

AGENDA FOR DECEMBER 2ND, 2024
BALDWIN CITY COUNCIL REGULAR MEETING
7:00 p.m.
(Revised 11/26/2024)

Swearing in of 4 Year-Term 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

Treasurer's Report:

Sheriff'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 City Council Meeting Minutes for November 18th, 2024
- Approve Board of Canvass for Recount Meeting Minutes for November 22nd, 2024

Fire Department Report:

7:30 p.m. Truth-in-Taxation

Park Committee Report – Tom Rush

Cemetery Update – Tom Rush

Discuss/Approve/Disapprove Ordinance 2024-10 Authorizing and Regulating the Conduct of Lawful Gambling Within The City of Baldwin, Minnesota

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.

Tabled Items:

- a. Discuss/Approve/Disapprove Quote for Lake Diann Drainage off 133 ½ Street – Tom Rush
- b. Discuss/Approve/Disapprove Quote for South Sandy Lake Stormwater Drainage – Tom Rush

New Business:

- a. Discuss/Approve/Disapprove 2025 City Council Meeting Schedule – Jay Swanson
- b. Discuss/Approve/Disapprove Streaming City Council Meetings – Jay Swanson
- c. Discuss/Approve/Disapprove Audio Equipment – Jay Swanson
- d. Discuss Reorganization of City Council Responsibilities – Jay Swanson
- e. Discuss/Approve/Disapprove Revised Snowplow and Ice Control Policy – Tom Rush
- f. Discuss/Approve/Disapprove Attorney Attendance at the Next 6-Month Meetings – Jay Swanson
- g. Discuss/Approve/Disapprove Rum River Consultants doing Commercial Plumbing Plan Reviews – Jay Swanson
- h. Discuss/Approve/Disapprove Building Code Enforcement for PID# 01-00424-0225 – Jay Swanson
- i. Discuss/Approve/Disapprove Rum River Construction Consultants doing CE Class on Building Code – Jay Swanson
- j. Discuss HR Green Actions on 305th and Speed Bumps – Tom Rush
- k. Discuss/Approve/Disapprove Quote for Domain Transition of \$6150.00 – Scott Case
- l. Discuss/Approve/Disapprove Discontinuing Information Request Form – Jeff Holm
- m. Discuss/Approve/Disapprove Pay Estimate #2 for 305th Avenue NW – Tom Rush

Discuss/Approve/Disapprove Resolution 24-46 for Jay Swanson, Finding Certain Work to be Within the Scope of the Role of a Mayor/City Council and Authorizing the Work to be Performed on Behalf of the City.

Discuss/Approve/Disapprove Resolution 24-47 for Al Walker, Finding Certain Work to be Within the Scope of the Role of a Mayor/City Council and Authorizing the Work to be Performed on Behalf of the City.

Discuss/Approve/Disapprove Resolution 24-48 for Scott Case, Finding Certain Work to be Within the Scope of the Role of a Mayor/City Council and Authorizing the Work to be Performed on Behalf of the City.

Discuss/Approve/Disapprove Resolution 24-50 for Jeff Holm, Finding Certain Work to be Within the Scope of the Role of a Mayor/City Council and Authorizing the Work to be Performed on Behalf of the City.

Discuss/Approve/Disapprove Resolution 24-51 for Tom Rush, Finding Certain Work to be Within the Scope of the Role of a Mayor/City Council and Authorizing the Work to be Performed on Behalf of the City.

Discuss/Approve/Disapprove Resolution 24-52 for Scott Case/Fire Chief, Finding Certain Work to be Within the Scope of the Role of a Mayor/City Council and Authorizing the Work to be Performed on Behalf of the City.

Discuss/Approve/Disapprove Resolution 24-53, Adopting the 2025 Final Budget

Discuss/Approve/Disapprove Resolution 24-54, Adopting the 2024 Tax Levy Collectible in 2025

Discuss/Approve/Disapprove Resolution 24-55, Authorizing a City Absentee Ballot Board

Discuss/Approve/Disapprove Resolution 24-56, Designating Polling Places Within The City of Baldwin

Announcements:

Any Other Business:

Adjourn

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Fund	Transfers				Balance No				
	Begin December 2024	Receipts	Disbursements	Rec/Disb	Journal Entries	JE Payroll	Investments	Investments	Balance
10110 - Bremer Bank									
100 - General Fund	(\$1,305,900.02)	\$0.00	(\$11,565.63)	\$0.00	\$0.00	(\$1,455.08)	(\$1,318,920.73)	\$0.00	(\$1,318,920.73)
200 - Special Revenue Fund	\$7,075.01	\$0.00		\$0.00	\$0.00		\$7,075.01	\$0.00	\$7,075.01
225 - Cemetery	\$15,378.79	\$0.00		\$0.00	\$0.00	(\$107.65)	\$15,271.14	\$0.00	\$15,271.14
250 - Fire	\$71,880.26	\$0.00	(\$1,078.49)	\$0.00	\$0.00	(\$1,614.75)	\$69,187.02	\$0.00	\$69,187.02
275 - Road and Bridge	\$751,271.96	\$0.00	(\$649,302.23)	\$0.00	\$0.00		\$101,969.73	\$0.00	\$101,969.73
290 - Permits	\$167,931.74	\$0.00		\$0.00	\$0.00		\$167,931.74	In Bal	\$167,931.74
300 - Debt Service Fund	\$454,091.60	\$0.00		\$0.00	\$0.00		\$454,091.60	In Bal	\$454,091.60
301 - Debt Services 2024	\$384,785.00	\$0.00		\$0.00	\$0.00		\$384,785.00	\$0.00	\$384,785.00
400 - Capital Projects Fund	\$37,009.54	\$0.00		\$0.00	\$0.00		\$37,009.54	\$0.00	\$37,009.54
401 - Fire Contract Revenue	\$42,243.06	\$0.00		\$0.00	\$0.00		\$42,243.06	\$0.00	\$42,243.06
402 - Capital Reserve Fund	\$58,901.33	\$0.00		\$0.00	\$0.00		\$58,901.33	In Bal	\$58,901.33
403 - Apparatus Infrastructure Fire	\$172,055.62	\$0.00		\$0.00	\$0.00		\$172,055.62	In Bal	\$172,055.62
404 - Parks	\$47,884.90	\$0.00	(\$55.51)	\$0.00	\$0.00		\$47,829.39	\$0.00	\$47,829.39
602 - Frontier Trails SSD	\$78,500.13	\$0.00	(\$1,105.62)	\$0.00	\$0.00		\$77,394.51	In Bal	\$77,394.51
800 - Developers Account	\$120,974.00	\$0.00		\$0.00	\$0.00		\$120,974.00	\$0.00	\$120,974.00
829 - Escrow-Baldwin Estates	\$1,489.61	\$0.00		\$0.00	\$0.00		\$1,489.61	\$0.00	\$1,489.61
860 - Escrow-Misty Hollow	\$1,121.79	\$0.00		\$0.00	\$0.00		\$1,121.79	In Bal	\$1,121.79
861 - Escrow-Buck Run	\$15,756.81	\$0.00		\$0.00	\$0.00		\$15,756.81	In Bal	\$15,756.81
862 - Escrow-Sumser Farms 1st A	\$3,218.91	\$0.00		\$0.00	\$0.00		\$3,218.91	In Bal	\$3,218.91
864 - Inactive	(\$0.50)	\$0.00		\$0.00	\$0.00		(\$0.50)	In Bal	(\$0.50)
Begin	MTD Amounts	YTD Amounts	MTD Amounts	YTD Amounts	Begin + YTD				
	\$1,125,669.54	\$1,699,412.45	Investments	\$0.00	\$1,042,616.12				
Receipt	\$0.00	\$1,977,844.72	Petty Cash	\$0.00	\$0.00				
Disbursements	(\$663,107.48)	(\$2,900,507.88)	Savings	\$0.00	\$0.00				
Transfers Rec/Disb	\$0.00	\$0.00	Money Market	\$0.00	\$0.00				
Transfers JE	\$0.00	\$0.00							
JE Payroll	(\$3,177.48)	(\$317,364.71)	Balance	\$459,384.58	In Balance				

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*Cash Balances

Cash Account: 10110
November 2024

Fund	Begin November 2024	Transfers				JE Payroll	Balance No		
		Receipts	Disbursements	Rec/Disb	Journal Entries		Investments	Balance	
10110 - Bremer Bank									
100 - General Fund	(\$1,286,930.68)	\$20,645.57	(\$30,719.25)	\$0.00	(\$8,895.66)	(\$1,305,900.02)	\$0.00	In Bal	In Bal (\$1,305,900.02)
200 - Special Revenue Fund	\$7,075.01			\$0.00		\$7,075.01	\$0.00	In Bal	In Bal \$7,075.01
225 - Cemetery	\$15,501.04		(\$14.60)	\$0.00	(\$107.65)	\$15,378.79	\$0.00	In Bal	In Bal \$15,378.79
250 - Fire	\$76,743.57	\$20.00	(\$3,220.45)	\$0.00	(\$1,662.86)	\$71,880.26	\$0.00	In Bal	In Bal \$71,880.26
275 - Road and Bridge	\$817,627.09	\$1,147.63	(\$58,646.95)	\$0.00	(\$8,855.81)	\$751,271.96	\$0.00	In Bal	In Bal \$751,271.96
290 - Permits	\$191,720.39	\$14,269.95	(\$38,058.60)	\$0.00		\$167,931.74	In Bal	In Bal	\$167,931.74
300 - Debt Service Fund	\$454,091.60			\$0.00		\$454,091.60	\$0.00	In Bal	In Bal \$454,091.60
301 - Debt Services 2024	\$384,785.00			\$0.00		\$384,785.00	\$0.00	In Bal	In Bal \$384,785.00
400 - Capital Projects Fund	\$157,009.54			\$0.00	(\$120,000.00)	\$37,009.54	\$0.00	In Bal	In Bal \$37,009.54
401 - Fire Contract Revenue	\$42,243.06			\$0.00		\$42,243.06	\$0.00	In Bal	In Bal \$42,243.06
402 - Capital Reserve Fund	\$58,901.33			\$0.00		\$58,901.33	In Bal	In Bal	\$58,901.33
403 - Apparatus Infrastructure Fire	\$172,055.62			\$0.00		\$172,055.62	\$0.00	In Bal	In Bal \$172,055.62
404 - Parks	\$47,717.21	\$1,200.00	(\$837.40)	\$0.00	(\$194.91)	\$47,884.90	\$0.00	In Bal	In Bal \$47,884.90
602 - Frontier Trails SSD	(\$41,266.49)	\$3,695.00	(\$3,449.96)	\$0.00	\$120,000.00	\$78,500.13	\$0.00	In Bal	In Bal \$78,500.13
800 - Developers Account	\$119,363.79	\$4,971.62	(\$3,361.41)	\$0.00		\$120,974.00	\$0.00	In Bal	In Bal \$120,974.00
829 - Escrow-Baldwin Estates	\$1,489.61			\$0.00		\$1,489.61	\$0.00	In Bal	In Bal \$1,489.61
860 - Escrow-Misty Hollow	\$1,121.79			\$0.00		\$1,121.79	In Bal	In Bal	\$1,121.79
861 - Escrow-Buck Run	\$15,756.81			\$0.00		\$15,756.81	\$0.00	In Bal	In Bal \$15,756.81
862 - Escrow-Sumser Farms 1st A	\$3,218.91			\$0.00		\$3,218.91	\$0.00	In Bal	In Bal \$3,218.91
864 - Inactive	(\$0.50)			\$0.00		(\$0.50)	In Bal	In Bal	(\$0.50)
MTD Amounts									
Begin	\$1,238,223.70	YTD Amounts	Investments	MTD Amounts	Begin + YTD				
Receipt	\$45,949.77	\$1,977,844.72	Petty Cash	\$0.00	\$1,042,616.12				
Disbursements	(\$138,308.62)	(\$2,237,400.40)	Savings	\$0.00	\$0.00				
Transfers Rec/Disb	\$0.00	\$0.00	Money Market	\$0.00	\$0.00				
Transfers JE	\$0.00	\$0.00							
JE Payroll	(\$20,195.31)	(\$314,187.23)	Balance	\$1,125,669.54	In Balance				

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*Check Summary Register©

Checks 28149 -28180

	Name	Check Date	Check Amt	
10110	Bremer Bank			
28149	Fadden, Phillip E.	11/26/2024	\$1,560.76	
28150	Good, Zachary D.	11/26/2024	\$1,298.70	
28151	Heinen, Joan	11/26/2024	\$2,319.22	
28152	Nelson, Marlene A.	11/26/2024	\$56.87	
28153	Nielsen, Kayla	11/26/2024	\$1,528.51	
28154	ASPEN MILLS	12/2/2024	\$764.85	FD Uniforms L Anderson
28155	Burkhardt and Burkhardt	12/2/2024	\$82.50	Chart of Accounts
28156	Calvin R. Schmock	12/2/2024	\$300.00	Planning Commission Meeting
28157	CLARENCE E. MATTSON, JR.	12/2/2024	\$500.00	Planning Commission Meetings
28158	Connexus Energy	12/2/2024	\$887.21	Electric Utilities
28159	DVS Renewal	12/2/2024	\$24.25	2012 Gatr Trl Registration Renewal
28160	Elan Financial Services	12/2/2024	\$4,039.77	Snowplow Rapid Radios and credit card
28161	Holcomb Trucking LLC	12/2/2024	\$300.00	DOT Annual Inspection Truck 10 20 30
28162	Jeffrey Holm	12/2/2024	\$30.82	SCAT Mileage
28163	JOY JOHNSON	12/2/2024	\$450.00	Planning Commission Meetings
28164	Knife River Corporation	12/2/2024	\$645,484.58	Reconstruction 305th
28165	Minnesota Child Support Paymen	12/2/2024	\$439.77	11262024 Payroll
28166	MINNESOTA STATE FIRE CHIEF	12/2/2024	\$100.00	Membership Renewal
28167	MN Secretary of State Notary	12/2/2024	\$120.00	Deputy Clerk Notary
28168	O'Reilly Automotive, Inc.	12/2/2024	\$6.47	Fire Dept
28169	PATRICIA MILLER	12/2/2024	\$500.00	Planning Commission Meetings
28170	RICHARD MARSHALL	12/2/2024	\$500.00	Planning Commission Meeting
28171	SHERRY NEWMAN	12/2/2024	\$500.00	Planning Commission Meetings
28172	Susan Steiskal	12/2/2024	\$100.00	Driveway Deposit 14280 294th Ave NW
28173	VANDERPOEL DISPOSAL	12/2/2024	\$90.22	Refuse Disposal
28174	Wastewater Services, Inc.	12/2/2024	\$650.00	Frontier Trails SSD
28175	William McGowan	12/2/2024	\$450.00	Planning Commission Meetings
28176	Case, Scott F.	12/2/2024	\$1,021.08	
28177	Kriesel, Lester W.	12/2/2024	\$92.35	
28178	Case, Scott	12/2/2024	\$262.05	
28179	Holm, Jeffrey R.	12/2/2024	\$786.15	
28180	Swanson, Jay C.	12/2/2024	\$1,015.85	
Total Checks			\$666,261.98	

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***Check Summary Register©**

Batch: 10 11 2024 TBPera,111224BiWeekPera,112624BiWeekPera,112624BiWeekTBSeChie,1126TBSextonElectJud

	Name	Check Date	Check Amt	
10110	Bremer Bank			
24610e	PERA	11/18/2024	\$1,450.06	11122024 BiWeekly Pera
24611e	PERA	11/26/2024	\$190.00	Town Board Pera Case Holm Walker Oct Nov
24612e	PERA	11/26/2024	\$1,366.36	11262024BiWeekPera
24613e	EFTPS	11/26/2024	\$4,653.56	112624 BiWeek TB Fire Chief Sexton
24614e	Minnesota Dept of Revenue	11/26/2024	\$577.12	112624 BiWeek TB Sexton Chief
		Total Checks	\$8,237.10	

BALDWIN CITY COUNCIL REGULAR MEETING AGENDA

MONDAY, NOVEMBER 18TH, 2024

Swearing in of City Council Members – Mayor Jay Swanson, City Council 2-Year Term Tom Rush and City Council 2-Year Term Jeff Holm were performed The Oath of Office by Clerk Heinen

Baldwin Township Attorney stated that upon taking the Oath of Office, Baldwin Township is now officially The City of Baldwin.

Present – Mayor Jay Swanson, City Council Tom Rush and Jeff Holm

Also Present – City Attorney from Couri & Ruppe - Bob Ruppe, City Planning/Zoning Administrator from The Planning Company (TPC) Dan Licht, City Engineer from Hakanson Anderson Matt Kind

Call to Order – The November 18th, 2024 City Council regular meeting was called to order by Mayor Jay Swanson at 7:02 p.m.

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

Delmas Hines prayer request

Swanson explained that there is a recount for the 4-year City Council term. He went on to say that the recount will be November 20th and canvassed on November 22nd or 26th. There is a 7-day contest period. The 4-year term will be seated at the December 2nd or December 16th City Council meeting.

Swanson stated he is honored to be the Chairman and on the Town Board for 15 years. Swanson said he is humbled by being put in the position of Mayor of the City of Baldwin. He stated that if he wasn't voted for by a resident, he hopes to earn their respect and trust.

Rush thanked all the Residents. Rush has been on the Board for 15 years and appreciates everyone's support. He also repeated what Swanson said that he wants to earn the trust of the Residents.

Holm repeated what Swanson and Rush said. Holm thanked the Residents of Baldwin and stated it is time for the City Council to get to work on the roads, keeping our rural values and keeping the low tax rate.

Additions/Corrections to Agenda

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

Discuss/Approve/Disapprove Resolution 24-42 Appointments to Certain Offices and Positions – Rush/Holm unanimous to approve. Nominations were opened for an

Acting Mayor (Vice Mayor). Holm nominated Tom Rush. Nominations were closed and Tom Rush was voted as the Acting Mayor.
Mayor Swanson, Acting Mayor Rush, Clerk Heinen and Deputy Clerk Nielsen to be designated as check signers through Bremer Bank.

October 2024 Final Treasurer's Report – Beginning balance of \$1,353,197.17, Receipts of \$16,563.25, Disbursements of \$145,536.26; Check Numbers 27993 – 28076 and 9 EFT Payments leaving an unaudited balance of \$1,224,224.16.

November 2024 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of 1,224,224.16, Receipts of \$24,026.68, Disbursements of \$150,289.81 leaving an unaudited balance of \$1,097,961.03.

Public Comment Requests:

Cartrell Cooper – 12304 317th Avenue, Princeton. Cartrell congratulated the new Mayor/City Council and thanked them for all their hard work. Cartrell was asked to communicate to the New Mayor/City Council the importance of financial management. He stated that transparency is important to the Residents and that the City of Baldwin doesn't have an open checkbook and doesn't buy when it's not affordable. Cartrell also went over permit costs. Cartrell requested multiple bids, regardless of the dollar amount, to be received in the future. Cartrell also wants to be on the record for any open positions such as Planning and Zoning or any other help.

Approval of Consent Agenda - Rush/Holm unanimous to approve.

- Approve Claims List – Check Numbers 28072 – 28148 for \$150,296.77 and 10 EFT Payments for \$11,946.12 for a total of \$162,242.89.
- 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:

Discuss September and October 2024 Building Permits – The City Council reviewed building permits for September and October 2024.

Discuss/Approve/Disapprove Resolution 24-43 Krenz Simple Plat of Two Lots – City Planner, Licht (TPC) went over the planning report. Full planning report on file in the Clerk's office.

Rush/Holm unanimous to approve.

Discuss/Approve/Disapprove Resolution 24-44 Twin Cities Acoustics Simple Plat of Two Lots - City Planner, Licht (TPC) went over the planning report. Full planning report on file in the Clerk's office.

Holm/Rush unanimous to approve.

Code Enforcements – Licht from TPC stated there weren't any updates on code enforcements.

Engineering:

Discuss/Approve/Disapprove Change Order for 305th Avenue for \$31,659.80 – This amount changed to approximately \$25,000 over original price. This includes the change order of clearing and grubbing and additional top soil for in-slopes.

Rush wanted clarification that the culverts will be fixed this spring and be filled in for the winter. Rush stated that maintenance could fill in these areas. Swanson asked Kind if culverts had been filled in and Kind indicated they were. Good, Public Works Supervisor, confirmed these culverts have been filled in. Full bid is \$645,484.58.

Rush/Holm unanimous to approve.

Discuss Lake Diann Drainage off 133 ½ Street – Design plans are done and ready to go out for bids. Two quotes will be needed per Attorney Ruppe. Swanson requested local contractors be contacted. Kind to check with contractors to see if this could be completed this year. Kind to bring this back to the December 2nd City Council meeting. Rush stated that Kind has the list of local contractors to contact for bids.

Discuss South Sandy Lake Stormwater Drainage Review – Design plans are done and ready to go out for bids. Two quotes will be needed per Attorney Ruppe. Swanson requested local contractors be contacted. Kind to bring this back to the December 2nd City Council meeting. Rush stated that Kind has the list of local contractors to contact for bids.

Frontier Trails Update:

Mike Gwynn, Frontier Trails Wastewater Manager, emailed stating the numbers look good for the month of October 2024. Mike went on to say that he believes this is a result of the maintenance that Steinbrecher recently did. There is no immediate concern that Mike is aware of. Public Works and Gwynn will be putting tarps on the sand filters to help hold the heat in for the winter months.

October 2024 Financials, Receipts of \$3445.00, Expenditures of \$6810.92 which leaves a negative balance of \$3365.92.

Road Report:

Rush stated that 285th will start this coming Wednesday. Rush was out to observe the 3-culverts on 123rd, 120th and 278th. All the culverts are draining good.

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

Discuss/Approve/Disapprove Snowplow Wages for Maintenance Staff –
Rush/Holm unanimous to table until the December 16th City Council meeting.

Tabled Items:

Discuss/Approve/Disapprove Resolution 24-33, Establishing Municipal State Aid Streets – A list has been compiled of all streets of Baldwin. This has been sent to the State to verify eligibility for State aid. **Holm/Rush unanimous to table until the December 16th City Council meeting.**

Discuss/Approve/Disapprove Applicant for Sign Machine – The applicant cannot start for another month or two. Rush would like to follow up with the applicant mid-January. **Rush/Holm unanimous to table until the second meeting in January 2025.**

New Business:

Discuss/Approve/Disapprove Workers' Compensation and Property/Casualty Premium Through League of Minnesota Cities Insurance Trust. Workers' Comp of \$34,451 and Property/Casualty of \$20,008.
Rush/Holm unanimous to approve.

Discuss/Approve/Disapprove Adopting City Ordinance 2024-06, an Ordinance Requiring Disposal of Garbage and Refuse – **Rush/Holm unanimous to approve.**

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 – **Rush/Holm unanimous to approve.**

Discuss/Approve/Disapprove Adopting City Ordinance 2024-08, Setting Fee Schedule and Summary Publication Thereof Amending Ordinance 600 – Liquor license fees were added, modification to the cost for copies and legal escrows for developments from \$1500.00 to \$3500.00. **Rush/Holm unanimous to approve.**

Discuss/Approve/Disapprove Adopting City Ordinance 2024-09, An Ordinance Amending Animal Control Ordinance No. 400-1 – **Rush/Holm unanimous to approve.**

Discuss/Approve/Disapprove Conflict of Interest Resolution 24-45 – This is the conflict of interest for the Fire Chief. State statute conflict of interest is required per City Attorney Ruppe.

This resolution will be completed again on December 16th when there is a full City Council.

Holm/Rush unanimous to approve.

Discuss/Approve/Disapprove Adopting Data Practices Policy – **Rush/Holm unanimous to approve.**

Discuss/Approve/Disapprove Setting a Special Election for April 14th, 2025 Authorizing Sunday Liquor Sales – This is for off-sale on Sunday's. **Holm/Rush unanimous to approve.**

Discuss/Approve/Disapprove Adopting Prosecution Contract with Sherburne County – This is required due to the transition to a City. Swanson stated this will be done without added cost except for fines and fees, which the County will collect. **Holm/Rush unanimous to approve.** Rush also thanked the County for doing this service for the City of Baldwin.

Discuss/Approve/Disapprove Preliminary Budget for 2025 – Ruppe spoke that this amount has been voted by the Residents of Baldwin at the annual meeting on March 12th, 2024. **Holm/Rush unanimous to approve.**

Discuss/Approve/Disapprove Preliminary Tax Levy for 2025 – **Holm/Rush unanimous to approve** \$1,757,650 to honor the Residents that voted and approved this levy amount at the annual meeting on March 12th, 2024.

Schedule Truth-in-Taxation Public Hearing for December 2nd, 2024 - **Rush/Holm unanimous to approve December 2nd, 2024 at 7:30 p.m.**

Discuss/Approve/Disapprove Fire Department New Hire of Brent Strand Effective November 6th, 2024 – **Rush/Holm unanimous to approve.**

Schedule Board of Canvass for Re-Count of The City Council 4 Year Term on November 22nd or November 26th – **Rush/Holm unanimous to approve** November 22nd and if the abstract from Sherburne County is not available an alternate date will be November 26th at 7:00 p.m.

Set Meeting Calendar for December 2024 – **Holm/Rush unanimous to approve** December 2nd and December 16th as the City Council meetings in December.

Schedule Public Hearing for Roensch Variance – December 16th, 2024 at 7:30 p.m. **Rush/Holm unanimous to approve.**

Discuss/Approve/Disapprove Summary of Public Notice for Publication – **Rush/Holm unanimous to approve** summary of publication for ordinance 2024-06, 2024-07, 2024-08 and 2024-09.

Schedule Road Workshop for 100th Street and 297th Avenue with Hakanson Anderson and The City Council – Rush would like this meeting to include preventative maintenance on the roads. Rush said Public Works should attend this meeting as well. **Holm/Rush unanimous to approve** the meeting being held December 17th, 2024 at 7:00 p.m.

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: Holm/Rush unanimous to adjourn at 8:03 p.m.

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

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

Date

Attendees: Sherry and Don Newman, Scott Case, Joshua Krenz, Laura Anderson, Mike Anderson, Cartrell Cooper, Kelli Duerr from Rum River Consultants, Cindy Costello, Delmas Hines, Andy Walker, Nikki Walker, Ciria Rush, Brad Schumacher, Clarence Mattson, Kimberly Mattson, Zac Good-Baldwin Public Works Supervisor, Patti and Bernie Miller, Bruce West and Carol Swanson.

**CITY OF BALDWIN
BOARD OF CANVASS MEETING
RE-CANVASS OF 4 YEAR-TERM HAND COUNT
NOVEMBER 22ND, 2024**

Present – Mayor Jay Swanson, City Council Members Tom Rush and Jeff Holm

Call to Order – The November 8th, 2024, Board of Canvass of Baldwin Township was called to order by Chair Jay Swanson at 7:00 p.m.

Pledge of Allegiance – All present recited the Pledge of Allegiance

Canvass of City Council 4 Year-Term Hand Count Election Results- The results were read by Mayor Swanson. Mr. Springman lost a vote from the hand count to the tabulator. Holm/Rush suspended the reading of the full report
Holm/Rush unanimous to approve results.

Approve/Disapprove Hand Count Election Results and Resolution 24-49 –
Suspend reading of the resolution was requested from Holm.
Holm/Rush unanimous to approve.

TOTALS FOR HANDCOUNT:

Allan Walker: 1170 – No change

Chase Springman: 1144 – Off by one

BALLOTS – THE DAY OF ELECTION

Allan Walker:

P1 – 456

P2 – 464

Chase Springman:

P1 – 505

P2 – 397

HANDCOUNT RESULTS FOR ABSENTEE BALLOTS:

Allan Walker:

P1 – 135

P2 – 115

Chase Springman:

P1 – 161, HANDCOUNT CAME UP WITH 160. All hand count numbers matched except this one.

P2 – 82

Scott Case:

P1 – 167

P2 – 150

Cartrell Cooper:

P1 – 102

P2 – 103
Thomas Andrews:
P1 – 107
P2 - 68

Adjourn - Holm/Rush unanimous to adjourn at 7:04 p.m.

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

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

Date

Attendees: Scott Case, Allan & Rosie Walker

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

ORDINANCE NO. 2024-10

**AN ORDINANCE AUTHORIZING AND REGULATING THE CONDUCT OF LAWFUL
GAMBLING WITHIN THE CITY OF BALDWIN, MINNESOTA**

The City Council of the City of Baldwin, Minnesota ordains:

SECTION 1. ADOPTION OF STATE LAW BY REFERENCE

The provisions of Minnesota Statutes Chapter 349, as they may be amended from time to time, with reference to the definition of terms, conditions of operation, provisions relating to sales, and all other matters pertaining to lawful gambling are hereby adopted by reference and are made a part of this ordinance as if set out in full. It is the intention of the City Council that all future amendments of Minnesota Statutes Chapter 349, are hereby adopted by reference or referenced as if they had been in existence at the time this ordinance was adopted.

SECTION 2. CITY MAY BE MORE RESTRICTIVE THAN STATE LAW

The City Council is authorized by the provisions of Minn. Stat. § 349.213, as it may be amended from time to time, to impose, and has imposed in this ordinance, additional restrictions on gambling within its limits beyond those contained in Minn. Stat. ch. 349, as it may be amended from time to time.

SECTION 3. PURPOSE

The purpose of this ordinance is to regulate lawful gambling within the City of Baldwin, to prevent its commercialization, to ensure the integrity of operations, and to provide for the use of net profits only for lawful purposes.

SECTION 4. DEFINITIONS

In addition to the definitions contained in Minn. Stat. § 349.12, as it may be amended from time to time, the following terms are defined for purposes of this ordinance:

BOARD, as used in this ordinance, means the State of Minnesota Gambling Control Board.

CITY, as used in this ordinance, means the City of Baldwin.

CITY COUNCIL, as used in this ordinance, means the City Council of the City of Baldwin.

LICENSED ORGANIZATION, as used in this ordinance, means an organization licensed by the city and the Board.

LOCAL PERMIT, as used in this ordinance, means a permit issued by the City.

TRADE AREA, as used in this ordinance, means the Townships of Wyanett, Spencer Brook, Stanford, Livonia, Orrock, Blue Hill, and Greenbush and the City of Princeton.

SECTION 5. APPLICABILITY

This ordinance shall be construed to regulate all forms of lawful gambling within the City except for the following:

- (i) Bingo conducted within a nursing home or a senior citizen housing project or by a senior citizen organization if the prizes for a single bingo game do not exceed \$10, total prizes awarded at a single bingo occasion do not exceed \$200, only members of the organization, residents of the nursing home or housing project, and their guests, are allowed to play in a bingo game, no compensation is paid for any persons who conduct the bingo, and a manager is appointed to supervise the bingo.
- (ii) Raffles conducted so as to meet the requirements to be considered exempt from state licensing requirements pursuant to Minn. Stat. § 349.166.

SECTION 6. LAWFUL GAMBLING PERMITTED

Lawful gambling is permitted within the City provided it is conducted in accordance with Minn. Stat. §§ 609.75-.763, inclusive, as they may be amended from time to time; Minn. Stat. §§ 349.11-.23, inclusive, as they may be amended from time to time; and this ordinance.

SECTION 7. CITY COUNCIL APPROVAL

Subd. 1. Lawful gambling authorized by Minn. Stat. §§ 349.11-.23, inclusive, as they may be amended from time to time, shall not be conducted unless approved by the City Council, subject to the provisions of this ordinance and state law.

Subd. 2. No organization shall conduct lawful gambling excluded or exempted from state licensure requirements by Minn. Stat. § 349.166, as it may be amended from time to time, without a valid Local Permit from the City. This section shall not apply to lawful gambling exempted from local regulation by Section 5 of this ordinance.

SECTION 8. APPLICATION AND CITY APPROVAL OF PREMISES PERMITS

Subd. 1. Applications for issuance or renewal of a Local Permit from the City shall be on a form prescribed by the City. The application shall contain the following information:

- (i) Name and address of the organization requesting the permit.
- (ii) Name and address of the officers and person accounting for receipts, expenses, and profits for the event.
- (iii) Dates of gambling occasion for which permit is requested.
- (iv) Address of premises where event will occur.

(v) Copy of rental or leasing arrangement, if any, connected with the event, including rent to be charged to the organization.

(vi) Estimated value of prizes to be awarded.

Subd. 2. The fee for a Local Permit shall be \$200 of which \$100 is a nonrefundable administrative fee and \$100 is an investigation fee. The fee shall be submitted with the application for a Local Permit. The \$100 investigation fee shall be refunded if the application is withdrawn before the investigation is commenced.

Subd. 3. Upon receipt of an application for issuance of a premises permit, the City Clerk shall transmit the application to the Sherburne County Sheriff's Department for review and recommendation.

Subd. 4. The County Sheriff shall investigate the matter and make the review and a recommendation to the City Council.

Subd. 5. The applicant shall be notified in writing of the date on which the City Council will consider the recommendation.

Subd. 6. The City Council shall receive the County Sheriff's report and consider the application within 60 days of the date the application was submitted to the City Clerk or the next regularly scheduled City Council meeting after receipt of the County Sheriff's report, whichever event occurs last.

Subd. 7. The City Council shall by resolution approve or disapprove the application.

Subd. 8. The City Council shall deny an application for issuance or renewal of a premises permit for any of the reasons listed below. **THE FOLLOWING REASONS WOULD BE GROUNDS FOR DENIAL:**

- (i) Violation by the gambling organization of any state statute, state rule, or City ordinance relating to gambling within the last three (3) years.
- (ii) Violation by the on-sale establishment or organization leasing its premises for gambling of any state statute, state rule, or City ordinance relating to the operation of the establishment, including, but not limited to, laws relating to alcoholic beverages, gambling, controlled substances, suppression of vice, and protection of public safety within the last three (3) years.
- (iii) Lawful gambling would be conducted at premises other than those for which an on-sale liquor license has been issued.
- (iv) Lawful gambling would be conducted at more than three (3) premises within the City.

- (v) An organization would be permitted to conduct lawful gambling activities at more than one (1) premises in the City.
- (vi) More than one Licensed Organization would be permitted to conduct lawful gambling activities at one (1) premises.
- (vii) Failure of the applicant to pay the application fee provided by Subdivision 3 within the prescribed time limit.
- (viii) Operation of gambling at the site would be detrimental to health, safety, and welfare of the community.

Subd. 9. Local Permits shall be valid for one (1) year after the date of issuance unless suspended or revoked.

SECTION 9. LICENSE AND PERMIT DISPLAY

All permits issued under state law or this ordinance shall be prominently displayed during the permit year at the premises where the permitted gambling is conducted.

SECTION 10. NOTIFICATION OF MATERIAL CHANGES TO APPLICATION

An organization holding a state-issued premises permit or a Local Permit shall notify the City within ten (10) days in writing whenever any material change is made in the information submitted on the application.

SECTION 11. CONTRIBUTION OF NET PROFITS TO FUND ADMINISTERED BY CITY

Subd. 1. Each organization licensed to conduct lawful gambling within the City pursuant to Minn. Stat. § 349.16, as it may be amended from time to time, shall contribute a minimum of ten percent (10%) of its net profits derived from lawful gambling in the City to a fund administered and regulated by the City without cost to the fund. The City shall disburse the funds for charitable contributions as defined by Minn. Stat. § 349.12, subd. 7a, as it may be amended from time to time. Nothing in this ordinance shall prevent an organization licensed to conduct lawful gambling within the City from contributing more of its net profits derived from lawful gambling to the City than the minimum required by this subdivision.

Subd. 2. Payment under this section shall be made quarterly on the following dates: January 1st, April 1st, July 1st, and October 1st.

Subd. 3. The City's use of such funds shall be determined at the time of adoption of the City's annual budget or when the budget is amended.

SECTION 12. DESIGNATED TRADE AREA

Subd. 1. Each organization licensed to conduct gambling within the City shall expend ninety percent (90%) of its lawful purpose expenditures on lawful purposes conducted within the City's Trade Area.

Subd. 2. This section applies only to lawful purpose expenditures of gross profits derived from gambling conducted at a premises within the City's jurisdiction.

SECTION 13. RECORDS AND REPORTING

Subd. 1. Organizations conducting lawful gambling shall file with the City Clerk one copy of all records and reports required to be filed with the Board, pursuant to Minn. Stat. ch. 349, as it may be amended from time to time, and rules adopted pursuant thereto, as they may be amended from time to time. The records and reports shall be filed on or before the day they are required to be filed with the Board.

Subd. 2. Organizations licensed by the City shall file a report with the City proving compliance with the contributions to the City and the trade area spending requirements imposed by Sections 11 and 12 of this ordinance. Such report shall be made on a form prescribed by the City and shall be submitted annually by December 31st of each year.

SECTION 14. HOURS OF OPERATION

Lawful gambling shall not be conducted between 2 a.m. and 8 a.m. on any day of the week.

SECTION 15. PENALTY

Any person who violates any provision of this ordinance; Minn. Stat. §§ 609.75-609.763, inclusive, as they may be amended from time to time; or Minn. Stat. §§ 349.11-349.21, as they may be amended from time to time; or any rules promulgated under those sections, as they may be amended from time to time, shall be guilty of a misdemeanor and subject to a fine of not more than \$1,000 or imprisonment for a term not to exceed 90 days, or both, plus in either case the costs of prosecution. In addition, violations shall be reported to the Board and recommendation shall be made for suspension, revocation, or cancellation of an organization's license pursuant to this ordinance.

SECTION 16. REVOCATION AND SUSPENSION OF LOCAL PERMIT

Subd. 1. A Local Permit may be revoked or temporarily suspended for a violation by the gambling organization of any state statute, state rule, or City ordinance relating to gambling.

Subd. 2. A license shall not be revoked or suspended until written notice and an opportunity for a hearing have first been given to the permitted person. The notice shall be personally served or sent by certified or registered mail. If the person refuses to accept notice, notice of the violation shall be served by posting it on the premises. Notice shall state the provision reasonably believed to be violated and shall also state that the permitted person may demand a hearing on the matter, in which case the permit will not be suspended until after the hearing is held. If the permitted

person requests a hearing, the City Council shall hold a hearing on the matter at least one week after the date on which the request is made. If, as a result of the hearing, the City Council finds that an ordinance violation exists, then the City Council may suspend or revoke the permit.

SECTION 17. SEVERABILITY

If any provision of this ordinance is found to be invalid for any reason by a court of competent jurisdiction, the validity of the remaining provisions shall not be affected.

SECTION 18. 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.

Passed by the Baldwin City Council this 2nd day of December 2024.

Jay Swanson, Mayor

Attested:

Joan Heinen, City Clerk

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

PUBLIC NOTICE

**AN ORDINANCE AUTHORIZING AND REGULATING THE CONDUCT OF LAWFUL GAMBLING
WITHIN THE CITY OF BALDWIN, MINNESOTA**

The City Council for the City of Baldwin, Sherburne County, Minnesota, now hereby ordains that on December 2, 2024, the Baldwin City Council adopted the above Ordinance. Due to the lengthy content, a brief summary follows: The purpose of the Ordinance is to regulate gambling and the proceeds therefrom; adopt state statutes and rules by reference; require a City permit; establish an application process; require information and reports; establish a City fund contribution often percent of net profits; establish procedures for denial or revocation of permit; and provide for a penalty for violations of the ordinance. A copy of the Ordinance is available for inspection by any person during regular City office hours.

/s/ Jay Swanson, Mayor

**CITY OF BALDWIN
APPLICATION FOR LOCAL GAMBLING PERMIT**

Date of Application: _____

Fee Paid: \$ _____

Applicant Information

Name: _____
(Last) (First) (Middle)

Title: _____

Address:

(Street) (City) (State) (Zip Code)

Telephone: (____) _____ - _____

Email Address: _____

Organization Information

Name:

Address:

(Street) (City) (State) (Zip Code)

Telephone (____) _____ - _____

Proposed Location

Address:

(Street) (City) (State) (Zip Code)

If the Organization does not own the facility:

Property Owner:

Address:

Telephone: (____) _____ - _____

(Attach a copy of the rental or leasing arrangement to the application)

Name and address of any officer/person who will account for receipts, expenses, and profits for the event:

Description of the gambling activities to be conducted (include days & hours and estimated value of prizes to be awarded):

Provide any relevant information supporting the organization's exclusion or exemption from state licensing requirements and eligibility for a local gambling permit (Minn. Stat. § 349.166):

I hereby certify that all statements made in this application are true and complete to the best of my knowledge. I understand that any misstatements or omissions may result in a denial of my application. I authorize the city to investigate the information provided and contact the persons or organizations listed in this application.

The undersigned agrees that the gambling event will, if approved, conform to all applicable state and local regulations.

Applicant (please print): _____

Signature: _____ Date: _____

TOWN OF BALDWIN ORGANIZATION

TOWN BOARD:

Road Construction
Agenda Items
Fire Department Expenditures
Planning Commission

Plat Review and Recommendations
Special Service Districts
Employee Relations
Maintenance/Office Expenditures

SUPERVISOR A – JEFF HOLM

Economic Development Coordinator
*BR&E Coordinator
*Promotion & Marketing Coordinator
Baldwin Planning Comm. Liaison (2nd Contact)
Employee Liaison (2nd Contact)
Planning & Zoning Comp. Plan (2nd Contact)
Newsletter (2nd Contact)
Liaison with City of Princeton (1st Contact)

\$1000

Zoning Issues
Oak Wilt (2nd Contact)
Liaison with Planner (2nd Contact)
Princeton Planning Commission and/or Council
Meeting (1st Contact)
Liquor, Gambling Licenses
Airport Commission Liaison (1st Contact)

SUPERVISOR B – SCOTT CASE

Conditional & Interim Use Permits (2nd Contact)
Airport Commission Liaison (2nd Contact)
Address Signs
2nd Emergency Town Manager
IT
Liaison with City of Princeton (2nd Contact)
Animal Control (2nd Contact)
Liaison with Building Inspector (2nd Contact)

\$1000

Mailboxes
Zoning Issues
Princeton Planning Commission and/or Council
Meeting (2nd Contact)
Retro-reflectivity Standards
Newsletter (1st Contact)
Telecommunications Coordinator
Assessor (2nd Contact)

SUPERVISOR C – ALAN WALKER

Conditional & Interim Use Permits (1st Contact)
Parking Ordinance Advisor
Water Advisory Group
Frontier Trails SSD Liaison (2nd Contact)
New Plat, Roads, Drainage & Cul-de-Sacs
Liaison with Building Inspector (1st Contact)
Septic Systems

\$1000

Animal Control (1st Contact)
Twp. Buildings & Grounds Manager (2nd Contact)
Urban Powers/Annexation (2nd Contact)
Fire Department Liaison (2nd Contact)
Liaison with Township Engineer (2nd Contact)
Road Maintenance (2nd Contact)

SUPERVISOR D – VICE-CHAIRMAN TOM RUSH

Clean Up Day
Cemetery Plots/Maintenance Advisor
Beautification-Tree Planting & Streetscape
Park Committee Liaison
Capital Improvement Coordinator
Road Abandonment
Delinquent Properties
Conducts Town Board Mtgs. In Absence of Chair
Yearly Mileage Certification
Liaison with Township Attorney (2nd Contact)
Road Maintenance (1st Contact) **\$2500**
FunFest

\$1000

BVC Liaison (1st Contact)
Public Health, Safety & Welfare
Budget Coordinator
Oak Wilt (1st Contact)
Fire Department Liaison (1st Contact)
Twp, Buildings & Ground Manager (1st Contact)
Signs off on Expenditures in Absence of Chair
Roads, Culverts, Ditches & Signs
Road Construction
Noxious Weed Control
Liaison with Township Engineer (1st Contact)
Finance

SUPERVISOR E – CHAIRMAN JAY SWANSON

Facility & Equipment Process
 County PC Liaison (1st Contact)
 Coordinates Activities of the Board
 Liaison with Township Engineer (2nd Contact)
 Developer Agreements/Engineering Standards
 Policies & Procedures
 Agenda Coordinator
 1st Emergency Town Manager
 Liaison with Planner (1st Contact)
 Baldwin Planning Comm. Liaison (1st Contact)

\$1000

Frontier Trails SSD Liaison (1stCont.) **\$2500**
 Signs off on Expenditures
 Urban Powers/Annexation (1st Contact)
 Special Services Districts
 Conducts Town Board Meetings
 Employee Liaison (1st Contact)
 Review ROW Permits
 Liaison with Township Attorney (1st Contact)
 Assessor (1st Contact)

FIRE CHIEF \$2500**CLERK/TREASURER & DEPUTY CLERK/TREASURER \$250 for Clerk Approved 5/15/2023**

Minutes/History
 Legal Announcements
 Election Administrator
 Meeting Agendas
 Accounts Payable/Receivable
 Employee Benefits, Withholding, PERA
 Gopher Bounty
 Social Media
 Liaison with MAT Attorney
 Newsletter
 Utility Billing & Receivables
 WAN (Internet)
 Zoning Questions

Capital Asset/Inventory Coordinator
 Correspondence
 Budget Reporting
 Accounting
 Collections/Payments
 Insurance
 Cemetery (Lester Kriesel)
 Liaison w/Sherburne Co. Auditor
 Developers Accounts/Preliminary Plat Appl.
 Telephony (all wired & wireless telephone systems)
 Fire Clerk
 Information Technology
 Building Permit Questions

MAINTENANCE DUTY LIST**Employees**

- Prepare time roll every payday - deliver to Clerk
- Keep time clock up to date
- Keep timecards and claim slips available

Maintenance

- Maintain daily work schedule – work being done and to be done
- Keep monthly maintenance report with monthly memo report to Board
- Maintain all equipment
- Keep all equipment serviced and clean
- Keep all maintenance purchase orders and invoices up to date with P.O.#'s
- Maintain files for all vehicles-work done, etc.
- Hazardous materials, hazardous waste - Dispose of according to EPA regulations
- Assist with fire equip. time permitting
- Maintain inventory – tools and equipment
- Inventory fuel 1st of month fill out MN Revenue report
- Order fuel – maintenance and fire dept.
- Tailgate meeting records

Parks

- Mowing, including trails and ballfield

Snowplowing

- Salt/sand
- Manage salt reports/needs
- Snowplow drivers list
- Plow times and costs
- Tailgate meeting records
- Inventory of plow blades

Clean Up Day

- Quotes from vendors – report to Board
- Arrange for all equipment
- Work with volunteers

Mowing

- Inventory mower blades
- Cemetery
- Town hall
- Roadside ditches

Roads

- Blacktop patching
- Gravel when necessary
- Signage – replace any damaged or missing
- Keep records of any major road concerns – see form
- Clean up trash along roadside
- Trim trees as needed
- Remove downed trees ASAP

Clean Shop

- Keep shop clean
- Clean floor drains yearly

Clean Town Hall

- Vacuum/sweep monthly or as needed
- Bathrooms weekly or as needed

Building Maintenance (Town Hall & Fire Hall)

- Lights, plumbing, heating, etc. as needed
- Keep brine tank filled
- Monitor sewer tanks - hall and fire dept. and have pumped as needed

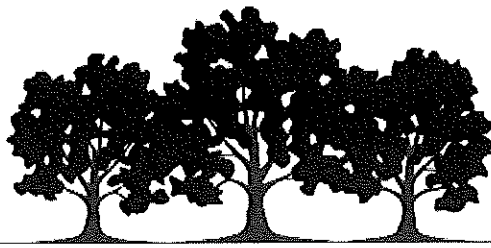
Elections/Special Events

- Set up/take down Shop/Hall

Wastewater Treatment Plant Operation

Assist with Fire as Requested

Revised 4/4/11	Revised 01/09/2017	Revised 4/2/2024
Adopted 4/4/11	Revised 3/28/2017	Revised 5/20/2024
Revised 8/16/11	Revised 7/10/2017	
Revised 3/22/12	Revised 4/2/2018	
Revised 5/7/12	Revised 7/16/2018	
Revised 7/2/12	Revised 8/09/2018	
Revised 8/6/12	Revised 4/15/2019	
Revised 4/1/13	Revised 12/16/19	
Revised 4/7/14	Revised 04/06/2020	
Revised 10/21/14	Revised 03/22/2021	
Revised 4/13/15	Revised 03/18/2022	
Revised 3/21/16	Revised 02/28/2023	
Revised 4/4/16	Revised 08/03/2023	



BALDWIN TOWNSHIP

30239 128th Street, Princeton MN 55371

Telephone: (763) 389-8931

Fax: (763) 389-2751

October 22nd, 2024

HR Green
Court International Building
2550 University Ave W.
Suite 400N
St. Paul, MN 55114-2015

Dear Tim,

We disagree, Mr. Thoreen.

HR Green did not identify any on site road right-of-way boundaries, forcing us to employ emergency surveying to keep the project on schedule. Driveways, culverts and the clearing of brush should have been addressed as well. None of which it turns out was included in your design or bid package. We now find existing culverts buried 18" to 24" deeper than the bottom of the final ditch grade. This too should have been addressed during the design stage. The plan and bid package you provided also included shortages of 600 yards of class 5 and almost 1,500 tons of required topsoil. You blatantly failed to even bring any of these issues to our attention. This leads us to believe you were either unaware or deliberately decided not to address them. Since HR Green overlooked or missed these issues, we've had to address them all as change orders during the construction phase of this project. Included is a \$45,000 increase for the previously mentioned material shortages. Baldwin Township is very disappointed with your performance and the lack of attention to detail on our project. We were counting on your guidance through what you called a relatively simple reclaim and overlay project. That didn't happen. We do find it very revealing, however, that you've included itemized charges for creating your invoices.

The Town Board is also requesting a full refund for the speed bumps in the amount of \$14,000. At the direction of HR Green, the wrong speed bumps were ordered and were not the removeable ones as directed by the Town Board. These speed bumps are not even in our possession even though they were paid for in full.

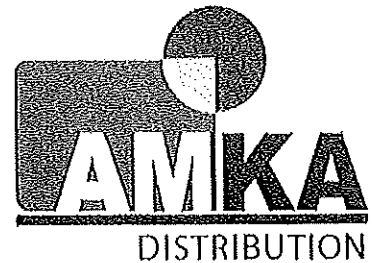
Baldwin Township paid HR Green \$107,000 for a complete set of plans for our 305th Ave. road project and you did not provide one. We will not be penalized for your lack of oversight and/or mistakes. Please waive in full, invoices #177830 for \$4,410.25, #178748 for \$306.25 and #180009 for \$732.50 as reimbursement to the Township for such a lack of oversight on HR Green's part. Otherwise, we will send you an invoice for the documented missed materials of \$45,000 and subsequent invoices pertaining to the culverts once they are established and addressed? The choice is yours.

Baldwin Township Board of Supervisors

Mission Statement

To make Baldwin Township a proud place to live by safeguarding property rights, encouraging agriculture, commercial communities and residential growth.

AMKA GLOBAL LLC DBA AMKA Safety
4445 West 77th Street — Suite 223
Edina, MN 55435 US
bocar@amkaglobal.us
www.amkaglobal.us



BILL TO
Baldwin Township
30239 128th Street NW
Baldwin Township, MN 55371

SHIP TO
Baldwin Township
30239 128th Street NW
Baldwin Township, MN 55371

INVOICE 1636C

DATE 10/17/2023 TERMS Due on receipt

DUE DATE 10/17/2023

SHIP DATE
10/09/2023

PO#
Baldwin Township Ramp Project

ACTIVITY	QTY	RATE	AMOUNT
Safety Equipment: Rosehill Speed hump for Baldwin township Project Rosehill Speed hump for Baldwin township Project. Partial payment	1	14,000.00	14,000.00
SUBTOTAL			14,000.00
TAX			0.00
TOTAL			14,000.00
TOTAL DUE			USD 14,000.00

Joan Heinen

From: Korby, Tim <tkorby@hrgreen.com>
Sent: Tuesday, October 31, 2023 4:55 PM
To: Joan Heinen
Cc: Bocar Kane; tkorby
Subject: FW: Invoice for the speed ramp at the town hall - New payment request from AMKA GLOBAL LLC DBA AMKA Safety - invoice 1636C

Joan – here is the invoice for the speed ramp that was delivered to the Towns Hall last week. The town budgeted \$15,000, and the invoice is for \$14,000 which leaves \$1,000 for the installation of the ramp next spring.

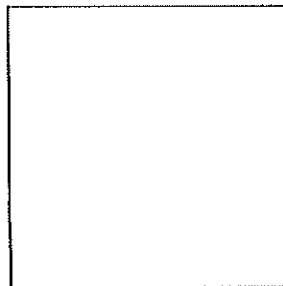
Thanks,

Tim K

From: AMKA GLOBAL LLC DBA AMKA Safety <quickbooks@notification.intuit.com>
Sent: Tuesday, October 31, 2023 3:15 PM
To: Korby, Tim <tkorby@hrgreen.com>
Subject: New payment request from AMKA GLOBAL LLC DBA AMKA Safety - invoice 1636C

This email came from outside the HR Green organization. Please use caution when clicking on hyperlinks and opening attachments

INVOICE 1636C



AMKA GLOBAL LLC DBA AMKA Safety

DUE 10/17/2023

USD 14,000.00

Review and pay

Powered by QuickBooks



Please Remit To:
HR Green, Inc.
PO Box 8213
Des Moines, IA 50301-8213
319-841-4000

AUG - 8 2024

Jay Swanson
Baldwin Township, MN
30239 - 128th Street
Baldwin Township, MN 55371

August 08, 2024
Project No: 2303155-0000
Invoice No: 177830
Invoice Total: \$4,410.25

Project 2303155-0000 Baldwin Township, MN - General Engineering Services Transportation
Email: Town.Clerk@baldwintwpmn.com

Professional Services Through July 31, 2024

Total this Project 0.00

Project 2303155.01 Baldwin Township, MN - 2024 Road Reconstruction

Phase 04.00 305th Avenue

Professional Personnel

			Hours	Rate	Amount
Professional					
Dunteman, Conner	7/26/2024		.75	172.00	129.00
SWPPP					
Horejsi, Jordan	7/1/2024		.25	205.00	51.25
construction next steps					
Horejsi, Jordan	7/15/2024		.50	205.00	102.50
construction admin discussion with HAA (Matt Kind)					
Horejsi, Jordan	7/16/2024		.50	205.00	102.50
construction admin discussion with HAA (Matt Kind)					
Horejsi, Jordan	7/19/2024		1.25	205.00	256.25
preconstruction meeting prep; geotech proposal					
Horejsi, Jordan	7/22/2024		.50	205.00	102.50
geotech bids, precon agenda					
Horejsi, Jordan	7/24/2024		4.00	205.00	820.00
Precon meeting					
Horejsi, Jordan	7/25/2024		2.00	205.00	410.00
meeting minutes, clear and grubbing discussion, property owner table, SWPPP/NPDES					
Horejsi, Jordan	7/29/2024		.50	205.00	102.50
writing letter to residents of upcoming construction					
Horejsi, Jordan	7/31/2024		.75	205.00	153.75
letters to residents coordination					
Johnson, Brett	7/10/2024		1.50	180.00	270.00
Surfaces/ terrain					
Junior Professional					
Rusten, Kendal	7/10/2024		1.50	170.00	255.00
fix proposed terrain and prepare merged surface for construction surveyor					
Rusten, Kendal	7/16/2024		.50	170.00	85.00
convert terrain file into xml. send geometric file to construction surveyor					

Project	2303155-0000	Baldwin Township, MN - Gen Eng Svs Trans	Invoice		177830
Rusten, Kendal	7/19/2024	1.00	170.00	170.00	
work on agenda and contact sheet for pre-con meeting					
Rusten, Kendal	7/24/2024	6.50	170.00	1,105.00	
Pre-Con prep, travel and meeting. Meeting minutes and documents. Find homeowner addresses and start letter					
Rusten, Kendal	7/29/2024	.50	170.00	85.00	
finish property owner letter.					
Rusten, Kendal	7/31/2024	.50	170.00	85.00	
Send linework design files to Kramer Leas DeLeo (const staking) for additional clear and grub work.					
Administrative					
Tindall, Tavia	7/31/2024	1.00	100.00	100.00	
Printing & mailing letters.					
Admin Coordinator					
Roland, Megan	7/9/2024	.25	100.00	25.00	
Invoicing					
Totals		24.25		4,410.25	
Total Labor					4,410.25
Total this Phase					\$4,410.25
Total this Project					\$4,410.25
Total this Invoice					<u><u>\$4,410.25</u></u>



Please Remit To:
HR Green, Inc.
PO Box 8213
Des Moines, IA 50301-8213
319-841-4000

Jay Swanson
Baldwin Township, MN
30239 - 128th Street
Baldwin Township, MN 55371

September 09, 2024
Project No: 2303155-0000
Invoice No: 178748
Invoice Total: \$306.25

Project 2303155-0000 Baldwin Township, MN - General Engineering Services Transportation
Email: Town.Clerk@baldwintwpmn.com

Professional Services Through August 31, 2024

Total this Project 0.00

Project 2303155.01 Baldwin Township, MN - 2024 Road Reconstruction

Phase 04.00 305th Avenue

Professional Personnel

	Hours	Rate	Amount	
Professional				
Horejsi, Jordan 8/1/2024	.75	205.00	153.75	
post office calls for moving mailboxes during construction				
Horejsi, Jordan 8/5/2024	.50	205.00	102.50	
plan sets, resident letter follow up, NPDES permit				
Admin Coordinator				
Roland, Megan 8/8/2024	.50	100.00	50.00	
Invoicing				
Totals	1.75		306.25	
Total Labor				306.25
Total this Phase				\$306.25
Total this Project				\$306.25
Total this Invoice				<u>\$306.25</u>

Final Invoice



Please Remit To:
 HR Green, Inc.
 PO Box 8213
 Des Moines, IA 50301-8213
 319-841-4000

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

October 10, 2024
 Project No: 2303155-0000
 Invoice No: 180009
 Invoice Total: **\$732.50**

Project 2303155-0000 Baldwin Township, MN - General Engineering Services Transportation
 Email: Town.Clerk@baldwintwpmn.com

Professional Services Through September 30, 2024

Project 2303155.01 Baldwin Township, MN - 2024 Road Reconstruction

Phase 04.00 305th Avenue

Professional Personnel

			Hours	Rate	Amount
Professional					
Horejsi, Jordan	9/3/2024	materials testing	1.00	205.00	205.00
Horejsi, Jordan	9/4/2024	materials testing scope and fee	.50	205.00	102.50
Horejsi, Jordan	9/10/2024	materials submittals and approvals	.50	205.00	102.50
Horejsi, Jordan	9/18/2024	striping and driveway design	.50	205.00	102.50
Junior Professional					
Rusten, Kendal	9/5/2024	Bit and agg construction submittals	1.00	170.00	170.00
Admin Coordinator					
Roland, Megan	9/11/2024	Invoicing	.50	100.00	50.00
Totals			4.00		732.50
Total Labor					732.50
Total this Phase					\$732.50
Total this Project					\$732.50
Total this Invoice					<u>\$732.50</u>

Sherburne County/City of Baldwin

M365 Domain Transition

Migration of SMTP Address and User Principal Names to .GOV

CONTENTS

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PROJECT OVERVIEW

Sherburne County/City of Baldwin is transitioning to a new .Gov domain. This project is to help plan, assist, test and implement the change of both SMTP Address and User Principal Names.

DELIVERABLES

MICROSOFT 365 CONSULTING SERVICES

SkyNorth will supply consulting services to Sherburne County/City of Baldwin until all items within this scope of work are delivered. Client will be responsible for defining work to be completed. The following areas fall within the scope of services that may be utilized: Exchange, Exchange Online, Entra Active Directory, Active Directory.

The project scope is as follows.

1. Analysis of Affected Applications
 - Review Entra applications to determine which will be affected by an SMTP or UPN change.
2. Assistance in Testing Both End-user and Application Results
 - Proof-of-concepts and pilot groups will be identified. Apps will be tested using the proof-of-concept accounts and behavior recorded.
3. Assistance in Drafting Communication for Both End-user and Support
 - Identifying the behavior of apps post change for both SMTP and UPN, documenting and crafting user and technology staff facing documentation.
4. Technical Planning and Execution of Primary SMTP Addresses Migration to .Gov Domain
 - Manual update of the Primary SMTP Address for POC and pilot groups.
 - Scripts will be developed to target departments or business units for a staged rollout.
 - Active Directory scripts will be developed to build and replace current SMTP Addresses.
5. Technical Planning and Execution of User Principal Names Migration to .Gov Domain
 - An alternative SAM account name will be added to Active Directory.
 - Active Directory scripts will be developed to build and replace current UPNs.

ASSUMPTIONS & STANDARD CONTRACT TERMS

The terms described within this SOW are based on the following assumptions:

- CLIENT will provide resources and support including access to stakeholders, subject matter experts, and other necessary resources to create/review deliverables and provide feedback to support the completion of work identified in this SOW per the project schedule.
- Work related to this project will be performed remotely as agreed upon with CLIENT in advance.
- If on-site work is required, the CLIENT will cover travel and expense costs incurred as well as provide appropriate workspace for SKYNORTH.
- CLIENT will provide all relevant background documentation requested.
- SKYNORTH will not be responsible for changes in the schedule resulting from delays in the delivery of required inputs or delays in the overall work effort not attributed to delays or defects in the work of SKYNORTH.

- CLIENT will be responsible for any license or subscription fees required by the project or ongoing use of the project deliverables.

SKYNORTH RESPONSIBILITIES

- Managed the timely delivery of the scope as defined in this SOW, including deliverables requiring 3rd party participation.
- Provide Management and supervision of all SKYNORTH, CLIENT and 3rd party resources as necessary to accomplish the scope of this SOW.
- Provide timely escalation of issues that jeopardize project delivery.
- Provide advisory recommendations based on SKYNORTH experience and industry best practices.

CHANGE REQUEST PROCEDURE

The following process will be followed if a change to this SOW is required:

- Any Changes in project scope, cost, or timing must be documented and submitted with rationale and effect for the change in the Change Request Form.
- Upon completion of the Change Request Form, both parties will review the impact of the proposed change and, if mutually agreed, and signed by both parties, a Change Authorization will be executed.

COMPLETION CRITERIA

SKYNORTH shall have fulfilled its obligations when any one of the following first occurs:

- SKYNORTH accomplishes the activities described within this SOW, including delivery to CLIENT of the materials listed in the Section entitled “Deliverable Materials,” and Client, or delegate accepts such activities and materials without unreasonable objections. Acceptance is expected from Client within 2 business days of completion of the deliverables.
- Contractor and/or CLIENT has the right to cancel services or deliverables not yet provided with 20 business days advance written notice to the other party.

INVOICE PROCEDURES

Client will be required to pay a retainer equal to 0% of base estimated cost prior to commencement of work for services provided by SKYNORTH resources under this contract. After this project has been completed the full invoice will be paid on Net30 Terms.

COST AND ACCEPTANCE

The engagement described in this SOW will be charged on a Time & Materials basis. The estimated total cost is \$6,150 unless otherwise agreed to by both parties via a Change Request Procedure, as outlined above. Changes to this SOW will not happen without prior written approval from CUSTOMER in the form of a Change Request. CUSTOMER and SKYNORTH will agree upon the scope and deliverable changes if needed.

SERVICE	TOTAL
Microsoft 365 Consulting Services	\$6,150

Total Estimated Cost to Customer	\$6,150
----------------------------------	---------

Accepted By: _____

Full Name: _____

Company: _____

Accepted Date: _____

Joan Heinen

From: Adam McAlister <Adam.McAlister@co.sherburne.mn.us>
Sent: Monday, November 25, 2024 8:55 AM
To: Joan Heinen
Subject: Domain Transition SOW
Attachments: City of Baldwin Domain Transition SOW.docx

Good morning.

Attached is the Statement of Work that SkyNorth put together for your M365 domain transition. The Sherburne IT leadership team reviewed the SOW and everything looks correct. SkyNorth estimated between 30-40 hours to complete the transition with includes planning, preparation, performing the transition, and providing post transition support.

SkyNorth will bill Sherburne County and then Sherburne will bill back to the City of Baldwin.

Please review and let me know if you have any questions.



Adam McAlister

IT Project Manager

Work: (763) 765-3216

www.co.sherburne.mn.us

www.facebook.com/SherburneCountyMN

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

For Office Use only

Check number: _____

Receipt number: _____



CITY OF BALDWIN

30239 128th Street, Princeton MN 55371

INFORMATION REQUEST FORM

Persons requesting photocopies of public information from the City must complete this form, return it to the Clerk/Treasurer and pay the applicable fees as indicated below.

Requester's Name: _____ Date of Request: _____

Requester's Address: _____

Requester's Email Address: _____ Phone #: _____

Please describe the information you are requesting: _____

Signature: _____

For City Use Only

This request is: ☐ Approved, ☐ Approved in Part, ☐ Denied. Reason(s) for a partial approval or a denial: _____

Public Data? ☐ YES ☐ NO Method: ☐ Electronic ☐ Paper ☐ Viewing Filled? ☐ YES ☐ NO

Payment method and date: _____

Fees applicable to the request:

		Estimated Cost	Actual Cost
Labor	_____ x \$ _____	_____	_____
	# of hours Hourly rate		
Photocopying	_____ x \$ _____	_____	_____
	Rate Hourly rate		
Mailing	_____	_____	_____
Other Costs	_____	_____	_____

[] To be paid by requester

[] To be refunded by City

Totals: _____ *

Difference: _____

*If the total estimated cost exceeds \$30.00, the requester must pay the entire estimated amount before the City will undertake the request. If the actual cost is less than the estimated cost, the City will refund the difference at the time the copies are made available to the requester. If the actual cost is more than the estimated cost, the requester must pay the additional amount before receiving the copies.

4

November 26, 2024

Hakanson Anderson

Change Order Summary

Change Order Summary

\$	\$532,936.75
\$	\$150,476.80
\$	\$683,413.55
\$	\$688,201.45
\$	
\$	\$34,410.07
\$	\$0.00
\$	\$34,410.07
\$	\$653,791.38
\$	\$645,484.58
\$	\$8,306.80

The undersigned Contractor certifies:

System for work and quantities shown.

Date _____

P _____

Date _____

PERSON
 Payment for work and quantities shown

Date _____

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	4,363	\$ 30,541.00
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	3.85	\$ 1,925.00

PAY ESTIMATE #1
Baldwin Township
305th Ave NW Reconstruction

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT 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	6" 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	10	\$ 500.00
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

305th Ave NW Construction

Base Bid	\$ 532,936.75	\$ 525,175.85
Field Order #1	\$ 31,659.80	\$ 29,878.60
Total	\$ 564,596.55	\$ 555,054.45

Culverts and Paving (Change Order #1)

Change Order #1 Total	\$ 118,817.00	\$ 133,147.00
Grand Total	\$ 683,413.55	\$ 688,201.45

Joan Heinen

From: Matthew Kind <matthewk@haa-inc.com>
Sent: Tuesday, November 26, 2024 2:09 PM
To: Joan Heinen
Subject: 305th PE#2
Attachments: PE#2 Signed 11-26-24.pdf

Joan,

Attached is Pay Estimate #2 for 305th Ave NW. This only includes 3 disputed quantities that are now resolved with Knife River.

- Item 11 COMMON EMBANKMENT (CV) was adjusted up to match their requested quantity that matches the estimated quantity.
- Item 31 SEEDING adjusted up to align with Item 28 SOIL BED PREPARATION
- Item 71 AGGREGATE CLASS 5 (on 120th Ave NW Patch) was adjusted down from the requested quantity of 32 CY to 10 CY due to the additional turn lane paving that Knife River placed, then later removed.

This PE only adjusts the payment of these 3 items that were included on PE#1. Knife River did not generate a new invoice for these 3 items.

This is it until spring for final payment and release of retainage after Council approval.

Let me know if you have any questions.

Thank you,

Matt



**Hakanson
Anderson**

Matthew Kind, P.E., Senior Project Engineer

3601 Thurston Avenue

Anoka, MN 55303

Phone: (763) 427-5860

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

RESOLUTION NO. 24-46

**A RESOLUTION FINDING CERTAIN WORK TO BE WITHIN THE SCOPE OF
THE ROLE OF A MAYOR/CITY COUNCIL AND AUTHORIZING THE WORK
TO BE PERFORMED ON BEHALF OF THE CITY
Minn. Stat. § 471.88, subd. 5.**

WHEREAS, the City of Baldwin relies on the Mayor and City Council to perform various tasks for the City that the City does not otherwise have staff to perform on their behalf and that are impractical to have performed by contractors because of the size or periodic nature of the work; and

WHEREAS, Jay Swanson serves as Mayor for the City of Baldwin, and as such has a conflict of interest in any employment with the City of Baldwin beyond his duties as Mayor of the City of Baldwin; and

WHEREAS, Jay Swanson is the owner of Swantec, Inc. which performs welding and fabricating work for the City's public works department.

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 pay rates set forth below are as low as, or lower than, the price at which the services listed below could be obtained from other sources.

1. Jay Swanson--Miscellaneous items of work to keep the City's roads free of debris and fallen trees, limbs, etc., \$25 per hour.
2. Swantec, Inc.—welding and general repair of City equipment, \$80 per hour.

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

Adopted this 2nd day of December, 2024.

BY THE CITY OF BALDWIN

Tom Rush, Acting Mayor

Joan Heinen, Clerk/Treasurer

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

RESOLUTION NO. 24-47

**A RESOLUTION FINDING CERTAIN WORK TO BE WITHIN THE SCOPE OF
THE ROLE OF A MAYOR/CITY COUNCIL AND AUTHORIZING THE WORK
TO BE PERFORMED ON BEHALF OF THE CITY
Minn. Stat. § 471.88, subd. 5.**

WHEREAS, the City of Baldwin relies on the Mayor and City Council to perform various tasks for the City that the City does not otherwise have staff to perform on their behalf and that are impractical to have performed by contractors because of the size or periodic nature of the work; and

WHEREAS, Al Walker serves as a City Council member for the City of Baldwin, and as such has a conflict of interest in any employment with the City of Baldwin beyond his duties as City Council member of the City of Baldwin; and

WHEREAS, Al Walker performs snow plowing work for the City's public works department on an as-needed basis.

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 pay rates set forth below are as low as, or lower than, the price at which the services listed below could be obtained from other sources.

1. Al Walker—Miscellaneous items of work to keep the City's roads free of debris and fallen trees, limbs, etc., \$25 per hour.
2. Al Walker—snowplowing, \$31.09 per hour.

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

Adopted this 2nd day of December, 2024.

BY THE CITY OF BALDWIN

Jay Swanson, Mayor

Joan Heinen, Clerk/Treasurer

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

RESOLUTION NO. 24-48

**A RESOLUTION FINDING CERTAIN WORK TO BE WITHIN THE SCOPE OF
THE ROLE OF A MAYOR/CITY COUNCIL AND AUTHORIZING THE WORK
TO BE PERFORMED ON BEHALF OF THE CITY
Minn. Stat. § 471.88, subd. 5.**

WHEREAS, the City of Baldwin relies on the Mayor and City Council to perform various tasks for the City that the City does not otherwise have staff to perform on their behalf and that are impractical to have performed by contractors because of the size or periodic nature of the work; and

WHEREAS, Scott Case serves as a City Council member for the City of Baldwin, and as such has a conflict of interest in any employment with the City of Baldwin beyond his duties as City Council member of the City of Baldwin.

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 pay rates set forth below are as low as, or lower than, the price at which the services listed below could be obtained from other sources.

1. Scott Case—Miscellaneous items of work to keep the City's roads free of debris and fallen trees, limbs, etc., \$25 per hour.

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 rates; 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 2nd day of December, 2024.

BY THE CITY OF BALDWIN

Jay Swanson, Mayor

Joan Heinen, Clerk/Treasurer

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

RESOLUTION NO. 24-50

**A RESOLUTION FINDING CERTAIN WORK TO BE WITHIN THE SCOPE OF
THE ROLE OF A MAYOR/CITY COUNCIL AND AUTHORIZING THE WORK
TO BE PERFORMED ON BEHALF OF THE CITY
Minn. Stat. § 471.88, subd. 5.**

WHEREAS, the City of Baldwin relies on the Mayor and City Council to perform various tasks for the City that the City does not otherwise have staff to perform on their behalf and that are impractical to have performed by contractors because of the size or periodic nature of the work; and

WHEREAS, Jeff Holm serves as a City Council member for the City of Baldwin, and as such has a conflict of interest in any employment with the City of Baldwin beyond his duties as City Council member of the City of Baldwin.

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 pay rates set forth below are as low as, or lower than, the price at which the services listed below could be obtained from other sources.

1. Jeff Holm—Miscellaneous items of work to keep the City's roads free of debris and fallen trees, limbs, etc., \$25 per hour.

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

Adopted this 2nd day of December, 2024.

BY THE CITY OF BALDWIN

Jay Swanson, Mayor

Joan Heinen, Clerk/Treasurer

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

RESOLUTION NO. 24-51

**A RESOLUTION FINDING CERTAIN WORK TO BE WITHIN THE SCOPE OF
THE ROLE OF A MAYOR/CITY COUNCIL AND AUTHORIZING THE WORK
TO BE PERFORMED ON BEHALF OF THE CITY
Minn. Stat. § 471.88, subd. 5.**

WHEREAS, the City of Baldwin relies on the Mayor and City Council to perform various tasks for the City that the City does not otherwise have staff to perform on their behalf and that are impractical to have performed by contractors because of the size or periodic nature of the work; and

WHEREAS, Tom Rush serves as a City Council member for the City of Baldwin, and as such has a conflict of interest in any employment with the City of Baldwin beyond his duties as City Council member of the City of Baldwin.

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 pay rates set forth below are as low as, or lower than, the price at which the services listed below could be obtained from other sources.

1. Tom Rush—Miscellaneous items of work to keep the City's roads free of debris and fallen trees, limbs, etc., \$25 per hour.

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

Adopted this 2nd day of December, 2024.

BY THE CITY OF BALDWIN

Jay Swanson, Mayor

Joan Heinen, Clerk/Treasurer

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

RESOLUTION NO. 24-52

**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 serves as the City of Baldwin Fire Chief; 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 per hour during 2024 and \$20 per hour after December 31, 2024 for emergency response and \$1,500 per month in 2024 and \$2,000 per month after December 31, 2024 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 and monthly rates; 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 2nd day of December, 2024.

Jay Swanson, Mayor

Joan Heinen, Clerk/Treasurer

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

RESOLUTION NO. 24-53

A RESOLUTION ADOPTING THE 2025 FINAL BUDGET

WHEREAS: the City Council of the City of Baldwin has adopted a preliminary budget for 2025; and

WHEREAS: the Baldwin City Council has adopted a preliminary tax levy for 2025; and

WHEREAS: the Baldwin City Council has held its Truth in Taxation public hearing and has taken comment from the public on the City's proposed tax levy.

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

1. The attached budget is hereby adopted as the final budget for the City of Baldwin for the period January 1, 2025, through December 31, 2025.
2. The Baldwin City Council has hereby complied with Minnesota Statutes.
3. The City Clerk is hereby authorized to transmit certification of compliance with Minnesota Statutes to the Commissioner of Revenue as required.

Adopted by the City Council of the City of Baldwin this 2nd day of December 2024.

Jay Swanson, Mayor

ATTEST:

Joan Heinen, City Clerk

Revised/Approved 3/12/24

CERTIFIED FOR 2024

PROPOSED FOR 2025

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>

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

RESOLUTION NO. 24-54

**A RESOLUTION ADOPTING THE
2024 TAX LEVY COLLECTIBLE IN 2025**

WHEREAS, the City of Baldwin has held its required Truth in Taxation Hearing on December 2, 2024, and has taken comment from the public on the City's proposed tax levy.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Baldwin, County of Sherburne, Minnesota, that the following sums of money be levied for the current year, collectible in 2025, upon taxable property in the City of Baldwin for the following purposes: **Total Levy \$1,757,650.**

The City Clerk is hereby instructed to transmit a certified copy of this resolution to the Sherburne County Auditor.

Adopted by the City Council of the City of Baldwin this 2nd day of December 2024.

Jay Swanson, Mayor

ATTEST:

Joan Heinen, City Clerk

**CITY OF BALDWIN
SHERBURNE COUNTY
STATE MINNESOTA**

RESOLUTION NO. 24-55

RESOLUTION AUTHORIZING A CITY ABSENTEE BALLOT BOARD

WHEREAS, City of Baldwin is required by Minnesota Statute 203B.121, Subd. 1 to authorize a City Absentee Ballot Board; and

WHEREAS, this authorization will bring uniformity in the processing of accepting or rejecting returned absentee ballots to the Baldwin City Clerk's office that would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22; and

WHEREAS, this will eliminate the need for election judges to perform this technical and time consuming task on election day wherein the City Absentee Ballot Board can begin this process 30 days prior to an election; and

WHEREAS, this will speed the processing of accepted absentee ballots delivered to the precincts to be incorporated into the vote counts on election day; giving election judges more available time for the voters at the polls.

THEREFORE, BE IT RESOLVED THAT, the City of Baldwin City Council hereby authorizes the City of Baldwin Clerk's office to implement a City Absentee Ballot Board that would consist of a sufficient number of election judges as provided in Minnesota Statutes Sections 204B.19 and 204B.22 to perform the task.

Adopted this 2nd day of December, 2024.

BY THE CITY OF BALDWIN

Jay Swanson, Mayor

Attest: _____
Joan Heinen, City Clerk/Treasurer

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

RESOLUTION NO. 24-56

**A RESOLUTION DESIGNATING POLLING PLACES
WITHIN THE CITY OF BALDWIN**

WHEREAS, Minnesota Statutes 204B.16, subd. 1 requires municipalities to designate by ordinance or resolution any changes to a polling place location for each election precinct; and

WHEREAS, this designation must be made by December 31 of each year for the following calendar year and beyond unless changed pursuant to statute; and

WHEREAS, the City of Baldwin elects to establish polling places by resolution.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Baldwin that the following are established as the City's two polling places:

Precinct 1:

Baldwin City Hall at 30239 128th Street in Sherburne County as its polling place for Precinct 1 for all City, State and Federal elections in 2025. Precinct 1 is defined as the area west of Highway 169.

Precinct 2:

Baldwin City Hall at 30239 128th Street in Sherburne County as its polling place for Precinct 2 for all City, State and Federal elections in 2025. Precinct 2 is defined as the area east of Highway 169.

BE IT FURTHER RESOLVED that these are the polling places for the year 2025 and beyond unless a change is made:

1. Due to an emergency pursuant to Minnesota Statutes 204B.175; or
2. Because a polling place has become unavailable; or
3. By a new resolution passed prior to December 31 of any year.

Passed by the City Council of Baldwin, Minnesota on this 2nd day of December 2024.

Jay Swanson, Mayor

Attested:

Joan Heinen, City Clerk/Treasurer