO#1). We are recommending payment for a quantity of 1,341 Tons vs. the requested quantity of 1,463 Tons. Constructing the road to a higher elevation resulted in the need to bring in additional topsoil. We have calculated that constructing the road to a higher elevation resulted in an increase of 122 Tons of Topsoil. It was not necessary to construct the road to a higher elevation, therefore, we cannot recommend payment for the additional topsoil that was imported to the project that is attributable to the higher elevation.

TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) 2.5" LIFT (CO#2 SCHEDULE 'B').

We are recommending payment for a quantity of 11 TON vs. the requested 20 TON. Project Review Report #1 for Change Order #2 (Schedule 'B') describes that additional base preparation and paving was installed to extend the existing right turn lane on 120th St NW southward. The Construction Documents clearly show the extents of the patch over the culvert and does not instruct the contractor to widen the road. The pavement widening that begins south of the new culvert, steepened the in-slope on the east side of the road to an unacceptable grade. Additional paving was not necessary; therefore, we cannot recommend payment of the requested quantity of bituminous pavement.

Joan Heinen

From: Matthew Kind <matthewk@haa-inc.com>
Sent: Wednesday, November 06, 2024 5:42 PM
To: Joan Heinen
Cc: Shane Nelson
Subject: November 18th Agenda Items
Attachments: BD302 Memo 305th Ave NW to Town Board 11-6-24.pdf; BD302 PE1.pdf; BD302 Memo RE PE1 305th Ave NW Reconstruction 11-6-24.pdf; BD302 305TH AVE NW AGG AND TOPSOIL ANALYSIS.pdf

Joan,

Pay Estimate #1 attached with supporting documents, and our correspondence with Knife River regarding the disputed quantities as previously described in the memo sent to the Town on 10/4/24. Also included for the Town's information is the analysis of the disputed quantities.

The MSA certification is still being reviewed by State Aid. In my latest correspondence with Bill Lanoux on 10/31 at State Aid, he indicated that early December would be better for the city council resolution with the Baldwin request approved by the Commissioner first.

Bill wrote that his review should be completed before November 18th, 2024. Next step is for us to send the formal request with the list of MSA streets to the Commissioner for signature, then once that's signed and received by the Town/City, the Town/City can present the resolution.

When does the Town officially become a City? Is it on January 1, 2025, or at the first meeting after the election? I ask in case there's an issue with timing so we can adjust for it. Bill also stated that there are limitations on what they can do until the Town officially becomes a City.

Thank you,

Matt



**Hakanson
Anderson**

Matthew Kind, P.E., Senior Project Engineer

3601 Thurston Avenue

Anoka, MN 55303

Phone: (763) 427-5860

305TH AVE NW
AGGREGATE AND TOPSOIL QUANTITY ANALYSIS

Key Point	Station	Planned Profile Elev.	Surveyed Finished Grade Bit. Elev. (GPS'ed)	As-Built Elev - Plan Profile Elev.	Allowable Tolerance	Difference in Elevation Outside of Tolerance	Class 5 Aggregate		Topsoil		
							AREA (SF)	CUM VOL (CY)	AREA (SF)	TOTAL VOL (CY)	TOTAL WT (TONS)
PI - Exist	301+16	977.40	977.29	-0.11							
Match	301+24	977.42	977.16	-0.26							
	301+50	977.49	977.41	-0.09							
VPC	301+57	977.51	977.47	-0.04							
	302+00	978.08	978.16	0.08	0.05	0.03	0.79	0.63	0.183	0.15	0
VPT	302+17	978.55	978.55	0.00				0.88		0.20	0
VPC	302+24	978.77	978.85	0.08	0.05	0.03	0.74	0.98	0.171	0.23	0
	302+50	979.57	979.59	0.02				1.33		0.31	0
	303+00	980.89	980.99	0.10	0.05	0.05	1.36	2.60	0.315	0.60	1
	303+50	981.95	982.14	0.19	0.05	0.14	3.73	7.32	0.861	1.69	2
PI	303+63	982.18	982.17	-0.01				8.20		1.89	2
	304+00	982.74	982.93	0.18	0.05	0.13	3.50	10.61	0.807	2.45	3
	304+50	983.27	983.36	0.09	0.05	0.04	1.00	14.77	0.231	3.41	4
VPT	304+97	983.52	983.67	0.15	0.05	0.10	2.61	17.89	0.603	4.13	5
	305+00	983.53	983.69	0.17	0.05	0.12	3.00	18.25	0.693	4.21	5
	305+50	983.67	983.87	0.20	0.05	0.15	3.91	24.65	0.903	5.69	7
	306+00	983.82	984.10	0.28	0.05	0.23	6.04	33.87	1.395	7.82	10
	306+50	983.97	984.17	0.20	0.05	0.15	3.91	43.09	0.903	9.94	13
	307+00	984.11	984.32	0.21	0.05	0.16	4.22	50.63	0.975	11.68	15
VPI	307+41	984.23	984.30	0.07	0.05	0.02	0.48	54.20	0.111	12.51	16
	307+50	984.21	984.35	0.14	0.05	0.09	2.35	54.67	0.543	12.62	16
	308+00	984.09	984.43	0.34	0.05	0.29	7.55	63.85	1.743	14.73	19
	308+50	983.97	984.23	0.26	0.05	0.21	5.37	75.81	1.239	17.49	23
	309+00	983.85	984.06	0.21	0.05	0.16	4.20	84.67	0.969	19.54	25
	309+50	983.73	983.91	0.18	0.05	0.13	3.37	91.68	0.777	21.16	28
PI	309+73	983.67	983.77	0.10	0.05	0.05	1.18	93.61	0.273	21.60	28
	310+00	983.61	983.81	0.20	0.05	0.15	3.86	96.14	0.891	22.19	29
	310+50	983.49	983.52	0.03				99.71		23.01	30
	311+00	983.37	983.61	0.24	0.05	0.19	4.93	104.27	1.137	24.06	31
	311+50	983.25	983.43	0.18	0.05	0.13	3.47	112.05	0.801	25.86	34
	312+00	983.13	983.29	0.16	0.05	0.11	2.95	118.00	0.681	27.23	35
	312+50	983.01	983.21	0.20	0.05	0.15	4.02	124.45	0.927	28.72	37
	313+00	982.89	983.08	0.19	0.05	0.14	3.70	131.60	0.855	30.37	39

305TH AVE NW
AGGREGATE AND TOPSOIL QUANTITY ANALYSIS

Key Point	Station	Planned Profile Elev.	Surveyed Finished Grade Bit. Elev. (GPS'ed)	As-Built Elev - Plan Profile Elev.	Allowable Tolerance	Difference in Elevation Outside of Tolerance	Class 5 Aggregate		Topsoil		
							AREA (SF)	CUM VOL (CY)	AREA (SF)	TOTAL VOL (CY)	TOTAL WT (TONS)
	313+50	982.77	982.91	0.14	0.05	0.09	2.25	137.11	0.519	31.64	41
	314+00	982.65	982.69	0.04				139.19		32.12	42
VPC	314+09	982.63	982.81	0.19	0.05	0.14	3.52	139.81	0.813	32.26	42
	314+50	982.51	982.62	0.11	0.05	0.06	1.55	143.62	0.357	33.14	43
	315+00	982.29	982.38	0.10	0.05	0.05	1.26	146.22	0.291	33.74	44
	315+50	981.99	982.29	0.30	0.05	0.25	6.57	153.46	1.515	35.41	46
	316+00	981.62	981.91	0.29	0.05	0.24	6.36	165.43	1.467	38.18	50
	316+50	981.17	981.44	0.27	0.05	0.22	5.60	176.50	1.293	40.73	53
	317+00	980.65	980.82	0.17	0.05	0.12	3.11	184.57	0.717	42.59	55
VPT	317+09	980.54	980.68	0.13	0.05	0.08	2.20	185.49	0.507	42.81	56
	317+50	980.08	980.19	0.12	0.05	0.07	1.75	188.46	0.405	43.49	57
	318+00	979.50	979.60	0.10	0.05	0.05	1.23	191.23	0.285	44.13	57
VPC	318+06	979.43	979.57	0.13	0.05	0.08	2.17	191.59	0.501	44.21	57
	318+50	979.02	979.09	0.07	0.05	0.02	0.51	193.79	0.117	44.72	58
	319+00	978.79	978.89	0.09	0.05	0.04	1.10	195.28	0.255	45.06	59
LOW PT.	319+21	978.77	978.95	0.18	0.05	0.13	3.32	196.98	0.765	45.46	59
	319+50	978.81	979.05	0.24	0.05	0.19	4.90	201.43	1.131	46.48	60
	320+00	979.09	979.34	0.25	0.05	0.20	5.19	210.77	1.197	48.64	63
VPT	320+21	979.27	979.52	0.25	0.05	0.20	5.14	214.73	1.185	49.55	64
PI	320+24	979.31	979.52	0.21	0.05	0.16	4.20	215.35	0.969	49.70	65
	320+50	979.56	979.78	0.22	0.05	0.17	4.43	219.46	1.023	50.64	66
VPC	320+80	979.86	980.08	0.21	0.05	0.16	4.28	224.25	0.987	51.75	67
	321+00	980.04	980.30	0.27	0.05	0.22	5.60	227.96	1.293	52.61	68
	321+50	980.26	980.55	0.28	0.05	0.23	6.10	238.79	1.407	55.11	72
HIGH PT.	321+61	980.27	980.48	0.21	0.05	0.16	4.09	240.89	0.945	55.59	72
	322+00	980.18	980.37	0.19	0.05	0.14	3.68	246.49	0.849	56.88	74
VPT	322+30	979.98	980.14	0.16	0.05	0.11	2.87	250.09	0.663	57.71	75
	322+50	979.81	979.97	0.16	0.05	0.11	2.82	252.23	0.651	58.21	76
	323+00	979.39	979.62	0.24	0.05	0.19	4.88	259.36	1.125	59.85	78
VPC	323+22	979.20	979.46	0.26	0.05	0.21	5.34	263.51	1.233	60.81	79
	323+50	978.98	979.21	0.23	0.05	0.18	4.75	268.75	1.095	62.02	81
	324+00	978.66	978.78	0.12	0.05	0.07	1.86	274.87	0.429	63.43	82
	324+50	978.44	978.48	0.04				276.59		63.83	83

305TH AVE NW
AGGREGATE AND TOPSOIL QUANTITY ANALYSIS

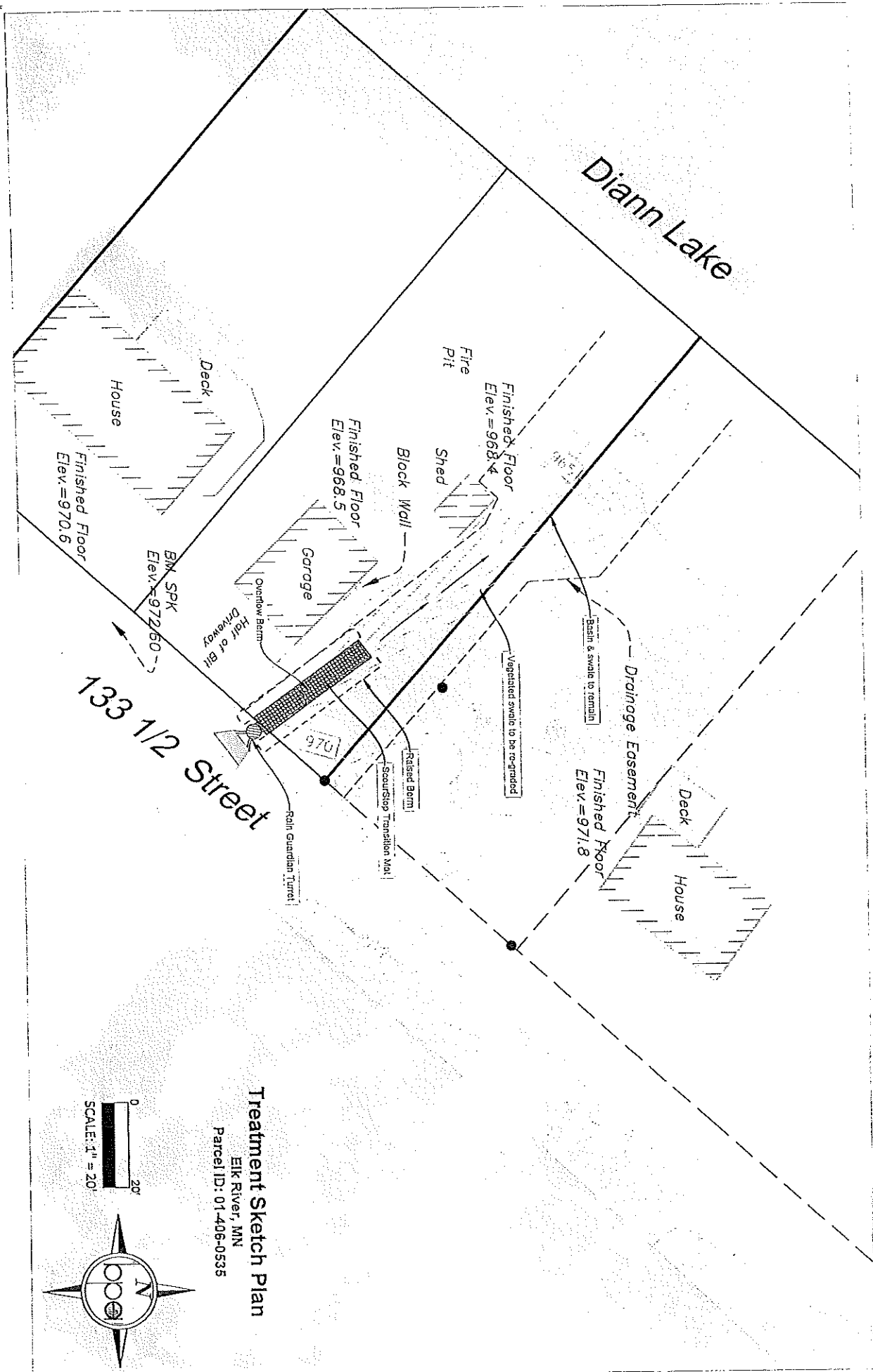
Key Point	Station	Planned Profile Elev.	Surveyed Finished Grade Bit. Elev. (GPS'ed)	As-Built Elev - Plan Profile Elev.	Allowable Tolerance	Difference in Elevation Outside of Tolerance	Class 5 Aggregate		Topsoil		
							AREA (SF)	CUM VOL (CY)	AREA (SF)	TOTAL VOL (CY)	TOTAL WT (TONS)
	325+00	978.32	978.35	0.03				276.59		63.83	83
LOW PT.	325+40	978.29	978.32	0.03				276.59		63.83	83
	325+50	978.29	978.29	0.00				276.59		63.83	83
	326+00	978.36	978.35	-0.01				276.59		63.83	83
	326+50	978.52	978.39	-0.13				276.59		63.83	83
	327+00	978.78	978.75	-0.04				276.59		63.83	83
VPT	327+22	978.93	978.94	0.01				276.59		63.83	83
	327+50	979.13	979.14	0.01				276.59		63.83	83
VPC	327+80	979.34	979.36	0.01				276.59		63.83	83
	328+00	979.45	979.49	0.03				276.59		63.83	83
HIGH PT.	328+31	979.52	979.61	0.09	0.05	0.04	0.92	277.12	0.213	63.95	83
	328+50	979.50	979.61	0.12	0.05	0.07	1.73	278.06	0.399	64.17	83
	329+00	979.19	979.31	0.13	0.05	0.08	1.96	281.48	0.453	64.96	84
VPT	329+06	979.13	979.26	0.13	0.05	0.08	2.17	281.91	0.501	65.06	85
	329+50	978.67	978.74	0.07	0.05	0.02	0.58	284.17	0.135	65.58	85
	330+00	978.14	978.30	0.15	0.05	0.10	2.72	287.23	0.627	66.28	86
	330+50	977.62	977.97	0.36	0.05	0.31	7.94	297.10	1.833	68.56	89
PI	330+98	977.11	977.30	0.19	0.05	0.14	3.68	307.50	0.849	70.96	92
	331+00	977.10	977.26	0.17	0.05	0.12	3.11	307.71	0.717	71.01	92
	331+50	976.57	976.66	0.09	0.05	0.04	1.00	311.51	0.231	71.89	93
	332+00	976.05	976.20	0.15	0.05	0.10	2.72	314.96	0.627	72.68	94
	332+50	975.53	975.47	-0.06				317.47		73.26	95
VPC	332+78	975.24	975.09	-0.14				317.47		73.26	95
	333+00	975.02	974.90	-0.12				317.47		73.26	95
	333+50	974.64	974.67	0.03				317.47		73.26	95
	334+00	974.43	974.61	0.18	0.05	0.13	3.45	320.66	0.795	74.00	96
LOW PT.	334+44	974.37	974.63	0.26	0.05	0.21	5.50	327.94	1.269	75.68	98
	334+50	974.37	974.62	0.25	0.05	0.20	5.16	329.14	1.191	75.95	99
	335+00	974.47	974.70	0.23	0.05	0.18	4.74	338.31	1.095	78.07	101
VPT	335+28	974.59	974.80	0.21	0.05	0.16	4.15	342.86	0.957	79.12	103
	335+50	974.71	974.92	0.21	0.05	0.16	4.28	346.35	0.987	79.93	104
	336+00	974.97	975.20	0.23	0.05	0.18	4.64	354.60	1.071	81.83	106
	336+50	975.23	975.43	0.20	0.05	0.15	3.78	362.40	0.873	83.63	109

305TH AVE NW
AGGREGATE AND TOPSOIL QUANTITY ANALYSIS

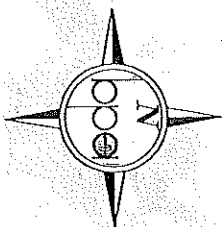
Key Point	Station	Planned Profile Elev.	Surveyed Finished Grade Bit. Elev. (GPS'ed)	As-Built Elev - Plan Profile Elev.	Allowable Tolerance	Difference in Elevation Outside of Tolerance	Class 5 Aggregate		Topsoil		
							AREA (SF)	CUM VOL (CY)	AREA (SF)	TOTAL VOL (CY)	TOTAL WT (TONS)
	337+00	975.50	975.61	0.11	0.05	0.06	1.57	367.36	0.363	84.78	110
	337+50	975.76	975.77	0.02				368.82		85.11	111
	338+00	976.02	976.09	0.07	0.05	0.02	0.51	369.29	0.117	85.22	111
VPC	338+04	976.04	976.12	0.08	0.05	0.03	0.71	369.38	0.165	85.24	111
	338+50	976.33	976.44	0.12	0.05	0.07	1.78	371.51	0.411	85.73	111
	339+00	976.72	976.76	0.04				373.16		86.11	112
	339+50	977.22	977.19	-0.03				373.16		86.11	112
PI	339+65	977.39	977.35	-0.04				373.16		86.11	112
	340+00	977.81	977.87	0.06	0.05	0.01	0.35	373.38	0.081	86.17	112
	340+50	978.49	978.63	0.13	0.05	0.08	2.14	375.69	0.495	86.70	113
VPT	340+54	978.55	978.69	0.14	0.05	0.09	2.33	376.03	0.537	86.78	113
	341+00	979.23	979.36	0.13	0.05	0.08	2.09	379.79	0.483	87.64	114
	341+50	979.97	980.16	0.19	0.05	0.14	3.68	385.13	0.849	88.88	116
VPC	341+59	980.11	980.28	0.17	0.05	0.12	3.06	386.28	0.705	89.14	116
	342+00	980.65	980.80	0.15	0.05	0.10	2.53	390.50	0.585	90.12	117
	342+50	981.15	981.23	0.08	0.05	0.03	0.79	393.59	0.183	90.83	118
	343+00	981.46	981.51	0.05	0.05			394.32		91.00	118
	343+50	981.58	981.62	0.04				394.32		91.00	118
HIGH PT.	343+58	981.58	981.61	0.03				394.32		91.00	118
	344+00	981.52	981.54	0.02				394.32		91.00	118
VPT	344+09	981.49	981.49	0.01				394.32		91.00	118
	344+50	981.33	981.32	-0.01				394.32		91.00	118
	345+00	981.14	981.16	0.02				394.32		91.00	118
	345+50	980.95	981.04	0.09	0.05	0.04	1.03	395.27	0.237	91.22	119
	346+00	980.76	980.85	0.09	0.05	0.04	1.03	397.17	0.237	91.66	119
	346+50	980.57	980.65	0.08	0.05	0.03	0.79	398.86	0.183	92.04	120
	347+00	980.38	980.39	0.01				399.59		92.21	120
VPC	347+31	980.26	980.22	-0.04				399.59		92.21	120
	347+50	980.19	980.13	-0.06				399.59		92.21	120
	348+00	979.95	979.97	0.01				399.59		92.21	120
	348+50	979.68	979.69	0.02				399.59		92.21	120
	349+00	979.35	979.34	-0.01				399.59		92.21	120
VPT	349+31	979.13	979.13	0.00				399.59		92.21	120

305TH AVE NW
AGGREGATE AND TOPSOIL QUANTITY ANALYSIS

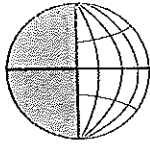
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							AREA (SF)	CUM VOL (CY)	AREA (SF)	TOTAL VOL (CY)	TOTAL WT (TONS)
	349+50	978.99	979.00	0.01				399.59		92.21	120
	350+00	978.61	978.67	0.06	0.05	0.01	0.14	399.73	0.033	92.24	120
	350+50	978.24	978.21	-0.02				399.86		92.27	120
	351+00	977.86	977.78	-0.08				399.86		92.27	120
	351+50	977.48	977.46	-0.02				399.86		92.27	120
VPI	351+95	977.15	977.24	0.09	0.05	0.04	1.08	400.75	0.249	92.48	120
	352+00	977.14	977.24	0.10	0.05	0.05	1.42	400.99	0.327	92.54	120
	352+50	977.02	977.16	0.14	0.05	0.09	2.46	404.58	0.567	93.36	121
Match	352+64	976.98	977.01	0.03				405.23		93.52	122



0 20'
SCALE: 1" = 20'



Treatment Sketch Plan
Elk River, MN
Parcel ID: 01-406-0535



**Bogart, Pederson
& Associates, Inc.**

CIVIL ENGINEERING
LAND SURVEYING
ENVIRONMENTAL SERVICES

Traditional Values • Creative Solutions

Project Name:	Lake Diann Stormwater BPM
Project Location:	Baldwin Twp, Sherburne County
Project Number:	23-0390.00
Prepared By:	CJD
Checked By:	CJD

Engineers Opinion of Construction Cost

Preliminary Opinion

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	COST
Base Bid Section 100 Items - Sanitary Sewer					
Subtotal - Sanitary Sewer					
Base Bid Section 200 Items - Watermain					
Subtotal - Watermain					
Base Bid Section 300 Items - Storm Sewer					
309	Rain Guardian Turret	Each	1.00	\$3,500.00	\$3,500.00
Subtotal - Storm Sewer					\$3,500.00
Base Bid Section 400 Items - Street Construction					
401	Test Rolling (Road)	Lin Ft	50.00	\$1.50	\$75.00
403	Subgrade Preparation	Sq Yd	27.78	\$5.00	\$138.89
404	Aggregate Base, Class 5	Ton	12.94	\$20.00	\$258.75
405	Select Granular Borrow (CV)(P)	Cu Yd	10.65	\$12.00	\$127.78
407	Bituminous Material for Tack Coat	Gal	1.76	\$3.00	\$5.27
408	Bit Wearing Course Type SPWEA240B (1.5")	Ton	2.66	\$90.00	\$239.34
409	Bit Non-Wearing Course Type SPNWB230B (2")	Ton	3.55	\$90.00	\$319.13
417	Traffic Control	Lump Sum	1.00	\$500.00	\$500.00
424	Sign - Keep Off - Infiltration Area (X3-6A)	Each	6.00	\$300.00	\$1,800.00
Subtotal - Street Construction					\$3,464.16
Base Bid Section 500 Items - Grading, Removals, & Erosion Control					
501	Mobilization	Lump Sum	1.00	\$3,000.00	
502	Clearing and Grubbing	Lump Sum	1.00	\$1,000.00	\$1,000.00
504	Sawcut Bituminous	Lin Ft	40.00	\$5.00	\$200.00
505	Remove Bituminous Pavement	Sq Ft	250.00	\$4.00	\$1,000.00
510	Remove Misc.	Lump Sum	1.00	\$4,000.00	\$4,000.00
528	ScourStop Transition Mat	Sq Ft	170.00	\$15.00	\$2,550.00
532	Common Excavation (P) / Grading Swale	Lump Sum	1.00	\$7,000.00	\$7,000.00
533	Export	Lump Sum	1.00	\$2,000.00	\$2,000.00
543	Silt Fence, Type MS	Lin Ft	180.00	\$2.00	\$360.00
546	Seeding	Acre	0.05	\$500.00	\$25.54
548	Seed Mixture (220 Lb/Ac)	Lb	11.24	\$4.00	\$44.95
550	Disk Anchoring	Acre	0.05	\$300.00	\$15.32
551	Fertilizer (350Lb/Ac)	Lb	17.88	\$1.00	\$17.88
552	Mulch Material Type 3 (2 Tons/Ac)	Ton	0.10	\$500.00	\$51.08
Subtotal - Grading, Removals & Eros. Con.					\$18,264.77
Subtotal - Sanitary Sewer					
Subtotal - Watermain					
Subtotal - Storm Sewer					\$3,500.00
Subtotal - Street Construction					\$3,464.16
Subtotal - Grading, Removals & Eros. Con.					\$18,264.77
Base Bid Total					\$25,228.93
20% Contingency					\$5,045.79
Base Bid + 20% Contingency Total					\$30,274.71

Joan Heinen

From: Matthew Kind <matthewk@haa-inc.com>
Sent: Thursday, June 06, 2024 9:03 AM
To: Baldwin Maintenance
Cc: Joan Heinen; Tom Rush
Subject: RE: Lake Diann Stormwater Easement

I've just looked through the emails and photos about this garage flooding issue. The site plan provided indicates this was brought up in 2023 and a plan to mitigate the runoff was created by BP.

Some of my thoughts and questions are the following:

1. The structure is at least 50-60 years old, why is this an issue now? What has changed on the property over time? Has the road changed? Did the drive settle?
2. Why does the resident think the Town should pay for some/all of the work when their lot appears has historical grading issues, and a less than acceptable grading within their property?
3. Why hasn't this swale and rain guardian been built yet? Who's paying for it?
4. What obligation does the resident think they have to provide a well draining property?
5. Negative slope drives are a last resort design to begin with, and worse when there's no positive slope away from the structure at the bottom of the slope. This garage has very minimal positive drainage, and what I do see from the pics is that it drains SW'ly towards the house and not NE'ly to the side of the lot. Perhaps the drive has settled and where it used to drain away from the house, now it drains towards the house.
6. This is the second situation like this at a low point in a road that the Town is being asked to fix. Given the abundance of ex-cabins lots turned into year around dwellings and the minimum amount of thought used when originally built 50-70 years ago, this could be an ongoing issue that has a significant cost to the Town.
7. For the Miller property, I asked the resident to do their part in fixing some of the grading within their property so it drains away from structures and doesn't pond. In this case, there should be some expectation that the owner will make some improvements of their own along with what the Town may do. If only one part of the solution is executed, the problem isn't completely fixed.
8. When we have a rainy spring with heavy downpours, with that drive grade and garage elevation, they will get water in the garage just from the rain that falls on the drive alone...not counting any runoff from the street. All the Town can do is reduce the impact of street runoff, it won't be 100% eliminated.

If anyone want to discuss this issue and provide some context so I better understand, feel free to call me.

612-599-6668

Thanks,

Matt



**Hakanson
Anderson**

Matthew Kind, P.E., Senior Project Engineer
3601 Thurston Avenue
Anoka, MN 55303
Phone: (763) 427-5860

From: Baldwin Maintenance <Maintenance@baldwintwpmn.com>
Sent: Thursday, June 6, 2024 7:58 AM
To: Matthew Kind <matthewk@haa-inc.com>
Cc: Joan Heinen <Town.Clerk@baldwintwpmn.com>; Tom Rush <trush@baldwintwpmn.com>
Subject: Lake Diann Stormwater Easement

Hi Matt,

We have a concern brought to our attention by a resident experiencing flooding of their garage.
I have met with S.W.C.D and reviewed this site, attached is a plan they had developed.

Would you review and comment?

Thanks,
Zac

Zachary Good
Maintenance@Baldwintwpmn.com
Public Works Supervisor
763.286.3394 - mobile

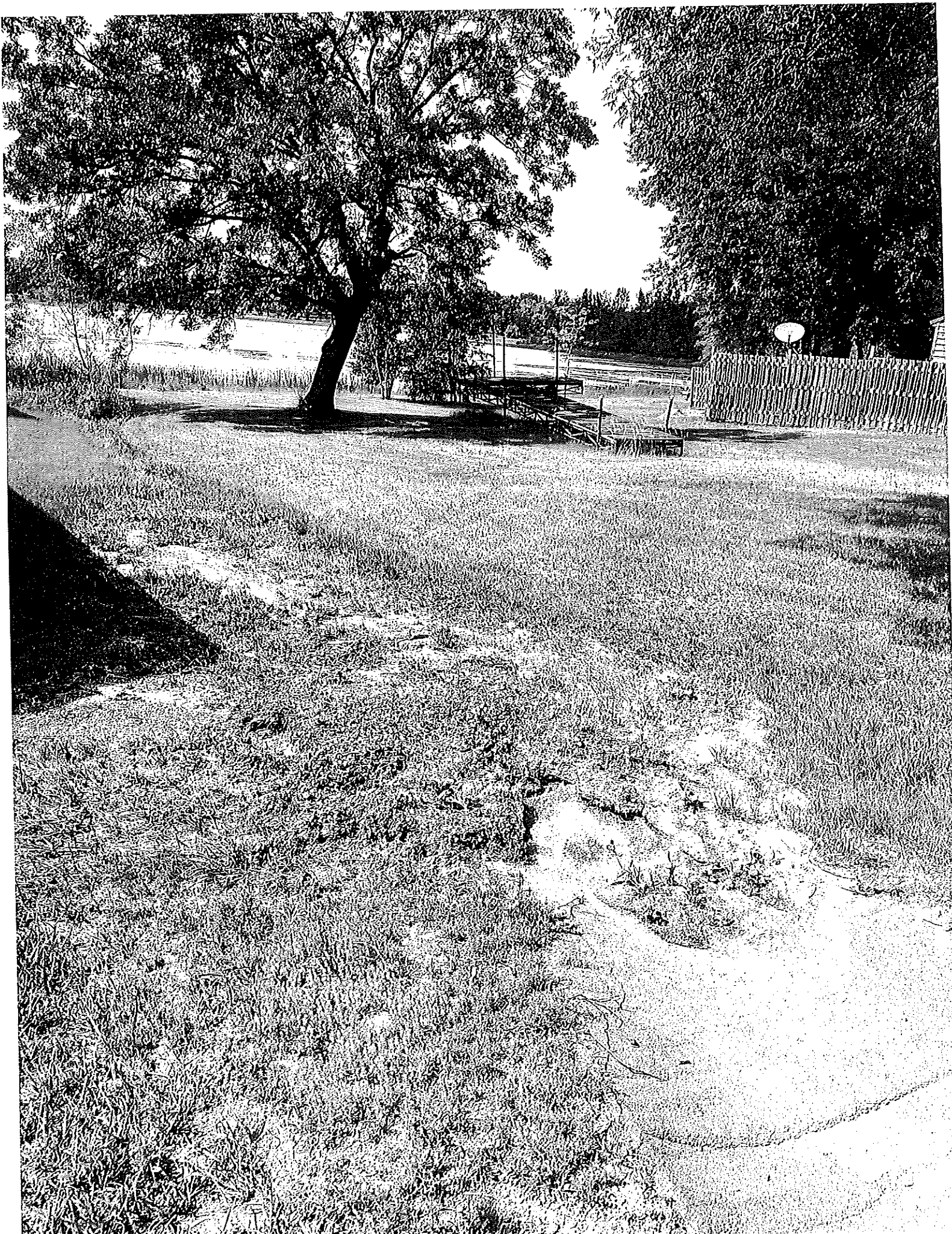


Baldwin Township
30239 128th Street
Baldwin Township, MN 55371
763.389.2751-fax









Joan Heinen

From: Tom Rush
Sent: Wednesday, June 05, 2024 5:17 PM
To: Joan Heinen
Subject: Re: Baldwin Township/FW: Culver needed 27950 133 1/2 Street NW Zimmerman

Hi Joan,

Please tell the resident to come to the Townboard meeting on 6/17. The SWCD is an engineer plan but will cost the township \$75-100K. Zac can share the plan with Matt Kind to review before the next meeting.

Thanks

Sent from my iPhone

On Jun 5, 2024, at 4:14 PM, Joan Heinen <Town.Clerk@baldwintwpmn.com> wrote:

FYI
Email 3 of 3

Joan Heinen
Baldwin Township
Clerk/Treasurer
30239 - 128th Street NW
Baldwin Township, MN 55371-3752
Phone: (763) 389-8931
Fax: (763) 389-2751

From: Lori Kopp <crazykopp@gmail.com>
Sent: Wednesday, June 05, 2024 2:00 PM
To: Joan Heinen <Town.Clerk@baldwintwpmn.com>
Subject: Culver needed 27950 133 1/2 Street NW Zimmerman

Hi Joan,

I am not great at emailing as an older person or if the will force for some time. I hope you recommend all for if my emails regarding this. Most recent photo from this storm
<1000000757.jpg>

Thanks, Lori

Joan Heinen

From: Baldwin Maintenance
Sent: Wednesday, June 05, 2024 4:08 PM
To: Joan Heinen
Cc: Tom Rush
Subject: Re: Baldwin Township/FW: Culver needed

The initial repair was done over 20 years ago.
This was engineered by Bogart Pederson, a drainage easement was up tainted.

A few years ago, we placed a swale where the stormwater eroded the road edge.

Last year I started the conversation with S.W.C.D the repair the drainage easement.

I have shared these plans with the town.

(Sandy Lake Beach is also included in the conversation/plans provided by S.W.C.D)

Get [Outlook for iOS](#)

From: Joan Heinen <Town.Clerk@baldwintwpmn.com>
Sent: Wednesday, June 5, 2024 3:55:49 PM
To: Baldwin Maintenance <Maintenance@baldwintwpmn.com>
Subject: RE: Baldwin Township/FW: Culver needed

Who repaired it?
How should I handle this one??

Joan Heinen
Baldwin Township
Clerk/Treasurer
30239 – 128th Street NW
Baldwin Township, MN 55371-3752
Phone: (763) 389-8931
Fax: (763) 389-2751

From: Baldwin Maintenance <Maintenance@baldwintwpmn.com>
Sent: Wednesday, June 05, 2024 3:50 PM
To: Joan Heinen <Town.Clerk@baldwintwpmn.com>
Cc: Tom Rush <trush@baldwintwpmn.com>
Subject: Re: Baldwin Township/FW: Culver needed

Sherburne County soil and water provided an engineering plan and estimate to repair this problem

Get Outlook for iOS

From: Joan Heinen <Town.Clerk@baldwintwpmn.com>
Sent: Wednesday, June 5, 2024 3:30:09 PM
To: Baldwin Maintenance <Maintenance@baldwintwpmn.com>
Cc: Tom Rush <trush@baldwintwpmn.com>
Subject: Baldwin Township/FW: Culver needed

FYI

I will be sending you 2 more emails that contain more pictures.

Joan Heinen
Baldwin Township
Clerk/Treasurer
30239 - 128th Street NW
Baldwin Township, MN 55371-3752
Phone: (763) 389-8931
Fax: (763) 389-2751

From: Lori Kopp <crazykopp@gmail.com>
Sent: Wednesday, June 05, 2024 1:52 PM
To: Joan Heinen <Town.Clerk@baldwintwpmn.com>
Subject: Culver needed

Hi Joan,

We spoke briefly day before yesterday about my property washing away at 27950 133 1/2 St, Zimmerman, MN. A previous owner had had the township put in a ditch years back and it hasn't been maintained other than 6 sandbags a couple seasons ago, which didn't help at all. I am lakeside on Dianne Lake and at the bottom of a hill of properties. Any water, whether it be rain or melting snow, comes right into my driveway, garage and between the unattached garage and the house. At times the runoff is all the way to the lake. My garage foundation was rotted as a result and recently had it repaired. I am going to avoid this happening again and consider the failure of this maintenance and even the fact it wasn't fixed correctly in the first place, as the reason my garage was affected. I also green that reimbursement for the repairs may be in order. But most importantly, this needs to be addressed in a correct manner as soon as possible. I am attaching pictures but will need to send them in another email as well due to file size.

Thank you for your attention to this matter.

Warm Regards,

Lori Kopp
763-333-6139

Joan Heinen

From: Lori Kopp <crazykopp@gmail.com>
Sent: Wednesday, June 05, 2024 2:00 PM
To: Joan Heinen
Subject: Culver needed 27950 133 1/2 Street NW Zimmerman

Hi Joan,

I am not great at emailing as an older person or if the will force for some time. I hope you recommend all for if my emails regarding this. Most recent photo from this storm

Joan Heinen

From: Baldwin Maintenance
Sent: Thursday, June 06, 2024 7:58 AM
To: Matthew Kind
Cc: Joan Heinen; Tom Rush
Subject: Lake Diann Stormwater Easement
Attachments: 23-0390.00 Lake Diann_Sherburne SWCD_Prelim EOCC_09272023.pdf; 23-0390.00 Lake Diann_Sherburne SWCD_Prelim Sketch Plan _09272023.pdf

Hi Matt,

We have a concern brought to our attention by a resident experiencing flooding of their garage. I have met with S.W.C.D and reviewed this site, attached is a plan they had developed.

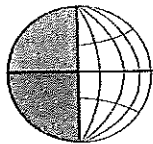
Would you review and comment?

Thanks,
Zac

Zachary Good
Maintenance@Baldwintwpmn.com
Public Works Supervisor
763.286.3394 - mobile



Baldwin Township
30239 128th Street
Baldwin Township, MN 55371
763.389.2751-fax

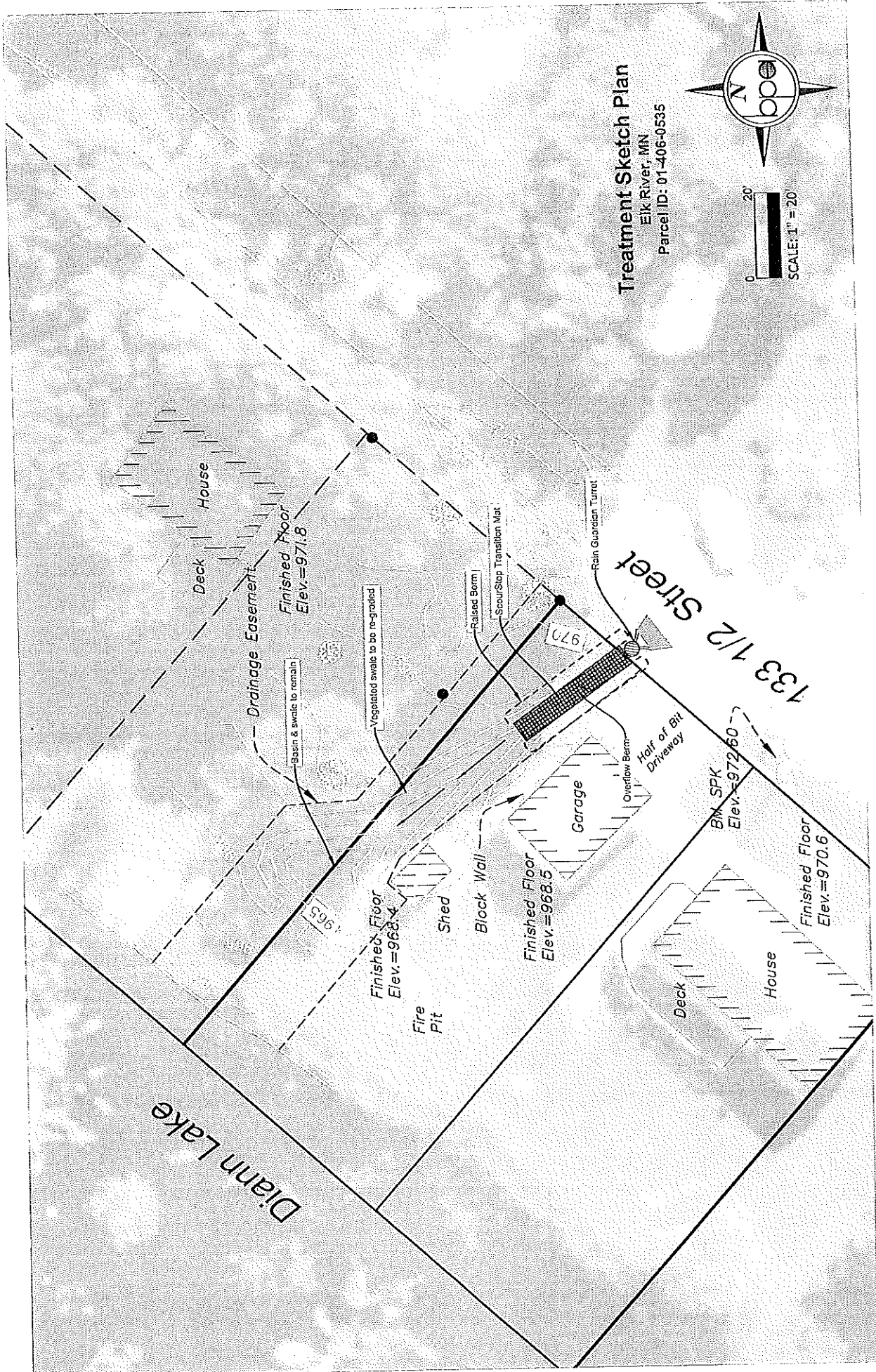
**Bogart, Pederson
& Associates, Inc.**CIVIL ENGINEERING
LAND SURVEYING
ENVIRONMENTAL SERVICES*Traditional Values • Creative Solutions*

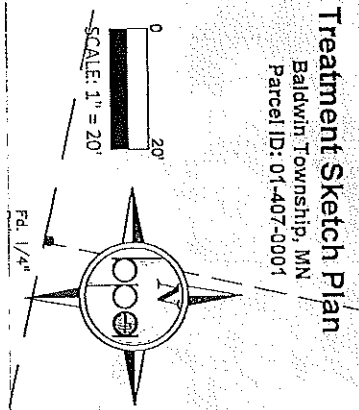
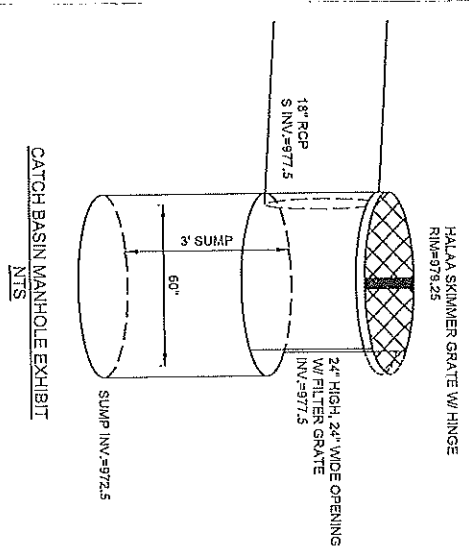
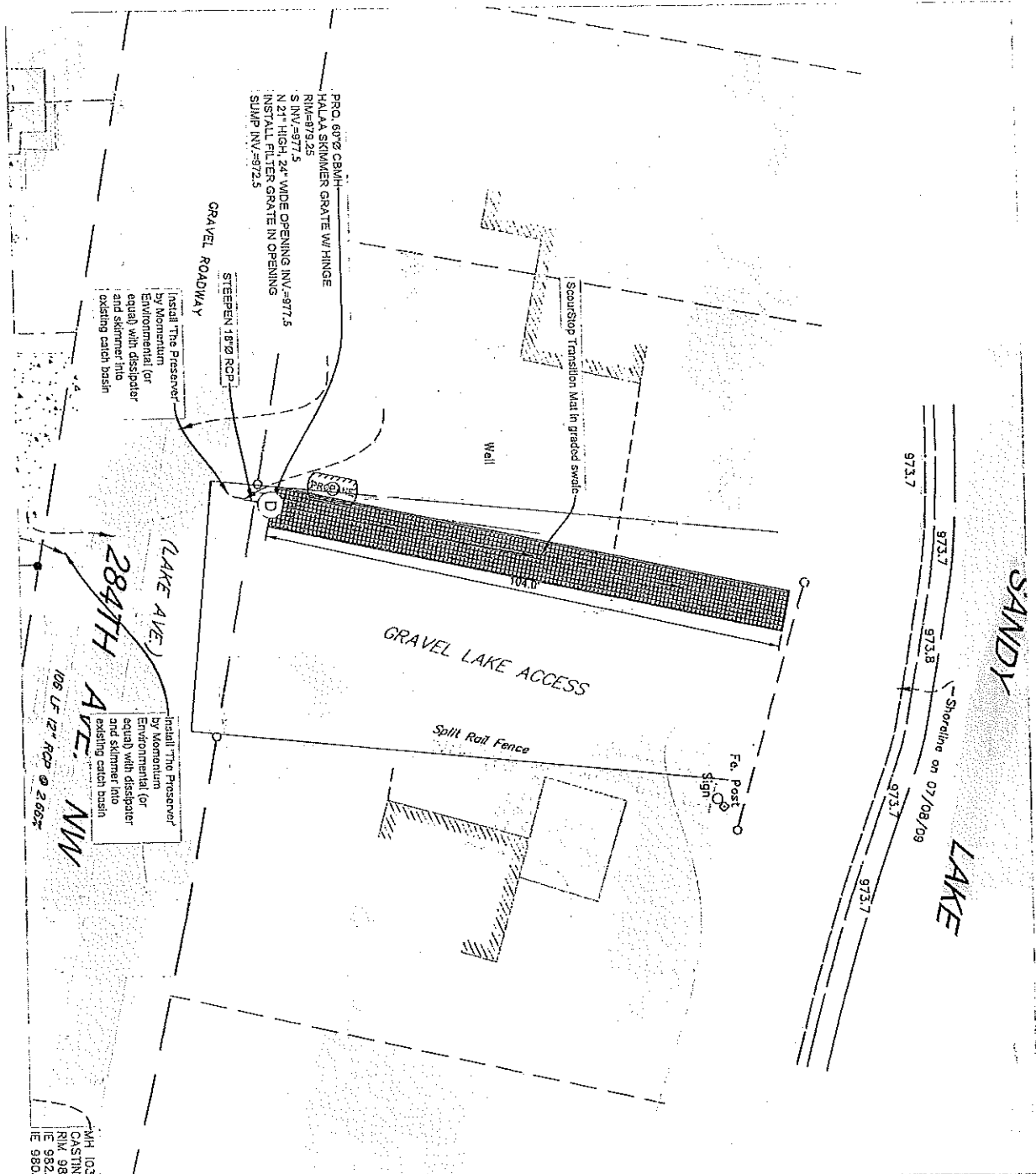
Project Name:	Lake Diann Stormwater BPM
Project Location:	Baldwin Twp, Sherburne County
Project Number:	23-0390.00
Prepared By:	CJD
Checked By:	CJD

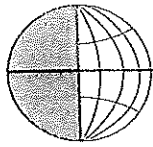
Engineers Opinion of Construction Cost**Preliminary Opinion**

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	COST
Base Bid Section 100 Items - Sanitary Sewer					
Subtotal - Sanitary Sewer					
Base Bid Section 200 Items - Watermain					
Subtotal - Watermain					
Base Bid Section 300 Items - Storm Sewer					
309	Rain Guardian Turret	Each	1.00	\$3,500.00	\$3,500.00
Subtotal - Storm Sewer					\$3,500.00
Base Bid Section 400 Items - Street Construction					
401	Test Rolling (Road)	Lin Ft	50.00	\$1.50	\$75.00
403	Subgrade Preparation	Sq Yd	27.78	\$5.00	\$138.89
404	Aggregate Base, Class 5	Ton	12.94	\$20.00	\$258.75
405	Select Granular Borrow (CV)(P)	Cu Yd	10.65	\$12.00	\$127.78
407	Bituminous Material for Tack Coat	Gal	1.76	\$3.00	\$5.27
408	Bit Wearing Course Type SPWEA240B (1.5")	Ton	2.66	\$90.00	\$239.34
409	Bit Non-Wearing Course Type SPNWB230B (2")	Ton	3.55	\$90.00	\$319.13
417	Traffic Control	Lump Sum	1.00	\$500.00	\$500.00
424	Sign - Keep Off - Infiltration Area (X3-6A)	Each	6.00	\$300.00	\$1,800.00
Subtotal - Street Construction					\$3,464.16
Base Bid Section 500 Items - Grading, Removals, & Erosion Control					
501	Mobilization	Lump Sum	1.00	\$3,000.00	
502	Clearing and Grubbing	Lump Sum	1.00	\$1,000.00	\$1,000.00
504	Sawcut Bituminous	Lin Ft	40.00	\$5.00	\$200.00
505	Remove Bituminous Pavement	Sq Ft	250.00	\$4.00	\$1,000.00
510	Remove Misc.	Lump Sum	1.00	\$4,000.00	\$4,000.00
528	ScourStop Transition Mat	Sq Ft	170.00	\$15.00	\$2,550.00
532	Common Excavation (P) / Grading Swale	Lump Sum	1.00	\$7,000.00	\$7,000.00
533	Export	Lump Sum	1.00	\$2,000.00	\$2,000.00
543	Silt Fence, Type MS	Lin Ft	180.00	\$2.00	\$360.00
546	Seeding	Acre	0.05	\$500.00	\$25.54
548	Seed Mixture (220 lb/Ac)	Lb	11.24	\$4.00	\$44.95
550	Disk Anchoring	Acre	0.05	\$300.00	\$15.32
551	Fertilizer (350lb/Ac)	Lb	17.88	\$1.00	\$17.88
552	Mulch Material Type 3 (2 Tons/Ac)	Ton	0.10	\$500.00	\$51.08
Subtotal - Grading, Removals & Eros. Con.					\$18,264.77
Subtotal - Sanitary Sewer					
Subtotal - Watermain					
Subtotal - Storm Sewer					\$3,500.00
Subtotal - Street Construction					\$3,464.16
Subtotal - Grading, Removals & Eros. Con.					\$18,264.77
Base Bid Total					\$25,228.93
20% Contingency					\$5,045.79
Base Bid + 20% Contingency Total					\$30,274.71

Parcel ID: 01-406-0535





**Bogart, Pederson
& Associates, Inc.**CIVIL ENGINEERING
LAND SURVEYING
ENVIRONMENTAL SERVICES*Traditional Values • Creative Solutions*

Project Name:	Sandy Lake Access Stormwater BPM
Project Location:	Baldwin Twp, Sherburne County
Project Number:	23-0391.00
Prepared By:	CJD
Checked By:	CJD

Engineers Opinion of Construction Cost

Preliminary Opinion

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	COST
Base Bid Section 100 Items - Sanitary Sewer					
Subtotal - Sanitary Sewer					
Base Bid Section 200 Items - Watermain					
Subtotal - Watermain					
Base Bid Section 300 Items - Storm Sewer					
301	Connect to Existing Storm Sewer	Each	1.00	\$1,000.00	\$1,000.00
304	48" Dia. Storm MH w/ Casting	Each	1.00	\$4,500.00	\$4,500.00
305	48" Dia. Storm MH (5' Deep)	Each	1.00	\$4,500.00	\$4,500.00
309	HALLA 48" Skimmer Grate	Each	1.00	\$1,200.00	\$1,200.00
332	The Preserver 0"-15" Skimmer (S15)	Each	1.00	\$2,700.00	\$2,700.00
333	The Preserver 16"-21" Skimmer (S21)	Each	1.00	\$4,000.00	\$4,000.00
337	The Preserver 0"-15" Dissipator (D15)	Each	2.00	\$3,500.00	\$7,000.00
Subtotal - Storm Sewer					\$24,900.00
Base Bid Section 400 Items - Street Construction					
417	Traffic Control	Lump Sum	1.00	\$500.00	\$500.00
424	Sign - Keep Off - Infiltration Area (X3-6A)	Each	8.00	\$300.00	\$2,400.00
Subtotal - Street Construction					\$2,900.00
Base Bid Section 500 Items - Grading, Removals, & Erosion Control					
528	ScourStop Transition Mat	Sq Ft	832.00	\$13.00	\$10,816.00
532	Common Excavation (P) / Grading Swale	Lump Sum	1.00	\$14,500.00	\$14,500.00
543	Silt Fence, Type MS	Lin Ft	200.00	\$2.00	\$400.00
546	Seeding	Acre	0.07	\$500.00	\$37.01
548	Seed Mixture (220 Lb/Ac)	Lb	16.28	\$4.00	\$65.13
550	Disk Anchoring	Acre	0.07	\$300.00	\$22.20
551	Fertilizer (350Lb/Ac)	Lb	25.90	\$1.00	\$25.90
552	Mulch Material Type 3 (2 Tons/Ac)	Ton	0.15	\$500.00	\$74.01
Subtotal - Grading, Removals & Eros. Con.					\$30,140.26
Subtotal - Sanitary Sewer					
Subtotal - Watermain					
Subtotal - Storm Sewer					\$24,900.00
Subtotal - Street Construction					\$2,900.00
Subtotal - Grading, Removals & Eros. Con.					\$30,140.26
Base Bid Total					\$57,940.26
20% Contingency					\$11,588.05
Base Bid + 20% Contingency Total					\$69,528.31

Joan Heinen

From: mike gwynn <mggwynn@gmail.com>
Sent: Tuesday, November 12, 2024 5:23 PM
To: Joan Heinen
Subject: October DMR Frontier Trails
Attachments: oct dmr ft 2024.xlsx

Joan, The Numbers look good for the month of October. I believe this is a result of the maintenance that Steinbrecker did. There are no immediate concerns that I am aware of. We will be putting tarps on the sand filters to help hold the heat in for the winter. Thank you. Mike

BALDWIN TOWNSHIP, MN

11/13/24 7:12 AM

Page 1

602 Transactions

2024

October

Last Dim Descr	Search Name	Dr/Cr Amt	Comments
R Revenue			
Penalties and Inter		-\$137.68	UB Receipt Serv Pen 1 Frontier Trails
Sewer Charges		-\$220.00	UB UR Receipt Group 01 FRONTIER TRAILS
Sewer Charges		-\$3,087.32	UB Receipt Serv 1 Frontier Trails
R Revenue		-\$3,445.00	
E Expenditure			
Electric Utilities	CONNEXUS ENERGY-1808	\$362.08	Electric Utilities
FICA Contributions		\$11.77	Labor Distribution
FICA Contributions		\$14.97	Labor Distribution
FICA Contributions		\$19.60	Labor Distribution
FICA Contributions		\$11.58	Labor Distribution
Health		\$89.21	Labor Distribution
Improv Other than	STEINBRECHER COMPANIES, INC.	\$1,950.00	Frontier Trails SSD Clean Pumps Filters
Medicare Contribut		\$2.71	Labor Distribution
Medicare Contribut		\$4.59	Labor Distribution
Medicare Contribut		\$2.75	Labor Distribution
Medicare Contribut		\$3.50	Labor Distribution
Other Supplies	ELAN FINANCIAL SERVICES	\$44.97	Frontier Trails SSD Alkalinity Checker
PERA Contribution		\$14.01	Labor Distribution
PERA Contribution		\$18.12	Labor Distribution
PERA Contribution		\$14.23	Labor Distribution
PERA Contribution		\$23.71	Labor Distribution
Postage	ELAN FINANCIAL SERVICES	\$106.60	Stamps Frontier Trails SSD
Professional Servic	Wastewater Services, Inc.	\$650.00	Frontier Trails SSD
Professional Servic	MARKS SEWER SERVICE	\$1,360.00	Frontier Trails SSD Pumping Main Tank
Professional Servic	UTILITY CONSULTANTS, INC.	\$522.38	Frontier Trails SSD
Professional Servic	Wastewater Services, Inc.	\$650.00	Frontier Trails SSD
Wages and Salarie		\$241.50	Labor Distribution
Wages and Salarie		\$189.77	Labor Distribution
Wages and Salarie		\$186.78	Labor Distribution
Wages and Salarie		\$316.09	Labor Distribution
E Expenditure		\$6,810.92	
		\$3,365.92	

League of Minnesota Cities Insurance Trust
Group Self-Insured Workers' Compensation Plan
145 University Avenue West St. Paul, MN 55103-2044 Phone (651) 215-4173

Notice of Premium Options for Standard Premiums of \$25,000 - \$50,000

BALDWIN, CITY OF
30239 128TH ST NW
PRINCETON, MN 55371

Agreement No.: WC 1005450_Q-1
Agreement Period:
From: 12/01/2024
To: 12/01/2025

Enclosed is a quotation for workers' compensation deposit premium. **Note: Renewal Coverage will be bound as per the expiring coverage arrangement, including coverage for elected and appointed officials, with the premium indicated on the quote, unless the member or agent sends a written request not to bind renewal coverage.**

<u>PAYROLL DESCRIPTION</u>	<u>CODE</u>	<u>RATE</u>	<u>ESTIMATED PAYROLL</u>	<u>DEPOSIT PREMIUM</u>
----------------------------	-------------	-------------	------------------------------	----------------------------

SEE ATTACHED SCHEDULE FOR DETAILS

Manual Premium		31,286
Experience Modification	1.20	6,257
Standard Premium		37,543
Deductible Credit	0.00%	0
Premium Discount		-3,092
Net Deposit Premium		\$34,451
Adjustment for Commission*		0
Total Net Deposit Premium		\$34,451

*Workers compensation rates assume a 2% standard commission. The commission adjustment accounts for the commission difference, above or below 2%.

Agent:
01470 Zachman Insurance Agency Inc
12725 43rd St Ne # 102
Saint Michael, MN 55376-4901

Notice of Premium Options for Standard Premiums of \$25,000 - \$50,000 (Con't)

OPTIONS

Please indicate below the premium option you wish to select. You may choose only one option and you cannot change options during the agreement period.

1.	☐ Regular Premium Option	<u>Net Deposit Premium</u>	<u>Commission Adjustment</u>	<u>Total Net Deposit Premium</u>
		34,451	0	34,451

2. ☐ **Deductible Premium Option**
Deductible options are available in return for a premium credit applied to your estimated standard Premium of \$ 37,543. The deductible will apply per occurrence to paid medical costs only. There is no aggregate limit.

	<u>Deductible per Occurrence</u>	<u>Premium Credit</u>	<u>Credit Amount</u>	<u>Net Deposit Premium</u>	<u>Commission Adjustment</u>	<u>Total Net Deposit Premium</u>
☐	\$250	0.50%	-188	34,263	0	34,263
☐	\$500	0.90%	-338	34,113	0	34,113
☐	\$1,000	1.70%	-638	33,813	0	33,813
☐	\$2,500	3.00%	-1,126	33,325	0	33,325
☐	\$5,000	4.50%	-1,689	32,762	0	32,762
☐	\$10,000	6.00%	-2,253	32,198	0	32,198
☐	\$25,000	10.00%	-3,754	30,697	0	30,697
☐	\$50,000	14.00%	-5,256	29,195	0	29,195

3. ☐ **Retrospective Rates Premium Option**

	<u>Retro-Rated Minimum Factor</u>	<u>Est. Minimum Premium</u>	<u>Retro-Rated Maximum Factor</u>	<u>Est. Maximum Premium</u>
☐	0.749 %	28,120	1.150 %	43,174
☐	0.733 %	27,519	1.250 %	46,929
☐	0.701 %	26,318	1.500 %	56,314

This quotation is for a deposit premium based on your estimate of payroll and selected options. Your final actual premium will be computed after an audit of payroll subsequent to the close of your agreement year and will be subject to revisions in rates, payrolls and experience modification. While you are a member of the LMCIT Workers' Compensation Plan, you will be eligible to participate in dividend distributions from the Trust based upon claims experience and earnings of the Trust.

If you desire the coverage offered above, please return this signed document for the option you have selected.

This quotation should be signed by an authorized representative of the member requesting coverage.

**Notice of Premium Options for Standard Premiums of \$25,000 - \$50,000
(Con't)**

Signature

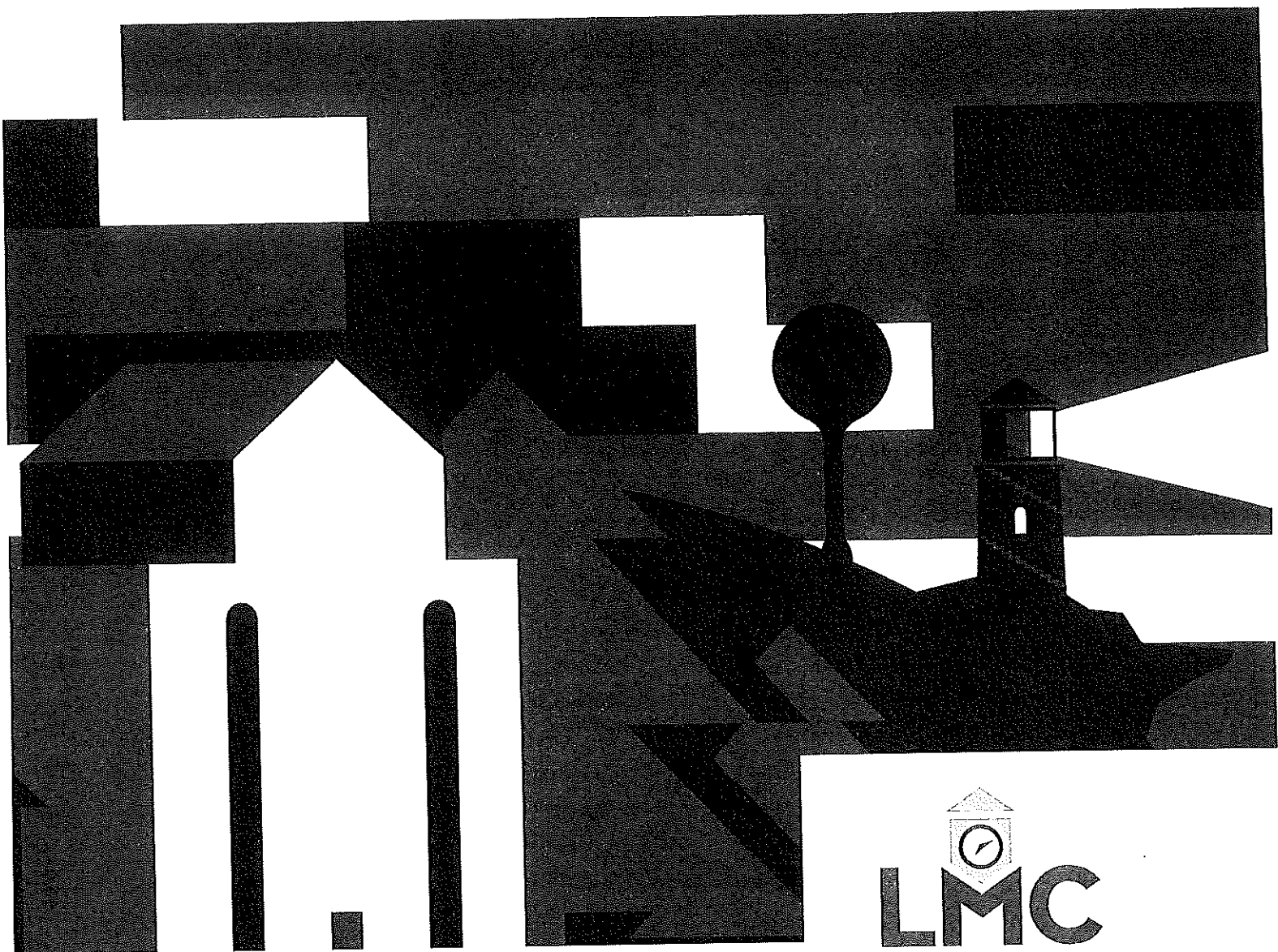
Title

Date

**Notice of Premium Options for Standard Premiums of \$25,000 - \$50,000
(Con't)**

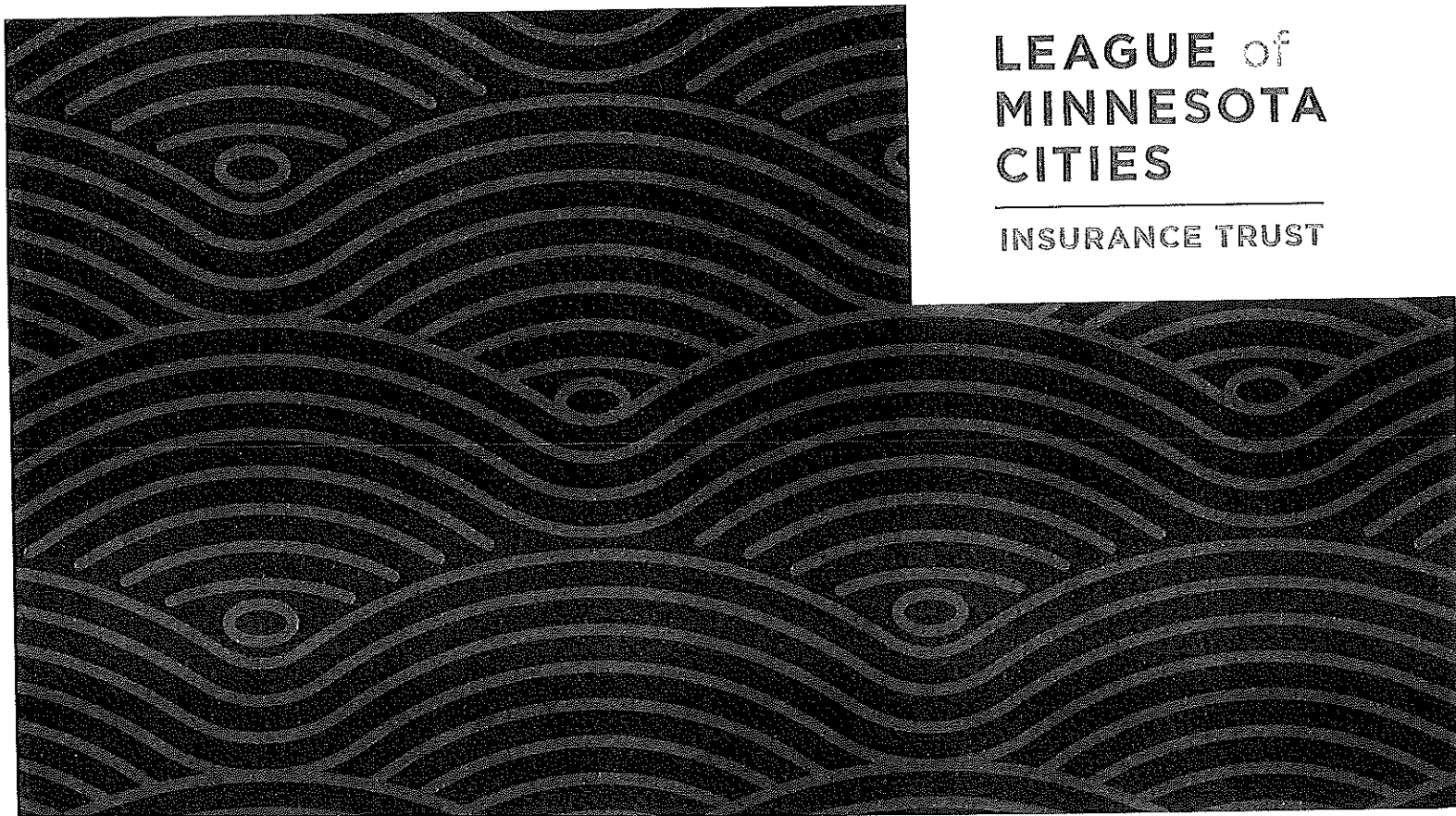
CONTINUATION SCHEDULE FOR QUOTATION PAGE

<u>REMUNERATION</u>	<u>RATE</u>	<u>CODE</u>	<u>DESCRIPTION</u>	<u>EST. PREM</u>
141,596	8.21	5506	STREET CONSTRUCTION	11,625
4,747	3.45	7520	WATERWORKS	164
POP 7,541	225.18	7708	FIREFIGHTERS (VOLUNTEER)	16,981
128,212	0.65	8810	CLERICAL OFFICE EMPLOYEES NOC	833
8,608	6.41	9015	BUILDINGS-OPER BY OWNER	552
14,141	6.72	9102	PARKS	950
22,365	0.81	9410	MUNICIPAL EMPLOYEES	181
Manual Premium				31286.0



LEAGUE of
MINNESOTA
CITIES

INSURANCE TRUST



The League of Minnesota Cities Insurance Trust (LMCIT) is a not-for-profit organization that addresses the unique coverage needs of local governments. A true Minnesota legacy, we have been helping cities for more than 40 years.

97% of Minnesota cities belong to LMCIT.

Why? We understand how cities and local governments work and the ever-changing exposures they face.

Trust funds not needed for claims, expenses, or reserves are returned to members or used to strengthen the Trust's fund balance.

Since 1987, we have returned more than \$360 million in dividends to our members.

It's about TRUST.

Member-Driven, Minnesota-Focused

Built by cities for cities, LMCIT is designed to protect communities. LMCIT is member-owned, member-driven, and member-governed by a board of trustees — allowing us to provide common-sense coverage that helps Minnesota governments succeed. Whether you have a sewer backup, a zoning challenge, or need help bridging divides, we are here to provide support every step of the way.



We Know Local Governments

The Trust was created for and by local governments, which gives a unique insight into your complex needs. We uphold the confidence our members have instilled in us by being responsive and proactive during the claim handling process, coverage renewals, and loss control visits.

The Trust employs over 100 claims adjusters, underwriters, loss control specialists, and litigation attorneys — ensuring our members have fast, easy access to qualified support whenever they need it.

WHAT WE COVER The Trust offers a broad range of coverage and is continually evolving to meet your needs.

 Comprehensive Municipal Liability*

 Property

 Cyber

 Auto

 Volunteer Accident

 Workers' Compensation

 Bond

 Liquor Liability

Much more!

WE'VE GOT YOU COVERED

A wide range of governmental entities are eligible for coverage:

- Cities
- Joint powers boards
- Special purpose political subdivisions
- City boards, commissions, and authorities
- Associations of public officials
- Instrumentalities of cities
- Transit operations

*Includes things like general liability, errors and omissions, public safety liability, employment practices, sewer backups, land use litigation, and professional liability.

Learn more about the League of Minnesota Cities Insurance Trust:
lmc.org • lmcitmembercenter@lmc.org • (800) 925-1122 or (651) 281-1200

**THE TRUST
BY THE NUMBERS**

OVER

1,200

**MINNESOTA
CITIES AND
OTHER
ENTITIES
COVERED**

8,000+

**CLAIMS PROCESSED
ANNUALLY**

**\$30
billion**

PROPERTY COVERED

23,000

**CITY VEHICLES
COVERED**

23,000

**FULL-TIME
EMPLOYEES COVERED**

**\$360+
million**

**DIVIDENDS RETURNED
TO MEMBERS SINCE 1987.**

*Education and
support for
greater good*

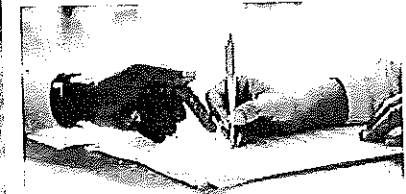
Loss Control — A Cooperative Approach

We know that every loss LMCIT helps members avoid results in savings they can use for other local priorities.

That's why we place such a high priority on helping our members minimize risks and reduce losses. Loss control consulting is free for members, and our field service experts are available to visit your location, work with your staff, and make department-specific recommendations to protect the health and livelihood of your organization.

Our Loss Control Programs and Consulting Services

- Employee health and safety
- Land use decisions and ordinance reviews
- Public safety liability and training
- Personnel management
- Conflict resolution
- Cybersecurity
- Risk assessments and surveys
- Contract reviews
- And much more



"LMCIT exists to make life better in all Minnesota cities. Regardless of the situation, cities know they can reach out to us for solutions."

– Dan Greensweig, LMCIT Administrator



LEAGUE OF MINNESOTA CITIES INSURANCE TRUST Safety & Loss Control Workshops

We offer hands-on training throughout the year for thousands of local government employees across Minnesota. These workshops empower employees at every level to take an active role in keeping cities safe and protected.

Visit lmc.org/events to find Loss Control Workshops in your area.

WHAT WE STAND FOR

THE TRUST'S VALUES:

Provide superior coverage for Minnesota cities and related entities.

Help members control losses.

Provide members the best value and the lowest long-term cost.

Respond to members' needs, always.

Be fair and equitable in how costs are spread, and how services and benefits are provided.

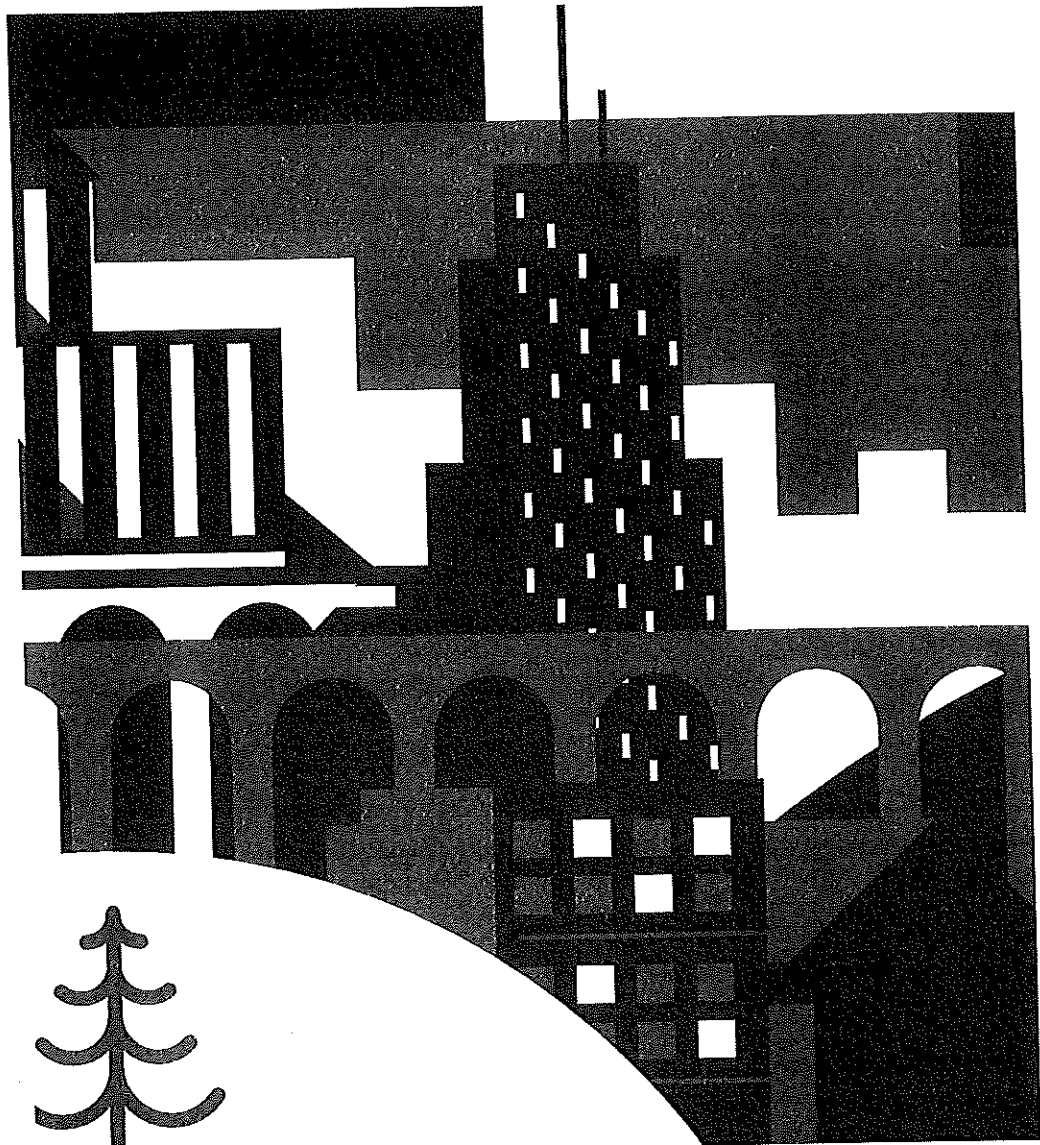
Provide stability to members by continuing to always pay covered claims, and avoiding sudden shock increases as much as possible.

Maintain knowledge and expertise regarding cities and city risks.

Maintain members' trust.

Provide leadership on risk issues.

Innovate and experiment.



**LEAGUE of
MINNESOTA
CITIES**

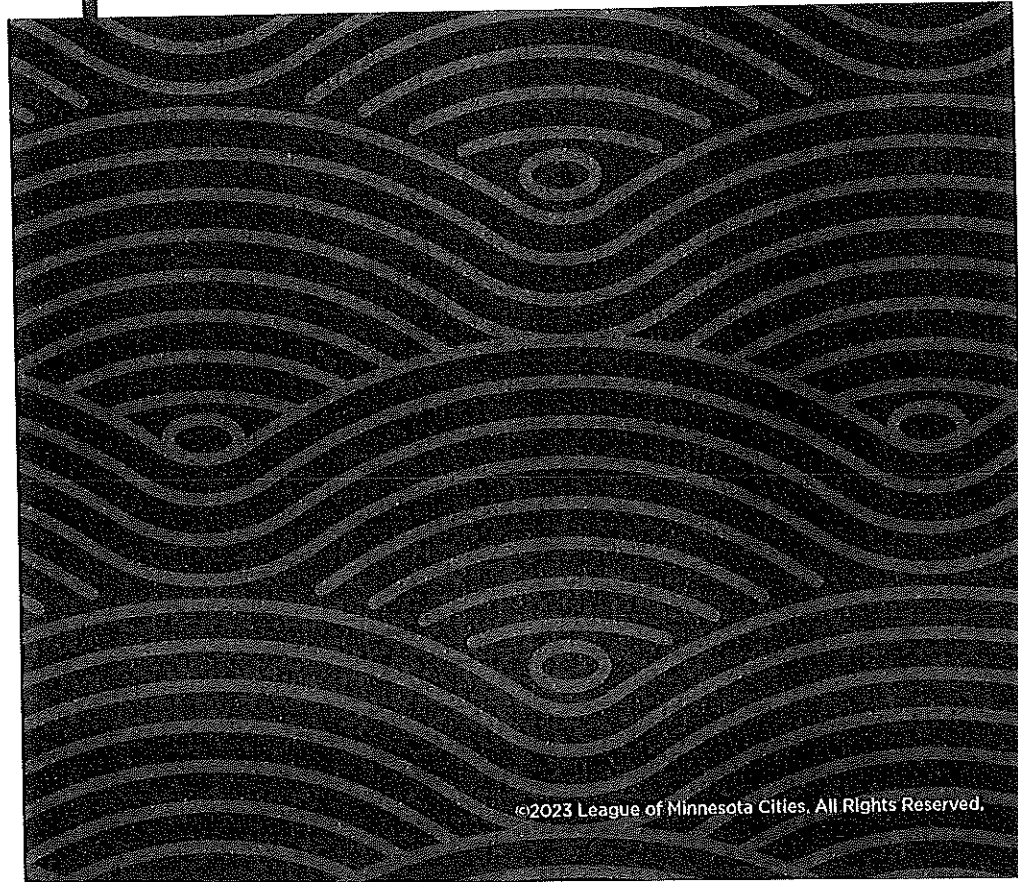
145 University Avenue West
St. Paul, MN 55103

lmcitmembercenter@lmc.org

(800) 925-1122

(651) 281-1200

lmc.org





COVERAGE PROPOSAL

FOR

**City of Baldwin
Effective 12/1/2024**

Prepared by:
LEAGUE OF MINNESOTA CITIES INSURANCE TRUST
145 University Ave. West
St. Paul, MN 55103
(651) 281-1200

This proposal is based on
information given to us by:

Dan Zachman
Zachman Insurance Agency, Inc.
12725 43rd St NE Suite 101
St. Michael, MN 55376

Designated Agent of Record

COVERAGES AVAILABLE FROM:

LEAGUE OF MINNESOTA CITIES INSURANCE TRUST

Property

Crime

Bond

Petrofund

Equipment Breakdown

Municipal First Party Cyber

Municipal Liability

Medical & Related Expense

Automobile Liability

Automobile Physical Damage

Defense Cost Reimbursement

Excess Liability

Liquor Liability

CLAIMS SERVICES: League of Minnesota Cities Insurance Trust

This is a proposal only. Coverage is not bound unless the covered party has requested that coverage be bound and LMCIT has sent a written confirmation. This quote is valid for 30 days after the date of this letter.

It is important to note also that we are not necessarily providing all the coverages requested or our proposal may not comply with your specifications. Please review closely.

PROPERTY

Section I – Property General Limit of Coverage Per Occurrence \$ 1,572,187

This general limit is subject to the sublimits as described in the Municipal Property Coverage Form, and the *specific property limit*.

Terrorism loss occurrence-shared limit \$ _____ 50,000,000. _____

This limit is subject to the provisions of the Terrorism Losses-Special Pool Limit Endorsement ME079(11/09)

Section II – Additional Covered Loss or Damages

- | | |
|--|---|
| 1. Loss of Revenue, Extra Expense and Expediting Expense | \$ 5,000,000. Per Occurrence |
| 2. Demolition and Debris Removal | |
| (Direct Physical Damage to Covered Property) | 25% of the Estimated Replacement Cost of the Covered Property |
| (No Direct Physical Damage to Covered Property) | \$ 50,000. Per Occurrence |
| 3. Leasehold Interest | \$ 500,000. Per Location |
| 4. Accounts Receivable | \$ 500,000. Per Location |
| 5. Valuable Papers and Records | \$ 500,000. Per Location |
| 6. Utility Services | \$ 100,000. Per Occurrence |
| 7. Green Building Expenses | 1% of the Contract Cost but not to exceed \$100,000. Per Location |
| 8. Asbestos Clean up, Abatement and Removal | \$ 250,000. Per Location |
| 9. Pollutant Cleanup and Removal | \$ 250,000. Per Location |
| 10. Errors | \$ 500,000. Per Occurrence |
| 11. Rental Reimbursement | \$ 250,000. Annual Aggregate |
| 12. Arson Reward | \$ 5,000. Per Fire Loss |
| 13. Extraordinary Expense | \$ 250,000. Annual Aggregate |

Section IV - Water and Supplemental Flood Coverage	\$ 500,000. Per Occurrence
	\$ 500,000. Annual Aggregate

DEDUCTIBLE: \$ 500. Per Occurrence

CRIME

Theft, disappearance, and destruction-inside and outside the premises and forgery or alteration.

LIMIT OF COVERAGE PER OCCURRENCE	\$	250,000	
FRAUDULENT INSTRUCTION LOSS SUBLIMIT	\$	50,000	
DEDUCTIBLE:	\$	500	Per Occurrence

BOND(Faithful Performance Coverage)

BOND			
LIMIT OF COVERAGE PER OCCURRENCE:	\$	50,000	
DEDUCTIBLE:	\$	500	Per Occurrence

MUNICIPAL FIRST PARTY CYBER COVERAGE

FIRST-PARTY CYBER COVENANT LIMIT	\$	250,000	Annual Aggregate
COMMON CAUSE PRO RATA SHARED LIMIT	\$	10,000,000	
12-MONTH PRO RATA SHARED LIMIT	\$	25,000,000	
DEDUCTIBLE:	\$	500	Per Occurrence

COMPREHENSIVE MUNICIPAL LIABILITY COVERAGES CLAIMS MADE BASIS

LIMITS:			
Per OCCURRENCE LIMIT	*\$	<u>2,000,000</u>	
PRODUCTS LIMIT	\$	<u>3,000,000</u>	Annual Aggregate
FAILURE TO SUPPLY CLAIM LIMIT	\$	<u>3,000,000</u>	Annual Aggregate
EMF CLAIM LIMIT	\$	<u>3,000,000</u>	Annual Aggregate
MEDICAL AND RELATED EXPENSE LIMIT	\$	<u>2,500/\$10,000</u>	Any One Person/Occurrence
LIMITED CONTAMINATION LIABILITY CLAIM LIMIT	** \$	<u>3,000,000</u>	Annual Aggregate

OUTSIDE ORGANIZATION CLAIM LIMIT	** \$ 100,000	Annual Aggregate
SYSTEM SECURITY BREACH CLAIM LIMIT	\$ 3,000,000	Annual Aggregate
LAND USE AND SPECIAL RISK LITIGATION LIMIT	*** \$ 1,000,000	Annual Aggregate
SEXUAL ABUSE CLAIM LIMIT	\$ 3,000,000	Annual Aggregate
WILDFIRE CLAIM LIMIT	\$ 3,000,000	Annual Aggregate

* LMCIT's maximum limit of liability for COVERAGES A and C combined.

** LIMIT includes damages, loss adjustment expense, defense costs, and supplementary payments.

***LIMIT includes litigation costs.

MUNICIPAL LIABILITY DEDUCTIBLE: (Subject to General Annual Aggregate Deductible, if any, shown on Common Coverage Declarations) \$ 500 Per Occurrence

Premises - Operations.

Independent Contractors

Products

Watercraft - Less than 26 feet in length.

Malpractice Coverage for City Employees-excluding Architects, Doctors of Medicine, Dentists, Nurses and Pharmacists.

Personal Injury Liability-false arrest, advertising, wrongful entry and assault or battery.

Law Enforcement.

Employees, Officials and Volunteers are covered.

Fellow Employee Coverage.

Extended Reporting Period Guaranteed as to availability and cost.

No aggregate limit except for Products - Failure To Supply Claim Limit, EMF Claim Limit, Mold Claim Limit, Limited Pollution Liability Claim Limit, Outside Organization Claim Limit, Data Security Breach Claim Limit, Land Use and Special Risk Litigation Limit and Sexual Abuse Claim Limit.

Coverage for negligent acts, errors, omissions and civil rights violations.

Broadened definitions of damages.

PARTIAL LIST OF EXCLUSIONS

Airport and Aircraft Liability

Hospital and Nursing Home Liability

Liquor Legal Liability

Absolute Pollution

Fireworks

Licensed child care programs

Bursting or Failure of Dams or Dikes

Amusement Rides

Rodeos

Racing

Stunting Activities

Unless Named: Joint Powers, Housing Authorities and Gas or Electric Utilities

AUTOMOBILE

COVERAGE:

LIMIT:

AUTOMOBILE LIABILITY

*\$2,000,000 Per Occurrence

BASIC ECONOMIC LOSS BENEFITS

Basic Minnesota Statutory Coverage

UNINSURED AND UNDERINSURED MOTORISTS

\$ 200,000 Per Occurrence

AUTOMOBILE PHYSICAL DAMAGE

Actual Cash Value, Unless Endorsed

* *LMCIT's* maximum limit of liability for COVERAGES A and C combined.

DEDUCTIBLE: (Subject to General Annual Aggregate Deductible, is any, shown on Common Coverage Declarations.)

\$ 500 Per Occurrence

PREMIUM SUMMARY

Common Coverages

Coverage	Deductible	Premium
❖ Property	\$ 500	\$5,127.
❖ Mobile Property	500	334.
❖ First Party Cyber	500	971.
❖ Municipal Liability	500	6,529.
❖ Automobile Liability	500	2,793.
❖ UM/UIM \$200,000 all covered autos	500	Included.
❖ Basic Economic Loss Benefits (PIP) all covered autos	500	Included.
❖ Automobile Physical Damage	500	3,709
❖ Crime	500	Included.
❖ Petrofund	NA	Included.
❖ Defense Cost Reimbursement	NA	Included.

Municipal Liability Experience Rating Modifier: 1.00

Automobile Experience Rating Modifier: 1.00

(Applied to Municipal Liability, Auto Liability, Auto Physical Damage and UM/UIM) These modifiers are calculated with a formula which compares the city's actual loss history with the amount of losses that would be expected for a city of that size if the city were a perfectly average LMCIT member. If the city's losses and expenses are better than average the city receives a premium credit. If the city's losses and expenses are worse than average, the city receives a premium debit.

Optional Coverages

Coverage	Deductible	Premium
❖ Bond	\$50,000	145.
❖ Equipment Breakdown	500	400.
❖ Excess Liability Limit:	\$ NA	Not Covered.
❖ Liquor Liability Limit:	\$ NA	Not Covered.
❖ Fireworks		Not Covered.
❖ No Fault Sewer Back Up Limit:	\$	Not Covered.
❖ Airport Liability		Not Covered.
TOTAL		\$20,008.

DO NOT PAY UNTIL YOU RECEIVE INVOICES

TORT LIMIT \$500,000. /\$1,500,000.

Comments:

Optional Excess Quotes:

	Approximate
\$1,000,000 Limit	\$2,329.
\$2,000,000 Limit	\$3,529.
\$3,000,000 Limit	\$4,729.

Sincerely,

A handwritten signature in cursive script, appearing to read "Antonio Montalban".

Underwriter

City of Baldwin
CMC 1005451-1
Premium: \$20,008

Coverage	Actual Exposure	Limit	Deductible	Premium
Municipal Property				\$6,977.00
Total for Municipal Property				
Mobile Property	Unscheduled/Flat	1,027,630	500	\$334.00
Crime		250,000	500	Included
Bond		50,000	500	\$145.00
First Party Cyber		250,000	500	\$971.00
Petrofund		250,000		Included
Equipment Breakdown			500	\$400.00
LOCATION 1 - 30239 128TH ST NW, Princeton, MN 55371 - TOWN HALL/MAINTENANCE BUILDING				
Building		525,188	500	\$1,359.00
Contents		20,000	500	\$78.00
Total for LOCATION 1 - 30239 128TH ST NW, Princeton, MN 55371 - TOWN HALL/MAINTENANCE BUILDING				\$1,437.00
LOCATION 2 - 30239 128TH ST NW, Princeton, MN 55371 - TOWN HALL/MAINTENANCE BUILDING				
Property in the Open		7,500	500	\$45.00
Total for LOCATION 2 - 30239 128TH ST NW, Princeton, MN 55371 - TOWN HALL/MAINTENANCE BUILDING				\$45.00
LOCATION 3 - 30239 128TH ST NW, Princeton, MN 55371 - FIRE HALL				
Building		616,349	500	\$2,050.00
Contents		10,000	500	\$41.00
Total for LOCATION 3 - 30239 128TH ST NW, Princeton, MN 55371 - FIRE HALL				\$2,091.00
LOCATION 4 - 30239 128TH ST NW, Princeton, MN 55371 - SALT/SAND SHED				
Building		27,801	500	\$72.00
Total for LOCATION 4 - 30239 128TH ST NW, Princeton, MN 55371 - SALT/SAND SHED				\$72.00
LOCATION 5 - 11141 305TH, Princeton, MN 55371 - PARK PAVILION				
Building		50,000	500	\$342.00
Total for LOCATION 5 - 11141 305TH, Princeton, MN 55371 - PARK PAVILION				\$342.00
LOCATION 6 - 11141 305TH, Princeton, MN 55371 - BASKETBALL HOOP				
Property in the Open		1,000	500	\$6.00
Total for LOCATION 6 - 11141 305TH, Princeton, MN 55371 - BASKETBALL HOOP				\$6.00
LOCATION 7 - 11141 305TH, Princeton, MN 55371 - BALL FIELD FENCE				
Property in the Open		15,500	500	\$93.00
Total for LOCATION 7 - 11141 305TH, Princeton, MN 55371 - BALL FIELD FENCE				\$93.00
LOCATION 8 - 11141 305TH, Princeton, MN 55371 - SPRINKLER SYSTEM CONTROL PANAL				
Building		7,295	500	\$19.00
Total for LOCATION 8 - 11141 305TH, Princeton, MN 55371 - SPRINKLER SYSTEM CONTROL PANAL				\$19.00
LOCATION 9 - 11141 305TH, Princeton, MN 55371 - WELL EQUIPMENT CONTROL PANAL				
Building		10,554	500	\$27.00
Total for LOCATION 9 - 11141 305TH, Princeton, MN 55371 - WELL EQUIPMENT CONTROL PANAL				\$27.00
LOCATION 10 - 11141 305TH, Princeton, MN 55371 - PARK BLEACHERS				
Property in the Open		1,500	500	\$9.00
Total for LOCATION 10 - 11141 305TH, Princeton, MN 55371 - PARK BLEACHERS				\$9.00
LOCATION 11 - 11141 305TH, Princeton, MN 55371 - WELL SHED				
Building		3,000	500	\$8.00
Total for LOCATION 11 - 11141 305TH, Princeton, MN 55371 - WELL SHED				\$8.00
LOCATION 12 - 11141 305TH, Princeton, MN 55371 - PLAYGROUND EQUIPMENT				
Property in the Open		50,000	500	\$299.00
Total for LOCATION 12 - 11141 305TH, Princeton, MN 55371 - PLAYGROUND EQUIPMENT				\$299.00
LOCATION 13 - 11141 305TH, Princeton, MN 55371 - BENCHES				
Property in the Open		3,000	500	\$18.00
Total for LOCATION 13 - 11141 305TH, Princeton, MN 55371 - BENCHES				\$18.00
LOCATION 14 - 11141 305TH, Princeton, MN 55371 - SPLIT ROD IRON FENCE/RAIL				
Property in the Open		2,000	500	\$12.00
Total for LOCATION 14 - 11141 305TH, Princeton, MN 55371 - SPLIT ROD IRON FENCE/RAIL				\$12.00

LOCATION 15 - 11141 305TH, Princeton, MN 55371 - ROCK MONUMENT			
Property in the Open	2,000	500	\$12.00
Total for LOCATION 15 - 11141 305TH, Princeton, MN 55371 - ROCK MONUMENT			\$12.00
LOCATION 16 - 142340 314TH AVE, Princeton, MN 55371 - CSTS SYSTEM BUILDING			
Building	65,635	500	\$170.00
Total for LOCATION 16 - 142340 314TH AVE, Princeton, MN 55371 - CSTS SYSTEM BUILDING			\$170.00
LOCATION 17 - 142340 314TH AVE, Princeton, MN 55371 - CONTROL BUILDING			
Building	16,109	500	\$42.00
Total for LOCATION 17 - 142340 314TH AVE, Princeton, MN 55371 - CONTROL BUILDING			\$42.00
LOCATION 18 - 142340 314TH AVE, Princeton, MN 55371 - SOUTH SYSTEM CONTROL PANAL			
Building	9,000	500	\$23.00
Total for LOCATION 18 - 142340 314TH AVE, Princeton, MN 55371 - SOUTH SYSTEM CONTROL PANAL			\$23.00
LOCATION 19 - 142340 314TH AVE, Princeton, MN 55371 - TELECOM SYSTEM			
Building	3,750	500	\$10.00
Total for LOCATION 19 - 142340 314TH AVE, Princeton, MN 55371 - TELECOM SYSTEM			\$10.00
LOCATION 20 - 142340 314TH AVE, Princeton, MN 55371 - SOUTH ELECTRICAL CONNECTIONS			
Building	16,000	500	\$41.00
Total for LOCATION 20 - 142340 314TH AVE, Princeton, MN 55371 - SOUTH ELECTRICAL CONNECTIONS			\$41.00
LOCATION 21 - 142340 314TH AVE, Princeton, MN 55371 - CHAIN LINK FENCE SOUTH TREATMENT			
Property in the Open	536	500	\$3.00
Total for LOCATION 21 - 142340 314TH AVE, Princeton, MN 55371 - CHAIN LINK FENCE SOUTH TREATMENT			\$3.00
LOCATION 22 - 142340 314TH AVE, Princeton, MN 55371 - CHAIN LINK FENCE			
Property in the Open	1,130	500	\$7.00
Total for LOCATION 22 - 142340 314TH AVE, Princeton, MN 55371 - CHAIN LINK FENCE			\$7.00
LOCATION 23 - 142340 314TH AVE, Princeton, MN 55371 - 10" WIDE CHAIN LINK FENCE			
Property in the Open	3,060	500	\$18.00
Total for LOCATION 23 - 142340 314TH AVE, Princeton, MN 55371 - 10" WIDE CHAIN LINK FENCE			\$18.00
LOCATION 24 - 14250 316TH AVE NW, Princeton, MN 55371 - CSTS NORTH SYSTEM			
Building	65,635	500	\$170.00
Total for LOCATION 24 - 14250 316TH AVE NW, Princeton, MN 55371 - CSTS NORTH SYSTEM			\$170.00
LOCATION 25 - 142340 314TH AVE NW, Princeton, MN 55371 - CSTS NORTH SYSTEM CONTROL PANAL			
Building	7,000	500	\$18.00
Total for LOCATION 25 - 142340 314TH AVE NW, Princeton, MN 55371 - CSTS NORTH SYSTEM CONTROL PANAL			\$18.00
LOCATION 26 - 142340 314TH AVE NW, Princeton, MN 55371 - NORTH ELECTRICAL CONNECTIONS			
Building	16,000	500	\$41.00
Total for LOCATION 26 - 142340 314TH AVE NW, Princeton, MN 55371 - NORTH ELECTRICAL CONNECTIONS			\$41.00
LOCATION 27 - 142340 314TH AVE NW, Princeton, MN 55371 - 6' CHAIN LINK FENCE			
Property in the Open	645	500	\$4.00
Total for LOCATION 27 - 142340 314TH AVE NW, Princeton, MN 55371 - 6' CHAIN LINK FENCE			\$4.00
LOCATION 28 - 10785 305TH AVE, Princeton, MN 55371 - CEMETERY CHAIN LINK FENCE			
Property in the Open	10,000	500	\$60.00
Total for LOCATION 28 - 10785 305TH AVE, Princeton, MN 55371 - CEMETERY CHAIN LINK FENCE			\$60.00
LOCATION 29 - 10785 305TH AVE, Princeton, MN 55371 - CEMETERY ENTRANCE GATE			
Property in the Open	5,000	500	\$30.00
Total for LOCATION 29 - 10785 305TH AVE, Princeton, MN 55371 - CEMETERY ENTRANCE GATE			\$30.00
Municipal Liability			
Total for Municipal Liability			\$6,529.00
Employment	4	500	\$511.00
Expenditures	1,950,845	500	\$1,197.00
Land Use	2,534	500	\$4,764.00
Sewer E&O	41	500	\$57.00
Auto			
Liability	500,000/1,500,000	500	\$2,710.00
Physical Damage		500	\$3,709.00
Hired & Non-Owned	500,000/1,500,000		\$83.00

Total for Auto		\$6,502.00
VEHICLE 1 - 2002 GENERAL PUMPER {0043}		
Liability	500	\$53.00
Physical Damage	500	\$240.00
Total for VEHICLE 1 - 2002 GENERAL PUMPER {0043}		\$293.00
VEHICLE 2 - 2004 ROAD MASTER ENCLOSED TRAILER {3843}		
Physical Damage	500	\$12.00
Total for VEHICLE 2 - 2004 ROAD MASTER ENCLOSED TRAILER {3843}		\$12.00
VEHICLE 3 - 2016 FREIGHTLINER 114SD {4670}		
Liability	500	\$352.00
Physical Damage	500	\$264.00
Total for VEHICLE 3 - 2016 FREIGHTLINER 114SD {4670}		\$616.00
VEHICLE 4 - 2017 FORD F550 {5944}		
Liability	500	\$53.00
Physical Damage	500	\$202.00
Total for VEHICLE 4 - 2017 FORD F550 {5944}		\$255.00
VEHICLE 5 - 1998 TAILWIND UTILITY TRAILER {923}		
Physical Damage	500	\$12.00
Total for VEHICLE 5 - 1998 TAILWIND UTILITY TRAILER {923}		\$12.00
VEHICLE 6 - 2018 FREIGHTLINER PUMPER/TANKER {3290}		
Liability	500	\$53.00
Physical Damage	500	\$386.00
Total for VEHICLE 6 - 2018 FREIGHTLINER PUMPER/TANKER {3290}		\$439.00
VEHICLE 7 - 2020 FREIGHTLINER 114 SD {2340}		
Liability	500	\$352.00
Physical Damage	500	\$284.00
Total for VEHICLE 7 - 2020 FREIGHTLINER 114 SD {2340}		\$636.00
VEHICLE 8 - 2020 FORD F-150 {5915}		
Liability	500	\$79.00
Physical Damage	500	\$308.00
Total for VEHICLE 8 - 2020 FORD F-150 {5915}		\$387.00
VEHICLE 9 - 2020 FORD F-150 {7793}		
Liability	500	\$79.00
Physical Damage	500	\$308.00
Total for VEHICLE 9 - 2020 FORD F-150 {7793}		\$387.00
VEHICLE 10 - 2015 FORD EXPLORER {6848}		
Liability	500	\$79.00
Physical Damage	500	\$93.00
Total for VEHICLE 10 - 2015 FORD EXPLORER {6848}		\$172.00
VEHICLE 11 - 2012 FORD E550 {3922}		
Liability	500	\$150.00
Physical Damage	500	\$68.00
Total for VEHICLE 11 - 2012 FORD E550 {3922}		\$218.00
VEHICLE 12 - 2021 ALUMA 7816BT {4670}		
Physical Damage	500	\$12.00
Total for VEHICLE 12 - 2021 ALUMA 7816BT {4670}		\$12.00
VEHICLE 13 - 2012 INTERNATIONAL 7600 {9468}		
Liability	500	\$352.00
Physical Damage	500	\$154.00
Total for VEHICLE 13 - 2012 INTERNATIONAL 7600 {9468}		\$506.00
VEHICLE 14 - 2024 GMC 2500 SIERRA {7141}		
Liability	500	\$136.00
Physical Damage	500	\$203.00
Total for VEHICLE 14 - 2024 GMC 2500 SIERRA {7141}		\$339.00
VEHICLE 15 - 2023 CHEVY 5500 HD {0088}		
Liability	500	\$352.00
Physical Damage	500	\$204.00
Total for VEHICLE 15 - 2023 CHEVY 5500 HD {0088}		\$556.00

VEHICLE 16 - 2000 FORD F-350 {4492}	500	\$79.00
Liability	500	\$173.00
Physical Damage		\$252.00
Total for VEHICLE 16 - 2000 FORD F-350 {4492}		
VEHICLE 17 - 1997 FORD LT9000 {8865}	500	\$352.00
Liability	500	\$219.00
Physical Damage		\$571.00
Total for VEHICLE 17 - 1997 FORD LT9000 {8865}		
VEHICLE 18 - 2008 FORD F-550 {4754}	500	\$136.00
Liability	500	\$159.00
Physical Damage		\$295.00
Total for VEHICLE 18 - 2008 FORD F-550 {4754}		
VEHICLE 19 - 2008 FREIGHTLINER PUMPER {0659}	500	\$53.00
Liability	500	\$396.00
Physical Damage		\$449.00
Total for VEHICLE 19 - 2008 FREIGHTLINER PUMPER {0659}		
VEHICLE 20 - 2012 GATOR UTILITY TRAILER {4331}	500	\$12.00
Physical Damage		\$12.00
Total for VEHICLE 20 - 2012 GATOR UTILITY TRAILER {4331}		



CONNECTING & INNOVATING
SINCE 1913

LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to pstech@lmc.org.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name: _____

Check one:

☐ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04.

☐ The member **WAIVES** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: _____

Signature: _____ Position: _____

**CITY OF BALDWIN
SHERBURNE COUNTY, MINNESOTA
ORDINANCE NO. 2024-06**

AN ORDINANCE REQUIRING DISPOSAL OF GARBAGE AND REFUSE

The City Council for the City of Baldwin, Sherburne County, Minnesota, hereby ordains as follows:

Section 1. Intent

It is the intent of the City Council, by means of this chapter, to establish a system of complete regular garbage and refuse collection throughout the City so that the disposal of such materials is accomplished in a sanitary manner and so that the health and sanitary conditions of the residents of the City is properly safeguarded and so that the City is in compliance with the state and/or county's solid waste reduction mandates.

Section 2. Disposal generally.

- (a) All residents are required to make adequate provisions for the sanitary disposal of garbage and other refuse by means of a licensed private collector unless they have provided for adequate means of disposal which meet the approval of the City Council and which comply with all ordinances and regulations of the City, County, and State.
- (b) It shall be unlawful for any person to fail to dispose of garbage and other refuse which may accumulate upon property owned or occupied by a person. Garbage and other refuse may not be stored on a property for more than twenty-one (21) days. Every person who fails or refuses to make provisions for and secure disposal of such shall be guilty of a misdemeanor, punishable by a fine of up to \$1,000.00.
- (c) It shall be unlawful for any person to permit garbage and other refuse to be removed from the person's property for disposal by an unauthorized or unlicensed collector.

Section 3. Exception.

Nothing in this section shall prevent persons from hauling garbage, other refuse, recyclables, or yard waste from their own residences or business properties provided the following requirements are met:

- (a) That all garbage, refuse, and recyclables is hauled in vehicles with leak proof bodies and completely covered or enclosed by canvas or other

means of material so as to completely eliminate the possibility of loss of cargo.

- (b) That all garbage and other refuse disposed of in the State of Minnesota shall be dumped or unloaded only at a disposal facility properly permitted by the State of Minnesota.

Section 4. Disposal Plan.

- (a) Except as exempted in this Section, all owners of residences and businesses located in Baldwin City must file a "Solid Waste Disposal Plan" with the City on a form approved by the City Council which indicates how garbage and refuse generated at such property is disposed of. Such plan must be filed with the City within 90 days of the adoption of this ordinance and must be updated thereafter within 30 days of a change in disposal methods, change in garbage collector, or, in the case of a resident or owner who disposes of their own garbage by hauling to a licensed facility, a change in disposal locations.
- (b) Those owners of residences and businesses filing a disposal plan must submit proof of disposal to the City at least once every sixty (60) days.
- (c) Owners who dispose of their garbage and refuse need not file a Solid Waste Disposal Plan with the City if all garbage and refuse generated on such property is disposed of by a licensed private collector who subsequently informs the City that such private collector is disposing of such garbage and refuse from the premises.

This ordinance shall be effective upon passage and publication in the official City newspaper as required by law.

Passed by the City Council of the City of Baldwin this 18th day of November, 2024.

Jay Swanson, Mayor

Joan Heinen, City Clerk

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

ORDINANCE NO. 2024-07

**AN ORDINANCE REGULATING THE POSSESSION, SALE AND CONSUMPTION OF
INTOXICATING AND 3.2 PERCENT MALT LIQUOR WITHIN THE CITY OF
BALDWIN, MINNESOTA**

The City Council of Baldwin, Minnesota ordains:

SECTION 1 ADOPTION OF STATE LAW BY REFERENCE

The provisions of M.S. Ch. 340A, as they may be amended from time to time, with reference to the definition of terms, conditions of operation, restrictions on consumption, provisions relating to sales, hours of sale, and all other matters pertaining to the retail sale, distribution, and consumption of intoxicating liquor and 3.2 percent malt liquor are hereby adopted by reference and are made a part of this Chapter as if set out in full. It is the intention of the City Council that all future amendments to M.S. Ch. 340A are hereby adopted by reference or referenced as if they had been in existence at the time this Chapter is adopted.

SECTION 2 CITY MAY BE MORE RESTRICTIVE THAN STATE LAW

The Council is authorized by the provisions of M.S. § 340A.509, as it may be amended from time to time, to impose, and has imposed in this chapter, additional restrictions on the sale and possession of alcoholic beverages within its limits beyond those contained in M.S. Ch. 340A, as it may be amended from time to time.

SECTION 3 DEFINITIONS

In addition to the definitions contained in Minn. Stat. § 340A.101 as it may be amended from time to time, the following terms are defined for purposes of this ordinance:

Liquor- As used in this ordinance, without modification by the words “intoxicating” or a “3.2 percent malt” includes both intoxicating liquor and 3.2 percent malt liquor.

Restaurant- An eating facility, other than a hotel, under the control of a single proprietor or manager, where meals are regularly prepared on the premises, where full waitress/waiter table service is provided, where a customer orders food from printed menus and where the main food course is served and consumed while seated at a single location. To be a restaurant as defined by this section, an establishment shall have a license from the state as required by Minn. Stat. § 157.16, as it may be amended from time to time, and meet the definition of either a “small establishment,” “medium establishment” or “large establishment” as defined in Minn. Stat. § 157.16, subd. 3(d), as it may be amended from time to time. An establishment which serves

prepackaged food that receives heat treatment and is served in the package or frozen pizza that is heated and served, shall not be considered to be a restaurant for purposes of this ordinance unless it meets the definitions of a "small establishment", "medium establishment" or "large establishment".

SECTION 4 NUDITY ON THE PREMISES OF LICENSED ESTABLISHMENTS PROHIBITED

(A) The City Council finds that it is in the best interests of the public health, safety, and general welfare of the people of the city that nudity is prohibited as provided in this section on the premises of any establishment licensed under this ordinance. This is to protect and assist the owners, operators, and employees of the establishment, as well as patrons and the public in general, from harm stemming from the physical immediacy and combination of alcohol, nudity, and sex. The Council especially intends to prevent any subliminal endorsement of sexual harassment or activities likely to lead to the possibility of various criminal conduct, including prostitution, sexual assault, and disorderly conduct. The Council also finds that the prohibition of nudity on the premises of any establishment licensed under this ordinance, as set forth in this section, reflects the prevailing community standards of the city.

(B) It is unlawful for any licensee to permit or allow any person or persons on the licensed premises when the person does not have his or her buttocks, anus, breasts, and genitals covered with a non-transparent material. It is unlawful for any person to be on the licensed premises when the person does not have his or her buttocks, anus, breasts, and genitals covered with a non-transparent material.

(C) A violation of this section is a misdemeanor punishable as provided by law and is justification for revocation or suspension of any liquor, wine, or 3.2 percent malt liquor license or any other license issued under this ordinance or the imposition of a civil penalty under the provisions of Section 30(B).

SECTION 5 CONSUMPTION IN PUBLIC PLACES

(A) No person shall consume intoxicating liquor, wine, or 3.2 percent malt liquor in any public place other than on the premises of an establishment licensed under this ordinance, in a municipal liquor dispensary if one exists in the city, where the consumption and display of liquor is lawfully permitted as defined in subsection B of this section, or as may be otherwise allowed by the terms of Section 5 of this ordinance.

(B) "Wine" and "3.2 percent malt liquor", as defined in Minnesota Statutes, Section 340A.101, may be possessed or consumed in city parks. No glass bottles or containers are allowed in the parks.

SECTION 6. RAFFLES, SILENT AUCTIONS AND FUND RAISING EVENTS FOR CHARITABLE PURPOSES OF WINE, BEER OR INTOXICATING LIQUORS

No person shall conduct a silent auction, raffle or other fund raising event pursuant to Minn. Stat. § 340A.707 with prizes or awards of wine, beer or intoxicating liquors without notifying the

city clerk of the event at least ten days prior to the occurrence of the event. The event holder shall provide the city with the following information: the person or organization holding the event, the day, time and location of the event, type of fund raising event (silent auction, raffle or otherwise), type and amount of wine, beer, intoxicating liquor to be awarded as prizes, and the charitable purposes to which the event proceeds will be donated.

SECTION 7. NUMBER OF LICENSES WHICH MAY BE ISSUED.

State law establishes the number of liquor licenses that a city may issue. The Council is not required to issue the full number of licenses that it has available.

SECTION 8. TERM AND EXPIRATION OF LICENSES.

Each license shall be issued for a maximum period of one year. All licenses, except temporary licenses, shall expire on December 31 of each year unless another date is provided by ordinance. All licenses shall expire on the same date. Temporary licenses expire according to their terms. Consumption and display permits issued by the Commissioner of Public Safety, and the accompanying city consent to the permit, shall expire on March 31 of each year.

SECTION 9. KINDS OF LIQUOR LICENSES.

- (A) **On-Sale/Off-Sale, Intoxicating.** The City Council shall be authorized to issue on-sale and off-sale intoxicating liquor licenses pursuant to M.S. Chapter 340A, as it may be amended from time to time. On-sale intoxicating liquor licenses may only be issued to clubs, bowling centers, hotels and restaurants.
- (B) **On-Sale/Off-Sale, 3.2 Malt Liquor.** The City Council shall be authorized to issue on-sale and off-sale 3.2 malt liquor licenses pursuant to M.S. Chapter 340A, as it may be amended from time to time. The City Council may issue a combination on-sale and off-sale 3.2 malt liquor license.
- (C) **On-Sale Sunday, Intoxicating.** No intoxicating liquor may be sold on Sundays.
- (D) **Temporary On-sale Intoxicating Liquor.** With the approval of the Commissioner of Public Safety, a temporary on-sale intoxicating liquor license may be issued only in connection with a social event sponsored by a club, charitable, religious, or other nonprofit corporation that has existed for at least three years; a political committee registered under state law; or a state university. No license shall be for longer than four consecutive days, and the city shall issue no more than 12 days' worth of temporary licenses to any one organization in one calendar year.
- (E) **Temporary 3.2 Percent Malt Liquor.** Temporary 3.2 percent malt liquor licenses may be issued only to a club, charitable, religious, or nonprofit organization.
- (F) **On-Sale Wine.** With the approval of the Commissioner of Public Safety, on-sale wine licenses may be issued to restaurants that have facilities for seating at least 25 guests at one time and meet the criteria of Minn. Stat. § 340A.404, subd. 5, as it may be amended

from time to time, and which meet the definition of restaurant in section 3; to licensed bed and breakfast facilities which meet the criteria in Minn. Stat. § 340A.4011, subd. 1, as it may be amended from time to time; and to theaters that meet the criteria of Minn. Stat. § 340A.404, subd. 1(b) as it may be amended from time to time. The fee for an on-sale wine license established by the Council under the provisions of Section 10 of this ordinance shall not exceed one-half of the license fee charged for an on-sale intoxicating liquor license. The holder of an on-sale wine license who also holds an on-sale 3.2 percent malt liquor license is authorized to sell malt liquor with a content over 3.2 percent (strong beer) without an additional license.

(G) **Temporary Off-Sale Wine.** With the approval of the Commission of Public Safety, temporary off-sale wine licenses may be issued for the off-sale of wine at an auction. A license issued under this subdivision authorizes the sale of only vintage wine of a brand and vintage that is not commonly being offered for sale by any wholesaler in Minnesota. The license may authorize the off-sale of wine for not more than three consecutive days provided not more than 600 cases of wine are sold at any auction. The licenses are subject to the terms, including license fee, imposed by Section 10.

(H) **One-Day Consumption and Display.** With the approval of the Commissioner of Public Safety, one-day consumption and display licenses may be issued to a nonprofit organization in conjunction with a social activity in the city sponsored by the organization.

SECTION 10. LICENSE FEES; PRO RATA.

(A) No license or other fee established by the city shall exceed any limit established by Minn. Stat. Ch. 340A, as it may be amended from time to time, for a liquor license.

(B) The Council may establish from time to time in the Ordinance Establishing Fees and Charges the fee for any of the liquor licenses it is authorized to issue. The license fee may not exceed the cost of issuing the license and other costs directly related to the enforcement of the liquor laws and this ordinance. No liquor license fee shall be increased without providing mailed notice of a hearing on the proposed increase to all affected licensees at least 30 days before the hearing.

(C) The fee for all licenses, except temporary licenses, granted after the commencement of the license year shall be prorated on a quarterly basis.

(D) All license fees shall be paid in full at the time the application is filed with the city. If the application is denied, the license fee shall be returned to the applicant.

(E) A refund of a pro rata share of an annual license fee may occur only if authorized by Minn. Stat. § 340A.408, subd. 5, as it may be amended from time to time.

(F) Off-sale intoxicating liquor licensees may request a reduction in their annual license fee by the amount specified in Minn. Stat. § 340A.408 if at the time of initial application or renewal they:

(1) Agree to have a private vendor approved by the city train all employees within 60 days of hire and annually thereafter in laws pertaining to the sale alcohol, the rules for identification checks, and the responsibilities of establishments serving intoxicating liquors;

(2) Post a policy requiring identification checks for all persons appearing to be 30 years old or less;

(3) Establish a written cash award and incentive program to award employees who catch underage drinkers and a written penalty program to punish employees in the event of a failed compliance check;

(4) Failure to abide by the provisions of this paragraph may result in suspension of the license until the conditions of the fee reduction are met and may result in suspension and/or revocation of the license pursuant to Section 23 of this ordinance.

SECTION 11. COUNCIL DISCRETION TO GRANT OR DENY A LICENSE.

The Council in its sound discretion may either grant or deny the application for any license or for the transfer or renewal of any license. No applicant has a right to a license under this ordinance.

SECTION 12. APPLICATION FOR LICENSE.

(A) *Form.* Every application for a license issued under this ordinance shall be on a form provided by the city. Every application shall state the name of the applicant, the applicant's age, representations as to the applicant's character, with references as the Council may require, the type of license applied for, the business in connection with which the proposed license will operate and its location, a description of the premises, whether the applicant is owner and operator of the business, how long the applicant has been in that business at that place, and other information as the Council may require from time to time. An application for an on-sale intoxicating liquor license shall be in the form prescribed by the Commissioner of Public Safety and shall also contain the information required in this section. The form shall be verified and filed with the city. No person shall make a false statement in an application.

(B) *Financial responsibility.* Prior to the issuance of any license under this ordinance, the applicant shall demonstrate proof of financial responsibility as defined in Minn. Stat. § 340A.409, as it may be amended from time to time, with regard to liability under Minn. Stat. § 340A.801, as it may be amended from time to time. This proof will be filed with the city and the Commissioner of Public Safety. Any liability insurance policy filed as proof of financial responsibility under this section shall conform to Minn. Stat. § 340A.409, as it may be amended from time to time. Operation of a business which is required to be licensed by this ordinance without having on file with the city at all times effective proof of financial responsibility is a cause for revocation of the license.

SECTION 13. DESCRIPTION OF PREMISES.

The application shall specifically describe the compact and contiguous premises within which liquor may be dispensed and consumed. The description may not include any parking lot or sidewalk.

SECTION 14. APPLICATIONS FOR RENEWAL.

At least 90 days before a license issued under this ordinance is to be renewed, an application for renewal shall be filed with the city. The decision whether or not to renew a license rests within the sound discretion of the Council. No licensee has a right to have the license renewed.

SECTION 15. TRANSFER OF LICENSE.

No license issued under this ordinance may be transferred without the approval of the Council. Any transfer of stock of a corporate licensee is deemed to be a transfer of the license, and a transfer of stock without prior Council approval is a ground for revocation of the license. An application to transfer a license shall be treated the same as an application for a new license, and all of the provisions of this code applying to applications for a license shall apply.

SECTION 16. INVESTIGATION.

(A) *Preliminary background and financial investigation.* On an initial application for a license, on an application for transfer of a license and, in the sound discretion of the Council that it is in the public interest to do so, on an application for renewal of a license, the city shall conduct a preliminary background and financial investigation of the applicant or it may contract with the Commissioner of Public Safety for the investigation. The applicant shall pay with the application an investigation fee of \$500 which shall be in addition to any license fee. If the cost of the preliminary investigation is less than \$500, the unused balance shall be returned to the applicant. The results of the preliminary investigation shall be sent to the Commissioner of Public Safety if the application is for an on-sale intoxicating liquor license or an on-sale wine license.

(B) *Comprehensive background and financial investigation.* If the results of a preliminary investigation warrant, in the sound discretion of the Council, a comprehensive background and financial investigation, the Council may either conduct the investigation itself or contract with the Commissioner of Public Safety for the investigation. The investigation fee for this comprehensive background and financial investigation to be paid by the applicant shall be \$500, less any amount paid for the initial investigation if the investigation is to be conducted within the state, and \$10,000, less any amount paid for the initial investigation, if the investigation is required outside the state. The unused balance of the fee shall be returned to the applicant whether or not the application is denied. The fee shall be paid in advance of any investigation and the amount actually expended on the investigation shall not be refundable in the event the application is denied. The results of the comprehensive investigation shall be sent to the Commissioner of Public Safety if the application is for an on-sale intoxicating liquor license or an on-sale wine license.

SECTION 17. RESTRICTIONS ON ISSUANCE.

(A) Each license shall be issued only to the applicant for the premises described in the application.

(B) Not more than one license shall be directly or indirectly issued within the city to any one person.

(C) No license shall be granted or renewed for operation on any premises on which taxes, assessments, utility charges, service charges, or other financial claims of the city are delinquent and unpaid.

(D) No license shall be issued for any place or any business ineligible for a license under state law.

(E) No license shall be granted within 500 feet of any school or church. The distance is to be measured from the closest side of the church to the closest side of the structure on the premises within which liquor is to be sold.

SECTION 18. CONDITIONS OF LICENSE.

The failure of a licensee to meet any one of the conditions of the license specified below shall result in a suspension of the license until the condition is met.

(B) Every licensee is responsible for the conduct of the place of business and the conditions of sobriety and order in it. The act of any employee on the licensed premises is deemed the act of the licensee as well, and the licensee shall be liable to all penalties provided by this ordinance and the law equally with the employee.

(C) Every licensee shall allow any peace officer, health officer, city employee, or any other person designated by the Council to conduct compliance checks and to otherwise enter, inspect, and search the premises of the licensee during business hours and after business hours during the time when customers remain on the premises without a warrant.

(D) No on-sale establishment shall display liquor to the public during hours when the sale of liquor is prohibited.

(E) Compliance with financial responsibility requirements of state law and of this ordinance is a continuing condition of any license.

(F) Failure by on off-sale intoxicating liquor licensee who has received a fee reduction pursuant to section 10 (f) of this ordinance to abide with the provisions of section 10 (f).

SECTION 19. HOURS AND DAYS OF SALE.

(A) The hours of operation and days of sale shall be those set by Minn. Stat. § 340A.504, as it may be amended from time to time, except that the City Council may, by resolution or ordinance, provide for more restrictive hours than state law allows.

(B) No person shall consume nor shall any on-sale licensee permit any consumption of intoxicating liquor or 3.2 percent malt liquor in an on-sale licensed premises more than 30 minutes after the time when a sale can legally occur.

(C) No on-sale licensee shall permit any glass, bottle, or other container containing intoxicating liquor or 3.2 percent malt liquor to remain upon any table, bar, stool, or other place where customers are served, more than 30 minutes after the time when a sale can legally occur.

(D) No person, other than the licensee and any employee, shall remain on the on-sale licensed premises more than 30 minutes after the time when a sale can legally occur.

(E) Any violation of any condition of this section may be grounds for revocation or suspension of the license.

SECTION 20. MINORS ON PREMISES.

(A) No person under the age of 18 years shall be employed in any rooms constituting the place in which intoxicating liquors or 3.2 percent malt liquor are sold at retail on sale, except that persons under the age of 18 may be employed as musicians or to perform the duties of a bus person, host or dishwashing services in places defined as a restaurant, hotel, motel or other multi-purpose building serving food in rooms in which intoxicating liquors or 3.2 percent malt liquor are sold at retail on sale.

(B) No person under the age of 21 years may enter a licensed establishment except to work, consume meals on premises that qualify as a restaurant, or attend social functions that are held in a portion of the premises where liquor is not sold.

SECTION 21. RESTRICTIONS ON PURCHASE AND CONSUMPTION.

No person shall mix or prepare liquor for consumption in any public place of business unless it has a license to sell on-sale, or a permit from the Commissioner of Public Safety under the

provisions of Minn. Stat. § 340A.414, as it may be amended from time to time, which has been approved by the Council, and no person shall consume liquor in any such place.

SECTION 22. SUSPENSION AND REVOCATION.

(A) The Council may suspend for a period not to exceed 60 days or revoke any liquor license upon finding that the licensee has failed to comply with any applicable statute, regulation, or provision of this ordinance relating to liquor. Except in cases of lapse of proof of financial responsibility, no suspension or revocation shall take effect until the licensee has been afforded an opportunity for a hearing pursuant to the Administrative Procedures Act, Minn. Stat. §§ 14.57 to 14.70, as it may be amended from time to time. The Council may act as the hearing body under that act, or it may contract with the Office of Hearing Examiners for a hearing officer.

(B) The following are the minimum periods of suspension or revocation which shall be imposed by the Council for violations of the provisions of this ordinance or Minn. Stat. Ch. 340A, as it may be amended from time to time or any rules promulgated under that chapter as they may be amended from time to time:

(1) For commission of a felony related to the licensed activity, sale of alcoholic beverages while the license is under suspension, sale of intoxicating liquor where the only license is for 3.2 percent malt liquor, or violation of Section 4, the license shall be revoked.

(2) The license shall be suspended by the Council after a finding under division (A) that the licensee has failed to comply with any applicable statute, rule, or provision of this ordinance. The Council shall select the day or days during which the license will be suspended.

(C) Lapse of required proof of financial responsibility shall effect an immediate suspension of any license issued pursuant to this ordinance or state law without further action of the Council. Notice of cancellation or lapse of a current liquor liability policy shall also constitute notice to the licensee of the impending suspension of the license. The holder of a license who has received notice of lapse of required insurance or of suspension or revocation of a license may request a hearing thereon and, if a request is made in writing to the Clerk, a hearing before the Council shall be granted within ten days. Any suspension under this division (B) shall continue until the Council determines that the financial responsibility requirements of state law and this ordinance have again been met.

(D) The provisions of Section 30 pertaining to administrative penalty may be imposed in addition to or in lieu of any suspension or revocation under this ordinance.

SECTION 23. LICENSES IN EXISTENCE UPON INCORPORATION OF THE CITY.

Any liquor licenses issued by Sherburne County within the Township of Baldwin that are still in effect at the time the City of Baldwin incorporated shall continue in effect under this ordinance until their expiration date and may be renewed by the City of Baldwin pursuant to this ordinance.

SECTION 24-29. (Reserved for Future Use).

SECTION 30. PENALTIES.

(A) Any person violating the provisions of this ordinance or Minn. Stat. Ch. 340A as it may be amended from time to time or any rules promulgated under that chapter as they may be amended from time to time is guilty of a misdemeanor and upon conviction shall be punished as provided by law.

(B) The Council may impose a civil penalty of up to \$2,000 for each violation of Minn. Stat. Ch. 340A, as it may be amended from time to time, and of this ordinance. Conviction of a violation in a court of law is not required in order for the Council to impose the civil penalty. A hearing under the Administrative Procedures Act, Minn. Stat. §§ 14.57 to 14.70, as it may be amended from time to time, is not required before the penalty is imposed, but the Council shall hold a hearing on the proposed violation and the proposed penalty and hear any person who wishes to speak. Non-payment of the penalty is grounds for suspension or revocation of the license. The following is a suggested schedule of presumptive civil penalties which may be imposed in addition to any suspension unless the license is revoked:

- (1) For the first violation within any three-year period, \$500.
- (2) For the second violation within any three-year period, \$1,000.
- (3) For the third and subsequent violations within any three-year period, \$2,000.

(C) The term "violation" as used in this Section includes any and all violations of the provisions in this ordinance, or of Minn. Stat. Ch. 340A, as it may be amended from time to time or any rules promulgated under that chapter as they may be amended from time to time. The number of violations shall be determined on the basis of the history of violations for the preceding three-year period. Revocation shall occur within 60 days following a violation for which revocation is imposed.

SECTION 31. EFFECTIVE DATE

This ordinance becomes effective on the date of its publication, or upon the publication of a summary of the ordinance as provided by Minn. Stat. § 412.191, subd. 4, as it may be amended from time to time, which meets the requirements of Minn. Stat. § 331A.01, subd. 10, as it may be amended from time to time.

SECTION 32. SUMMARY APPROVED

The Council hereby determines that the text of the summary of this ordinance marked "Official Summary of Ordinance No. _____," and a copy of which is attached to this ordinance, clearly informs the public of the intent and effect of this ordinance. The Council further determines that publication of the title and this summary will clearly inform the public of the intent and the effect of this ordinance. The Clerk shall file a copy of this ordinance and the summary in the Clerk's office which shall be available for inspection by any person during regular office hours. A copy of the ordinance shall be available in the community library, if there is one, or if not, in any other public location which the council designates.

Passed by the City Council of Baldwin, Minnesota this _____ day of November 2024.

_____, Mayor

Attested:

_____, Clerk

CITY OF BALDWIN
SHERBURNE COUNTY, MINNESOTA
ORDINANCE NO.: 2024-08

AN ORDINANCE AMENDING ORDINANCE NO. 600

The City Council of the City of Baldwin hereby ordains:

Section 1. Amendment of Ordinance No. 600. City of Baldwin Ordinance No. 600 is amended to read as set out below, such that the following fees in the City of Baldwin shall be charged for the following materials, services, zoning and subdivision applications, licenses and other matters as set forth herein:

**FEE SCHEDULE
EFFECTIVE NOVEMBER 18, 2024**

General Fees		
Notary Fee		\$2.00
DVDs (if borrowed from the City)		\$1.00
Electronic data		\$10.00
Tape/CD of Board Meeting		\$20.00
Photo Copies:		
a. Up to 100 copies of letter size paper		\$.25 per page
b. Over 100 pages, any size	Actual cost to copy and locate requested documents	
c. Letter		\$0.25/page or \$0.35/page color
d. Legal		\$0.50/page or \$0.60 page color
e. Ledger		\$1.00/page
Postage:		Actual cost
Overdue Utility Fee	7% of delinquent balance plus \$25.00/month	
Special Assessment Search Charge		\$20.00
City Staff Research Fee		\$75.00/hr.
Road Right-of-Way Permit		\$500.00
Second Driveway Permit		\$300.00
EMS sign, post and hardware		\$70.00
Fire Report		\$20.00
Electronic payment		3% of transaction
Public Hearing Fee		\$1,000.00
Canine Pick Up	\$150.00 plus \$5.00 if online payment	
Feline Pick Up		\$150.00
Parking Violation (Ord. No. 110)		\$50.00
Administrative Citation Civil Fine (Ord. No. 610)		\$50.00
Comprehensive Plan Amendment		
Development Applications		
a. Base Fee		\$500.00
b. Escrow – Single Family		\$1,000.00

c. Escrow – All Others	\$3,000.00
Zoning Amendment (map or text):	
a. Base Fee	\$500.00
b. Escrow – Single Family	\$1,000.00
c. Escrow – All Others	\$3,000.00
Variance:	
a. Base Fee	\$500.00
b. Escrow – Single Family	\$1,000.00
c. Escrow – All Others	\$3,000.00
Conditional Use Permit:	
a. Base Fee	\$500.00
b. Escrow – Single Family	\$1,000.00
c. Escrow – All Others	\$3,000.00
Interim Use Permit:	
a. Base Fee	\$500.00
b. Escrow	\$3,000.00
Administrative Permit and Appeals:	
a. Base Fee	\$200.00
b. Escrow	\$400.00
Sign Permit:	\$30.00
Grading Permit:	\$1,000 escrow
Zoning Confirmation Letter	\$30.00
Site Plan Review:	
a. Base Fee	\$200.00
b. Escrow	\$3,000.00
Shoreland/WS Alteration Permit:	
a. Base fee	\$200.00
b. Escrow	\$800.00
Subdivision Sketch Plan:	
a. Base Fee	\$200.00
b. Escrow	\$2,000.00
Simple Plat:	
Preliminary Plat:	
a. Base Fee	\$500.00
b. Escrow	\$1,000.00
Final Plat:	
a. Base Fee	\$500.00
b. Escrow	\$1,000.00
Plat:	
Preliminary Plat:	
a. Base Fee	\$500.00
b. Escrow	\$5,000.00
Final Plat:	
a. Base Fee	\$500.00
b. Escrow	\$5,000.00
Administrative Subdivision:	

a. Base Fee	\$200.00
b. Escrow	\$800.00
Registered Land Survey:	
a. Base Fee	\$200.00
b. Escrow	\$800.00
Environmental Assessment Worksheet Review	
a. Base Fee	\$200.00
b. Escrow	\$3,000.00
Development Contract Minimums	
Legal Escrow	\$3,500.00
Engineering / Construction Observation Escrow	\$5,000.00
City Administrative Fee	\$1,000.00
Park Dedication	
a. Residential	\$1,200.00/lot
b. Commercial/Industrial/Institutional	\$0.00/acre
Liquor License Fees	
a. On-Sale Intoxicating Liquor	\$3,300 per year
b. On-Sale 3.2 malt liquor	\$100 per year
c. On-Sale wine	\$110 per year
d. On-Sale Taproom	\$210 per year
e. Off-sale intoxicating liquor	\$150 per year
f. Off-sale 3.2 malt liquor	\$100 per year
g. Temporary Intoxicating On-Sale (1 to 4 days)	\$100 per event
h. Temporary 3.2 malt On-Sale	\$10 per day
i. Background Investigation Fee	\$300
j. Consumption and display	State License fee
Building Permits: Building permit and inspection fees shall be as provided for by Appendix A of this Ordinance.	

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

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

ADOPTED by the City Council of the City of Baldwin this 18th day of November, 2024.

MOTION BY:

SECONDED BY:

IN FAVOR:
OPPOSED:

CITY OF BALDWIN

Jay Swanson, Mayor

ATTEST:

Joan Heinen, City Clerk/Treasurer

Appendix A
Building Permit and Inspection Fees

The administration and issuance of permits and the collection of fees shall be as authorized in Minnesota Statutes, Chapter 326B, Minnesota Administrative Rules 1300.0120 and 1300.0160, and as provided by this Ordinance. Fees are to be commensurate with the service provided. Permit fees not specifically identified within this Ordinance are based on the valuation determined by Subdivision 2.

Subd. 1. Permit and Inspection Fees for Residential Building, Commercial Building, Fire Suppression, Fire Alarm, Commercial Mechanical, and Commercial Plumbing. The minimum fee for processing these permits is \$100.00.

Total Valuation	Permit Fee
\$1.00 to \$2,000.00	\$100.00 Minimum
\$2,001.00 to \$25,000.00	\$100.00 for the first \$2,000.00 plus \$16.55 for each additional \$1,000.00 or fraction thereof, to and including \$25,000
\$25,001.00 to \$50,000.00	\$464.15 for the first \$25,000.00 plus \$12.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000
\$50,001.00 to \$100,000.00	\$764.15 for the first \$50,000.00 plus \$8.45 for each additional \$1,000.00 or fraction thereof, to and including \$100,000
\$100,001.00 to \$500,000.00	\$1,186.65 for the first \$100,000.00 plus \$6.75 for each additional \$1,000.00 or fraction thereof, to and including \$500,000
\$500,001.00 to \$1,000,000.00	\$3,886.65 for the first \$500,000.00 plus \$5.50 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000; and
\$1,000,001.00 and up	\$6,636.65 for the first \$1,000,000.00 plus \$4.50 for each additional \$1,000.00 or fraction thereof

Subd. 2. Project Valuation Determination. The Designated Building Official has the authority and responsibility to determine project valuation for the purposes of establishing applicable plan review and permit fees. Valuation data may be referenced from the State of Minnesota and/or the International Code Council.

Subd. 3. Plan Review Fees. Where a plan review fee is performed and charged, the minimum plan review fee for all permits is \$50.00. Plan review fees for building, fire suppression, and fire alarm permits shall be sixty-five percent (65%) of the building permit fees as set forth in Subdivision 1 of this Section. Plan review fees for similar plans are set forth in Minnesota Rules 1300.0160.

Plan review fees for all commercial mechanical permits shall be ten percent (10%) of the permit fee when a project job valuation is determined to exceed \$30,000.00.

In the event a permit applicant submits an application that requires plan review and decides not to proceed with the building project after the plan review has been completed, the plan review fee will be billed by the jurisdiction to the permit applicant.

Subd. 4. State Surcharge on Building, Mechanical, and Plumbing, Permit Fees. In addition to the permit fees established in this fees schedule, a surcharge fee shall be collected on all permits issued for work governed by the Minnesota State Building Code in accordance with Minnesota Statutes, Section 326B.148.

Subd. 5. Refunds. The jurisdiction may refund up to 80% of the permit fees in which no work has been done and no inspections have been made. Requests for refunds must be made by the permit applicant in writing within 180 days of issuance. Within 10 days of receipt, the Building Official must review the refund request and determine the amount to be refunded or deny the refund request for just cause.

No refunds will be approved or granted for the following: plan review fees, state surcharge fees, re-inspection fees, or any other services that have previously been rendered.

Subd. 6. Work Without a Permit. Work commenced without a permit may result in additional fees as specific in MN Rules 1300.010, Subpart 8.

Subd. 7. Residential Mechanical Permit Fees for Structures Regulated under the Minnesota Residential Code.

New construction mechanical (includes HVAC system, mechanical ventilation system, and gas lines)	\$150.00 per unit
Addition, alteration, remodel, or replacement mechanical	\$125.00
Basement finish mechanical	\$125.00
Fireplace	\$125.00
Garage heater	\$125.00
Gas lines	\$125.00
Miscellaneous mechanical appliance	\$125.00
All other minor mechanical work	\$125.00
Furnace and air conditioner units installed and inspected simultaneously	\$185.00

Subd. 8. Plumbing Permit Fees for Structures Regulated under the Minnesota Residential Code.

New construction plumbing	\$150.00 per unit
Addition, alteration, remodel, or replacement	\$125.00
Basement finish	\$125.00
Water heater	\$125.00
Water conditioning system	\$125.00
Miscellaneous plumbing fixtures	\$125.00
Municipal sewer connection	\$125.00
Municipal water connection	\$125.00

Subd. 9. Other Permits and Fees.

Accessory structures	Refer to Subd. 1 table. A 65% plan review may apply.
Structure additions, alterations	Refer to Subd. 1 table. A 65% plan review may apply
Structure remodel	Refer to Subd. 1 table. A 65% plan review may apply
Basement finishes	Refer to Subd. 1 table. A 65% plan review may apply
Deck	Refer to Subd. 1 table. A 65% plan review may apply
Fence over 7 feet high	Refer to Subd. 1 table. A 65% plan review may apply
Residential structure moving (exceeding 60 miles from	\$250.00

the jurisdiction)	
Residential roofing	\$125.00
Residential siding	\$125.00
Residential window replacement (same size)	\$125.00
Commercial demolition	Refer to Subd. 1 table. 65% plan review may apply
Residential demolition	\$200.00
Manufactured home set-up (foundation and connections only)	\$175.00
Solar/Photovoltaic Systems Residential (up to 3.5kW)	\$175.00
Solar/Photovoltaic Systems Residential (over 3.5kW)	Refer to Subd. 1 table. 65% plan review may apply
Solar/Photovoltaic Systems Commercial	Refer to Subd. 1 table. 65% plan review may apply
Residential irrigation system, including backflow prevention	\$125.00
Miscellaneous commercial or residential building permits for which no fee is specifically indicated	Refer to Subd. 1 table, 65% plan review may apply
Temporary Heating Equipment	\$150.00
Inspections which no fee is specifically indicated	\$125.00 per hour
Additional plan review required by changes, additions, or revisions to previously approved plans	\$95.00 per hour
Re-inspection fees	\$95.00 per hour/inspection – whichever is greater (minimum charge of 1 hour)
Inspections outside of normal business hours	\$150.00 per hour (minimum charge of 2 hours)
Change of Use/Occupancy	Refer to Subd. 1 table. 65% plan review may apply (minimum fee of \$300.00)
Septic System - Residential New	\$250.00
Septic System – Commercial New	Refer to Subd. 1 table. 65% plan review may apply
Septic System – Residential Alteration/Repair	\$200.00
Septic System – Commercial Alteration/Repair	Refer to Subd. 1 table. 65% plan review may apply
Operating Permit	\$125.00 Annually
Maintenance/Pumping Permit	\$10.00 Triennial

**CITY OF BALDWIN
SHERBURNE COUNTY
ORDINANCE NO. 2024-09
AN ORDINANCE AMENDING ANIMAL CONTROL ORDINANCE NO. 400-1**

The City Council of the City of Baldwin, Minnesota, does hereby ordain as follows:

Section 1. Section 400-1-5: Dangerous and Potentially Dangerous Dogs is hereby amended to read as follows:

A. Dangerous and potentially dangerous dogs.

Except as otherwise provided in this section, the regulation and procedural provisions of Minn. Stats. §§ 347.50—347.565 are adopted by reference as if they were fully set forth herein.

B. Definitions.

1. Potentially Dangerous Dog. “Potentially Dangerous dog” means any dog that:
 - (a) when unprovoked, inflicts bites on a human or domestic animal on public property;
 - (b) when unprovoked, chases or approaches a person, including a person on a bicycle, upon the streets, sidewalks, or any public or private property, other than the dogs owner’s property, in an apparent attitude of attack; or
 - (c) has a known propensity, tendency, or disposition to attack unprovoked, causing injury or otherwise threatening the safety of humans or domestic animals.
2. Dangerous Dog. “Dangerous dog” means any dog that has:
 - (a) without provocation, inflicted substantial harm on a human being on public or private property;
 - (b) killed a domestic animal without provocation or while off the owner’s property; or
 - (c) been found to be potentially dangerous.
3. Unprovoked. “Unprovoked” means the condition in which the dog is not purposely excited, stimulated, agitated or disturbed. It is a rebuttable presumption that any attack on a child fourteen years of age or younger for which a reasonable person connotes an intent to inflict bodily harm will be considered to be unprovoked unless the child is engaged in the commission of a crime or illegal activity, including activities classified under Minnesota Statute 343 as cruelty to animals.
4. Proper Enclosure. “Proper enclosure” means securely confined indoors or in a securely enclosed and locked pen or structure suitable to prevent the dog from escaping and providing protection from the elements for the dog. A proper enclosure does not include a porch, patio, or any part of a house, garage, or other structure that would allow the dog to exit of its own volition, or any house or structure in which windows are open or in which door or window screens are the only obstacles that prevent the dog from exiting.

5. Owner. "Owner" means any person, firm, corporation, organization, or department possessing, harboring, keeping, having an interest in, or having care, custody, or control of a dog.
6. Substantial Bodily Harm. "Substantial bodily harm" has the meaning given it under Minnesota Statute Section 609.02, subdivision 7a.
7. Great Bodily Harm. "Great bodily harm" has the meaning given it under Minnesota Statute Section 609.02, subdivision 8.
8. Animal Control Officer. "Animal Control Officer" means the agency or person under contract with the City of Baldwin to provide animal control services.

C. Designation of a potentially dangerous dog.

1. The Animal Control Officer shall designate any dog as a potentially dangerous dog upon receiving evidence that the dog, when unprovoked, has bitten, attacked, or threatened the safety of a person or a domestic animal.
2. The Animal Control Officer will cause one owner of the potentially dangerous dog to be notified in writing that the dog is potentially dangerous. The written notice will include dates, times and places of parties bitten or chased in an attitude of attack.
3. Pursuant to Minn. Stat. § 347.541, the owner a dog deemed to be a potentially dangerous dog may appeal such designation of "potentially dangerous" upon a proper request for a hearing if their dog is deemed a dangerous dog in the future.

D. Designation of a dangerous dog.

1. The Animal Control Officer shall designate any dog a dangerous dog upon receiving evidence that the dog has, when unprovoked, inflicted substantial harm on a person or killed a domestic animal.
2. The Animal Control Officer shall designate any dog a dangerous dog upon receiving evidence that a dog, which has previously been declared a potentially dangerous dog, has again bitten, attacked or threatened the safety of a person or domestic animal as stated in 3(a) above.
3. The Animal Control Officer may impound any dog determined to pose a threat to public safety pending a final dangerous dog designation order.
4. The Animal Control Officer shall quarantine any dog without proof of current rabies vaccination upon receiving evidence that the dog has bitten any person or domestic animal.
5. The Animal Control Officer will cause one owner of the dog to be notified in writing that the dog is dangerous. The written notice will include dates, times and places of parties bitten.
6. The Animal Control Officer will also provide one owner of the dog with a Dangerous Dog Registration form.
7. Within fourteen (14) days of a declaration that a dog has been deemed a dangerous dog, the owner or custodian of the dog shall complete the Dangerous Dog Registration form and file it with the Scott County Auditor with evidence showing that:

- (a) a proper enclosure exists for the dangerous dog and the premises are posted with a clearly visible warning sign, including a warning symbol to inform children, that there is a dangerous dog on the property;
- (b) a surety bond has been issued by a surety company authorized to conduct business in this state in the sum of at least \$300,000, payable to any person injured by the dangerous dog, or a policy of liability insurance issued by an insurance company authorized to conduct business in this state in the amount of at least \$300,000, insuring the owner for any personal injuries inflicted by the dangerous dog and payable to the injured person(s);
- (c) the owner has paid an annual fee of \$105, in addition to any regular dog licensing fees, to obtain a certificate of registration;
- (d) the dog has had a microchip identification implanted;
- (e) the dog has an easily identifiable tag with the uniform dangerous animal symbol affixed to its collar at all times; and
- (f) the dog is current in all vaccinations.

E. Appeal of dangerous dog designation.

1. Within five (5) business days after a dangerous dog designation is made by the Animal Control Officer, the owner or custodian of the dog may request a hearing to contest the designation. The request for a hearing shall be made in writing on a form provided by the Animal Control Officer.
2. The hearing shall be held before the City of Baldwin Mayor or by an independent hearing examiner selected by the City of Baldwin Mayor, not more than fifteen (15) days after receipt of the request for hearing. The hearing officer will make findings of fact and will either affirm or reject the Animal Control Officer's dangerous dog designation or may impose other sanctions as warranted. The hearing officer shall make a final decision within seven (7) days of the hearing.
3. If the hearing officer confirms the dangerous dog designation, the owner or custodian of the dog shall complete the Dangerous Dog Registration form and file it with the City of Baldwin Clerk with evidence as set forth in Section D (7) above within fourteen (14) days of final decision.
4. After a dog is finally declared dangerous, the owner or custodian of the dog may request that the Animal Control Officer review the designation annually. An administrative hearing fee of one hundred dollars (\$1,000.00) shall be required prior to such a review. At the review, the owner or custodian must provide evidence that the dog's behavior has changed. If the Animal Control Officer finds sufficient evidence that the dog's behavior has changed, the Animal Control Officer may rescind the dangerous dog designation.

F. Destruction of dog.

1. If no appeal is filed, the dangerous dog designation will stand and the Animal Control Officer may order the animal destroyed.

G. Violation of dangerous dog registration.

1. The Animal Control Officer shall immediately seize a dangerous dog if:
 - (a) the dog is not maintained in a proper enclosure;
 - (b) the dog is outside the proper enclosure and not under physical restraint of a responsible person;
 - (c) the dog is not validly registered within 14 days after the owner has notice that the dog is dangerous; or
 - (d) the owner does not secure the proper liability insurance or surety coverage within 14 days after the owner has notice that the dog is dangerous.
2. The owner or custodian may reclaim the dog upon payment of impounding and boarding fees, and presenting proof to the Animal Control Officer that the requirements of Minnesota Statute Sections 347.51 and 347.52 have been met.
3. A dangerous dog not reclaimed under this section within fourteen (14) days may be disposed of as provided by law and the owner is liable to the Animal Control Authority for costs incurred in confining and disposing of the dog.

H. Exemptions.

1. The provisions of this section do not apply to police K-9 dogs used by law enforcement officials for police work.
2. Dogs may not be declared dangerous if the threat, injury, or damage was sustained by a person:
 - (a) who was committing, at the time, a willful trespass or other tort upon the premises occupied by the owner of the dog;
 - (b) who was provoking, tormenting, abusing, or assaulting the dog or who can be shown to have repeatedly, in the past, provoked, tormented, abused, or assaulted the dog; or
 - (c) who was committing or attempting to commit a crime.

I. Violations; penalty.

1. Any violation of this chapter is a misdemeanor, unless determined to be a petty misdemeanor by the city, punishable in accordance with state law.
2. Any violation of this chapter may be subject to civil penalties.
3. This section is not intended to prohibit a private property owner from seeking additional penalties or remedies.

This ordinance shall be effective upon passage and publication in the official City newspaper as required by law.

Passed by the City Council of the City of Baldwin this 18th day of November, 2024.

Jay Swanson, Mayor

Joan Heinen, City Clerk

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

RESOLUTION NO. 24-45

**RESOLUTION AUTHORIZING CONTRACT WITH
INTERESTED OFFICER UNDER
Minn. Stat. § 471.88, subd. 5.**

WHEREAS, Scott Case is a City Council Member of the City of Baldwin, Sherburne County, Minnesota.

WHEREAS, Scott Case has served as Baldwin Township's Fire Chief for several years prior to the Township's incorporation as the City of Baldwin; and

WHEREAS, the City of Baldwin wishes to retain the services of Scott Case as the City of Baldwin Fire Chief; and

NOW, THEREFORE, BE IT RESOLVED that the City Council, upon a unanimous vote of the Council Members with the interested officer abstaining, finds that the hourly rate of \$18.00 per hour currently and \$20.00 per hour effective 01/01/2025 that Scott Case receives for his work as Fire Chief of the City of Baldwin is as low as, or lower than, the price at which the services he provides could be obtained from other sources.

BE IT FURTHER RESOLVED, that the City Council, pursuant to Minn. Stat. §§ 471.87-.89 does hereby authorize Scott Case to perform such work at such hourly rate; the payment for such services to occur upon the filing of a proper affidavit by Scott Case. This resolution shall be in effect until the expiration of Scott Case's initial term of office as City Council Member.

Adopted this 18th day of November 2024.

Jay Swanson
Mayor

Joan Heinen
The City of Baldwin Clerk/Treasurer

Data Practice Policy for Data about You

The Government Data Practices Act (Minnesota Statutes, Chapter 13) says that data subjects have certain rights related to a government entity collecting, creating, and keeping government data about them. You are the subject of data when you can be identified from the data. Government data is a term that means all recorded information a government entity has, including paper, email, flash drives, photographs, etc.

Classification of Data about You

Government data about an individual have one of three "classifications." These classifications determine who is legally allowed to see the data. Data about you are classified by state law as public, private, or confidential. Here are some examples:

1. **Public data:** The Data Practices Act presumes that all government data are public unless a state or federal law says that the data are not public. We must give public data to anyone who asks. It does not matter who is asking for the data or why the person wants the data.

The following is an example of public data that we might have about you:

Your name on an application for a license from the City.

2. **Private data:** We cannot give private data to the general public. We can share your private data with you, with someone who has your permission, with our City staff whose job requires or permits them to see the data, and with others as permitted by law or court order.

The following is an example of private data about you that we might have:

Social Security numbers

3. **Confidential data:** Confidential data have the most protection. Neither the public nor you can access confidential data are about you. We can share confidential data about you with our City staff who have a work assignment to see the data, and to others as permitted by law or court order.

The following is an example of confidential data about you:

The identity of the subject of an active criminal investigation

Your Rights under the Government Data Practices Act

The City of Baldwin must keep all government data in a way that makes it easy for you to access data about you. Also, we can collect and keep only those data about you that we need for administering and managing programs that are permitted by law.

As a data subject, you have the following rights.

Access to Your Data

You have the right to look at (inspect), free of charge, public and private data that we keep about you. You also have the right to get copies of public and private data about you. The Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

Also, if you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian.

Minors have the right to ask us not to give data about them to their parent or guardian. If you are a minor, we will tell you that you have this right. We may ask you to put your request in writing and to include the reasons that we should deny your parents access to the data. We will make the final decision about your request based on your best interests.

When We Collect Data from You

When we ask you to provide data about yourself that are not public, we must give you a notice. The notice is sometimes called a Tennessean warning. The notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice.

We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. This permission is called informed consent. If you want us to release data to another person, you may use the consent form we provide.

Protecting your Data

The Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data are safe.

When your Data are Inaccurate or Incomplete

You have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge data about you.

How to Make a Request for Your Data

You may request to inspect data at our offices, or ask for copies of data that the City of Baldwin keeps about you, your minor children, or an individual for whom you have been appointed legal guardian. Make your written request for data to the appropriate individual listed in the Data Practices Contacts on page 4. You may make your request by mail, fax, or email, using the Data Request Form on page 5.

If you choose not to use the data request form, your request should:

- Say that you are making a request, under the Government Data Practices Act (Minnesota Statutes, Chapter 13), as a data subject, for data about you.
- Whether you would like to inspect the data, have copies of the data, or both.
- Provide a clear description of the data you would like to inspect or have copied.
- Provide proof that you are the data subject or data subject's parent/legal guardian.

We require proof of your identity before we can respond to your request for data. If you are requesting data about your minor child, you must show proof that you are the minor's parent. If you are a guardian, you must show legal documentation of your guardianship. Please see the Standards for Verifying Identity located on page 6. If you do not provide that you are the data subject, we cannot respond to your request.

How We Respond to a Data Request

Upon receiving your request, we will review it.

- We may ask you to clarify what data you are requesting.
- If we do not have the data, we will notify you in writing within 10 business days.
- If we have the data, but the data is confidential or private data that are not about you, we will notify you within 10 business days and identify the law that prevents us from providing the data.
- If we have the data, and the data are public or private data about you, we will respond to your request within 10 business days, by doing one of the following:
 - Arrange a date, time, and place for you to inspect data at our offices; or
 - Provide you with copies of the data within 10 business days. You may choose to pick up your copies, or we will mail or fax them to you. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format.
- After we have provided you with access to data about you, we do not have to show you the data again for 6 months unless there is a dispute or we collect or create new data about you.

If you request copies, we may charge you a fee and require you to pre-pay for your copies. Information about copy charges is below.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request. If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

We are also not required to respond to questions that are not about your data request, or requests for government data.

Data Practices Contacts

Responsible Authority

Joan Heinen
30239 128th Street N.W.
Baldwin, MN 55371
763-389-8931
Town.Clerk@Baldwintwpmn.com

Data Practices Compliance Official

Joan Heinen
30239 128th Street N.W.
Baldwin, Mn 55371
763-389-8931
Townclerk@baldwintwpmn.com

Copy Costs – Members of the Public

The City of Baldwin charges for copies of government data. These charges are authorized under Minnesota Statutes, section 13.04, subdivision 3.

We may require you to pay for your copies before we will give them to you. The charges below may vary when a charge is set by statute or rule.

Cost for Photo Copies

Per Section 3-1-3 of the Baldwin City Code, the charge is 25¢ for a one-sided copy, or 50¢ for a two-sided black and white copy. Color copies are \$1 per page.

Most Other Types of Copies – Actual cost

The charge for most other types of copies is the actual cost of searching for and retrieving the data, and making the copies or electronically transmitting the data (e.g. sending the data by email).

In determining the actual cost of making copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically sending the data. In determining the actual cost of making copies, we include employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot copy ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

If possible, and upon request, we will provide you with an estimation of the total cost of supplying copies.

City of Baldwin

Data Request Form – Data Subjects

30239 128th Street. N.W.
Baldwin, MN 55371

Phone: 763-389-8931
Fax: 763-389-2751

Date of request: _____

I am requesting access to data in the following way:

☐ Inspection

☐ Copies

☐ Both inspection and copies

Note: Inspection is free. Per Title 3, Chapter 1 of the Baldwin City Code, the fee is \$.25 per page.
You may be required to pay for copies before we will give them to you.

These are the data I am requesting:

Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

Contact Information

Data subject name _____

Parent/Guardian name (if applicable) _____

Address _____

Phone number _____ Email address _____

Staff Verification

Identification provided _____

We will respond to your request within a reasonable time.

Standards for Verifying Identity

The following constitute proof of identity.

- An **adult individual** must provide a valid photo ID, such as
 - a state driver's license
 - a military ID
 - a passport
 - a Minnesota ID
 - a Minnesota tribal ID
- A **minor individual** must provide a valid photo ID, such as
 - a state driver's license
 - a military ID
 - a passport
 - a Minnesota ID
 - a Minnesota Tribal ID
 - a Minnesota school ID
- The **parent or guardian of a minor** must provide a valid photo ID *and either*
 - a certified copy of the minor's birth certificate *or*
 - a certified copy of documents that establish the parent or guardian's relationship to the child, such as
 - ❖ a court order relating to divorce, separation, custody, foster care
 - ❖ a foster care contracts
 - ❖ an affidavit of parentage
- The **legal guardian for an individual** must provide a valid photo ID *and* a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
 - court order(s)
 - valid power of attorney

Note: Individuals who do not exercise their data practices rights in person must provide *either* notarized or certified copies of the documents that are required *or* an affidavit of ID.

PROSECUTION AGREEMENT

This agreement made and entered into on this 18th day of November, 2024 between the County of Sherburne, by its County Attorney ("County"), and the City of Baldwin ("City"):

The Parties hereby agree as follows:

1. The County and the City have the authority to enter into this agreement pursuant to Minnesota Statute 471.59, 484.87, subd. 3 and 484.88 for the purpose of the City contracting with the County to criminally prosecute state statutes.
2. The law enforcement authority in the City is the Sherburne County Sheriff's Office. Upon completion of the investigation of the enumerated state law violations, the matter shall be referred to the County Attorney's Office for consideration of prosecution.
3. The County, for the purpose of prosecution, shall provide the standard level of service it does for other municipalities and townships in the County. The rendition of services, the standard of performance and the other matters incident to the performance of the prosecution services and control of the personnel shall remain with the County.
4. The County Attorney shall have full cooperation and assistance from the City, its officers, agents and employees to facilitate the performance of this agreement.
5. The County shall furnish and supply all necessary labor, administration, and equipment and supplies necessary to execute the duties pursuant to this agreement and shall be responsible for the same. The City shall not be responsible for any payment of salaries, wages or other compensation for any personnel performing services for the County.
6. The County and the City shall each maintain their own insurance in order to be compliant with Minnesota Statute Chapter 466.
7. The parties shall mutually agree to defend, indemnify and hold harmless the other, its officers, employees and persons under the direction and control of the party against any and all liability, loss, costs, damages and expenses which the other, its officers, employees and persons under the direction and control of the party may hereinafter sustain, incur or be required to pay arising out of the other party's performance or failure to adequately perform its obligations pursuant to this agreement.
8. This agreement shall be effective from November 18, 2024 through December 31, 2025 and will automatically renew every year thereafter unless terminated by written notice provided thirty days in advance. The basis for termination may be with or without cause.
9. The City shall remit to the County Attorney the fines collected for matters that have occurred in the City of Baldwin regardless of the law enforcement agency who responds to the incident to defray the costs of the prosecution.

PROSECUTION AGREEMENT

10. Any alteration, variation, modification or waiver of the provisions of this agreement shall be valid only after it has been reduced to writing and duly signed and approved by each party to the agreement.
11. Both parties shall have access to the accounting information for verification of handling of such monies; that all records for prosecution of the cases shall be retained by the Sherburne County Attorney and the Sherburne County Attorney shall be designated agent for the purposes of the Minnesota Data Practices Act, insofar as it applies to such records. All financial records for this agreement shall be retained by both parties for a term of six years after cancellation of the agreement.
12. Neither party shall discriminate in the provision of service or hiring in accord with state and federal law.
13. The City clerk shall act as the liaison with the County Attorney's Office to ensure cooperation, to resolve any complaints and to distribute information on the services being performed.
14. This agreement shall constitute the entire agreement between the parties and shall supersede any prior oral or written agreements.

Dated: _____

Sherburne County Attorney

Dated: _____

City of Baldwin Mayor

Joan Heinen
City of Baldwin Clerk

emailed 8-12-24

TOWN TAXES VOTED

Office of Town Clerk
Town Baldwin
Sherburne County, Minnesota
August 12th, 2024

To: Diane Arnold, County Auditor/Treasurer

I hereby certify that at the Annual Town Meeting held in the Town of Baldwin, County of Sherburne, State of Minnesota, on the second Tuesday being the 12th day of March, 2024, the following amounts were voted to be raised by taxation in the year 2024 in this Township, as taken from the records in my office.

	Actual Levy
Town Revenue/General	\$ <u>520,000</u>
Road and Bridge	\$ <u>700,000</u>
Fire Fund	\$ <u>200,000</u>
Capital Fund-Fire	\$ <u>100,000</u>
Park Fund	\$ <u>90,000</u>
Debt Service	\$ <u>122,650</u>
Special Revenue	\$ <u>25,000</u>
Capital Reserve	\$ <u> </u>
*Total Township Levy	\$ <u>1,757,650</u>

Dated this 12th day of August, 2024.

Joan Heinen, Clerk
Town of Baldwin
Sherburne County Minnesota

The Levy must be certified to the County Auditor/Treasurer by September 30, 2024.

Diane Arnold, Auditor/Treasurer
Sherburne County
13880 Business Center Drive NW
Elk River MN 55330
763-765-4363
www.co.sherburne.mn.us

H:\Data\Property Tax\Town Taxes Voted

Revised/Approved 3/12/24

PROPOSED FOR 2025

CERTIFIED FOR 2024

GENERAL FUND	\$450,000	\$520,000	-decreased by \$10,000 from proposed levy
ROAD & BRIDGE	\$500,000	\$700,000	
CAPITAL FUND	\$60,000	-----	
FIRE FUND	\$190,000	\$200,000	
CAPITAL FUND (FIRE)	\$60,000	\$100,000	
PARK FUND	\$60,000	\$90,000	
DEBT SERVICE	\$206,551	\$122,650	
SPECIAL REVENUE	\$15,000	\$25,000	-increased by \$10,000 from proposed levy
CAPITAL RESERVE	\$60,000	-----	
<u>TOTAL</u>	<u>\$1,601,551</u>	<u>\$1,757,650</u>	

Joan Heinen

From: Mike Couri <mike@couriruppe.com>
Sent: Thursday, October 31, 2024 7:38 PM
To: Joan Heinen
Cc: Jay Swanson
Subject: Re: Baldwin Township/Truth & Taxation and Abstract of Election Results

Joan,

Minn. Stat. 275.064 governs Truth in taxation requirements. That statute requires the County to mail notice to all property owners of the time and date of the City's Truth in taxation hearing. There is no requirement that the City mail out a notice.

As we discussed, once the date is set by the City Council, I suggest posting a notice of the Truth in taxation hearing on the City's posting board and on its website.

Michael C. Couri
Couri & Ruppe, P.L.L.P.
705 Central Avenue East
P.O. Box 369
St. Michael, MN 55376
763-497-1930

From: Joan Heinen <Town.Clerk@baldwintwpmn.com>
Date: Thursday, October 31, 2024 at 12:17 PM
To: "Mike Couri (mike@couriruppe.com)" <mike@couriruppe.com>
Cc: Jay Swanson <jswanson@baldwintwpmn.com>
Subject: Baldwin Township/Truth & Taxation and Abstract of Election Results

Hi Mike,
Does the truth in taxation meeting notice need to be published in our local newspaper?

I just got off the phone with Loraine from Sherburne County Auditor's Office. She said the auditor's office will try to get the abstract of election results to us by Monday, November 4th but there was no guarantee. She went on to say that with the results not being reported on the state reporting system, there will not be an abstract and this will need to be created manually.

She said with everything going on, there was not a guarantee today that we would have this by the 4th. Loraine advised me to check back with her on Monday, which I will do and will let you know. I will post the board of canvass meeting agenda based on what Loraine tells me on Monday.

Joan Heinen
Baldwin Township
Clerk/Treasurer
30239 - 128th Street NW
Baldwin Township, MN 55371-3752
Phone: (763) 389-8931
Fax: (763) 389-2751