



AGENDA FOR JANUARY 27TH, 2025
CITY OF BALDWIN REGULAR MEETING
7:00 p.m.
(Revised 1/23/2025)

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:

Public Comment Requests:

- Larry Doose: 900 Airport Road, Princeton – Discussion of 136th Street Road Agreement.

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

- Approve Claims List
- Approve City Council Meeting Minutes for January 6th, 2025

Frontier Trails Update:

- a. Discuss Frontier Trails RFP – Tom Rush

Road Report – Tom Rush

- a. Discuss Public Works Report
- b. Discuss Speed Bumps
- c. Discuss Lunches During Snowplowing
- d. Discuss/Approve/Disapprove Preventive Road Maintenance Being Done In-House
- e. Discuss 2024 Freightliner Plow Truck

Tabled Items:

- a. Discuss/Approve/Disapprove Streaming City Council Meetings - Scott Case
- b. Discuss/Approve/Disapprove Audio Equipment – Scott Case

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

- c. Discuss/Approve/Disapprove Applicant for Sign Machine – Alan Walker
- d. Discuss/Approve/Disapprove 136th Street Road Agreement – Jay Swanson
- e. Discuss/Approve/Disapprove Cannabis Joint Powers Agreement – City Attorney, Bob Ruppe
- f. Discuss Yearly Goals for 2025 – Jay Swanson
- g. Discuss/Approve/Disapprove Ordinance for Mailboxes – Tom Rush
- h. Discuss/Approve/Disapprove City of Baldwin Cleanup Day of May 3rd, 2025 – Tom Rush

New Business:

- a. Discuss/Approve/Disapprove Ordering 11 EMS Signs Through MR-Signs - Clerk
- b. Discuss/Approve/Disapprove Rescheduling Local Board of Appeal and Equalization to April 17th at 3:00 p.m. – Jay Swanson
- c. Discuss November 2024 and December 2024 Building Permits – Jay Swanson
- d. Discuss/Approve/Disapprove FunFest Advertisement and Events Coordinator – Tom Rush
- e. Discuss/Approve/Disapprove Grand Mashall at FunFest – Tom Rush
- f. Discuss/Approve/Disapprove FunFest Funding – Tom Rush

2024 Board of Audit

Announcements:

- a. Next City Council Meeting, Monday, February 3rd, 2025 at 7:00 p.m.

Any Other Business:

Adjourn:

**THE CITY OF BALDWIN
PUBLIC COMMENT REQUEST FORM**

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

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

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

Thank you!

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

DATE: Jan 8, 2025
NAME: Larry Doose
ADDRESS: 900 Airport Road Princeton
PHONE: 612-490-6133
SUBJECT TO BE PRESENTED TO THE BOARD: Road agreement for 136th St.



DRAFT

BALDWIN CITY COUNCIL REGULAR MEETING

JANUARY 6TH, 2025

Present – Mayor Jay Swanson, City Council; Tom Rush, Alan Walker and Scott Case
Absent - Jeff Holm

Also Present – City Attorney: Bob Ruppe from Couri & Ruppe and Dan Licht: City Planner from The Planning Company (TPC)

Call to Order – The January 6th, 2025 regular meeting of the City of Baldwin was called to order by Mayor Jay Swanson at 7:00 p.m.

Pledge of Allegiance – All presented recited the Pledge of Allegiance

Prayer Request from Delmas Hines

Additions/Corrections to Agenda

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

December 2024 Final Treasurer's Report – Beginning balance of \$1,138,693.59, Receipts of \$794,103.41, Disbursements of \$843,852.05 leaving an unaudited balance of \$1,088,944.95.

Closing Period for 2024 – Beginning balance of \$1,088,944.95, Receipts none, Disbursements of \$63,170.64 leaving an unaudited balance of \$1,025,774.31.

January 2025 Preliminary Treasurer's Report – None to date. All disbursements for this meeting are in the closing period for 2024.

Sheriff's Report – Deputy Wilson reported 215 calls for the month of December 2024. These calls consisted of 1 burglary, which made the news, and one motor vehicle theft which an arrest was made. There were 5 motor vehicle accidents, 5 fire calls, 18 medicals and 45 traffic stops and 47 additional patrols. Mayor Swanson asked questions regarding the one burglary. Deputy Wilson stated three individuals went into the residence and carried a safe out of the house. Three arrests were made and one individual possibly fled back to Mexico. This burglary was reported right away, and it is suspected that the resident knew the individuals. The individuals that entered the house knew where to go in the house, where the safe was located and were in and out right away. A substantial amount of money was recovered but not the entire \$100,000. Deputy Wilson stated there is no safety concerns to the public.

DRAFT**Public Comment Requests:**

- Chad and Teri Loudon – 14315 284 ½ Avenue, Zimmerman – Nuisance cats roaming on their property and all over the neighborhood. He has a neighbor that basically has a cat farm.
- Mary Larson – 29725 138th Circle, Baldwin – Mary is the Coordinator/Event Planner for FunFest. She came to tonight's meeting to discuss dates for 2025 Baldwin FunFest. Mary would like to combine FunFest and Baldwin Fire Department Open House. Rush indicated that the parking area is not big enough to hold FunFest at Young Park. Case recommends, after this year, combining FunFest during the Day and the Fire Department dance in the evening.

Approval of Consent Agenda – Case/Rush unanimous to approve. Case would like to send a letter to Mikel Lambrecht thanking him for his years of service at Baldwin Fire Department.

- Approve Claims List – Check numbers 28234 – 28263 for \$71,514.89 and 4 EFT Payments of \$4731.19 for a total of \$76,246.08.
- Approve Meeting Minutes of City Council Meeting/Road Workshop for December 16th and 17th, 2024
- Approve Resignation of Fire Fighter Mikel Lambrecht
- Discuss/Approve/Disapprove Clerk Attending Ehler's 2025 Minnesota Public Finance Seminar February 6th and 7th, 2025
- Discuss/Approve/Disapprove Public Works Department Attending MN Equipment Gov't/Commercial Day Thursday, January 9th, 2025

Kathleen Heaney Presentation: Prosecution Statistics for Sherburne County -

Kathleen Heaney is the County Attorney for Sherburne County. Kathleen requested to present the scope of service the Attorney's Office provides the City of Baldwin and the trends that she sees. Joining Kathleen was Dawn Nyhus who is also with the County Attorney's Office and is another contact at Kathleen's office. Dawn introduced herself and her roles with Sherburne County Attorney's Office. Kathleen explained that their office is on call 365 days a year, 7 days a week 24 hours a day. They also do training for law enforcement, appeals from cases, post convictions and provide legal notices so victims voices are heard. Kathleen went on to note many other services Sherburne County Attorney's Office handles. Two of the trends is an increase in jury trials and appeals. 226 traffic cases alone for Baldwin were handled by Sherburne County Attorney's Office in 2024. Case asked about training for observation and any additional training the Fire Department could receive from Sherburne County Attorney's Office. Dawn Nyhus communicated there maybe training for arson cases and could be resources there. Dawn will look into resources for Baldwin Fire Department. Bob Ruppe stated that Kathleen's office is extremely easy to work with and most competent. Swanson thanked Kathleen and her office for doing prosecution for the City of Baldwin.



Fire Department Report: Brian Torborg reported 349 calls for 2024, the prior year was 255. There were 235 medicals, 3 vehicle fires, 25 structure fires, 10 hazardous conditions, 22 alarms, 18 rescue/citizen assist, 11 mutual aids, 5 grass fires, 22 alarms and 94 calls for Blue Hill.

Discuss Knox Box Program for Commercial and Residential Use – The Knox box program is a key access for high security lock for trusted Fire Department use only. Christ Our Light Church will be purchasing this for their building. These are available to purchase on our website for both commercial and residential properties. Baldwin's fire code states that all future commercial buildings will have to have a Knox box. Swanson wants this advertised and Case stated it is on our website.

Discuss Fire Department Dance – Lance Soderholm presented a handout to the City Council of suggestions for a fire dance. Swanson stated that he is in favor of this event. They would also like to do a 50/50 raffle along with banners and yard signs. The date that is picked out is August 16th 2025. Soderholm is asking for front money from the city of Baldwin of \$7500.00. **Walker/Rush unanimous to approve temporary loan, Case abstained.**

Discuss/Approve/Disapprove Resolution 25-01 for \$379.00 Donation to Baldwin Fire Department from Princeton Area Chamber of Commerce. Rush/Case unanimous to approve.

Cal Watson – 13737 283rd Avenue, Zimmerman.

Mike Brinwill, a former Baldwin Fire Fighter, came down with ALS. Cal is requesting publication for a cribbage tournament that will be held February 16th 2025 from 12:00 p.m. - 4:00 p.m. at Zimmerman Community Center/Fire Station. City Hall Staff will put this on Baldwin's website, Facebook page and make a sign for the City Hall.

Discuss Fire Truck – There is a 1991 Pierce Fire Truck for sale. Case will be going to Chippawa Falls to look at this vehicle. This is a ladder truck that the Fire Department does not have. At a minimum, this truck could be used for training and at the most could be used to drop water on a big house. Case said the problem is we don't have the space to store this vehicle. Case stated for \$10,000, this vehicle would be a great benefit for training. Case asked for a member of the audience's input, Bruce West. West agrees with the Chief that it would be great for training. West stated that the ladder should be checked to see if it's been re-certified.

Discuss/Approve/Disapprove Ordinance 2025-01 Fee Schedule - Rush/Case unanimous to approve.

Planning Items:

Discuss/Approve/Disapprove 136th Street Road Agreement – This is a road usage agreement for a corporation that wants to use 136th street. Any damage to the road is the corporation's responsibility. City Attorney, Ruppe, indicated this agreement should



be recorded. Bryan Lawrence was at the meeting to represent the residents on 136th street. Lawrence stated that the exits and entrances should be directed to the north of 136th street and not use 136th Street at all. Lawrence said that 136th street is very residential and shouldn't be used for commercial use. Ruppe to add this language to the agreement. Licht asked if this went through the Princeton City Council and Swanson stated not yet. Licht indicated that the City of Princeton should have signs and conditions to direct traffic to the north. **Case/Walker unanimous to table** until the January 27th City Council meeting. The agreement will be updated by our City Attorney to include the corporation using the entrance to the north only.

Discuss Commercial Septic Permits, Andy Schreder at Rum River

Consultants – Andy from Rum River Consultants discussed the commercial septic system and also provided some Q&A handouts.

Discuss Maintenance/Pumping Permits, Andy Schreder at Rum River

Consultants – Andy from RRC discussed maintenance/pumping permits. This is a tracking system that a property has been serviced every 3 years for septic pumping and maintenance. Case asked what happens if property owner doesn't comply. Andy stated that this is for tracking purposes only and an education/informative tool for the community. There is no enforcement done if the maintenance/pumping of septic's is not done.

Park Committee Report – Rush communicated that the next Park Committee meeting is Thursday, January 16th, 2025 at 7:00 p.m.

Cemetery Update - None

Tabled Items:

Discuss/Approve/Disapprove Rum River Consultants RRC doing Commercial Plumbing Plan Reviews – Andy from RRC handed out a timeline for the plumbing plan reviews. This would transfer from the State level to the City of Baldwin for reviews on commercial plumbing. **Rush/Case unanimous to approve** City Staff moving forward with the timeline provided by RRC for commercial plumbing plan reviews. **Rush/Case unanimous to table** commercial plumbing plan reviews completed by RRC until the February 3rd, 2025 City Council meeting.

New Business:

Discuss/Approve/Disapprove Pay Equity Report Prior to Submission – Case/Rush unanimous to approve Clerk submitting report to Minnesota Management and Budget.

Discuss Cannabis Joint Powers Agreement – Right now this agreement states that there can be 9 registrations County wide. Ruppe is asking the City Council if they want to adopt the Counties registration or if we want to do our own registration ordinance.



Ruppe recommends that he brings a draft cannabis retail registration ordinance back to the January 27th City Council meeting.

Rush/Walker unanimous to approve Ruppe creating draft ordinance for January 27th City Council meeting.

Schedule Clean-Up Day and Approve/Disapprove Vendor – Rush asked if the city wants to use Jim's Mille Lacs Disposal again. He also gave dates of April 26th, May 3rd, May 10th or May 17th for 2025.

Rush/Case unanimous to table until the January 27th City Council meeting. Rush to confirm dates with Jim's Mille Lacs Disposal.

Schedule Board of Audit – Swanson/Rush unanimous to approve board of audit for the January 27th City Council meeting.

Discuss Yearly Goals for 2025 – Rush/Case unanimous to table until the January 27th City Council meeting.

Discuss Animal Control for the City of Baldwin – City Attorney to review contract from Tri-County Humane Society. Walker and Licht will reach out to a resident to see if they would be interested in being Animal Control for the City of Baldwin.

Discuss/Approve/Disapprove January 2025 Newsletter – Case/Swanson unanimous to approve contingent on Rush reviewing.

Discuss Mailboxes – City Attorney stated that if a plow truck directly hits the mailbox, most cities and townships pay \$50.00 to replace the mailbox. When roads are reconstructed, swing-a-way mailbox posts are used. Public Works Supervisor to do additional training with the snowplow drivers. The City Attorney to draft a mailbox ordinance and bring it back to the January 27th 2025 City Council meeting.

Discuss/Approve/Disapprove Midco Proposal – Rush/Case unanimous to approve. This is a 3-year contract for approximately \$540.00 a month for phone and internet for the City Hall and Fire Department.

Discuss 4-Year Term for Mayor –

This agenda item should not be under Tom Rush, City Attorney Bob Ruppe to discuss. Ruppe discussed that after the Mayor term of office is over, the mayor term can go from a two-year term to a four-year term. **Case/Walker unanimous to approve.** Rush stated that this change shouldn't be made at this time. This change will be made after the current Mayor's term is up December 31st, 2026. **Rush disapproved, motion carried.**

Discuss/Approve/Disapprove 2024 Noxious Weed Control Report – Walker/Case unanimous to approve.

Discuss/Approve/Disapprove Abatement Agreement for PID# 01-00409-0325 – Rush/Walker unanimous to approve.



Discuss/Approve/Disapprove Ordering of Micro C for Frontier Trails SSD – Case/Rush unanimous to approve. This expenditure is around \$2300.00-\$2400.00.

Discuss Board Vacancy for Region 7W Transportation Policy Board – Swanson to volunteer for this position. Walker will also attend these board meetings with Swanson.

Discuss Networked Geothermal Energy Proposal from CenterPoint Energy – City Council is interested but needs additional information on what location they want this installed at. The Clerk to email contact at CenterPoint Energy and ask if they can attend a future City Council meeting.

Announcements:

- a. Special Planning Commission Meeting, Wednesday, January 15th, 2025 at 7:00 p.m.
- b. Park Committee Meeting, Thursday, January 16th, 2025 at 7:00 p.m.
- c. Town Hall Closed Monday, January 20th, 2025 in Observance of Martin Luther King Day
- d. Planning Commission Meeting, Wednesday, January 22nd, 2025 at 7:00 p.m. – Meeting cancelled January 3rd by Planner Dan Licht, no agenda items.
- e. Next Baldwin City Council Meeting, Monday, January 27th, 2025 at 7:00 p.m.
- f. Local Board of Appeal and Equalization Tuesday, April 8th, 2025 at 3:00 p.m.
- g. Safety Committee Meeting January 16th, 2025 at 10:00 a.m.

Any Other Business:

The Clerk communicated to the City Council about the new chart of accounts more geared for a City.

The Clerk discussed overtime and asked if the Clerk and Deputy Clerk have meetings, should we be approved with overtime along with Public Works.

OT to be at the employees' and City Council discretion based on workload. If the employee wants to leave early, they have approval. If there is enough work, they can do overtime. This will be put in the Employee Handbook.

Rush approved \$863.00 and \$1500.00 for OSHA items to be purchased last week.

A Resident had an error on their tax assessment. Ruppe to check to see if the city can make any changes after the fact.

Adjourn - Rush/Case unanimous to adjourn at 10:00 p.m.

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

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

Date

Attendees: Delmas Hines, Chad & Terri Loudon, Kathleen Heaney; Sherburne County Attorney, Dawn Nyhus; Sherburne County Attorney, Mary Larson, Kevin Hiller, Bruce West, Andy Schreder with Rum River Consultants, Kelli Duerr with Rum River Consultants.

Baldwin Fire Department - Brian Torborg, Mike Anderson, Alyssa Julik, Lance & Amy Soderholm and Cal Watson

CITY OF BALDWIN

01/23/25 10:26 AM

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602 Transactions

2024

December

Last Dim Descr	Search Name	Dr/Cr Amt	Comments
R Revenue			
Interest Earnings	Bremer Bank	-\$15.54	December 2024 Bank Interest
Sewer Charges	FRONTIER TRAILS HOMEOWNERS INC	-\$3,072.00	UB Receipt Serv 1 Frontier Trails
Sewer Charges	FRONTIER TRAILS HOMEOWNERS INC	-\$1,303.00	UB UR Receipt Group 01 FRONTIER TRAILS
Sewer Charges	FRONTIER TRAILS HOMEOWNERS INC	\$200.00	Credit Card Amanda Gagnon Frontier Trails
SPECIAL ASSESSM	Sherburne County Auditor/Treas	-\$20,159.74	Final Tax Payment 2024
R Revenue		-\$24,350.28	
E Expenditure			
Electric Utilities	CONNEXUS ENERGY-1808	\$350.08	Electric Utilities
FICA Contributions		\$9.04	Labor Distribution
FICA Contributions		\$7.13	Labor Distribution
FICA Contributions		\$8.53	Labor Distribution
Health		\$30.97	Labor Distribution
Health		\$64.42	Labor Distribution
Medicare Contribut		\$2.11	Labor Distribution
Medicare Contribut		\$2.00	Labor Distribution
Medicare Contribut		\$1.67	Labor Distribution
Other Supplies	ELAN FINANCIAL SERVICES	\$58.08	PH Tester
Other Supplies	ELAN FINANCIAL SERVICES	\$47.46	Frontier Trails SSD Ammonia Checker
PERA Contribution		\$10.32	Labor Distribution
PERA Contribution		\$10.92	Labor Distribution
PERA Contribution		\$8.62	Labor Distribution
Professional Servic	UTILITY CONSULTANTS, INC.	\$450.99	Frontier Trails SSD
Professional Servic	Wastewater Services, Inc.	\$650.00	Frontier Trails SSD
Property Insurance	League of MN Cities Insurance Trust	\$547.00	Frontier Trails SSD
Property Insurance	League of MN Cities Insurance Trust	-\$547.00	Workers Comp and Property Casualty
Property Insurance	League of MN Cities Insurance Trust	\$547.00	Workers Comp and Property Casualty
Wages and Salarie		\$115.00	Labor Distribution
Wages and Salarie		\$137.51	Labor Distribution
Wages and Salarie		\$145.73	Labor Distribution
Workers Compens	League of MN Cities Insurance Trust	-\$164.00	Workers Comp Waterworks
Workers Compens	League of MN Cities Insurance Trust	\$616.15	Workers Comp Waterworks
Workers Compens	League of MN Cities Insurance Trust	\$164.00	Workers Comp Waterworks
E Expenditure		\$3,273.73	
		-\$21,076.55	

Joan Heinen

From: mike gwynn <mggwynn@gmail.com>
Sent: Thursday, January 23, 2025 10:15 AM
To: Joan Heinen
Subject: Re: Baldwin/RE: Frontier trails update

Things continue to run well. The treatment looks good. As of today I do not see any issues. We just filled up our micro C. In the spring we need to get together with Shane and see what kind of preventative maintenance we need to do on the drainfield. We will probably pump some of the main tanks here in the next month or two. That is just ordinary maintenance. Otherwise, as I said, everything looks to be all right.

On Thu, Jan 23, 2025 at 10:09 AM Joan Heinen <city.clerk@baldwinmn.gov> wrote:

Hi Mike,

Please send me an update on Frontier Trails for the January 27th City Council meeting.

Thank you.

Joan Heinen

City of Baldwin

Clerk/Treasurer

30239 – 128th Street NW

Baldwin, MN 55371-3752

Phone: (763) 389-8931

Fax: (763) 389-2751

From: mike gwynn <mggwynn@gmail.com>
Sent: Wednesday, January 15, 2025 11:19 AM
To: Joan Heinen <city.clerk@baldwinmn.gov>
Subject: Re: Baldwin/RE: Frontier trails update

Ok

PERMITTEE
NAME/ADDRESS:
Baldwin Township
30239 128th St
Princeton, MN 55371

WASTEWATER TREATMENT
DISCHARGE MONITORING REPORT

PERMIT #	LIMIT STATUS	FORMER #
MN0064459		

MONITORING PERIOD		
YEAR MO DAY	YEAR MO DAY	TO:
2024-12-01	2024-12-31	

FROM:

FACILITY NAME/ADDRESS:
Frontier Trails Septic Treatment System
unknown
Baldwin Township, MN 55371

STATION INFORMATION:
WS 001 (Influent Waste System #1)
Waste Stream

No Discharge/No Flow
(Enter 'X' if no discharge/no flow occurred for this station):

PARAMETER	QUANTITY			UNITS	CONCENTRATION			UNITS	FREQUENCY OF ANALYSIS	SAMPLE TYPE		Exception
	SAMPLE VALUE PERMIT	REQ										
BOD, Carbonaceous 05 Day (20 Deg C) 80082	SAMPLE VALUE PERMIT	*****	*****	*****	*****	25	*****	*****	twice per month	Grab		
	REQ				*****	REPORT calendar month average	*****	*****	twice per month	Grab		
	SAMPLE VALUE PERMIT	*****	.0581	*****	*****	.00316	.00328	*****	once per day	Measurement, Continuous		
	REQ		REPORT calendar month total	*****	*****	0.00682	0.01023	*****	once per day	Measurement, Continuous		
pH 00400	SAMPLE VALUE PERMIT	*****	*****	*****	*****	6.7	*****	*****	twice per month	Grab		
	REQ				*****	REPORT calendar month minimum	*****	*****	twice per month	Grab		
	SAMPLE VALUE PERMIT	*****	.6	*****	*****	*****	*****	*****	once per day	Measurement		
	REQ		REPORT calendar month total	*****	*****	*****	*****	*****	once per day	Measurement		
Solids, Total Suspended (TSS) 00530	SAMPLE VALUE PERMIT	*****	*****	*****	*****	7.5	*****	*****	twice per month	Grab		
	REQ				*****	REPORT calendar month average	*****	*****	twice per month	Grab		

COMMENTS:

COMMENTS:

PERMITEE
NAME/ADDRESS:
Baldwin Township
30239 128th St
Princeton, MN 55371

WASTEWATER TREATMENT
DISCHARGE MONITORING REPORT

PERMIT #	LIMIT STATUS	FORMER #
MN0064459		

MONITORING PERIOD	
YEAR MO DAY	YEAR MO DAY
2024-12-01	2024-12-31
FROM: TO:	

FACILITY NAME/ADDRESS:
Frontier Trails Septic Treatment System
unknown
Baldwin Township, MN 55371

STATION INFORMATION:
WS 004 (Influent Waste System #2)
Waste Stream

No Discharge/No Flow
(Enter 'x' if no discharge/no flow occurred for this station):

PARAMETER	QUANTITY			UNITS	CONCENTRATION			UNITS	FREQUENCY OF ANALYSIS	SAMPLE TYPE	Exception
	SAMPLE VALUE	PERMIT	REQ		SAMPLE VALUE	PERMIT	REQ				
BOD, Carbonaceous 05 Day (20 Deg C) 80082	*****	*****	*****	Mgd	*****	*****	*****	mgd	twice per month	Grab	
	*****	*****	*****		*****	*****	*****				
	*****	*****	*****		*****	*****	*****				
Flow 50050	*****	*****	*****	Mgd	*****	*****	*****	mgd	once per day	Measurement, Continuous	
	*****	*****	*****		*****	*****	*****				
	*****	*****	*****		*****	*****	*****				
pH 00400	*****	*****	*****		*****	*****	*****	SU	twice per month	Grab	
	*****	*****	*****		*****	*****	*****				
	*****	*****	*****		*****	*****	*****				
Solids, Total Suspended (TSS) 00530	*****	*****	*****		*****	*****	*****	mg/L	twice per month	Grab	
	*****	*****	*****		*****	*****	*****				
	*****	*****	*****		*****	*****	*****				

COMMENTS:

PERMITTEE
NAME/ADDRESS:
Baldwin Township
30239 128th St
Princeton, MN 55371

WASTEWATER TREATMENT
DISCHARGE MONITORING REPORT

PERMIT #	LIMIT STATUS	FORMER #
MND064459	Phase 2	

MONITORING PERIOD	
YEAR/MO/DAY	YEAR/MO/DAY
2024-12-01	2024-12-31

FROM: TO:

FACILITY NAME/ADDRESS:
Frontier Trails Septic Treatment System
unknown
Baldwin Township, MN 55371

STATION INFORMATION:
W5007 (End of Pipe New Drainfield)
Waste Stream

No Discharge/No Flow
(Enter 'x' if no discharge/no flow occurred for this station):

PARAMETER	QUANTITY		UNITS	CONCENTRATION		UNITS	FREQUENCY OF ANALYSIS	SAMPLE TYPE	Exception
	SAMPLE VALUE	PERMIT REQ		SAMPLE VALUE	PERMIT REQ				
BOD, Carbonaceous 05 Day (20 Deg C) 80082	*****	*****		*****	43	*****	twice per month	Grab	
	*****	*****		*****	REPORT	*****	twice per month	Grab	
	*****	*****		*****	calendar month average	*****	twice per month	Grab	
Chloride, Total 00940	*****	*****		*****	803	*****	twice per month	Grab	
	*****	*****		*****	REPORT	*****	twice per month	Grab	
	*****	*****		*****	calendar month average	*****	twice per month	Grab	
Nitrite Plus Nitrate, Total (as N) 00630	*****	*****		*****	.07	*****	twice per month	Grab	
	*****	*****		*****	REPORT	*****	twice per month	Grab	
	*****	*****		*****	calendar month average	*****	twice per month	Grab	
Nitrogen, Kjeldahl, Total 00625	*****	*****		*****	7.6	*****	twice per month	Grab	
	*****	*****		*****	REPORT	*****	twice per month	Grab	
	*****	*****		*****	calendar month average	*****	twice per month	Grab	
Nitrogen, Total (as N) 00600	*****	*****		*****	7.7	*****	twice per month	Grab	
	*****	*****		*****	10.0	*****	twice per month	Grab	
	*****	*****		*****	calendar month average	*****	twice per month	Grab	
Solids, Total Suspended (TSS) 00530	*****	*****		*****	32	*****	twice per month	Grab	
	*****	*****		*****	REPORT	*****	twice per month	Grab	
	*****	*****		*****	calendar month average	*****	twice per month	Grab	

COMMENTS:

Public Works Report – January 27th, 2025

Frontier Trails

- **25.5 Hours** invested over the past 31 working Days. (December 16th – January 27th)

Parks

- Sandy Lake Boat Launch – concrete planks – ice heaved; boat launch is inoperable at this time. (Marked this hazard with barricade)

Roads

- I met with A.M.K.A (Bocar) on Monday January 7th to discuss alternatives to exchange for the speed hump value of \$14,000.
A.M.K.A can supply these alternative options:
 - Street sign production (Street signs, Information signs, Park signs) (Faster lead time than current vendor)
 - Road Safety Cones
 - Road barricades
 - Safety PPE vests/jackets
 - Speed bump / raised crosswalk (see in pictures) (I do NOT recommend this option as there will be many holes for mechanical fasteners required.)
- Total Road Patching Material 2025 season (U.P.M & HOT PATCH) – 0
- Snowplow / sanding events x4
- Developing strategies for future surface treatments - Pavement Maintenance Plans (P.M.P)
- Large Dead Oak in R.O.W 99 ½ St.: Job awarded to Jakes Top Notch Tree Service - Scheduled
- 278th Ave (West of HWY 169) – Job awarded to Jakes Top Notch Tree Service – Completed
- 1.17.25 Reviewed known problem areas with city engineer on 100th St. and 297th Ave.

Grounds

- Meetings with OSHA consultants / to develop & ensure steps forward for a comprehensive plan ensuring OSHA compliance to foster a safer workplace for everyone.

Trucks / Equipment

- **2024 114SD Plus** – Update (Waiting on email to summarize changes explanation and estimated timeline)
(Potential delivery date of August - September 2025)
- 2016 Freightliner 114SD - Engine Oil pressure sensor replaced
- 2007 New Holland 190B Loader – Repaired hydraulic leak repaired & added lighting for better wing visibility
- **2024 VEHICLE EXPENCE REOPORT**
 1. Truck #1 2024 GMC Sierra HD - \$0
 2. Truck #2 2023 Silverado 5500 HD - \$106.69
 3. Truck #6 2008 Ford F-550 - \$6045.35
 4. Truck # 10 2016 Freightliner 114SD - \$557.51
 5. Truck # 20 2020 Freightliner 114SD - \$0
 6. Truck # 30 2012 International Workstar - \$609.46
 7. Truck # 40 2025 Freightliner 114SD - (Not in Service)
 8. 2007 New Holland W190B Loader - \$4999.67
 9. 2002 Case 621D Loader - \$19,817.63

Public Works Report – January 27th, 2025

Vehicle repair for 2024 - \$32,136.31



Ox Bodies | Crysteel | DuraClass | Rugby | J-Craft | Travis
PROUDLY MADE IN THE USA

52182 Ember Road
Lake Crystal MN 56055
507-726-2728

Quote Response Form

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End User:
Customer: 105596
ZAC GOOD
BALDWIN TOWNSHIP
30239 128TH STREET
PRINCETON MN 55371

Phone: 612-670-6764

Fax: 763-389-2751

Taken By: Brandon Oachs

Estimate	Terms	Quote Date	Expiration Date	Salesperson	Customer Currency
LC00135390	Net 30 Days.	1/24/2023	2/23/2023	-JOHNSON, SHAUN	USD

UM	Quantity	Item	Description	Unit Price	Extended Price
EA	1.00	2578473	MAB ULTRA-84/96-1406-MDR-C/S 130DA-INSP	34,065.00	34,065.00

LCC3366

1.0 Box Make and Model J-CRAFT - ULTRA-MDR

List Truck Type Box Fits Tandem Axle

Box Style Elliptical Crossmemberless.

Width & Length of Box 96" wide O.D.

Side Panel Description 7 ga Gr-50 construction, 18" lower radius, fully boxed top rails, with board pockets, with standard box top rails for boards.

Front Panel Description 7 ga Gr-50 construction, contoured to body shape, reinforced top rail, with center reinforcing.

Floor Description 1/4" thick Hardox Material, approx 95" wide.

Corner Post Description 7 ga 201 STAINLESS steel, full depth, located at rear of body. 1/4" SS Rear Apron and latching hardware

Under Structure Description Structural I-BEAM longsills (no crossmembers)

Tailgate Description 7 ga Gr-50 main panel, 10 ga GR-50 reinforcing.
1-1/4" dia top & bottom pins, Airtrip linkage standard.

Hinge Description Upper gate hinges constructed of 1" thick steel, supported by dual 1/2" ears.

Description of Peripheral Items (Lights, Access Steps, etc.) FMVSS-108 approved (rubber grommet mounted) L.E.D. clearance lights, wiring harness, and L.E.D. cluster of 3 included. Airtrip tailgate linkage, Rear mudflaps included.

Is Installation included in price? Yes ☒ or No ☐

Is Box Painted? Yes ☒ or No ☐

Warranty Information 24 Months from "in service" date

Includes:

NOTES:

BOLT ON D-HOUSINGS LIKE BODY P/N# 2140756 (UNLESS IT FITS IN PILLAR)

CAMERA MOUNT OFF CORNER POST LIKE BODY P/N# 2140756

1.019 - 14'6" 146ULTRAMDR-M/CS-60-36-46

1.1 - Air operated tailgate latch

1.2 - Box Vibrator - Cougar DC 3200

1.7 - Installation of Body

1.8 - Installation of Air Trip

1.9 - Installation of Vibrator

1.11 - Tandem Axle Painting of Box - Shot Blast entire exterior of body & understructure, Polyurethane Primer, with Polyurethane Top Coat Painted 1 Color with undercoated understructure between longsills only. (Single stage paint only)



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COLOR: Omaha Orange CODE: 0311 / UFC:2498636 / GC-40428-00-c

1.264 - Frame Paint Black after Equipments Installed

1.012 - Interior Step, Installed (1 ea) - LEFT FRONT

1.014 - Grab Handle, installed (1 ea) - LEFT FRONT GUSSET

1.103 - Fold-A-Way Access ladder (CARBON STEEL) (1 ea) - LEFT FRONT

1.016 - J-Craft High & Slide Tailgate

1.053 - Dual "split" line sander manifolds in rear corner posts (X 2)

Two Split Each Side for Sander Lines

Two Holes in Right Side Filler Plate for Rear Wing Wing Lift Connections

1.078 - Cabshield, 1/2 type Stationary Free-Standing style, w/painted carbon steel canopy, shovel holders, & mounts for cabshield mounted reservoir, Installed.

1.276 - CAMERA-REAR-COVER-SS-12GA - PROTECTIVE CAMERA COVER (x2 for Both Cameras)

Hoist:

Box Hoist Make and Model J-CRAFT/MAILHOT CS SERIES

Class & type NTEA Class 90, Type IV Telescopic

Rated capacity 30 tons

Maximum PSI operating pressure 2000 PSI

Cylinder bore & stroke 5.5", 4.5", & 3.5" x Total Stroke

Piston rod diameter & description Multi Stage Nitrided finish, in & out

Sub-frame construction Cylinder base frame constructed of channel crossmembers, angle frame mounts with 2" block base pin mounts. Hinge point constructed of 5" angle, with 1" pin supports, 3-1/2" solid block hinges, & 2" dia pins (greasable) and 2 safety props included

Is installation included in price? Yes ☒ or No ☐

Warranty Info 24 Months from "in service" date

Includes:

2.6 - CS130-5.5-3 DOUBLE ACTING

2.11 - Installation Price Include all Parts & Labor

2.12 - 48" J-CRAFT HOIST STABILIZER

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EA	1.00 2303635	BODY UP SWITCH(SWITCH ONLY)-INS	289.00	289.00
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2.13 - Body "UP" Switch

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EA	1.00 2232830	WHELEN-DOT3410D SYSTEM W/TIR3 BL/AM-INST	5,024.00	5,024.00
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1.115 - WHELEN PACKAGE /J-CRAFT (DOT3410D) (Amber/ Blue) warning light system 410, consisting of:(2) STAINLESS STEEL Micro 400 3 Lamp with 60' TPR Cable, 400 Series Rear Lightheads with Stainless Steel boxes with side TIR3 (ADD4TIR3). Rear lights include (2) Linear 400 Amber, (2) LED Back Up, and (2) LED BTT. Includes DOT-LED Flasher/Junction box and install kit. - Installed

NOTE: MOUNT ALL BLUE ON RIGHT SIDE OF TRUCK AND AMBER ON LEFT SIDE

-

EA	1.00 1818419	WHELEN WING STROBE TIR3(WPLOWZ1A) INST	312.00	312.00
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1.107 - Whelen Amber Wing Strobe Super LED TIR3 w/20' HD TPR (WPLOWZ1A) Installed

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EA	3.00 1852519	WHELEN-LED SPOT LIGHT(P36SLCHG)-INS	304.00	912.00
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ZAC GOOD
BALDWIN TOWNSHIP
30239 128TH STREET
PRINCETON MN 55371

Phone: 612-670-6764

Fax: 763-389-2751

Taken By: Brandon Oachs

Estimate	Terms	Quote Date	Expiration Date	Salesperson	Customer Currency
LC00135390	Net 30 Days.	1/24/2023	2/23/2023	-JOHNSON, SHAUN	USD

UM	Quantity	Item	Description	Unit Price	Extended Price
-			1.154 - Accessory LED work light with disconnect (WHELEN SPOT/FLOOD P36SLCHG) WING WORK LIGHT MOUNTED OFF STROBE TUBE SANDER WORK LIGHT MOUNTED OFF DRIVER SIDE SANDER SCRAPER WORK LIGHT MOUNTED OFF LEFT SIDE STEPS OR SAFE AREA TO SHINE ON DRIVERS SIDE REVERSIBLE SCRAPER ALL 4 WORK LIGHTS WIRED TO SWITCH IN DASH		
EA	1.00	2500729	JW SPEAKER(HEATED)PLOW LIGHT-47X-SS-INST	1,426.00	1,426.00
-			1.139 - Mirror mounted JW Speaker LED (Heated) Plow light package (SS brackets) Note: Chassis must come with Hood Mirrors for this to work		
EA	1.00	1651344	FENDERS, MIN400B W/TUFF TRAC INSTALLED	2,119.00	2,119.00
-			1.181 - Fenders, Minimizer,I model MIN4000B TDM AXLE black Poly fender set, Installed for TUFF TRACK SUSP		
EA	1.00	2647398	MAB*FALLS-UBS-IBR-STD COUPLER-HOSES-INST	4,569.00	4,569.00
			CUSTOMER SUPPLIED FALLS REVESIBLE UNDERBODY Scraper FALLS IBR-10A 1" Moldboard, w/12" Bolt-On Extension		
			Includes: 3.1 - Installation of underbody plow 3.9 - 4 line standard bulkhead couplers Body Shop Rate \$150 x 4 for Mounting Lock Valve, Hoses, Fittings, and Cutting Edge Fastners Warranty Information 12 Months from "in service" date on Installation Labor		
EA	1.00	2647073	MAB*FALLS-WING-POSTLESS-RW-RL-SPRPB-INS	6,078.00	6,078.00
			CUSTOMER SUPPLIED FALLS POSTLESS REAR WING WITH SPRING CUSHION PUSHBEAM Wing Falls RHSDL11A-STD PB Primed LESS CUTTING EDGES Wing Falls POST-LESS Toe Lift in lieu of Std Front post/slide system		
			Includes: 4.1 - Installation of Wing Plow - w/Standard Bulkhead Couplers 4.7 - 4 line standard bulkhead couplers Mechanic Shop Rate \$150 x 12 hours for fitting equipment and painting after welding mounting plates and re-mounting to chassis, Hoses, Fittings, and Cutting Edge Fasteners Installed Warranty Information 12 Months from "in service" date on Installation Labor		
EA	1.00	2647400	MAB FALLS-HITCH-44B/QCP-SA-STD COUPLER-I	3,460.00	3,460.00



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Fax: 763-389-2751

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UM	Quantity	Item	Description	Unit Price	Extended Price
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CUSTOMER SUPPLIED FALLS 44XB2 (QCP) FRONT PLOW HITCH
Plow Hitch Falls 44XB2/STD/STD/SA/SPR-RET/HITCH

Includes:

- 5.1 - Installation of Front Hitch
- 5.2 - 3 line standard bulkhead couplers
- Mechanic Shop Rate \$150 x 10 hours for fitting hitch and welding to fit front frame extension, painting after welding and re-mounting to chassis, Hoses and Fittings
- C-Channel bumper Tapered on each side off each side of hitch
- Note: Make sure couplers are easy & accessible to put on and remove
- Warranty Information 12 Months from "in service" date on Installation Labor

EA	1.00	2647407	MAB*FALLS-PR PLOW-STD COUPLER-INS	600.00	600.00
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CUSTOMER SUPPLIED FALLS POWER REVERSING FRONT PLOW
low Falls PR1243/SPR-TRP/NOSHU/PRI-E1/10GA LESS CUTTING EDGES

Includes:

- 6.001 - Installation of Plow
- Body Shop Rate \$150 x 3 for Plow Prep, Hoses, Fittings, and Cutting Edge Fasteners Installed

EA	1.00	2497112	MAB J-CRAFT-9TG-SS-HIGH-N-SLIDE-LH-INS	8,314.00	8,314.00
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REF: 2046950 - SAME OR MAKE STANDARD WITH EXTENDED SIDE PLATES OR USE 2258337 WITH PIN ON PLATES TO EXTEND SIDE PLATES

8.0 - Sander - Make and Model J-Craft 9TGS SS Tailgate Sander

Auger size 9" Auger

Type of Sander Stainless Steel Under tailgate type, 9" dia (carbon steel) 6" pitch single auger, direct hydraulic drive, Oversized auger motor for low speed operation & continuous flow, LH Discharge w/POLY self-leveling spinner assembly, Dual over-center locks on hopper cleanout door, mtg brackets and mtg tabs welded to hopper, In Stainless Mill Finish.

number of spinners Single Left Hand Spinner

Warranty Information 24 Months from "in service" date

Includes:

- 8.1 - Installation of Sander
- 8.2 - Sander with standard couplers installed
- 8.10 - High N Slide sander trough with built in flow plate
- 8.11 - Adder for 201 Stainless Steel Berm Chute - Installed on Passenger Side of Sander Standard (Note: Customer will swap hoses to get auger to reverse or use the berm chute on the drivers side)

EA	1.00	2497116	MAB HYDRAULICS-BALDWIN 2023-CABLE-INST	28,538.00	28,538.00
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UM	Quantity	Item	Description	Unit Price	Extended Price
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REF: 2266407 FOR PREVIOUS KIT

9.0 - Hydraulics - Make and Model Force America pump, Force/Parker 4020LS Add-A-Stack Valve Series

Cab Controls Description RVC control levers with remote cables to valve.

Sander Control Description Force America Electronic control, w/stand-by, blast, ground-speed interrupt, & liquid hookup.

Pump Drive Description Automatic Transmission Mounted PTO

Pump Type Variable displacement, axial piston type, load-sensing,

Valve Description Closed center load-sensing type, w/mid-inlet, manifold design

Number and type functions 9 functions: BODY/HOIST TELESCOPIC DA, PLOW LIFT SA, PLOW ANGLE DA, WING TOE DA, WING HEEL DA, SCRAPER ANGLE, SCRAPER LIFT, SANDER AUGER/SPINNER, HIGH-N-SLIDE TAILGATE.

Type of Valve Actuation Remote cable controls, except Auger & Spinner

Reservoir Size Selectable, w/filler-breather, sight glass, suction screen, and magnetic plug

Fluid Type ATF (equivalent to Dexron III)

Filter Style Remote mount, or intank w/12 volt DC condition indicator, & return line check valve.

Valve Enclosure Stainless Steel construction, frame mount design, w/removable cover. Valve Enclosure Mounted on Stainless Steel Mounting Brackets.

Hose Recommendation 2" dia suction, 1-1/4" dia return, 1" dia pressure, w/balance to match equipment port sizing. R2 for pressure lines, R1 for return lines, R4 for suction line. Return line manifold included.

Warranty Information 24 Months from "in service" date

Includes:

9.1 - Installation (Hose, plumbing, hardware, labor, etc.) of hydraulics.

9.7 - 4020LS VALVE 9 FUNCTIONS INSTALLED

9.15 - Remote cable controls w/3 button control 9 functions Installed

9.19 - IN-TANK mounted filter w/12 volt indicator, installed

9.28 - J-Craft Stationary Cabshield mounted reservoir 30 gal (painted carbon steel) w/in-tank filter provision, installed

9.45 - Force TXV92 (5.6 CID) pump, w/ 280 hotshift P.T.O. for Allison Trans application, installed

9.57 - Force 5100 EX-3F (Stand-Alone) digital control Ground based, open loop type, w/digital readout, INSTALLED (Only goes off Speedometer, No feedback on usage)

9.64 - Low oil indicator system, SLIM-LINE AND CABSHIELD MOUNTED w/light mounted in cab installed

9.67 - Cable pull-off valve (for use w/telescopic hoist) installed

9.85 - (ADDER) for Auto Reverse Scraper Lift

9.86 - (ADDER) for Pressure Transmitter to Read Scraper Pressure on Separate LCD, Installed (Used for Add-A-Stack & 5100EX) (USE 2087293 FOR LCD SCREEN AND MOUNT OFF TOWER)

9.018 - (ADDER) U-2 nitrogen accumulator, Installed for Falls Underbody (LABOR)

-

Switch Layout:

Dash:

- Plow Lights

- Strokes

- Work Lights - Wing, Scraper (Left Side), Sander

- Blind Spot Flood Light (Passenger Side off Corner off Step front facing)

- PTO

-

On Control Tower:

- Air Trip on Hoist Stick

- Vibrator Push Button Mounted off Tower facing drivers seat

- Scraper LCD Read Out Mounted off Tower (Bracket 2087293)

-



Ox Bodies | Crysteel | DuraClass | Rugby | J-Craft | Travis
PROUDLY MADE IN THE USA

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Quote Response Form

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01/23/2025 07:19 PM

End User:
Customer: 105596
ZAC GOOD
BALDWIN TOWNSHIP
30239 128TH STREET
PRINCETON MN 55371

Taken By: Brandon Oachs

Phone: 612-670-6764

Fax: 763-389-2751

Estimate	Terms	Quote Date	Expiration Date	Salesperson	Customer Currency
LC00135390	Net 30 Days.	1/24/2023	2/23/2023	-JOHNSON, SHAUN	USD

UM	Quantity	Item	Description	Unit Price	Extended Price
EA	1.00	2497146	MAB HITCH-3/4"-3" REC-7RV-D-RINGS-INST	1,494.00	1,494.00

7.0 - Pup Hitch - Make & Model 3/4" thick pull plate, w/1/2" thick bracing to truck frame. Safety Chain D-Rings installed.
Provision for electrical socket included.

Vertical Tongue Weight 18,000 lbs

Horizontal Tongue Weight 90,000 lbs max Gross Trailer Weight

Latching Tensile Strength 20,000 lbs

Rated Capacity 90,000 lbs max Gross Trailer Weight

Is Installation included? Yes ☒ or No ☐

Is the Price of the Hitch for a Truck with Air and Electric Provided to Rear of Frame? Yes ☐ or No ☒ (Truck will not have Tractor Package)

Note: Truck Must come w/Tractor Pkg

Warranty Information 24 Months from "in service" date

Includes:

7.2 - Installation of Pup Hitch

7.21 - 7 contact RV socket Installed

Note: 7 RV Hooked to Brake Controller Standard Wiring Scematic and No Tractor Package on Truck.

7.34 - 3" Square Hitch Reciever in Plate. NOTE: DERATES hitch to 5 ton (10,000 lbs max) GTW, Installed

Plate Flush or just in to weld

Rear Wing Support off Right Side of Plate

EA	1.00	1651881	ELECTRONIC BRAKE CONTROLLER PKG INS.PROD	420.00	420.00
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7.29 - Electronic PRODIGY Brake controller w/wiring to rear 7RV socket, installed in cab of truck, Installed

EA	1.00	2333662	CAMERA PKG-RV-805A-7"-HD-INST	1,319.00	1,319.00
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1.269 - RV-805A-Series HD Night Vision Camera System with 7.0" Touch Screen LCD Monitor Installed.

7" Screen Mounted off Side of Pedestal with 5100EX Sander Screen and Camera for Wing Mounted off the strobe tube facing Wing.

EA	1.00	2333663	ADDTL CAMERA, DVR-916-AHD-NIGHT VIS-INST	416.00	416.00
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1.270 - RV-805A-Series HD Night Vision Additional DVR-916-AHD Camera, Installed.

Second Camera for Backup Camera Mounted at Back Left Rear Corner Post Wired to Reverse Signal.

EA	1.00	1930129	MAB WHELEN-LED FLOOD LIGHT AMBER (MPBBA)	449.00	449.00
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UM	Quantity	Item	Description	Unit Price	Extended Price
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1.157 - Accessory LED work light with disconnect (WHELEN Micro Pioneer MPBBA)
Wired to switch in Dash on it's own switch
Mounted off Passenger Side Step ahead of door front facing for front corner blind spot

EA	1.00	2495595	MNDOT STATE CONTRACT PURCHASE (222960)	0.00	0.00
----	------	---------	--	------	------

After reviewing your equip. needs, and per the State of MN contract number (222960) release number S-863(5) and J-Craft contract number 222960, valid thru August 31st, 2023 we offer this for your consideration.

Note:

1. This quote is a summary of the State of MN price pages, and detailed spec sheets.
2. Warranty is 24 months from In-Service date.

ISO 9001:2008 CERTIFIED
J-Craft is certified as a NTEA MVP member.

EA	4.00	1652276	FREIGHT - TRUCK - QUOTED	390.00	1,560.00
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COST PER LOADED MILE FOR PLOW, PLOW HITCH, WING, AND UNDERBODY FROM LITTLE FALLS MN, TO LAKE CRYSTAL MN FOR INSTALLATION.

Municipal Terms of Sale:

If you accept this proposal please sign and date below with PO# if you use one:
PO# _____

Accepted By (Print): _____

Accepted By (Signature): _____

Date: _____

Note: If Changes need to be made after PO is submitted we will need a revised PO reflecting the changes.
Visit us online at www.j-craftinc.com/

Per OEM manufacturer guidelines the following recommendations should be followed. Failure to follow OEM guidelines can result in non warrantable failure.
Within the first week of use, recheck the installation of the PTO. Check for leaks and loose mounting hardware (studs, cap screws, nuts). Recheck the cable or lever connections for proper adjustment and tighten any loose connections. At regular maintenance intervals, check adjustments and lubricate moving parts, tighten and repair the connections, mounting hardware, cable or lever linkage. Refer to OEM owners manual for regular maintenance intervals.

Sale Amount:

101,364.00



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Freight: 0.00

Sales Tax: 0.00

FET Charges: 0.00

Total Amount: 101,364.00



TOWMASTER, 61381 US HWY 12, LITCHFIELD, MN 55355
PH: 320-693-7900 FX: 320-693-7921 TF: 800-462-4517
TOWMASTERTRUCK.COM

Reference No.

QT 93314

**** QUOTATION ****

Ship To:	Cust:	3147	Phone:	Bill To:	Phone:
J-CRAFT INC/TBEI				BALDWIN TOWNSHIP	
52182 EMBER ROAD				PO BOX 25	
LAKE CRYSTAL		MN 56055	USA	PRINCETON	MN 55371

ATTN: BROOKS NEAGLE

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	TIM ERICKSON	NET 30 DAYS	1/23/25	1/23/25	0/00/00

Serial No.	
------------	--

Order Comments: F.O.B. LAKE CRYSTAL, MN
VIA TOWMASTER TRUCK

Build Instructions LEAD TIME: ALLOW UP TO 15 WEEKS ARO

Other Instructions **STATE OF MN CONTRACT #222949 AMENDED**

Qty	Part No.	Description	Price Ea.	Net Amt.
1	9904836	- Scraper FALLS IBR-10A 1" Moldboard, w/12" Bolt-On Extension (11' total), LESS CUTTING EDGES	\$14,795.00	\$14,795.00
1	9902873	- VBL 78531WPTSB-PK 7/8" X 5" - 3' w/25° Tungsten Carbide Insert, Std Punch, Flat Blade, Sgl Bevel **NOTE: Scraper Application - - shipped loose	\$279.00	\$279.00
2	9902874	- VBL 78541WPTSB-PK 7/8" X 5" - 4' w/25° Tungsten Carbide Insert, Std Punch, Flat Blade, Sgl Bevel **NOTE: Scraper Application - - shipped loose	\$353.00	\$706.00
1	9902953	- Wing Falls RHSDL11A-STDPB Primed LESS CUTTING EDGES	\$11,902.00	\$11,902.00
1	9901431	- Wing Falls RL (REAR LIFT) up charge SDL WING	\$626.00	\$626.00
1	9903057	- Plow Falls PR1243/SPR-TRP/NOSHU/PRI-E1/10GA LESS CUTTING EDGES	\$9,341.00	\$9,341.00
1	9904688	- Wing Falls POST-LESS Toe Lift in lieu of Std Front post/slide system **Note: No Extra Charge		
1	9900477	- Wing Falls Hwy Orange - Paint Moldboard	\$447.00	\$447.00
1	9900555	- Plow Hitch Falls 44XB2/STD/STD/SA/SPR-RET/HITCH	\$4,319.00	\$4,319.00
1	9900625	- Plow Push Unit Falls 24/44 Series Std	\$1,265.00	\$1,265.00
--- Continued ---				

Price:

Total Discounts:

Net Cost:

Freight

Total:

Accepted by

Date



TOWMASTER, 61381 US HWY 12, LITCHFIELD, MN 55355
PH: 320-693-7900 FX: 320-693-7921 TF: 800-462-4517
TOWMASTERTRUCK.COM

Reference No.

QT 93314

**** QUOTATION ****

Ship To: Cust: 3147 Phone:
J-CRAFT INC/TBEI
52182 EMBER ROAD

Bill To: Phone:
BALDWIN TOWNSHIP
PO BOX 25

LAKE CRYSTAL MN 56055 USA

PRINCETON MN 55371

ATTN: BROOKS NEAGLE

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	TIM ERICKSON	NET 30 DAYS	1/23/25	1/23/25	0/00/00

Serial No.		
1 9900637	- Plow Falls High Visibility Marker Set	\$151.00 \$151.00
1 9900639	- Plow Falls 1/2" x 12" Standard Rubber Belt Snow Deflector Kit - Installed	\$489.00 \$489.00
1 9900641	- Plow Falls Parking Stand - Screw Adj Style	\$377.00 \$377.00
1 9900685	- Plow Falls Hwy Orange Paint, Rev Plow, for Ship Out	\$694.00 \$694.00
1 9902871	- VBL 3/4" x 6" - 3' w/25° Tungsten Carbide Insert, Std Punch, Flat Blade **NOTE: Wing application - - shipped loose	\$242.00 \$242.00
5 9902872	- VBL 3/4" x 6" - 4' w/25° Tungsten Carbide Insert, Std Punch, Flat Blade **NOTE: (3) for front plow application, (2) for wing application - - shipped loose.	\$323.00 \$1,615.00
1	SPECIAL NOTE - Special Note: The main mounting groups for the plow hitch and wing will be shipped in raw steel finish, and will require fitup/welding & paint during the upfit. Cutting edges will be shipped loose less fasteners.	

Note: We do not have 7/8" x 8" carbide cutting edges available currently

Accepted by

Date

SIGN HERE

Price: \$47,248.00

Total Discounts:

Net Cost: \$47,248.00

Freight

Total: \$47,248.00

General Terms and Conditions for the Sale of Goods by Subsidiaries of ASH North America, Inc

1. SCOPE AND VALIDITY

1.1. These General Terms and Conditions for the Sale of Goods (these "Terms") govern the sale and delivery of all goods and products (the "Products"), and all transactions incidental thereto, by such subsidiary of ASH North America, Inc. identified on the respective Confirmed Order (as defined below) as the seller or supplier ("Seller") to any of its customers (each a "Customer"). The liability of each such subsidiary under these Terms or any Confirmed Order shall be several and not joint. Customer acknowledges and agrees that nothing in these Terms or any Confirmed Order shall be construed as implying joint liability in any case of ASH North America, Inc. or any of its subsidiaries. Each Seller shall be solely responsible for its own acts or omissions under the respective agreement with Customer.

1.2. No other terms or conditions shall be of any force or effect unless otherwise specifically agreed upon by Seller in a writing duly executed by an authorized officer of Seller. These Terms supersede any and all prior oral quotations, communications, agreements, or understandings of the parties in respect to the sale and delivery of the Products. The Seller may issue additional Terms and Conditions of Sale for certain products. These shall apply in addition to the present Terms. Any additional or different terms or conditions contained in Customer's Order (as defined below), response to Seller's confirmation, or any other form or document supplied by Customer are hereby expressly rejected and are rendered null, void, and of no effect. These Terms may not be modified, amended, waived, superseded, or rescinded, except by written agreement signed by an authorized officer of Seller. Delivery of the Products by Seller does not constitute acceptance of any of Customer's terms and conditions and do not serve to modify or amend these Terms.

1.3. The issuance of an Order (as defined below) by Customer to Seller or any communication or conduct of Customer which confirms an agreement for the delivery of Products by Seller, as well as acceptance in whole or in part by Customer of any delivery of Products by Seller, shall be construed as Customer's acceptance of these Terms.

2. OFFERS, ORDERS AND CONFIRMATION

2.1. Unless otherwise specified by Seller in writing, all offers made by Seller are not binding and may be revoked by Seller at any time without any liability to Customer.

2.2. Customer shall issue to Seller orders for the purchase of Products, in written form via the order process determined by Seller from time to time (each, an "Order"). By issuing an Order to Seller, Customer makes an offer to purchase the Products pursuant to these Terms and the terms set forth on such Order. Provided that the Order contains the same terms as in Seller's corresponding offer, the Order shall be binding on Customer for six (6) weeks after Seller's receipt of such Order.

2.3. Seller may refuse an Order for any or no reason. No Order is binding upon Seller until Seller's acceptance of the Order in writing, the issuance of any governmental permit, license, or authority to Seller, as may be required under applicable laws, rules and regulations, and the receipt by Seller of a resale license to be provided by Customer (a "Confirmed Order").

2.4. Specifications and other information on drawings, data sheets, pictures, plans, brochures, catalogs, or Seller's website shall not be binding on Seller unless such specifications and information have been agreed to in writing by Seller in a Confirmed Order. Notwithstanding a Confirmed Order, Seller shall have no obligation to deliver Products to Customer or otherwise fulfill any of its obligations set forth in a Confirmed Order if Customer is in breach of any of its obligations hereunder or any Confirmed Order.

2.5. Customer may submit to Seller written requests to change the terms of a Confirmed Order (each such request, a "Change Order Request"). Seller may, at its sole discretion, consider such Change Order Request, provided that Seller will have no obligation to perform any Change Order Request unless and until Seller has agreed in writing to adopt such Change Order Request. If Seller elects to consider such a Change Order Request, then Seller shall promptly notify Customer of any adjustment to the applicable purchase price for the Products.

2.6. In the event Customer cancels any Confirmed Order for any reason, Customer shall reimburse to Seller all of Seller's costs and

expenses associated with or incurred due to such cancellation, including but not limited to the cost of raw materials, labor, and storage if cancellation occurs before Seller's commencement of production. In the event Customer cancels any Confirmed Order for any reason and Seller has started the production of the Product on the respective Confirmed Order, Customer shall pay to Seller the full purchase price.

2.7. Each Confirmed Order shall be considered a separate agreement between the parties, and any failure to deliver the Products under any Confirmed Order shall have no consequences for other deliveries of Products.

3. PRICES

3.1. Unless otherwise agreed to by the parties in the applicable Confirmed Order, the prices of the Products shall be FCA (agreed delivery location on the applicable Confirmed Order), Incoterms 2022.

3.2. Unless otherwise agreed by the parties in a Confirmed Order, the price of the Products shall not include transportation, insurance, packaging, and Tooling (as defined below) and other materials used for the manufacturing and delivery, sales or Heavy Vehicle Use Tax (HVTU), other use tax or any other similar applicable federal, state or foreign taxes, duties, levies, or charges in any jurisdiction in connection with the sale or delivery of the Products ("Taxes"). Such Taxes shall be payable by Customer, and if Seller is responsible for the collection thereof, such Taxes shall either be added to the price invoiced or be separately invoiced by Seller to Customer. Any special requests concerning shipping, transportation, and insurance shall be communicated to Seller in a timely manner and subject to Seller's prior written approval. Customer shall bear all costs resulting from such requests. In case of lead delivery times of more than two (2) months, Customer hereby acknowledges and agrees that Seller, may, at its sole discretion, increase or decrease the agreed prices on any Confirmed Order in the event of material price changes in wages, materials, energy or raw material after the date of the Confirmed Order.

4. PAYMENT TERMS

4.1. Except as set forth in Section 4.2 or unless otherwise agreed in writing by Seller, the purchase price for the Products and all other amounts due under a Confirmed Order shall be due and payable in US dollars within thirty (30) days following the date of Seller's invoice for such Products without any discount, deduction or offset whatsoever. In no event shall any loss, damage, injury or destruction, Force Majeure (as defined below), or any other event beyond Customer's control release Customer from its obligation to make the payments required herein. Payment of all amounts due hereunder shall be made by bank transfer or in any other manner set forth on Seller's invoice. Customer shall be solely responsible for any bank fees, or other fees, incurred due to the wire transfer or any other selected payment method. If Seller agrees to payment by credit card, Seller shall charge an appropriate transaction fee, which the Customer shall also pay.

4.2. In the event Seller becomes aware of circumstances or has reason to believe that there are circumstances that may have an adverse effect on Customer's financial condition, Seller may require the Customer to pay the total amount of the purchase price or fees, or a portion thereof prior to the delivery of the Products. Seller may, without any liability to Customer, refuse the delivery of any Product in the event the Customer fails to make the payment as required under this Section 4.2.

4.3. Time is of the essence for the payment of all amounts due to Seller under any Confirmed Order. If Customer fails to make payments of any amount when due, Customer shall pay interest to Seller at the rate of one percent (1%) per month or such lesser amount as may be permitted by applicable law starting from the due date until payment to Seller of such amount in full. In addition to the interest, Seller may, at its sole discretion, charge the Customer a flat fee of \$40 for each reminder notice issued to Customer due to late payments. If Customer fails to comply with these Terms or a Confirmed Order, or if Customer becomes insolvent, all balances then due and owing to Seller shall become due immediately, notwithstanding any payment terms agreed by the parties. All costs and expenses incurred by Seller with respect to the collection of overdue payments (including, without limitation, reasonable attorney's fees, expert fees, and other expenses of litigation) shall be borne by Customer. Every payment by Customer shall first be

applied to pay for Seller's cost of collection, then interest owed by Customer, and then to the oldest outstanding claim.

4.4. Notwithstanding anything in the foregoing Section 4.3 or Section 5, if the parties agreed on installment payments in a Confirmed Order and Customer fails to make any installment payment when due, the remaining balance including accrued interest, and any expenses incurred by Seller shall be due and payable to Seller promptly upon Customer's receipt of written notice of delinquency from Seller.

5. SECURITY INTEREST

5.1. If Seller extends credit to Customer for the purchase price for any Products (including but not limited to pursuant to Section 4.1.), or any other amounts due to Seller, Customer hereby grants to Seller as security for the timely payment and performance of all Customer's payment obligations to Seller, a first priority security interest (the "Security Interest") in all Products heretofore or in the future delivered to Customer and in the proceeds thereof for as long as such Products shall not have been sold by Customer in the ordinary course of business (the "Collateral"). Seller shall be entitled to file any and all financing, continuation, or similar statements under the Uniform Commercial Code in any jurisdiction and take any and all other action necessary or desirable, in Seller's sole and absolute discretion, to perfect its Security Interest in the Collateral and to establish, continue, preserve, and protect Seller's Security Interest in the Collateral. Customer agrees to take any and all actions and provide Customer with all information necessary to enable Seller to perfect and enforce its Security Interest in all jurisdictions and vis-à-vis any of Customer's creditors, and hereby irrevocably grants to Seller a power of attorney to execute all necessary statements or documents in Customer's name for the perfection and enforcement of such Security Interest. The Security Interest shall remain in force until payment in full of the entire purchase price for such Products, and any other amounts due to Seller by Customer. Seller may, without notice, change or withdraw extensions of credit at any time.

6. OBLIGATIONS OF CUSTOMER

6.1. Customer shall use the Products solely for their intended purpose and pursuant to Seller's instructions, and agrees to use only qualified personnel for the handling of the Products. Customer shall ensure that its customers, employees, agents, and other representatives comply with this Section 6.1. and shall be responsible for their acts and omissions.

7. DELIVERY AND ACCEPTANCE

7.1. Unless otherwise agreed in writing by Seller, all deliveries of Products shall be made FCA (agreed delivery location) (Incoterms 2020) and title to and risk of loss for the Products shall pass to Customer upon delivery pursuant to this Section 7.1.

7.2. Any delivery and performance times or dates communicated by or on behalf of Seller are estimates and shall not be binding on Seller. Seller may make partial delivery of Products to be delivered under any Confirmed Order and invoice Customer separately for such partial deliveries or performance. If Customer has not received the Products after six (6) weeks from the estimated delivery date, Customer may make a written request to Seller for delivery. Customer hereby acknowledges and agrees that the actual delivery date of the Products is conditioned upon the complete, accurate and timely delivery of materials from Seller's vendors and suppliers. No delay in delivery of any Products shall relieve Customer of its obligation to accept the delivery or performance thereof and make payments of any amounts due in accordance with these Terms, including but not limited to delays caused governmental restrictions on exports or imports and similar measures.

7.3. Customer's failure to accept the delivery of Products pursuant to a Confirmed Order shall not release or excuse Customer from its obligation to timely pay all amounts due in connection with such Confirmed Order. The Products shall be deemed delivered at the time they have been made available to Customer. If Customer rejects or revokes acceptance of Products, or fails to pay any amounts when due, Seller, in its sole and absolute discretion, may extend the period of delivery of Products by such period as Seller may deem reasonable with such period not exceeding three (3) months from the agreed delivery date, or withhold or cancel delivery of any Products, or cancel any or all Confirmed Orders without any further obligations to Customer whatsoever.

In such event, Customer shall be responsible for any and all costs and expenses incurred, or damages or losses suffered by Seller in connection with any such delay notwithstanding any action or inaction by Seller with regard to such delay. Any remaining Products that have not been accepted by Customer within the extended delivery period determined by Seller will be delivered and invoiced by Seller to Customer and Customer agrees to accept such delivery and pay for the purchase price and other amounts payable for the delivered Products.

8. EXAMINATION AND CONFORMITY TO ORDER

8.1. Promptly upon receipt of any Products, Customer shall conduct a full and complete inspection of such Products as to any defects and to confirm compliance with all requirements of the applicable Confirmed Order. Customer shall notify Seller in writing of any packaging defects, apparent defects, or non-compliance of such Products with the applicable Confirmed Order that Customer has or could reasonably have discovered during such inspection within seven (7) days from the date of receipt of such Products, and Customer shall notify Seller in writing within three (3) days of the date on which Customer shall first have become aware of any hidden defect or non-compliance which could not reasonably have been discovered during Customer's initial inspection of the Products. Such notification shall include reasonable details (including images) on the alleged defects including lot, batch, or Order numbers.

8.2. If Customer fails to timely notify Seller of any defects or other non-compliance of any Products delivered or Customer (or its customers, employees, agents, or representatives) uses, destroys, or modifies any Products that Customer knows or should have known to be defective or non-compliant without Seller's prior written consent, Customer shall be deemed to have unconditionally accepted such Products and waived all of its claims for breach of warranty or otherwise in respect of such Products.

8.3. Customer may only return the Products to Seller with Seller's prior written approval. If the return has been approved by Seller, Customer shall return the Products to Seller at Customer's sole risk and expense to the destination directed by Seller.

8.4. Complaints of Customer in connection with the shipping or transport shall be directed to the carrier promptly upon receipt of the delivery or the freight documents.

9. LIMITED PRODUCT WARRANTY

9.1. Seller warrants to Customer that the Products will be free of defects in material and workmanship and conform with the requirements set forth in the applicable Confirmed Order for a period of twelve (12) months from the date of delivery for new business Products and ninety (90) days after sales Products. (the "Limited Product Warranty").

9.2. Unless expressly agreed to in writing by Seller, Seller makes no warranty that the Products comply with applicable law, regulations, or specifications in any jurisdiction in which the Products may be used, integrated or incorporated. Any governmental or other approvals necessary in connection with the use, integration or incorporation of the Products shall be Customer's sole responsibility.

9.3. The Limited Product Warranty shall be void if the Defect (as defined below) resulted from (a) improper or inadequate use, storage, handling, operation, integration, incorporation, assembly, maintenance, or unauthorized alteration, modification, repair of the Products (including without limitation, the use storage, handling, operation, or integration of the Products contrary to written instructions and/or recommendations of Seller or inadequate training of personnel), (b) changes to construction and materials pursuant to Customer's requests, (c) use of improper tools, resources, or accessories including those but not limited to any third party tools, resources, or accessories that are not approved by Seller or not in accordance with Seller's recommendations, instructions, or directions, (d) acts or omissions of Customer or third parties following delivery of the Product, (e) Customer's failure to properly communicate Seller's instructions and warnings to users of the Products, (f) Customer's, its employees, agents, representatives, customers or any third party's non-compliance with applicable laws, rules and regulation, (g) Force Majeure, or (h) ordinary wear and tear of the Products (e.g., sweep bristles).

9.4. In the event of an alleged breach of the Limited Product Warranty (a "Defect"), Customer shall, at Customer's sole expense, send the Product to Seller. Seller shall conduct the necessary tests on such Product within a reasonable period. If Seller confirms the Defect, Seller shall, at its sole option and discretion, repair or replace the Defective Product. If the repair or replacement of the Defective Product is commercially unreasonable to Seller, Seller may, at its sole discretion, issue a refund to Customer in the amount Seller deems adequate. Such repair, replacement, or refund shall be the sole liability of Seller and the sole remedy of Customer with respect to a Defect. In no event shall any warranty claims for a Defect be made after twelve (12) months from the date of Customer's receipt of the Products. Any Products or parts returned to Seller for removal or repair under this Section 9.4 shall be the property of Seller. Any applicable Limited Product Warranty period shall not start anew with the repair or replacement of the Defective Product (or any portion thereof).

9.5. Except for Limited Product Warranty, SELLER HEREBY EXPRESSLY EXCLUDES AND DISCLAIMS ANY AND ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NON-INFRINGEMENT. Seller makes no other warranties with respect to the Products, and no person is authorized to make any warranties on behalf of Seller that are inconsistent with the warranties set forth under this Section 9.

10. LIMITATION OF LIABILITY

10.1. IN NO EVENT SHALL SELLER BE LIABLE TO CUSTOMER, ITS CUSTOMERS, EMPLOYEES, AGENTS, AND OTHER REPRESENTATIVES FOR ANY INDIRECT, INCIDENTAL, PUNITIVE, SPECIAL OR CONSEQUENTIAL DAMAGES, INCLUDING BUT NOT LIMITED TO, DAMAGES FOR LOSS OF PROFITS, REVENUE, GOODWILL, OR USE, WHETHER IN AN ACTION IN CONTRACT, TORT, STRICT LIABILITY, OR IMPOSED BY STATUTE, OR OTHERWISE, EVEN IF SELLER WAS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. NOTWITHSTANDING ANY OF THE TERMS CONTAINED HEREIN, SELLER'S LIABILITY FOR ANY CLAIM WHETHER BASED UPON CONTRACT, TORT, EQUITY, NEGLIGENCE, OR ANY OTHER LEGAL CONCEPT SHALL IN NO EVENT EXCEED THE PURCHASE PRICE PAID BY THE CUSTOMER FOR THE PRODUCTS, GIVING RISE TO SUCH CLAIM. CUSTOMER HEREBY ACKNOWLEDGES AND AGREES THAT THE PROVISIONS OF THESE TERMS FAIRLY ALLOCATE THE RISKS BETWEEN SELLER AND CUSTOMER, THAT SELLER'S PRICING REFLECTS THIS ALLOCATION OF RISK, AND BUT FOR THIS ALLOCATION AND LIMITATION OF LIABILITY, SELLER WOULD NOT HAVE ENTERED INTO AN AGREEMENT WITH CUSTOMER FOR THE SALE OF THE PRODUCTS.

10.2. Seller shall not be liable for, and Customer assumes responsibility and shall indemnify, defend, and hold Seller harmless for any and all claims, including without limitation claims for personal injury or property damages, resulting from (a) the improper or inadequate use, storage, handling, operation, assembly, integration, incorporation, assembly, maintenance, or unauthorized alteration, modification, or repair of the Products (including without limitation, the use storage, handling, operation, or integration of the Products contrary to written instructions and/or recommendations of Seller or inadequate training of personnel), (b) changes to construction and materials pursuant to Customer's requests, (c) use of improper tools, resources, or accessories including those but not limited to any third party tools, resources, or accessories that are not approved by Seller or not in accordance with Seller's recommendations, instructions, or directions, (d) acts or omissions of Customer or third parties following the delivery of the Products, (e) Customer's failure to properly communicate Seller's instructions and warnings to users of the Products, or (f) Customer's, its employees, agents, representatives, customers or any third party's non-compliance with applicable laws, rules and regulation, (g) Force Majeure, or (h) ordinary wear and tear of the Products (e.g., sweep bristles).

10.3. In jurisdictions that limit or preclude limitations or exclusion of remedies, damages, or liability, such as liability for gross negligence or willful misconduct or do not allow implied warranties to be excluded, the limitation or exclusion of warranties, remedies, damages, or liability set forth in these Terms are intended to apply to the maximum extent permitted by applicable law, and these Terms shall be deemed amended to comply with such limitations or exclusions. Customer may also have other rights that vary by state, country or other jurisdiction.

11. CONFIDENTIALITY

11.1. "Confidential Information" means: (i) any know-how, trade secrets, and other business or technical information of Seller that is confidential or proprietary or due to its nature or under the circumstances of its disclosure the Customer knows or has reason to know should be treated as confidential or proprietary, including but not limited to quotations, drawings, project documentation, samples and models.

11.2. Confidential Information does not include information that: (i) is or becomes generally known to the public through no fault or breach of these Terms by the Customer; (ii) is rightfully known by the Customer at the time of disclosure without an obligation of confidentiality; (iii) is independently developed by the Customer without use of Seller's Confidential Information; (iv) is rightfully received by the Customer from a third party without restriction on use or disclosure; or (v) is disclosed with Seller's prior written approval.

11.3. Customer shall not use Seller's Confidential Information except as necessary to use the Products and will not disclose such Confidential Information to any third party except to those of its employees, agents, subcontractors, or representatives who have a bona fide need to know such Confidential Information to enable Customer to use the Products; provided that each such employee, agent, subcontractor, and/or representative is/are bound by a written agreement that contains use and nondisclosure restrictions not less stringent than the terms set forth in this Section 11.3. The Customer will employ all reasonable steps to protect Seller's Confidential Information from unauthorized use or disclosure, including, but not limited to, all steps that it takes to protect its own information of like importance. The foregoing obligations will not restrict the Customer from disclosing Seller's Confidential Information: (i) pursuant to the order or requirement of a court, administrative agency, or other governmental body, provided that the Customer gives reasonable notice to Seller to contest such order or requirement; (ii) to its legal or financial advisors; and (iii) as required under applicable securities regulations.

11.4. In the event of a violation or threatened violation of Customer's obligations under this Section 11, Seller shall be entitled to seek equitable relief, including in the form of a restraining order, orders for preliminary or permanent injunction, specific performance and any other relief that may be available from any court, without the requirement to secure or post any bond, or show actual monetary damages in connection with such relief. These remedies shall not be deemed to be exclusive but in addition to all other remedies available under these Terms, at law, or in equity.

12. INTELLECTUAL PROPERTY

12.1 Seller reserves the sole and exclusive ownership of the intellectual property rights in the Products (including but not limited to the technology used to manufacture the Products) and any improvements thereof regardless of inventorship or authorship. Customer shall not (and shall cause its employees, agents, representatives and customers to not) reverse engineer, decompile, disassemble, or decode any of Seller's intellectual property embedded or used in any of the Product.

13. FORCE MAJEURE

13.1. Seller shall not be responsible for any failure or delay in its performance under these Terms due to causes beyond its reasonable control, including, but not limited to, disruptions of the public power supply, communications, and transportation infrastructure, governmental measures, malware or hacker attacks, fire, extraordinary weather events, epidemics, pandemics (or any government restrictions implemented as a result thereof), nuclear and chemical accidents, earthquakes, war, terrorist attacks, labor disputes, strikes, lockouts, shortages of or inability to obtain labor, energy, raw materials or supplies, or other acts of God.

14. MISCELLANEOUS

14.1. If any provision contained in these Terms or any Confirmed Order is held by final judgment of a court of competent jurisdiction to be invalid, illegal, or unenforceable, such invalid, illegal, or unenforceable

provision shall be severed from the remainder of these Terms or such Confirmed Order, and the remainder of these Terms or such Confirmed Order shall be enforced. In addition, the invalid, illegal, or unenforceable provision shall be deemed to be automatically modified, and, as so modified, to be included in these Terms, such modification being made to the minimum extent necessary to render such provision valid, legal, and enforceable.

14.2. Seller may assign its rights and/or delegate its liabilities under any Confirmed Order at any time. Customer may not assign its rights or delegate its responsibilities under a Confirmed Order without Seller's prior written consent.

14.3. Seller's waiver of any breach or violation of these Terms or the provisions of any Confirmed Order by Customer shall not be construed as a waiver of any other present or future breach or breaches by Customer.

14.4. The parties hereto are independent contractors and nothing in these Terms will be construed as creating a joint venture, partnership, employment, or agency relationship between the parties.

14.5. Notices by a party regarding the exercise of rights and obligations under these Terms must be signed by authorized representatives of such party, and delivered via courier, mail, or e-mail to the other party's address indicated in the applicable Confirmed Order, provided that a notice by e-mail shall only be validly given if receipt thereof is acknowledged in writing by the recipient.

15. ENTIRE AGREEMENT; CONFLICTS.

15.1. These Terms, including the applicable Confirmed Order, constitute the entire and exclusive agreement of the parties regarding the subject matter hereof and supersede any and all prior or contemporaneous agreements, communications, and understandings (both written and oral) regarding such subject matter. In the event of a conflict between the provisions of these Terms and the provisions of a Confirmed

Order, the provisions of the Confirmed Order will govern and control. Seller may amend or modify these Terms from time to time. Seller may, at its sole discretion, provide Customer with written notice of any such changes, revisions, amendments, or modifications, provided, however that any such changes, revisions, amendments, or modifications shall become effective without any further action by any party and that they shall not apply to any Confirmed Order prior to the effective date of such changes, revisions, amendments, or modifications.

16. APPLICABLE LAW AND JURISDICTION

16.1. These Terms and the Confirmed Orders shall be governed by and construed in accordance with the laws of the State of Wisconsin without giving effect to any choice or conflict of law provision or rule that would defer to or cause the application of the substantive laws of any jurisdiction other than Wisconsin. The parties hereby expressly exclude the application of the 1980 United Nations Convention on Contracts for the International Sale of Goods.

16.2. Any dispute, controversy, or claim arising out of or relating to these Terms and any Confirmed Order, including but not limited to the execution, performance, or termination thereof or to any issue of liability arising out of the performance of these Terms or any Confirmed Order, which the parties have not been able to settle amicably shall be submitted to the exclusive jurisdiction of the state or federal courts with jurisdiction in the County of Calumet, Wisconsin, provided that notwithstanding the foregoing, Seller shall be entitled to seek specific performance and injunctive relief in any court of competent jurisdiction. Each party hereby waives any and all claims, pleas, or defenses (including without limitation a plea for forum non conveniens) that would permit such party to seek the jurisdiction of any courts or arbitration tribunals other than those set forth in the preceding sentence.

16.3. EACH PARTY HEREBY WAIVES, TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, ANY RIGHT IT MAY HAVE TO A TRIAL BY JURY IN ANY LEGAL PROCEEDING DIRECTLY OR INDIRECTLY ARISING OUT OF OR RELATING TO THESE TERMS.

Baldwin City Hall Audio Video

I met with and received proposals from three different vendors on building out the Baldwin City Hall audio/video system.

Project scope:

- Wireless tabletop microphones for Council Members and Podium
- Speakers and amplifier for audience to hear City Council and Podium better
- Connections for a new large wall Monitor/TV behind the Council
- Overhead Pan/Tilt/Zoom camera for meeting video recordings
- Dedicated video recording device that has live stream capabilities
- System needs to be scalable and able to be moved should Baldwin builds a new City Hall

The vendors are:

EPA Audio and Visual out of Rockford MN

The County has worked extensively with EPA at the Government center. EPA has built out the County Board Room, Jury Assembly Room, and the Maple Conference room.

Lelch Audio Video out of St. Louis Park MN

Lelch built out the Audio Video system at Big Lake Township and came highly recommended by the Town Clerk, Brenda. The County has not had any work done by Lelch.

Excel AV Group out of Brooklyn Park MN

Excel AV Group has done work in surrounding Cities and Towns. The County has not had any work done by Excel AV Group

Proposals

All vendors submitted proposals for audio video systems that would meet the needs of the city. All three systems are designed to be movable when a new City Hall is built in the future. The proposals presented by EPA and Lelch are very similar and represent a very simple to use system. The Excel AV group proposal includes some additional functions and equipment that were beyond the original scope. The additions are well thought out and would enhance the systems capabilities, but also makes it a little more complicated to use for staff and come with an increased cost.

Recommendation

The Excel AV Group's proposal was the most expensive and something that I felt was overkill for Baldwins needs. While very well designed, I can not recommend moving forward with their proposal.

I am very comfortable with the proposals that both EPA and Lech submitted and recommend them both equally for consideration. I do have some bias towards EPA as I have worked with them extensively on projects at the Government Center.

One item to note is that Lech included the price for a new large monitor in their quote while EPA assumed that Baldwin would purchase the monitor themselves.

Final thoughts

There likely will be some additional costs for this project that should be considered or set aside. To add the larger screen on the back wall, some electrical work may need to be done to add new outlet(s)

Adam McAlister

Sherburne County IT Project Manager



PROJECT PROPOSAL

DATE: December 2, 2024

SUBJECT: Council Chambers rev2

CONTRACT: UNIVERSITY OF MINNESOTA #U140.7

Baldwin Township

30239 128th Street NW
Princeton, MN 55371

PROJECT ADDRESS:

Baldwin Township
30239 128th Street NW
Princeton, MN 55371

Adam McAlister
(763) 765-3216
Adam.McAlister@co.sherburne.mn.us

PREPARED BY:

EPA Audio Visual, Inc.
7910 Highway 55
Rockford, MN 55373
(763) 477-6931
www.epaaudio.com

Account Manager:
Nate Elam

Systems Engineer:
Matt Peterson



SUBJECT: Council Chambers rev2

Baldwin Township - Adam - Council Chambers - 120224 rev2

Based on the information given and site visit, we have prepared this proposal to install the audio visual system at Baldwin Township. This proposal includes the scope of work, system costs, standard warranty, scheduling, and implementation.

EPA Audio Visual, Inc. is a premier communication technology integration firm. We specialize in design and design/build A/V solutions as well as A/V technology upgrade solutions for integrated multimedia presentation systems, audio systems, distributed media, video conferencing, and portable systems.

**Initial Project Proposal: 05/06/2024*

***Revision 2, 12/02/2024: Wireless microphones, additional monitor and recording system.*

Scope of Work

Council Chambers rev2:

During the proposed installation EPA Audio Visual, Inc. will be incorporating a presentation and conferencing system into the Council Chambers at Baldwin Township.

Video:

- A 75" display will be wall-mounted at the front of the room.
- The existing 55" display will remain in place and will be added to the system to mirror the larger 75" display located on the front wall.
- Input sources will include a dedicated PC with digital output which will be used to present to the displays.
- System aspect ratio will be formatted for 16:9 with a maximum display resolution of 4K/UHD.

Conferencing/Recording:

- A PTZ camera will be wall-mounted and will capture the dais location.
- The camera will be extended to the computer and recorder locations.
- Eight (8) wireless tabletop gooseneck microphones will be installed to provide speech pick-up to the far end only during conferencing and will also provide voice lift for the audience locally in the room.
- Seven (7) microphones will be used for the council members and the other one (1) will be used at the podium for a presenter microphone.
- The microphones will be used for speech reinforcement within the space as well as provide speech pick-up to the far end.
- The recorder will sit above the equipment rack on top of the table and will have a single button to start/stop the recordings. This recorder will record the video from the camera and all microphone audio.

Audio:

- An audio DSP will be installed to route, balance, and equalize audio within the room.
- The audio DSP will also accommodate web conferencing.
- Two (2) front-firing speakers will be wall-mounted and provide stereo audio and speech reinforcement within the space.
- Seven (7) microphones will be used for the council members and the other one (1) will be used at the podium for a presenter microphone.
- A rack-mounted amplifier will power the speakers within the space.
- Local speech reinforcement is a part of this system.

Control:

- A tabletop control panel will be located above the rack location.
- Functions will include microphone audio level control and volume control.
- The control system will not be on the customer's building network.

Equipment Rack:

- A 14-RU freestanding rack will be located under the counter in the space.

Notes:

- *Construction and electrical requirements necessary to complete this project are not included in the proposal. A general and electrical contractor may have to be contracted by the owner.*
- *Customer will need to provide a quad receptacle at the rack, and display locations.*
- *Customer will need to provide network connections at appropriate locations.*
- *Customer will need to provide conduit/cable pathway for specified locations.*
- *For proper configuration of web conferencing, access to the owner's preferred conferencing software (Teams, Zoom, etc.) and the audio conference call bridge (if used) will be required during EPA's testing and commissioning. If this support cannot be provided at the time of the scheduled installation, return visit(s) and supplementary installation labor will be incurred, at owner's expense, for the amount of time required to finalize the system.*
- *A USB 3.0 capable device is required for use of the to-be-installed web conferencing bridge. If this device cannot be provided at the time of the scheduled installation, return visit(s) and supplementary installation labor will be incurred, at owner's expense, for the amount of time required to finalize the system.*
- *EPA is not responsible for the functionality of existing equipment or faulty infrastructure incorporated into the newly installed system.*

System Implementation

EPA provides a turnkey audio visual system, including equipment, materials, testing, training and warranty. Installation includes engineering, labor, and hardware for display, audio, video, control systems, equipment rack, equipment mounting, plates, panels, connectors and cables. The following items are dependent on project requirements:

Application Engineering:

- Meet with the client's representatives to answer questions during proposal and project reviews.
- Develop and review equipment lists and scope of work to ensure functionality of proposed system.
- Advise conduit and electrical requirements when applicable.
- Review architectural, electrical, and millwork drawings.
- Recommend or review acoustical changes or requirements.
- Provide speaker placement for proper coverage.

Project Management:

- Meetings with client's technical/contract representatives to answer questions and/or resolve issues.
- Coordinate installation process, system implementation, monitoring, and submittal review with client and their contractors.
- Stage equipment and materials at our location.
- Submit owner's manuals and equipment documentation upon request.
- Supervise end user training on systems.

Installation Labor:

- Terminate and label AV system cable that is part of our project.
- Mount/rack AV equipment as specified in the scope of work.
- Adjusting and balancing audio gain settings, equalization, and DSP configuration.
- Assure that the system meets design criteria and functions per the scope of work.
- Site clean-up, disposal of packaging, etc. This does not include existing equipment recycling.
- Pricing is based upon standard business hours of 8:00 a.m. until 4:30 p.m. CST Monday through Friday. Second and third shifts may require additional labor unless a prior agreement has been made.
- Proposed labor assumes all rooms and impacted spaces will be available during the entirety of the project to allow for consecutive scheduling and uninterrupted access.

Exclusions:

- All conduit, high voltage wiring, breakers, relays, boxes, receptacles, etc.
- Building, site construction, or demolition.
- Concrete cutting, core drilling etc.
- Sheet rock replacement or repair necessary for implementation of AV system.
- Ceiling tile or grid work removal or replacement.
- All millwork (moldings, trim, etc.).
- Permits, bid bonds, performance/payment bonds, etc. (unless specified in contract).
- Painting or refinishing necessary for implementation of AV system.

System Costs

The system costs include the provision of equipment, hardware, cable, connectors, etc., as well as all engineering, project management, and field installation labor necessary to provide a complete operational system as described above.

Video Equipment:

Qty	Brand	Model and Description	\$List	%Minus	\$Each	\$Extended
1	Sony	FW-55BZ30L, 55" 4K/UHD HDR Pro Bravia Display 440 nit			Existing	Existing
1	Chief	LTM1U, Large Fusion Micro-Adjust Tilt Mount			Existing	Existing
1	Sony	FW-75BZ30L, 75" 4K/UHD HDR Pro Bravia Display 440 nit	2,570.00	17%	2,133.10	2,133.10
1	Chief	XTM1U, X-Large Fusion Micro-Adjust Tilt Mount	494.00	32%	335.92	335.92
1	Liberty	DL-HD14-H2, 18G 4K60 4:4:4 1x4 HDMI Splitter	193.00	32%	131.24	131.24
2	Crestron	HD-TXC-4KZ-101, DM Lite 4K60 HDMI CATx Tx & Control	430.00	40%	258.00	516.00
2	Crestron	HD-RXC-4KZ-101, DM Lite 4K60 HDMI CATx Rx & Control	430.00	40%	258.00	516.00
2	Liberty	HALO-HC01M, 3' High Speed 18G HDMI Cable	24.94	32%	16.96	33.92
2	Liberty	HALO-HC02M, 6' High Speed 18G HDMI Cable	28.94	32%	19.68	39.36
1	Liberty	INT-USB2-50CWP, USB 2.0 High Speed Client / Remote	166.94	32%	113.52	113.52
		Side Extender Wall Plate				
1	Liberty	INT-USB2-50H, USB 2.0 High Speed Host / Local Side	115.26	32%	78.38	78.38
		Extender				
1	Liberty	E-USBAB-3, 3' 2.0 USB-A to USB-B	5.18	32%	3.52	3.52

Conferencing Equipment:

Qty	Brand	Model and Description	\$List	%Minus	\$Each	\$Extended
1	Aver	AVR-CAM570, 4K Dual Lens PTZ USB Conferencing Camera	1,899.00	7%	1,766.07	1,766.07
1	Luxul	XPE-2500, PoE+ Injector	65.00	25%	48.75	48.75
1	Vaddio	440-1015-030, 98' USB 3.2 Type B to A Active Optical Cable Plenum	927.00	15%	787.95	787.95
1	Miscellaneous	Dedicated PC w/Digital Output			Existing	Existing
1	Crestron	HD-TXC-4KZ-101, DM Lite 4K60 HDMI CATx Tx & Control	430.00	40%	258.00	258.00
1	Crestron	HD-RXC-4KZ-101, DM Lite 4K60 HDMI CATx Rx & Control	430.00	40%	258.00	258.00
1	Liberty	HALO-HC01M, 3' High Speed 18G HDMI Cable	24.94	32%	16.96	16.96
1	Liberty	HALO-HC03M, 10' High Speed 18G HDMI Cable	36.98	32%	25.15	25.15
1	Epiphan	ESP1610, Pearl Nano Recorder	1,999.00	6%	1,879.06	1,879.06

Audio Equipment:

Qty	Brand	Model and Description	\$List	%Minus	\$Each	\$Extended
1	Crestron	AMP-X500, 2-Channel Power Amp 500W 4/8Ω or 70/100V	1,500.00	40%	900.00	900.00
1	Biamp	TesiraFORTÉ DAN VT, DSP: 12(AEC) in x 8 out w/Phone & SIP VoIP	5,170.00	39%	3,153.70	3,153.70
2	JBL	Control 25-1-WH, Compact Indoor/Outdoor Speaker (White)	242.13	29%	171.91	343.82
8	Shure	MXW8=Z10, Desktop Base Transmitter (Requires Gooseneck)	910.00	28%	655.20	5,241.60
8	Shure	MX410LP/C, 10" Desktop Base Gooseneck Microphone w/LED	352.00	28%	253.44	2,027.52
1	Shure	MXWAPT8=Z10, 8-CH Access Point Transceiver	5,334.00	28%	3,840.48	3,840.48
2	Shure	MXWNCS8, 8-Port Networked Charging Station	2,780.00	28%	2,001.60	4,003.20

Media Control System:

Qty	Brand	Model and Description	\$List	%Minus	\$Each	\$Extended
1	Biamp	TEC-X 1000, 6-Button Controller w/Knob	672.00	39%	409.92	409.92
1	Biamp	TEC-X-TM, TEC-X Table Mount	244.00	39%	148.84	148.84
1	Netgear	GS108PP-100NAS, 8-Port Gigabit Ethernet High-Power PoE+ Unmanaged Switch with FlexPoE (123W)	218.38	30%	152.87	152.87
2	Liberty	PC6B007BK, 7' Cat 6 UTP Patch Cable	7.20	32%	4.90	9.80

Equipment Rack:

Qty	Brand	Model and Description	\$List	%Minus	\$Each	\$Extended
1	Middle Atlantic	BRK14, 14 Space Laminate Equipment Rack	305.00	36%	195.20	195.20
1	Middle Atlantic	PD-815R-PL, Rack Mount Electrical Strip (Standard Front)	210.00	36%	134.40	134.40
2	Middle Atlantic	UFA-8-F2, 1RU 8"D RackShelf w/2RU Faceplate	89.00	36%	56.96	113.92
1	Middle Atlantic	IEC-18, IEC Power Cord, 18" (Single)	23.00	36%	14.72	14.72
8	Middle Atlantic	VT1, 1 Space Vented Blank Panel	27.00	36%	17.28	138.24
4	Middle Atlantic	TW12, Velcro® Cable Strap (Qty: 12)	25.00	36%	16.00	64.00

Summary	\$Totals
Equipment Total:	29,833.13
Installation Materials:	1,200.00
Installation Labor/Project Management:	9,435.00
Custom Programming:	N/A
Design/Engineering:	833.00
Shipping:	1,495.00
Project Total:	42,796.13

- *Sales Tax not included, if applicable.*
- *This proposal is valid for 30 days. Thereafter it is subject to change.*
- *Proposed labor assumes all rooms and impacted spaces will be available during the entirety of the project to allow for consecutive scheduling. Change Orders will be executed if a project PO is already issued and changes to the schedule occur.*

Payment Schedule

All payments are due Net-30 days from date of delivery on equipment with an active account. All others will be required to pay fifty percent (50%) upon order and the balance at completion of the project. If there is a delay in scheduling due to room availability, electrical, construction, etc., equipment will be billed at that time. Should delays occur with specific products from our vendors preventing the completion of a project, delivery and partial billing of any received equipment and/or labor shall occur or could be subject to manufacturer price increase. Payment(s) can be made in the form of EFT's, Check or Credit Card. If a Credit Card is used, it must be presented at the time of order and will be subject to a 3% processing fee. Credit Cards may not be used after a project has been invoiced on Net terms.

Remit and Order Address: (All payments must be mailed to address below)

EPA Audio Visual, Inc.
7910 State Hwy 55
Rockford, MN 55373

All Purchase Orders should be submitted to: Orders@epaaudio.com

Standard Warranty

- EPA warrants the audio visual system furnished to be free from defects in workmanship (i.e. cables, connections, structures) failure for a period of one (1) year from the date of acceptance or first beneficial use, whichever occurs first. Warranty service for such defects will be handled in a reasonable and timely manner from the time of notification to EPA by the owner or their agent.
- Warranty applies only to equipment sold on contract through EPA Audio Visual, Inc. and does not include existing or owner-furnished equipment.
- EPA will provide a 24-hour support phone number. It will be determined at the time of the call if a service technician will be required to make a service call. If a service call is needed, a service technician will be sent to the owner's location within a reasonable amount of time.
- Warranty period on equipment shall start on the day of installation of equipment.
- Manufacturer's equipment warranties are of varying lengths (usually 90 days to 3 years).
- EPA will warrant equipment for the term established by the manufacturer.
- Warranty does not apply to any product that has been subject to misuse, neglect, accident, changes in external or internal settings, reconfiguration of the wiring, or operational error.
- Owner changes to network, computers, peripherals, voice/video servers, or infrastructure requiring the reconfiguration of the audio visual equipment after system deployment is not covered under the standard warranty.

Implementation Team

Nathan Elam, (763) 477-6931 will serve as your **Account Manager** and will provide primary coordination of systems and equipment recommendations and pricing for the project.

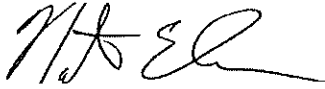
Matt Peterson, (763) 477-6931 will serve as **Project Engineer** and will oversee the various disciplines within the EPA team.

Other members of the EPA technical and administrative staff will be utilized as required for the project.

Summary

We are confident that our participation in your project will contribute to its success. We appreciate the opportunity to submit this proposal package and look forward to your authorization to proceed.

Sincerely,



Nathan Elam
Regional Sales Manager
EPA Audio Visual, Inc.

Customer or Authorized Representative:

Your signature below acknowledges you have read and agree to the stated proposed information and authorize EPA Audio Visual, Inc. to proceed with the project.

Signature

Print Name

Title

Date

Project Total: \$42,796.13

- ***Sales Tax not included, if applicable.***
- ***This proposal is valid for 30 days. Thereafter it is subject to change.***

Baldwin Township - Adam - Council Chambers - 120224 rev2

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- If extra copies of the document or drawings are necessary, a written request can be made to EPA Audio Visual, Inc.

Joan Heiner

From:
Sent:
To:
Subject:
Attachment

Adam McAlister <Adam.McAlister@co.sherburne.mn.us>
Monday, December 02, 2024 4:17 PM
Joan Heinen
FW: Baldwin AV Proposal
Baldwin Township - Adam - Council Chambers - 120224 rev2.pdf; Baldwin Township -
Adam - Council Chambers - 050624.pdf

Hi Joan.

Here is the new quote for the AV system. I have also included the original quote for reference.

New quote is 120224 in the file name
Old quote is 050624 in the file name

There are some significant differences in the 2 quotes, but there were some changes made that Scott and I discussed on my last visit. Below I will outline the major changes.

Microphones

The original quote had wired microphones that would have gone on the front tables and at the podium. During initial conversations it was thought that the tables would always stay where they are, but it was realized during selection time that the tables do get moved and wired microphones would not be a good option. The new quote has 8 wireless table top microphones (7 at the tables and 1 for the podium). The wireless mics are generally more expensive and you also need to incorporate a wireless receiver to mix the audio into the system. There are also 2 charging stations for the microphones that hold 4 microphones each.

Additional TV display

It mentioned wanting to add an additional display that mirrors what is being shown on the TV so that the public can see what is being presented. The addition to the quote is for this is a video splitter and getting an HDMI feed to the wall behind the tables (Where the maps are now).

As discussed that the City would provide the TV and mount separately so that is not in the quote. Additionally, it would be suggested that a power outlet get added to where the TV will be.

Added video recording/live streaming capabilities

I can add on that I suggested. The Pearl Nano recorder is a device that takes the recording responsibilities from the desktop PC. I know you have had difficulties with the software and the PC in that past and this will help that greatly. To start recording, there is just a single button that need to be pressed, and the video will upload automatically to the server (No more needing to copy the files over). When you are ready to start live streaming the meetings, you use the same device and it interfaces directly with youtube. One advantage is that it gives you a live preview of what is being recorded so by a quick glance you can see that it is actually happening.

The wireless mics and base station/charger would look like:

Lifestyle Technologists™

Proposal

Created with care for City of Baldwin

Prepared by Amanda Earle

1/10/2025

Council Room System

Leitch



Table Of Contents

Cover Page	1
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Locations	
Conference Room	3
Grand Totals	5

Conference Room

Display Devices

	1	Sony 75" Basic Bravia 4K HDR Basic Professional Display	\$1,350.00
	1	Tributaries Long-distance Active HDMI cable for in-wall wiring. 18 GBPS, Requires Power at the Display end.	\$506.00
	1	Wattbox WattBox 360 Rotating Male Power Cord - 90 Degree Angle - 6 Foot (Black)	\$34.56
	1	Chief Fixed wall mount, up to 960x450 mounting pattern. 1" depth, ADA conscious.	\$172.00
	1	Chief Locking accessory for ADA compliant Chief mounts	\$26.50

Mounts and Racks

	1	Strong Strong FS Series Rack System with DC Fans - 24" Depth - 15U	\$1,102.38
	4 Hour	Lelech Audio Video Clean Up Existing Wire Management	

Audio System

	2	Sonance White Professional Series 6.5" Surface Mount Speaker	\$526.00
	8	Shure 10" Shock-Mounted Gooseneck, Green/Red LED Ring at bottom, Less Preamplifier, Dual Flexible, Supercardioid	\$2,008.00
	8	Shure Microflex Wireless Gooseneck Microphone Base Transmitter	\$6,618.16
	1	Shure Microflex Wireless 8 Mic Access Point Transceiver	\$4,849.09
	2	Shure 8 Station Networked Charging Base (gooseneck base takes up 2 bays each)	\$3,972.00
	1	Crestron X-Series Amplifier, 75 W	\$525.00
	1	Shure Dante Audio Conferencing Processor With Intellimix AEC - 10-Input/4-Output	\$2,382.43

Distributed Video

	1	AVPro Edge AVPro Edge AC-DA-12X2 48Gbps 1x2 HDMI Distribution Amplifier	\$299.99
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1 Tributaries
HDMI to HDMI Video Cable - 48 Series 2M

\$46.00

Conferencing



1 AVer
12X 4K PTZ live streaming camera
Featuring Auto Tracking

\$2,499.99



1 Tributaries
Long-distance Active HDMI cable for in-wall wiring. 18 GBPS,
Requires Power at the Display end.

\$506.00



1 Datavideo
Single stream H.264 video encoder and recorder with HD-SDI and HDMI inputs.
Records onto an SD card. Selectable bit-rate for streaming and recording.

\$999.00

Networking



1 Netgear
8-port Gigabit Ethernet PoE+ Switch for AV

\$951.54

Surge & Power



1 WattBox
12 Outlet Rack Mount IP Controllable Power Conditioner

\$778.92



1 Wattbox
WattBox Rack Mountable Modular Faceplate Display - 800 Series

\$249.92

Structured Wiring

Lelech

1 Special Order
Miscellaneous Equipment Needed for Install - Surface mount Wire moulding for
concealment

\$200.00

Lelech

4 Lelech Audio Video
Pre Wire - Network

\$120.00

Lelech

2 Lelech Audio Video
Pre Wire - Speaker

\$94.00



Equipment Subtotal:	\$30,817.48
Labor Subtotal:	\$10,152.00
Misc Parts:	\$1,849.05
Project Management:	\$3,045.60
Engineering:	\$1,229.08

Sales Tax:	\$0.00
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Total:	\$47,093.21
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City of Baldwin

Date: _____

Lelech, Inc

Date: _____



Proposal

AV Upgrades

City of Baldwin

Adam McAlister

13880 Business Center Drive NW
Elk River, MN 55330



Presented By:



Aufderworld Corporation

6701 Parkway Circle
Ste 101
Brooklyn Center, MN 55430 USA
763-233-7700
www.aufderworld.com

www.excelavgroup.com

Modified: 1/9/2025

Revision: 0

Aufderworld Corporation

AV Upgrades



- 4 **Biamp Systems CM20DTS 911.0631.900**
4.25" two-way thin edge design ceiling loudspeaker 100-70 volt / 20 watts, 16 ohms / 60 watts, white, front frame integrated neodymium magnets and shallow back can (priced individually, but sold in pairs)



- 2 **Biamp Systems Desono DX-S5-UB-W White 910.0332.900**
5" high output coaxial surface mount indoor/outdoor loudspeaker w/ HF compression driver. 8 ohm or 70V/100V operation, included aluminum U-bracket & water-tight ClickPlug, white (priced individually, but sold in pairs)



- 1 **Biamp Systems TesiraFORTE X 1600? 0093.900**
TesiraFORT X 1600?



- 1 **Biamp Systems Voltera A 300.4 911.1949.900**
Four-channel, 300-watt analog amplifier



- 1 **Comprehensive CAT6-7BLK-10VP 808447075731**
Cat6 Snagless Patch Cables 7ft (10 pack) Black



- 1 **Comprehensive CHE-1 808447052985**
Comprehensive HDMI Extender over Single Cat5



- 1 **Comprehensive CHE-HDBTWP100K 808447081749**
Pro AV/IT HDBaseT 4K60 18G HDMI over CATx Single Gang Wall Plate Extender Kit up to 230ft



- 1 **Comprehensive CSW-404MEXTK 808447078206**
Pro AV/IT Integrator Series? 4x4 HDMI 4K 60Hz 4:4:4 Matrix Switcher with Control & HDMI Extension up to 230ft



- 1 **Comprehensive HD-4K-10SP**
Pro AV/IT Specialist Series High Speed 4K HDMI Cable 10ft



- 9 **Comprehensive HD-4K-3SP**
Pro AV/IT Specialist Series High Speed 4K HDMI Cable 3ft



- 2 **Comprehensive USB2-AB-6SP**
Pro AV/IT Specialist Series USB 2.0 A to b 480Mbps Cable 6ft

* Price Includes Accessories

Presented By: Aufderworld Corporation

Project Name: AV Upgrades

Project No.: AWC-8194

1/10/2025
Page 2 of 11

Aufderworld Corporation



- 1 **CRESTRON RMC4 6510418**
4-Series Control System



- 1 **CRESTRON TSW-1070-B-S 6510814**
10.1 in. Wall Mount Touch Screen, Black Smooth



- 1 **Excel Hardware & Labor**
Labor and Materials



- 1 **EXTRON 60-1594-01 SMP 111**
Single Channel H.264 Streaming Media Processor



- 1 **Intelix INT-USB2-50CWP**
USB 2.0 EXTENDER CLIENT WP



- 1 **Intelix INT-USB2-50H**
USB 2.0 EXTENDER HOST BOX



- 1 **Legrand AV /Luxul Wireless Inc. SW-505-24P-R SW-505-24P-R**
24 PoE+ | 2 Combo RJ45/SFP Rear-Facing Ports - 1Gb L2/L3 Managed Switch,
US Power Cord



- 1 **Legrand AV/ Chief CMS393 841872176307**
16" ADJUSTABLE ON CENTER CEILING PLATE



- 1 **Legrand AV/ Chief CSMP9X12 841872173467**
PROXMOUNT PLATE9X12



- 1 **Legrand AV/ Chief FTR1U 841872168609**
SMALL UNIVERSAL TILT MOUNT



- 1 **Legrand AV/ Chief LCM1U 841872156170**
SINGLE CEILING MOUNT LARGE BLACK



- 1 **Legrand AV/ Chief XTM1U 841872163888**
Micro-Adjust Tilt Wall Mount X-Large

- 1 **Legrand AV/Middle Atlantic SRSR-4-14 NO-SRSR414**
SLIDING ROTTNG RAIL SYS 14SPC

* Price Includes Accessories

Presented By: Aufderworld Corporation

Project Name: AV Upgrades

Project No.: AWC-8194

1/10/2025

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Aufderworld Corporation



- 1 **Legrand AV/Middle Atlantic U1V-4 NO-U1V4**
1 SPACE VENTED RACKSHELF, 4PACK



- 1 **Legrand AV/Vaddio 999-30200-000W MV-99930200W**
EASYIP 10 CAMERA WHT



- 1 **Legrand AV/Vaddio 999-60320-000 840077506544**
EASYIP MIXER SYSTEM GLOBAL



- 1 **LG 32SM5J-B 32SM5J-B**
LG 32" 1920 x 1080 FHD LED Backlit LCD Large Format Monitor - Black



- 1 **LG 65UR340C9UD**
65" 3840 x 2160 UHD Commercial Lite LED backlit LCD TV - Black



- 1 **LG 86UR640S9UD 86UR640S9UD**
86" 3840 x 2160 UHD Commercial Lite LED backlit LCD TV - Black



- 1 **Radio Design Labs (RDL) AV-NL4 RL-AVNL4**
DANTE NTWK TO 4 XLR AUDIO OTPT



- 1 **Radio Design Labs (RDL) TX-J2 RL-TXJ2**
UNBALANCED INPUT TRANSFORMER



- 8 **SHURE MXW8--Z10**
DESKTOP BASE TRANSCEIVER



- 1 **SHURE MXWAPT8--Z10**
8-CH ACCESS POINT TRANSCEIVER



- 2 **SHURE MXWNCS8**
8-CH NETWORKED CHARGING STATION



- 1 **SURGEX SX-DS-158 SX-DS-158**
Defender Series, MultiStage Surge Suppression, Rackmount Power Protection

AV Upgrades Total: \$62,492.00

Project Subtotal: \$62,492.00

* Price Includes Accessories

Presented By: Aufderworld Corporation

Project Name: AV Upgrades

Project No.: AWC-8194

1/10/2025

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Aufderworld Corporation

Project Summary

Total Installation Price: **\$62,492.00**

Grand Total: **\$62,492.00**

Client: Adam McAlister

Date

Contractor: Aufderworld Corporation

Date

Payment Schedule

Amount Due Date

Down Payment (60%)

\$37,495.20

Final Payment (40%)

\$24,996.80

Sales tax will be added to the final invoice if applicable

\$0.00

Credit card payments will incur a 3.5% processing fee

\$0.00

* Price Includes Accessories

Presented By: Aufderworld Corporation

Project Name: AV Upgrades

Project No.: AWC-8194

1/10/2025

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Scope of Work

System Description:

Video:

- Install (1) new video switching solution.
 - Inputs to be:
 - OFE Room PC located in the new rack.
 - Client to provide (1) data jack to OFE network for network access.
 - Install (1) USB extender set to get 2 USB-A connections into the room for wireless keyboard & mouse connection and other connection easy access.
 - Install (1) HDMI wall plate located near the lectern location for laptop connectivity for presentation.
 - Outputs to be:
 - Install (1) 86" display hung on client finished wall located at the front of the room for audience viewing.
 - Client to provide (1) 15a duplex outlet at display location.
 - Install (1) 65" display hung from client finished ceiling located near wall for board members viewing.
 - Client to provide (1) 15a duplex outlet at display location.
 - Camera switching system
- Install (1) new camera recording/streaming system.
 - Inputs to be:
 - Video system to record presentation.
 - Install (1) PTZ camera hung on client finished wall focused on the board area to pick up the board members.
 - Outputs to be:
 - OFE Room PC (Same as mentioned in video switching system) for conferencing purposes.
 - Install (1) recording/streaming solution to client preferred streaming platform.
 - Client to provide (1) data jack to OFE network at rack location for streaming appliance.
 - Recordings can be set up to client FTP server if desired.
 - Install (1) 32" display hung on client finished wall as confidence monitor to show what is being sent to recording/streaming feed.
 - Client to provide (1) 15a duplex outlet at display location if needed.
- The video system has been designed with expansion in mind for the possibility of moving/relocating in the future with expansion needed and as much equipment being able to be re-used as possible.

Audio:

- Install (1) new audio system for conferencing & in room audio reinforcement.
 - Inputs to be:
 - Install (8) new wireless gooseneck microphones for participant pick up.
 - Video source feed from video switcher
 - USB feed from Room PC for conferencing
 - Outputs to be:
 - Install (1) new amplifier & speaker solution.
 - Install (2) surface mount speakers hung on client finished wall at current speaker locations for audience listening.
 - Install (4) small in-ceiling speakers over the board members for conferencing and video source audio reinforcement. Microphone audio will not be sent through these speakers due to room size at this time.
 - USB feed to Room PC for conferencing
 - Audio feed to recording and streaming appliance.
- The audio system has been designed with expansion in mind for the possibility of moving/relocating in the future with expansion needed and as much equipment being able to be re-used as possible.

Control:

- Install (1) new control processor & system to control all aspects of the above-mentioned systems.
- Install (1) 10" touch panel hung on client finished wall for user control of the system.
 - Controls to include:
 - System on/off
 - Displays on/off
 - Video switching

Aufderworld Corporation

- Volume Up/Down
- Microphone Mutes
- Camera Controls/Switching
- Recording Controls
- Streaming Controls

General:

- Install (1) rack for equipment housing under client countertop behind the half wall.
 - Client to provide (1) 15a duplex outlet at rack location.
 - Client to provide (2) data jacks at rack location (mentioned above for recording appliance and Room PC)
- Install (1) network switch for all AV networked gear.
- Install power conditioning for all AV rack gear.

* Price Includes Accessories

Presented By: Aufderworld Corporation

Project Name: AV Upgrades

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Terms and Conditions

The following terms and conditions shall apply to each order for products and services of Aufderworld Corporation (AWC) and Excel AV Group which is an AWC company and shall constitute the entire agreement between the parties. The terms and condition may not be varied, and no modification or addition shall be of any force or effect unless specifically accepted by AWC in writing. Acceptance of orders which contain additional or different conditions of purchase printed on the order or other form shall not binding unless specifically agreed to by AWC in writing by an authorized representative of Aufderworld Corporation. Conflicting terms and conditions between this document and a Client's purchase order, acceptance, or other form, THESE TERMS AND CONDITIONS SHALL SUPERSEDE AND GOVERN. This agreement shall be governed by laws of the state of Minnesota. Any disputes arising under this agreement shall be determined by arbitration conducted in accordance with the American Arbitration Association Expedited Rules for Commercial Arbitration in Minneapolis, Minnesota.

1. **Pricing.** Upon receipt of signed contract or purchase order AWC will supply products and/or services at price stated in bid/contract/quote. Pricing is good for (90) days from date of bid with exception of items which are no longer commercially available due to end of sale designation by manufacturers. If Client signs contract and/or provides purchase order after 90 days from date of bid AWC reserves the right to revise pricing resulting from increase in cost to AWC from its' suppliers. Client shall pay any extra costs incurred by AWC as a result of changes or modifications to specifications by Client.
2. **Down payment and Payment.** Unless other terms are agreed to in writing, Client shall pay 50% of the total contract price to initiate project activities. The final 50% will be invoiced upon completion of installation and commissioning of system and will be Net (30). Final invoice will include all change orders resulting from scope changes and product additions. After the Net (30) date AWC reserves the right to charge a late fee of \$50.00 and 18% of outstanding balance. Payment for product only sales are due upon receipt.
3. **Lease Rates.** Client shall be responsible for lease payments if system is leased. Payments will be based on lease rates at the time of purchase. Payment may vary depending on prevailing interest rates, terms, and deposits.
4. **Cancellation.** Client may not cancel or revise any order accepted by AWC without prior written consent of AWC. If an order is cancelled following signed approval, there shall be a re-stocking fee equal to 20% of the total order, plus any expenses already incurred by AWC.
5. **Change Orders.** Equipment, materials, or labor needed outside of the scope of this agreement or resulting from unforeseen circumstances out of the control of AWC will be submitted as a change order to the client's representative (primary project contact). Aufderworld Corporation assumes this contact is authorized to approve such work and will receive the appropriate approvals within the client's organization to authorize all additional spend. Approval will be needed prior to procurement by AWC.
6. **Scope of Work Changes.** Changes of scope requested by Client, including additional requirements or restrictions placed on AWC by Client will be added to the contract/project price. When AWC becomes aware of the nature and impact of the change request a change order will be submitted for review and approval by Client. Additional work or equipment purchases will not resume until Client approves change order in writing.
7. **Warranty.** Products sold by AWC carry their respective manufacturer's warranty. Installation performed by AWC or one of its subcontractors is warrantied to be free from workmanship defects for a period of one year. Owner provided equipment warranties are the responsibility of owner and not covered by AWC.
8. **Access to Premises and worksite labor requirements.** Client will provide prompt and timely access to installation areas based on an agreed upon schedule. Any changes in schedule resulting in added labor or shipping expenses to AWC will be billed as a change order. Labor is bid at non-union rates and normal business hours. Any changes to schedule resulting in off hour, weekend, or holiday work or requirements for union labor will also be billed as change order.
9. **Electrical.** All electrical will be provided by owner/Client unless requested as part of bid under special arrangements. All electrical needs for AWC systems will be specified on electrical or architectural drawings by AWC Engineering and/or Project Management teams. Installation of Satellite, Audio, Video, and lighting systems is dependent on electrical to be completed. Any delays in electrical work will result in delays of AWC systems being installed. All circuits for AV and lighting to be derived from the same subpanel and reference the same ground and neutral bus. All electrical to be performed in accordance with NEC and local electrical codes (AHJ).
10. **Low Voltage Cabling.** Low voltage cabling that is not included in AWCs scope for projects must be completed using the specifications provided by AWC Engineering/Project Management. The specifications will be provided for cable type, location of drops and quantities. Preference is to provide the locations of drops on architectural drawings to ensure proper installation. All conduit, core drilling, firewall penetrations, and concrete sawing to be performed by electrical contractor or general contractor.
11. **Construction.** Construction activities provided by client or client hired general contractor. AWC will need the GC to provide backer board or other special mounting requirements for televisions, speakers, and other heavy equipment like projector and projector screens. AWC will provide specific requirements to the GC in format they request.

* Price Includes Accessories

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12. **Network.** Components of our satellite distribution systems are designed to be integrated into an existing local area network. Aufderworld Corporation will work with the property's IT department to integrate these components. Customer agrees that cooperation will be given by their IT department in achieving integration with the newly installed system by AWC. Where necessary, AWC will install a closed audio, video, and lighting system network. This network will not reside on any client or existing network infrastructure unless otherwise specified by Client. AWC Engineers will work with client's IT department to integrate all systems needing connection to existing client network and all networks will be managed by client. Client will be responsible to provide all data network drops specified by AWC Engineering on construction drawings unless AWC is contracted to provide. Client is also responsible to provide all data networking information to ensure a successful integration to AWC installed systems where necessary including but not limited to IP address information, phone numbers, email accounts, and network credentials. It is assumed that any existing systems (Lighting, Shades, HVAC, Audiovisual, and Control) that are to be integrated with new system will be readily available with the current implemented version of source code. If original programming code cannot be provided AWC will provide a change order for additional engineering time.
13. **Owner Furnished Equipment (OFE).** Performance and maintenance of OFE is responsibility of Client and AWC assumes existing equipment is in good working condition currently. AWC is not responsible for broken or non-functional OFE and any repair or replacement of these items that may be necessary will result in additional cost to Client. AWC is not responsible for unused OFE or for disposal of OFE unless prior agreement has been made. AWC does not guarantee OFE will be compatible with all new systems being installed.
14. **Delivery/Installation.** Aufderworld Corporation shall not be responsible for any reasonable delays in delivery or installation due to strikes, accidents, natural disasters, pandemics, or delays beyond the control of Aufderworld Corporation. Any delivery schedule which AWC may provide to the Client represents a good faith estimate and shall not bind AWC to anything more than its reasonable efforts to meet such estimates. Any requests from Client for expedited freight will be billed as a change order.
15. **Training.** A single system training will be performed by AWC Engineering staff for up to (3) individuals designated by Client. Training for additional people will be the responsibility of client. Training to be done during normal business hours unless specified otherwise in contract. Optional off hours training will be billed at higher rate. Standard training is to cover standard operation and main function of installed system and is not intended to cover or explore every possible variable, nor is it training on AV or lighting theory and design. Advanced and customized training can be provided at an additional cost.
16. **Compliance/System.** All local, national, and state code compliance, permissions, fees, permits, approvals, etc. are responsibility of Client unless otherwise stated.
17. **Insurance/Risk of Loss.** Client shall assume risk of loss of equipment sold under this agreement upon date of equipment delivery by Aufderworld Corporation; and Client shall assume risk of loss to improvements made by Aufderworld Corporation in the form of equipment installation, after improvements are made and installed and the entire system is fully operational for thirty (30) consecutive days. Client shall maintain appropriate insurance coverage to cover risks assumed by Client under these terms and conditions.
18. **Insurance.** Aufderworld Corporation shall maintain workers compensation coverage and public liability insurance to cover its activities under this agreement.
19. **Applicable Taxes.** Clients outside the State of Minnesota are responsible for all applicable taxes.
20. **Tax Exempt Status.** Organizations with tax exempt status must supply Aufderworld Corporation with proof of exemption.
21. **Confidentiality.** All system design specifications and materials contained herein remains property of Aufderworld Corporation. Confidential proposal and enclosures are intended for recipient only.
22. **Proprietary.** This proposal contains trade secrets and confidential proprietary design information of Aufderworld Corporation. Review of this proposal constitutes agreement not to disclose its contents to any other party except with the approval of Aufderworld Corporation.
23. **Hold Harmless.** The client agrees that Aufderworld Corporation is to recommend design standards, systems, policies, procedures, vendors, devices, etc. that are reasonable in nature, and the recommendations or lack of recommendations will not be construed as errors or omissions of Aufderworld Corporation.
24. **Exclusion.** Aufderworld Corporation makes no warranty or claim of functionality for designs or equipment not provided by Aufderworld Corporation. If any modifications, corrections, or revisions to the system are required, Aufderworld Corporation will provide solutions on a time and materials basis with written approval by Client.
25. **Indemnity.** Each party agrees to indemnify and hold the other harmless from any claims, damages, or liability of any nature whatsoever, arising out of the wrongful act, errors or omissions of the indemnifying party, its agents, or employees, or arising out of the negligent, defective, or deficient condition of the property of the indemnifying party. In addition, Owner agrees to defend, indemnify, and hold harmless the Operator from and against any claim, lawsuit, or other form of compulsion initiated and prosecuted by a Franchised Cable Company, its successors or assigns arising out of the rights and duties granted to the Operator, and the cost for any repair, removal or re-installation required to resolve any claim, lawsuit or other form of compulsion initiated and prosecuted by a Franchised Cable Company, its successors, or assigns. This would also include any legal fees incurred by Aufderworld Corporation.

Satellite TV Specific Terms

26. **Residential Upgrades.** If the headend system installed at Client facility has the capability for residents to upgrade programming or

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equipment or both, Client staff will be expected to physically install new equipment with remote support from AWC. Aufderworld Corporation will apply a \$100 credit toward monthly programming invoices for each residential receiver installed by Client maintenance staff. An Aufderworld Corporation service tech will be available to support the installation via phone should help be needed.

27. **Extra Receivers.** If the system purchased is a DRE or DRE+ system, a receiver is required for each TV connected to the DirecTV system. Standard HD and HD DVR receivers are available. Client can purchase additional receivers for residents at any time at rates provided above. Aufderworld Corporation must sell receivers to the Client directly and not to individual residents. Client can at its discretion sell, lease, or rent extra receivers to the residents at whatever rate is established by the Client. Extra receivers are warranted for one year from date of purchase.
28. **Signal Integrity.** Client shall hold Aufderworld Corporation harmless and indemnify it from any unauthorized reception and use of protected signals by Client.
29. **Existing Distribution.** Aufderworld Corporation assumes existing distribution system is operational, functioning in good order and owned by the Client. Aufderworld Corporation is not responsible for repair or warranty of any existing equipment, nor does Aufderworld Corporation guarantee compliance with all FCC regulations for equipment not installed by Aufderworld Corporation. Distribution System improvements or replacements will be made and billed for on an as-needed basis. Signal improvements will be assessed as made and determination of the job scope is at the discretion of the Client. If any equipment in this quote is intended to integrate with an existing computer network, it is assumed that a representative from the Client's IT department will be available and able to assist in the integration. Aufderworld Corporation assumes that all wiring is in place and is of the type that will accommodate full functionality of proposed system. Aufderworld Corporation assumes all passive distribution components can pass frequencies from 5-2150 MHz's If distribution upgrade is necessary, Aufderworld Corporation can provide at standard commercial rates.
30. **Satellite, in-house signal quality.** Aufderworld Corporation guarantees optimal signal quality at the headend per equipment manufactures specifications and performance criteria. Signal quality at TV outlets will be equal to or better than existing signals. Client to assume all DirecTV programming costs associated with an upgrade in programming service. It is assumed that the length of the satellite signal run does not exceed 200 feet. If the run exceeds 200 feet, Aufderworld Corporation can provide, if necessary, line amplifiers and additional labor at prevailing commercial rates.
31. **Compliances/Procedure.** Compliance with the programming terms set forth by DirecTV is required. Aufderworld Corporation must be notified of any changes in number of units and/or programming changes.
32. **Term.** Term of this agreement is 12 months from installation date unless other terms are agreed upon in the DirecTV programing agreement signed by customer at the time of installation. In that case, the terms of the DirecTV agreement shall prevail. Once the DirecTV agreement has expired, Client must give Aufderworld Corporation a minimum of 60-days written advance notice of intent to terminate service with Aufderworld Corporation.
33. **Program Fees.** Client is responsible for payment of programming fees based on published rates at the time of installation. Fees may vary from previously quoted prices due to rate increases or promotional discounts. Receiver price is based upon one-year programming subscription. Early termination may result in \$135.00 per receiver charge plus any other applicable early termination fees. Client will be responsible for first and last month programming fees prior to activation of system.

* Price Includes Accessories

Presented By: Aufderworld Corporation

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

ROAD USE AGREEMENT

This Road Use Agreement ("Agreement") is entered into and effective this 27th day of January 2025 by and among Sylva Corporation, Inc., a Minnesota corporation, ("Owner") and the City of Baldwin, a Minnesota municipal corporation, ("City") (collectively, the "Parties").

RECITALS

WHEREAS, Owner desires and intend to develop a parcel of land within the City of Princeton as legally described on attached Exhibit A, PID No. 90-00005-2200, to build a manufacturing start-up company based on horticulture and agricultural products ("Project"). Specifically, Owner will be developing soils with a combination of soil blends and grinded wood products; and

WHEREAS, in connection with the development, construction and operation of the Project, it will be necessary for the Owner and its contractors, subcontractors, suppliers, customers and each of their respective agents, employees, representatives, and permitted assigns (collectively referred to herein as the "Owner Parties") to transport heavy equipment and materials over that portion 136th Street located between County State Aid Highway 3 and County Road 42 located in the City, which may in certain cases be in excess of the current design limits of the road; and

WHEREAS, this Agreement specifies the commitments made by the City and by Owner for the purpose of ensuring that the Owner's use of that portion of 136th Street north of County Road 42 ("136th Street") is consistent with existing City policies and permits.

AGREEMENT

In consideration of mutual promises and covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

1. Initial Evaluations of 136th Street. As soon as practicable after the execution of this Agreement, but in any event prior to the commencement of Project construction and before delivery of materials and equipment to the Project, Owner shall, at its own expense, hire a qualified independent engineer ("Qualified Engineer"), approved by the City, to inspect and structurally assess the road to provide the Initial Evaluation to the City. Such Initial

Evaluation shall be attached to this Agreement as Exhibit B. The Initial Evaluation shall include or address the following:

- (a) The Qualified Engineer shall determine if 136th Street has the structural capacity to carry the loads generated by the Owner Parties.
 - (b) If the Qualified Engineer determines that 136th Street is insufficient in its present condition to carry the loads generated by the Owner Parties, the Qualified Engineer shall provide a recommendation to the Owner and the City on the Planned Improvements needed to make 136th Street sufficient to accommodate the Owner's proposed traffic generation and activities.
 - (c) Owner shall, at the Owner's expense, provide the City Engineer with video or other media documenting the preconstruction condition of 136th Street. This will be made available to and approved by the City Engineer for accuracy and clarity and will be considered as the visual record of the preconstruction condition of the road.
- 2. City Approval of any Planned Improvements. The City Engineer shall review Initial Evaluation and any Planned Improvements to 136th Street proposed by the Qualified Engineer. The Planned Improvements proposed by the Owner may include modifications to 136th Street deemed reasonably necessary to accommodate the traffic generated by the Project, including heavy equipment and materials, to be transported on 136th Street by Owner Parties. The City Engineer will identify any required changes or additions to the Planned Improvements. This Agreement is conditioned on Owner completing the Planned Improvements in accordance with the City Engineer's approval.
- 3. Construction of any Planned Improvements. Owner shall be responsible for constructing, at its own cost, all Planned Improvements on 136th Street in accordance with the City Engineer's approval and for taking all other steps necessary to make 136th Street sufficient for use by the Owner Parties. Owner shall, at the Owner's expense, provide the City Engineer with and updated video or other media documenting the postconstruction condition of 136th Street after any Planned Improvements have been completed. This will be made available to and approved by the City Engineer for accuracy and clarity and will be considered as the visual record of the condition of the road after completion of any Planned Improvements.
- 4. Use by Owner Parties.
 - (a) In connection with the development, construction and operation of the Project, the City hereby acknowledges and agrees that the Owner Parties may use 136th Street as provided in this Agreement and subject to its terms and conditions. 136th Street may be used by the Owner Parties in connection with the development, construction and operation of the Project, including the transportation of heavy equipment and materials to and from the Project.
 - (b) Owner shall conduct its development, construction and operation of the Project in a manner which shall minimize vehicular traffic on that portion of 136th Street located

south of the property. Owner shall direct Owner Parties to enter and exit the property from the north so as to avoid using that portion of 136th Street referenced above. In addition, Owner shall install signs directing Owner Parties to exit the property heading north on 136th Street.

5. Periodic Meetings. Beginning with commencement of Project construction and before delivery of materials and equipment to the Project, Owner and the City Engineer shall meet from time to time upon the reasonable request of the Owner or the City Engineer to discuss the expected use of 136th Street. The City Engineer, in consultation with the City Council, shall have authority to act on behalf of the City on matters relating to use of 136th Street.
6. Duty to Keep 136th Street Maintained. During the term of this Agreement, Owner shall maintain (or cause to be maintained) 136th Street in a condition reasonably satisfactory to the City Engineer to accommodate the traveling public. This work shall include application of bituminous material or other materials to the road surface as may be necessary to eliminate traffic hazards. Any damage occurring to 136th Street during its period of use by the Owner Parties shall be presumed to have been caused by the Owner Parties and Owner shall be responsible for repairing the damage unless the Owner can reasonably establish the damage was caused by parties other than the Owner Parties. Owner shall repair (or cause to be repaired) such damage and restore the road to the condition it was in prior to the damage caused by hauling activities conducted by the Owner Parties. The Parties shall rely upon the Initial Evaluation for purposes of determining whether the repair has been performed and completed in accordance with this Agreement. The Parties agree that at a minimum 136th Street shall be returned to at least the same condition it was in prior to the commencement of hauling activities.
7. Maintenance Activities. Owner shall use sufficient equipment and forces to keep 136th Street in satisfactory condition at all times. If, at any time, the Owner fails to comply with these provisions, the City Engineer will notify the Owner of the deficiencies. If the Owner fails to remedy unsatisfactory maintenance within 24 hours after receipt of notice to do so, the City may immediately proceed to maintain 136th Street at the expense of the Owner. If the City Engineer determines the failure to maintain 136th Street creates an immediate hazard to public safety, the City may immediately act to correct the hazard at the Owner's expense without having to wait 24 hours. Maintenance may include, but is not limited to, aggregate surfacing and bituminous surfacing. The City may, in its discretion, make inspections of 136th Street to ensure compliance with the Owner's maintenance and safety obligations.
8. Authorization to Conduct Restoration Work. Owner is hereby authorized to conduct repair, maintenance, and other work necessary to restore 136th Street, subject to the following conditions:
 - (a) Owner shall submit notice to the City Engineer prior to commencing any repair to the road or other improvements to 136th Street. Owner shall provide the City with written notice of any contractor(s) Owner intends to use to perform the work. The Owner shall accept responsibility as the general contractor for the repair and maintenance work. Prior to such contractor performing any maintenance work on

136th Street, the Owner shall submit proof of commercial general liability insurance carried by such contractors who intend on performing work on 136th Street, with such insurance limits being no less than \$500,000 per person and \$2 million per occurrence. The contractor's insurance policy must name the City as an additional insured.

- (b) The Owner shall provide plans and specifications for the road repair or reconstruction to be completed for review and approval by the City Engineer as provided in this Agreement. Thereafter, the Owner shall complete the repair or reconstruction according to the Owner's plans and specifications, including any reasonable modifications to the plans and specifications required by the City Engineer.
- (c) Owner will be responsible for the costs of maintenance, repair or reconstruction of 136th Street, soil and erosion control measures, and related improvements as required under this Agreement.
- (d) Following completion and acceptance of the work, the Owner will provide to the City a written copy of the record plans or "as built" of all utilities and road construction plans in Autocad.dwg or .dxf format.
- (e) Time is of the essence for the completion of any work contemplated by this Agreement, including any maintenance, repair or reconstruction of roads and associated improvements.

9. Disagreement as to Maintenance and Repair. If there are items upon which Owner and City Engineer disagree regarding the repair or maintenance of 136th Street, Owner and City Engineer shall meet to attempt to reach agreement on all such items. If agreement cannot be reached, the Parties shall request that a mutually agreed-upon third party Qualified Engineer ("Independent Engineer") review the items and this Agreement and determine whether the items in dispute should be repaired, restored or maintained pursuant to the terms of this Agreement. The determination of the Independent Engineer shall be final. Owner shall make repairs in accordance with the determination by the Independent Engineer and shall be responsible for paying the costs of the Independent Engineer.

10. Warranty of Maintenance/Repair/Restoration Work. Following the completion of any maintenance, repairs or restoration work on 136th Street, Owner shall warranty the restoration work. If, within two (2) years following completion of the work, any of the improvements, repairs, or restoration work performed by the Owner on 136th Street fails, Owner will provide additional repair and restoration services within a reasonable period of days (not to exceed thirty (30) days) considering the circumstances, including weather, harvest, planting, and similar conditions, after receiving written notice from the City of such problem. For the purposes of this Agreement, a failure for which the Owner shall be responsible for repairing during the warranty period shall include, but is not limited to, any uneven settling, erosion, potholes, or drainage obstructions in the road right-of-way that are not attributable to normal wear and tear or that the Owner can reasonably demonstrate did not result for the activities of the Owner or the Owner Parties. In the event Owner fails to provide additional repair and restoration services within a reasonable amount of time

after receiving notice from the City of such problem, and City elects to address such problems, Owner shall fully reimburse the City for such repair and restoration work based upon the actual costs incurred, including administrative costs and attorneys' fees.

11. Indemnification. Owner shall indemnify, defend and hold the City and its employees, contractors, agents, representatives, elected and appointed officials, and attorneys harmless from any and all claims, damages, losses, costs and expenses, including attorneys' fees, arising from, based on, or related to the Owner and Owner Parties being allowed to use 136th Street for the Project, including, but not limited to, any claim asserted against the City as a result of Owner's or Owner Parties' activities under this Agreement.
12. Term and Termination. This Agreement shall terminate at such time as: 1) the City awards a contract to reconstruct that portion of 136th Street that is covered by this Agreement and such reconstruction work commences, or 2) upon Owner's permanent termination of the Project upon the property legally described on attached Exhibit A and the completion of any maintenance and warranty work required of Owner under this Agreement. This Agreement may also be terminated by mutual written agreement of the Parties.
13. Provisions Surviving Termination. The indemnification obligation of the Owner set forth in this Agreement resulting from any acts, omissions or events happening prior to the date of termination or expiration of this Agreement shall survive such termination or expiration.
14. Payment of City Costs and Expenses. It is understood and agreed that Owner shall reimburse the City for all administrative, legal, planning, engineering and other professional fees and costs incurred in the creation, administration, enforcement or execution of this Agreement. Owner agrees to pay all such costs within thirty (30) days of billing by the City. Bills not paid within thirty (30) days of billing by the City shall accrue interest at the rate of 6% per year. Further, if the Owner fails to pay said amounts, then the City may specially assess the costs thereof against any property owned by Owner and/or bring legal action against Owner to collect any sums due to the City pursuant to this Agreement, plus all costs, engineering and attorney's fees incurred in enforcing this Agreement. Should the City assess Owner's property pursuant to the terms of this Agreement, Owner, their successor or assigns, agree not to contest or appeal such assessment and waives all statutory rights of appeal under Minnesota Statutes, including Minnesota Statutes § 366.012 or any other relevant statutes.
15. Amendments to Agreement. This Agreement may be amended by mutual agreement of the Owner and City. Amendments shall be effective only if in writing and signed by the Parties.
16. Assignments. Owner may, within the terms of this Agreement, assign this Agreement to a successor or assign and assignee shall assume all obligations, responsibilities and duties pursuant to this Agreement. If such assignment is made, the City shall be provided within five (5) days with a written copy of the assignment, which shall be lawfully executed by the assignee. The assignee shall be required to assume all obligations of the Owner under this Agreement.

17. Binding Effect. This Agreement shall be binding upon, and inure to the benefit of, the Parties and their respective heirs, successors (by merger, consolidation or otherwise) and assigns, devisees, administrators, representatives, lessees and all other persons or entities acquiring all or any portion of the Project or any interest therein, whether by sale, operation of law, devise, or in any manner whatsoever.
18. Compliance with Law. Owner agrees that all Planned Improvements and any repair and restoration work shall comply with all applicable laws and permits.
19. Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota and hereto intend that Minnesota law shall apply to the interpretation hereof. For the purpose of resolving any dispute with respect to this Agreement, each party agrees that the venue for any legal action shall be in Sherburne County, Minnesota.
20. Severability. If any provisions of this Agreement are determined by a court of law to be unenforceable, invalid or excessive, this Agreement can thereafter be modified by such court, to implement the intent of the Owner and City to the maximum extent allowable under law and the remainder of this Agreement shall remain unaffected and in full force and effect.
21. Authority. The Parties represent and warrant that they have the respective power and authority, and are duly authorized, to enter into this Agreement on the terms and conditions herein stated, and to execute, deliver and perform its obligations under this Agreement.
22. No Third-Party Beneficiary. This Agreement is made and entered into for the sole protection and benefit of the Owner, and its successors and assigns, and the City, and their successors and assigns. No other person shall have any right of action based upon any provision of this Agreement.
23. Time of Essence. Time is of the essence in the performance of each and every obligation to be performed by the Parties hereto.
24. Subcontractors. Owner shall be responsible to make certain all of its contractors, subcontractors, agents, employees and representatives comply with all terms of this Agreement.
25. Entire Agreement. This Agreement, together with all exhibits hereto, constitutes the entire agreement between the Parties with respect to the subject matter of this Agreement. Agreement is specifically intended to supersede all prior agreements whether written or oral.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be duly executed on the day and year first above written.

SYLVA CORPORATION, INC.

CITY OF BALDWIN

Lawrence Doose, CEO

Jay Swanson, Mayor

Attest:

Joan Heinen, Clerk

STATE OF MINNESOTA)
) ss
COUNTY OF SHERBURNE)

On this _____ day of _____, 2025, before me, a Notary Public, personally appeared Jay Swanson and Joan Heinen to me personally known, who being each by me duly sworn, did say that they are respectively the Mayor and Clerk of the City of Baldwin, that said instrument was signed on behalf of said City by authority of its City Council.

Notary Public

STATE OF MINNESOTA)
) ss
COUNTY OF SHERBURNE)

On this _____ day of _____ 2025, before me, a Notary Public, personally appeared Lawrence Doose, CEO of Sylva Corporation, Inc., to me known to be the person described in and who executed the foregoing instrument and acknowledged that they executed the same as their free act and deed on behalf of said corporation.

Notary Public

DRAFTED BY:

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

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

ORDINANCE NO. 2025-04

**AN ORDINANCE RELATING TO THE REGULATION AND REGISTRATION OF
CANNABIS RETAIL BUSINESSES AND LOWER-POTENCY HEMP EDIBLE RETAIL
BUSINESSES**

The City Council of the City of Baldwin hereby ordains:

SECTION 1. ADMINISTRATION

Subsection 1.1: Findings and Purpose. The City Council of the City of Baldwin makes the following legislative findings: The purpose of this ordinance is to implement the provisions of Minnesota Statutes, chapter 342, which authorizes the City Council of the City of Baldwin to protect the public health, safety, welfare of City of Baldwin residents by regulating cannabis and lower-potency hemp edible businesses within the legal boundaries of City of Baldwin.

The City Council of the City of Baldwin finds and concludes that the proposed provisions are appropriate and lawful regulations for City of Baldwin, that they are in the public interest and for the public good.

Subsection 1.2. Authority. The City Council of the City of Baldwin has the authority to adopt this ordinance pursuant to:

- (A) Minn. Stat. 342.13(c), regarding the authority of a local unit of government to adopt reasonable restrictions of the time, place, and manner of the operation of a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses.
- (B) Minn. Stat. 342.22, regarding the local registration and enforcement requirements of state-licensed cannabis retail businesses and lower-potency hemp edible retail businesses.
- (C) Minn. Stat. 342.27, regarding the general requirements of state-licensed cannabis retail businesses.
- (D) Minn. Stat. 394.21, regarding the authority of a local authority to adopt zoning ordinances.

Subsection 1.3. Jurisdiction. This ordinance shall be applicable to all places within the legal boundaries of City of Baldwin.

Subsection 1.4. Severability. If any section or portion of this Ordinance shall be found unconstitutional or otherwise invalid or unenforceable by a court of competent jurisdiction, that

finding shall not serve to invalidate or affect the validity and enforceability of any other section or provision of this Ordinance.

Subsection 1.5. Administration and Enforcement. City of Baldwin in coordination with local law enforcement agencies is responsible for the administration and enforcement of this ordinance. Any violation of the provisions of this ordinance or failure to comply with any of its requirements constitutes a public nuisance. Violations of this ordinance can occur regardless of whether or not a permit is required for a regulated activity listed in this ordinance. All rights and remedies accruing to the City, at law or in equity, in preventing and abating public nuisances accrue with respect to violations occurring hereunder are available to the City and are not deemed cumulative.

Subsection 1.6. Definitions and Interpretations. Except as may otherwise be provided or clearly implied by context, all terms shall be given their commonly accepted definitions. The singular shall include the plural and the plural shall include the singular. The masculine shall include the feminine and neuter, and vice-versa. The term “shall” mean mandatory and the term “may” mean permissive.

The definitions set forth in Minn. Stat. §342.01 are hereby adopted and incorporated into this ordinance, as amended from time to time. The following terms shall have these definitions given to them:

- (A) “Cannabis Retail Business” means a retail location and the retail location(s) of mezzobusinesses with a retail operations endorsement, microbusinesses with a retail operations endorsement, medical combination businesses operating a retail location, and lower-potency hemp edible retailers.
- (B) “Cannabis Retailer” means any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.
- (C) “Daycare” means an individual, childcare center, or facility licensed with the Minnesota Department of Human Services to provide for the care of a child in a location outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.
- (D) “Residential Treatment Facility” means a 24-hour-a-day program for persons under the treatment supervision of a mental health professional or substance use disorder professional, in a community residential setting other than an acute care hospital or regional treatment center inpatient unit, that must be licensed as a residential treatment program by the State of Minnesota.
- (E) “Retail Registration” means an approved registration issued by City of Baldwin to a state- licensed cannabis retail business.
- (F) “School” means a public school including elementary, middle, and secondary school as defined under Minn. Stat. § 120A.05 or a nonpublic school that must

meet the reporting requirements under Minn. Stat. § 120A.24.

- (G) “State License” means an approved license issued by the State of Minnesota's Office of Cannabis Management to a cannabis retail business.
- (H) “The City” means City of Baldwin.

The provisions of this Ordinance shall be considered minimum requirements and shall be liberally construed in favor of the City of Baldwin and shall not be deemed a limitation or repeal of any other powers granted by Minnesota Statutes.

SECTION 2. REQUIREMENTS FOR CANNABIS RETAIL BUSINESSES

Subsection 2.1. Hours of Operation for Retail Businesses. A cannabis retail business with a license or endorsement authorizing the retail sale of cannabis flower or cannabis products, excluding lower-potency hemp edible retail businesses, may not:

- (A) Sell cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products for any period between 10:00 p.m. and 8:00 a.m. the following day, or between 8:00 a.m. and 10:00 a.m. on Sundays.
- (B) Be open to the public or sell any other products at times when the cannabis business is prohibited from selling cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products.
- (C) Except that a microbusiness with both a retail endorsement and an on-site consumption endorsement at a single location may be open to the public to engage in lawful on-site consumption and retail sale operations between the hours of 10:00 p.m. and 12:00 a.m. the following day.

Subsection 2.2. Advertising. All cannabis retail businesses must comply with Minn. Stat. § 342.64 and are permitted to erect up to two fixed signs on the exterior of the building or property of the business not to exceed a maximum of eight (8) square feet in sign area per sign.

Subsection 2.3. Prohibitions on Price Discounting and Coupons. No cannabis retail business shall accept or redeem any coupon, price promotion, or other instrument or mechanism, whether in paper, digital, electronic, mobile, or any other form, that provides any licensed products to a consumer or patient at no cost or at a price that is less than the non-discounted, standard price listed by a retailer on the item or on any related shelving, posting, advertising, or display at the location where the item is sold or offered for sale, including all applicable taxes.

Subsection 2.4. Access to Cannabis Retail Business. A cannabis retail business license holder shall allow any law enforcement officials, Auditor/Treasurer's, or Health and Human Services' designee to enter the premises during regular business hours for the purpose of determining compliance with this Ordinance, Minnesota Statute Chapter 342, and/or any other applicable law,

regulation, or ordinance.

SECTION 3. REGISTRATION OF CANNABIS RETAIL BUSINESSES

City of Baldwin shall be the cannabis retail business registration and compliance check authority for its jurisdiction.

Subsection 3.1. Consent to registering of Cannabis Retail Businesses. No individual or entity may operate a state-licensed cannabis retail business within City of Baldwin without first registering with the City. Any state-licensed cannabis retail business that sells to a customer or patient without valid retail registration shall incur a civil penalty of up to \$2,000 for each violation.

Notwithstanding the foregoing provisions, the state shall not issue a license to any cannabis business to operate in Indian country, as defined in United States Code, title 18, section 1151, of a Minnesota Tribal government without the consent of the Tribal government.

Subsection 3.2. Compliance Checks Prior to Retail Registration. Prior to issuance of a cannabis retail business registration, City of Baldwin may conduct a preliminary compliance check to ensure compliance with this ordinance that is established pursuant to Minn. Stat. § 342.13.

Subsection 3.3. Limiting of Registrations

- (A) **City Limit for Registrations** –City of Baldwin limits the number of registrations within City of Baldwin for licensed cannabis retailers, cannabis mezzobusinesses with a retail operations endorsement, and cannabis microbusinesses with a retail operations endorsement to no more than one for every 12,500 residents of City of Baldwin as determined by the most recent Minnesota State Demographer estimate.
- (B) **Countywide Limit for Registrations** – City of Baldwin shall not register state-licensed cannabis retail businesses in City of Baldwin if Sherburne County already has one active cannabis retail registration for every 12,500 residents within Sherburne County as determined by the most recent Minnesota State Demographer estimate.
- (C) **Exception** - This subsection does not apply to lower-potency hemp edible retail businesses, medical combination businesses operating a retail location, or municipal cannabis retail businesses within City of Baldwin, and registrations for these businesses are not included the calculations for registration limits.

Subsection 3.4. Registration & Application Procedure

- (A) **Fees**
City of Baldwin shall not charge an application fee. See Minn. Stat. § 342.22, subd. 2(b).

A registration fee, as established in City of Baldwin's fee schedule, shall be charged to applicants depending on the type of retail business license applied for.

An initial retail registration fee shall not exceed \$500 or half the amount of an initial state license fee under Minn. Stat. § 342.11, whichever is less. The initial registration fee shall include the initial retail registration fee and the first annual renewal fee.

Any renewal retail registration fee imposed by City of Baldwin shall be charged at the time of the second renewal and each subsequent renewal thereafter.

A renewal retail registration fee shall not exceed \$1,000 or half the amount of a renewal state license fee under Minn. Stat. § 342.11, whichever is less.

(B) Application Submittal

City of Baldwin shall issue a retail registration to a state-licensed cannabis retail business that adheres to the requirements of Minn. Stat. § 342.22.

- 1) An applicant for a retail registration shall fill out an application form, as provided by City of Baldwin. Said form shall include, but is not limited to:
 - i. Full name of the property owner and applicant;
 - ii. Address, email address, and telephone number of the applicant;
 - iii. The address and parcel ID for the property which the retail registration is sought;
 - iv. Certification that the applicant complies with the requirements of local ordinances established pursuant to Minn. Stat. § 342.13; and
- 2) The applicant shall include with the form:
 - i. The application fee as required in Section 3.4.A above;
 - ii. A copy of a valid state license or written notice of OCM license preapproval;
 - iii. Verification that applicant is current on all applicable property taxes and assessments at the location where the retail establishment is located;
 - iv. A copy of the documentation showing compliance with state fire and building codes, if applicable to the business; and
 - v. A certificate of insurance
- 3) Once an application is considered complete, the City of Baldwin clerk shall inform the applicant as such, process the application fees, review the application, and either approve or deny the application.
- 4) Failure to submit all required information and documentation within 30 days of the initial registration application submission will result in a denial of the application.
- 5) Once an application is complete it shall be reviewed in the order in which it was received. If City of Baldwin does not issue a registration because of the limits pursuant to Section 3.3 the application will be placed on a waitlist so long as the applicant maintains a valid state license or written notice of OCM license preapproval. When a registration becomes

available City of Baldwin shall review the waitlist for applicants in the order they were received.

- 6) The application fee shall be non-refundable once processed.

(C) Application Approval

- 1) A state-licensed cannabis retail business application shall not be approved if the cannabis retail business would exceed the maximum number of registered cannabis retail businesses permitted under Section 3.3.
- 2) A state-licensed cannabis retail business application shall not be approved or renewed if the applicant is unable to meet the requirements of this ordinance.
- 3) A state-licensed cannabis retail business application that meets the requirements of this ordinance shall be approved, except as provided in clause (1) above.

(D) Annual Compliance Checks

City of Baldwin in coordination with local law enforcement shall complete at minimum one unannounced age verification compliance check per calendar year of every cannabis retail business that City of Baldwin registers, to assess if the business meets age verification requirements, as required under Minn. Stat. § 342.22 Subd. 4 and Minn. Stat. § 342.24, Subd. 1 and this Ordinance. They shall also verify compliance with all other provisions of this ordinance, as established pursuant to Minn. Stat. § 342.13.

Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer or an employee of the local unit of government.

Compliance with age verification checks constitutes a reasonable restriction on the manner of operation for a cannabis retail business. The following are violations of an age verification compliance check:

- 1) Employment of or contracting with an individual under 21 years of age if the individual's scope of work involves handling cannabis plants, cannabis flowers, artificially derived cannabinoids, or cannabinoid products.
- 2) Allowing an individual under 21 years of age to enter the business premises unless the individual is a person enrolled in the Registry Program.
- 3) Selling or giving cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products to an individual under 21 years of age unless the individual is enrolled in the Registry Program and the cannabis business holds a medical cannabis retail endorsement.

Any failures under this section must be reported to the Office of Cannabis Management and may result in a registration suspension or other civil or criminal

penalty or remedy.

(E) **Location Change**

If a state-licensed cannabis retail business seeks to move to a new location still within the legal boundaries of City of Baldwin, it shall notify City of Baldwin of the proposed location change and submit necessary information to meet all the criteria in Section 3.4.B. Relocation of a registered cannabis retail business does not extend or otherwise modify the registration term. City of Baldwin does not allow relocation of a state-licensed cannabis retail business from outside of City of Baldwin in City of Baldwin if the number of active cannabis retail registrations within the entirety of the county meets or exceeds one for every 12,500 residents based on the entire population of the county as a whole or if the number of active cannabis retail registrations within City of Baldwin meets or exceeds one for every 12,500 residents in City of Baldwin.

(F) **Registrations Non-Transferrable**

A retail registration issued under this Ordinance may not be transferred to another person, entity, or license holder. Minn. Stat. § 342.22, subd. 3(d). A retail registration shall terminate if the registered license holder:

- 1) Sells, assigns, transfers, or otherwise disposes of the license issued under Minn. Stat. Ch. 342; or
- 2) Sells, assigns, transfers, or otherwise disposes of more than 51% of the ownership, controlling interest, or stock in the entity that held the license issued under Minn. Stat. Ch. 342; or
- 3) Dissolves the entity that held the license issued under Minn. Stat. Ch. 342.

(G) **Registration Mistakenly Issued or Renewed**

If a registration is mistakenly issued or renewed to any person or entity, for any reason, including but not limited to the submission of false or misleading information by the license holder or applicant, the registration will be suspended upon the discovery of ineligibility for registration under this ordinance or state or other local law, ordinance or other regulation. Any suspension will comply with the requirements of Minn. Stat. § 342.22, Subd. 5, as amended from time to time.

(H) **License Holder Responsibility**

Every cannabis retail business license holder is responsible for conduct on the licensed premises and any sale of cannabis, hemp, or products containing cannabis or hemp by an employee is the act of the License Holder for the purposes of all provisions of this Ordinance except enforcement of criminal penalties.

Subsection 3.5. Renewal of Registration. City of Baldwin shall renew an annual registration of a state-licensed cannabis retail business, for City of Baldwin, at the same time OCM renews the cannabis retail business' license. A state-licensed cannabis retail business shall apply to renew registration on a form established by City of Baldwin.

A cannabis retail registration issued under this Ordinance shall not be transferred. See Section 3.4.F

above.

(A) **Renewal Fees**

City of Baldwin may charge a renewal fee for the registration starting at the second renewal, as established in City of Baldwin's fee schedule.

(B) **Renewal Application**

The application for renewal of a retail registration shall include but is not limited to items required under Section 3.4.B of this ordinance.

Subsection 3.6. Suspension of Registration

(A) **When Suspension is Warranted**

City of Baldwin may suspend a cannabis retail business's registration if the business is registered by City of Baldwin and it violates an ordinance of City of Baldwin pursuant to Minn. Stat. § 342.13 (time, place, or manner of the operation of the cannabis business) or poses an immediate threat to the health or safety of the public.

City of Baldwin may issue the license holder a written warning if the violation is the first within 24 months and it does not pose an immediate threat to the health or safety of the public.

(B) **Notifications**

- 1) License Holder - City of Baldwin shall immediately notify the cannabis retail business in writing of the grounds for the suspension and that any sale to a customer or patient while the suspension is in effect is cause for a civil penalty.
- 2) OCM - City of Baldwin shall immediately notify the OCM in writing of the grounds for the suspension. OCM will provide City of Baldwin and the cannabis business retailer a response to the complaint within seven calendar days and perform any necessary inspections within 30 calendar days.

(C) **Length of Suspension**

The suspension of a cannabis retail business registration may be for up to 30 calendar days, unless OCM suspends the license for a longer period. The business may not make sales to customers or patients if their registration is suspended.

City of Baldwin may reinstate a registration if it determines that the violation(s) have been resolved.

City of Baldwin shall reinstate a registration if OCM determines that the violation(s) have been resolved.

Subsection 3.7. Civil Penalties for Registration Violation

(A) Violation

No cannabis retailer, cannabis mezzobusiness, cannabis microbusiness, medical cannabis combination business, or lower-potency hemp edible retailer may make any sale to a customer or patient without a valid retail registration with City of Baldwin and a valid license with any applicable endorsement from OCM. Subject to Minn. Stat. § 342.22, subd. 5(e) City of Baldwin may impose a civil penalty, as specified in City of Baldwin's Fee Schedule, for said registration violation, not to exceed \$2,000 per unlawful sale, in addition to any other authorized penalties or consequences.

(B) Notice

No civil penalty shall take effect until the retail license holder has received notice personally or by certified mail of the alleged violation and of the opportunity for a hearing before the Board. Such notice must be in writing and must identify the alleged violation(s), the sanction, and advise the recipient that they have a right to request a hearing before the Board within 10 business days of receipt of the notice or such right shall terminate.

(C) Appeal Rights

A license holder who received notice of a civil penalty must submit a request for a hearing to challenge the allegation within 10 calendar days of the date they receive the notice. Failure to submit a timely request for a hearing shall result in a waiver of all appeal rights, and the civil penalty will be implemented on the 11th day after the date the notice was received by the license holder. If there is a timely request for a hearing on the civil penalty, the penalty shall be stayed pending the resolution of the appeal process.

(D) Appeal Hearing

If the license holder timely requests a hearing on the civil penalty, a hearing shall be scheduled, the time and place of which shall be provided to the license holder. The hearing shall be held within 30 calendar days of the date the request for hearing was received, when practicable.

- 1) The records of City of Baldwin, OCM, any police reports relating to the violation, and all reliable hearsay shall be admissible for consideration by the hearing officer without further foundation.
- 2) City of Baldwin may be represented by the City Attorney. The alleged violator may be represented by private legal counsel. The alleged violator does not have the right to an attorney at public expense.
- 3) At the hearing, both the alleged violator and City of Baldwin may present the testimony of witnesses, cross-examine witnesses, and present documentary evidence.
- 4) The burden of proof shall be upon City of Baldwin. The standard of proof shall be a preponderance of the evidence.
- 5) The scope of the hearing may include whether violation(s) occurred and the

appropriate sanction.

(E) **Hearing Officer**

The City of Baldwin Board may act as the hearing officer or may appoint an independent hearing officer.

(F) **Decision**

The hearing officer shall prepare written findings and submit them to the City of Baldwin Board, unless the City of Baldwin Board is the hearing officer in which case they shall prepare written findings, within 30 calendar days of the close of the hearing. The findings shall state whether or not a violation occurred, and if the violation is found a civil penalty of \$2,000 per violation shall be assessed. The findings shall be served by first class U.S. mail on the license holder and City of Baldwin.

(G) **Costs**

If a civil penalty is upheld by the hearing officer or the City of Baldwin Board, City of Baldwin's actual expenses in holding the hearing must be paid by the license holder who requested the hearing. City of Baldwin may require the license holder deposit \$200 prior to the hearing date to be used toward actual expenses in the event a civil penalty is upheld.

(H) **Further Appeals**

Appeals of any decision made by the City of Baldwin Board shall be filed by a petition for a writ of certiorari to the Court of Appeals and served on all parties not more than 30 days after the date the findings were issued.

SECTION 4. ENFORCEMENT

Subsection 4.1. Civil Remedies. In the event of a violation or threatened violation of this Ordinance, City of Baldwin, in addition to other remedies, may initiate civil court actions or civil administrative proceedings to prevent, restrain, correct, or abate such violations or threatened violations. Any such remedies shall not be cumulative. It shall be the duty of the City Attorney to review evidence of such violations, or threatened violations, and take such action as may be warranted and necessary.

Subsection 4.2. Criminal Penalties. Every cannabis retail business license holder is required to follow and comply with all general operational requirements and prohibitions and retail sales laws and regulations imposed by the State of Minnesota. Any cannabis retail business license holder, or an employee thereof, who sells, gives, or furnishes to another, a product containing cannabis or hemp which does not comply with state law or regulations, shall constitute a violation of this Ordinance. Such violation shall be a misdemeanor, and conviction thereof, shall be punished by a fine not to exceed \$1,000 or by imprisonment for up to 90 days, or both. If a more serious criminal penalty is set forth in state law, the state penalty shall apply.

Subsection 4.3. Other Penalties. Nothing in this Ordinance shall prohibit City of Baldwin from enforcing any other applicable state or federal law in addition to or instead of any civil or criminal enforcement remedy that may be sought under this Ordinance.

SECTION 5. EFFECTIVE DATE. This ordinance shall take effect upon its passage and publication.

Approved and adopted by the City of Baldwin City Council this 27th day of January 2025.

CITY OF BALDWIN

Jay Swanson, Mayor

Attested by:

Joan Heinen, Clerk

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

ORDINANCE NO. 2025-03

**ORDINANCE AMENDING ORDINANCE NO. 100
REGULATING CITY PUBLIC RIGHT-OF-WAY**

The City Council for the City of Baldwin hereby ordains:

Section 1. Purpose and Intent. This Ordinance is adopted for the purposes of regulating the placement of mailbox assemblies within City public rights-of-way and setting forth under what conditions and to what extent the City shall be responsible for damage to mailboxes and other property from City snowplowing operations. This Ordinance is adopted in accordance with the provisions of Minn. Stat. § 169.072 and Minnesota Administrative Rule 8818.0300.

Section 2. Amendment of Section 1.07. Section 1.07 of Ordinance No. 100 is hereby amended to state as follows:

Section 1.07. Mailboxes, Signs and Newspaper Boxes.

1. **Mailboxes and Newspaper Boxes.** Properly installed mailboxes and newspaper boxes are permitted within a right-of-way if they do not interfere with, obstruct, or render dangerous for passage in a right-of-way. Mailboxes and newspaper boxes that comply with all of the standards contained in Minnesota Rules, Chapter 8818, as amended, and Appendix A of this Ordinance shall be considered a "Properly Installed Mailbox" meeting the requirements of this Ordinance.
2. **Removal of Mailboxes Other Than Properly Installed Mailboxes.** It shall be a violation of this Ordinance for any person to have a non-Properly Installed Mailbox. In such instance, pursuant to Minn. Statute § 169.072, the City may remove such non-Properly Installed Mailbox and install a Properly Installed Mailbox and bill the cost of doing so to the owner of the property that the mailbox serves. If the owner fails to reimburse the City within 30 days of billing for the costs incurred by the City in removing a non-Properly Installed Mailbox and installing a Properly Installed Mailbox in its place, the City shall have all of the remedies available pursuant to Section 1.20, subp. 4 of this Ordinance.
3. **Signs.** No sign of any nature may be placed or allowed to remain in any public right-of-way except an official traffic sign placed by a governmental authority or other signage expressly permitted by state law.
4. **Mailboxes and Other Property Damage.** Snow plowing and ice control, by its nature, can cause damage to areas adjacent to the street and trails even under the best of circumstances. The City's plow operators will make every effort to avoid

damage to areas adjoining the street and trails, however, such damage does occur from time to time and will be addressed as follows:

- a. The City will determine if the damage is the responsibility of the City and when it shall be the responsibility of the resident. The City shall be responsible for physical damage to Properly Installed Mailboxes or other property if struck by a plow blade, wing or other piece of equipment.
- b. To be eligible for the remedies contained in this Section, the property owner must notify the City of the damage to the mailbox or other property within seven calendar days after the damage occurred. Staff will complete a form on every mailbox call to document and streamline resident calls for damage.
- c. Damage resulting from plow castings or the disturbance of snow or ice piles shall be the responsibility of the resident.
- d. If the damage is determined by the City to be caused by the plow blade, wing or other piece of equipment, the resident will have two options: i) the City will replace the mailbox, newspaper box and/or post with a four inch x four inch treated post and black mailbox; or ii) the resident can replace their own mailbox, newspaper box and/or post and the City will reimburse the resident in an amount specified in the City Fee Schedule Ordinance. If just the mailbox is damaged, the City will replace it with a standard black mailbox.
- e. If a permanent repair can't be made during the winter, City staff will provide a temporary measure as it determines to assure that the resident can still receive delivery of their mail.
- f. The City shall bear no responsibility for damage to irrigation systems, driveway markers, landscaping beds, decorative boulders, or other items improperly placed in the public right-of-way along streets, paths or sidewalks. If such items are deemed to be a traffic hazard or endanger maintenance equipment or operators, the owner will be required to remove such items from the public right-of-way. Should the owner fail to timely remove the items, the City may remove such items and bill the cost of doing so to the owner of the property. If the owner fails to reimburse the City within 30 days of billing for the costs incurred by the City in removing such items, the City shall have all of the remedies available pursuant to Section 1.20, subp. 4 of this Ordinance.
- g. In instances where there is a disagreement as to the source of the damage to property and/or repair responsibilities, the City Council shall determine the obligation in its sole discretion.

Section 3. Revisions to Reflect Incorporation as a City. Ordinance 100 has been adopted in form and shall be amended by the City Clerk as necessary to revise references to “Baldwin Township”, the “Town”, “Town” officials, “Town” staff or “Road” or other relevant terms to address the Township’s incorporation as the City of Baldwin.

Section 4. Fee Schedule. Ordinance 600 Fee Schedule is hereby amended to include the following row:

Mailbox Replacement Reimbursement	\$150.00
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Section 5. Validity and Separability. Whenever any provision of this Ordinance is more restrictive than provisions of existing laws or ordinances, the provision of this Ordinance shall govern. Should any section, clause or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the Ordinance as a whole or any part thereof, except that part so declared to be invalid.

Section 6. Incorporation of Amendments. The City Clerk is hereby authorized and directed to incorporate the amendments made by this Ordinance into Ordinance No. 100 Regulating Town Road Right-of-Way, Ordinance No. 600 Fee Schedule and such updated versions shall constitute the official Ordinance.

Section 7. Effective Date. This Ordinance shall take effect upon its passage and publication.

Approved and adopted by the City of Baldwin City Council this 27th day of January 2025.

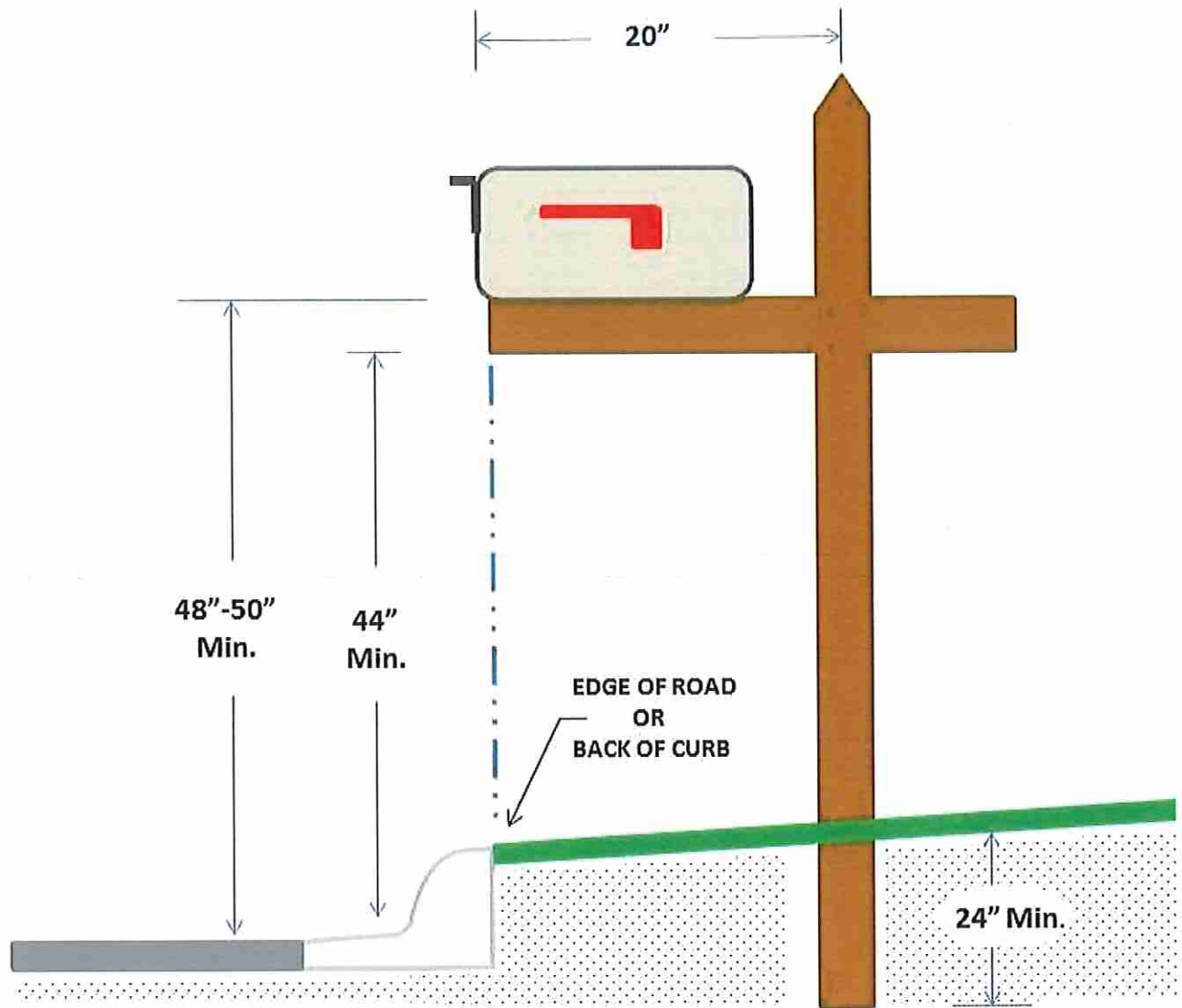
CITY OF BALDWIN

Jay Swanson, Mayor

Attested by:

Joan Heinen, Clerk

Appendix A



Appendix B

Mailbox/Property Damage/Concern Form

Complaint Date: _____

Resident Name: _____

Contact Number: _____

Address: _____

Explanation of Damage: _____

Staff Decision: _____

Circle One: Repair/Reimbursement

Resident Signature: _____

Date: _____

Return form to:

City of Baldwin | 30239 128th Street NW, Baldwin, MN 55371 | Tel. (763) 389-8931 or
email: city.clerk@baldwinmn.gov

PUBLIC NOTICE

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

Adoption of Ordinance No. 2025-03

**ORDINANCE AMENDING ORDINANCE NO. 100
REGULATING CITY PUBLIC RIGHT-OF-WAY**

The City Council for the City of Baldwin hereby ordains that on the 27th day of January 2025 they adopted the above Ordinance. Due to the lengthy content of the Ordinance, a brief Summary follows:

- | | |
|------------|---|
| Section 1. | Purpose and Intent. Identifies the purpose of the Ordinance. |
| Section 2. | Amendment of Section 1.07. Amends section relating to mailboxes, signs and newspaper boxes. |
| Section 3. | Revisions to Reflect Incorporation as a City. Updates the Ordinance to reflect incorporation. |
| Section 4. | Fee Schedule. Updates Ordinance 600 relating to mailbox replacement reimbursement. |
| Section 5. | Validity and Separability. Validity of the Ordinance should a provision be declared invalid. |
| Section 6. | Incorporation of Amendments. Directs City Clerk to update the language of the Ordinance. |
| Section 7. | Effective date. Identifies the effective date of Ordinance. |

The shall take effect and be in full force immediately following its adoption and upon publication. A copy of the Ordinance can be viewed by contacting the City Clerk at (763) 389-8931. An additional copy of the Ordinance will also be on file at the local public library.

/s/ Jay Swanson, Mayor

ATTEST:

/s/ Joan Heinen, Clerk

Memo



Date: January 9, 2025
To: Sherburne County Cities and Townships
From: Maureen Mossak, Environmental Specialist
RE: **2025 City and Township Recycling Day Applications**

Enclosed, please find your 2025 City or Township's Recycling Day Funding Application. The 2025 funding amounts are a five percent increase from the 2024 Recycling Day funding amount. Please include a copy of your gate sheet/advertisement with your application. Please affix the MPCA logo in any of your publicity for the event.

Similar to years past, if eligible costs exceed grant amounts, the city or township can request reimbursement for the remaining eligible expenses that exceed their grant amount *only if* other cities and townships have not requested reimbursement for the full amount of their initial grant amount. Each city and township must submit all invoices to the County to be considered for reimbursement for the eligible costs.

Eligible Costs:

1. **All Recycling fees.** This includes electronics, scrap metal, tires, fluorescent bulbs, major appliances, batteries, mattresses and box springs, propane tanks, paper shredding, car seats, and other items that you recycle (proof of recycling will be required). The recycling vendor that you choose does not need to be located within Sherburne County, but it does need to be licensed by the local licensing authority where the facility is located (City, County and/or MPCA). Attached is a list of possible area recycling vendors that are registered with the State.
2. **Advertisement.** Advertisements published for the event to inform residents when and where the township or municipality will be hosting the event.

Ineligible Costs:

As in the past, MSW delivered to a landfill is **NOT** eligible for SCORE reimbursement, pursuant to MN§115A.557. Construction/Demolition waste is **NOT** eligible for reimbursement. Labor/salary costs for staff and employees, food and/or beverage, and supplies are **NOT** eligible costs for reimbursement.

If you have any questions about this year's application, please let me know. I appreciate all that you do to keep our County clean and encourage the proper management of solid waste. You can contact me either by email at maureen.mossak@co.sherburne.mn.us or phone at 763-765-4457.

2025 RECYCLING DAY APPLICATION

This application shall be completed by Cities and Townships who wish to operate a 2025 "Recycling Day" event in Sherburne County. Applications shall be submitted to the Sherburne County Zoning Department prior to **February 28, 2025**, to be considered eligible.

APPLICANT INFORMATION

City of Baldwin	Grant Amount: \$ 8,900.00
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Contact Person _____ Phone Number _____

Mailing Address _____

Email Address _____

Date of Event _____ Location of Event _____

Event Address _____ Event Time _____

ELIGIBILITY REQUIREMENTS

- 1) Electronic Waste (E-Waste) shall be collected by a facility or delivered to a facility that is registered with the Minnesota Pollution Control Agency (MPCA) as a "Collector". Unregistered collectors cannot accept covered electronic devices from Minnesota households/consumers. <https://www.pca.state.mn.us/business-with-us/registered-collection-sites>
- 2) Applicant shall provide collection services to Sherburne County residents only.
- 3) Applicant shall record the number of participants, by municipality, for each event.
- 4) Applicant shall ensure that collected items, which are subject to County reimbursement, are delivered and processed by a licensed recycling or processing facility.
- 5) Municipal Solid Wastes that are delivered to a landfill or other waste disposal facility are not eligible for County reimbursement.
- 6) Construction/Demolition Waste and Hazardous Wastes are not eligible for County Reimbursement.
- 7) Applicant shall submit "Reporting Form" (provided by County) and all invoices for reimbursement prior to **July 31, 2025**.

VENDOR INFORMATION

ITEM	VENDOR OR HAULER	RECYCLING FACILITY OR LANDFILL
Electronic Waste		
Scrap Metal / Propane Tanks		
Tires		
Fluorescent Bulbs		
Major Appliances		
Automotive Batteries / Household Batteries		
Mattresses/Box Springs (Recycled)		
Paper Shredding		
Car Seats		
Municipal Solid Waste (garbage, etc.)		
Other (County Permission Required)	List Other Items Here:	

As the city or township representative applying for "Recycling Day" funding from Sherburne County, by my signature below, I agree to comply with the "Eligibility Requirements" listed above. Furthermore, I understand that the "Recycling Day" may not be subsidized if "Eligibility Requirements" are not met.

Signature of Authorized Representative

Date

RECYCLING VENDORS

APPLIANCE & ELECTRONIC RECYCLERS (Registered with MPCAt to accept electronic devices)

RECYCLER	LOCATION	PHONE NUMBER
B & E Recycling	Elk River	763-441-7211
Central Appliance Recyclers	St. Cloud	320-252-3221
Lake State Recycling	Elk River	763-241-4000
Metro Appliance Recyclers	Otsego	763-241-8787
Midway Iron & Metal Co.	St. Cloud	320-252-4002
Enviro-Chem, Inc.	Rogers	763-428-4002
JR's Advanced Recyclers	Inver Grove Heights	651-454-9215
Recycle Technologies	Blaine	763-559-5130
Milaca Iron & Metal (Crow Wing Recycling)	Milaca	320-983-2004
All Appliance Disposal	East Bethel	612-865-9570

SCRAP METAL RECYCLERS

RECYCLER	LOCATION	PHONE NUMBER
B & E Recycling Station	Elk River	763-441-7211
Central Appliance Recyclers	St. Cloud	320-252-3221
Midway Iron & Metal Co.	St. Cloud	320-252-4002
EMR – Northern Metals Recycling	Becker	612-453-4400
Metro Appliance Recycling	Otsego	763-241-8787
Lake State Recycling	Elk River	763-241-4000
JR's Advanced Recyclers	Inver Grove Heights	651-454-9215
Milaca Iron & Metal	Milaca	320-983-2004
All Appliance Disposal	East Bethel	612-865-9570

TIRE RECYCLERS (MPCA-Approved Transporter)

RECYCLER	LOCATION	PHONE NUMBER
First State Tire Recycling	Isanti	763-434-0578
Liberty Tire Recycling	St. Martin	320-548-3496
Liberty Tire Recycling	Savage	952-894-5280
Goes Around Tire Transport	Bethel	320-515-0184

MATTRESS & BOXSPRING RECYCLERS

RECYCLER	LOCATION	PHONE NUMBER
Evergreen Recycling	Rush City	320-358-3988
B&E Recycling	Elk River	763-441-7211
Second Chance Recycling	Minneapolis	612-332-0664

AUTO BATTERY RECYCLERS

RECYCLER	LOCATION	PHONE NUMBER
Lake State Recycling	Elk River	763-241-4000
EMR – Northern Metals Recycling	Becker	612-453-4400
B&E Recycling	Elk River	763-441-7211
Metro Appliance Recycling	Otsego	763-241-8787
JR's Advanced Recyclers	Inver Grove Heights	651-454-9215
Midway Iron & Metal Co.	St. Cloud	320-252-4002
Batteries Plus	Elk River	763-274-2175

RECYCLING VENDORS

HOUSEHOLD BATTERY RECYCLERS

RECYCLER	LOCATION	PHONE NUMBER
Lake State Recycling	Elk River	763-241-4000
Batteries Plus	Elk River	763-274-2175

FLUORESCENT BULB RECYCLERS

RECYCLER	LOCATION	PHONE NUMBER
Lake State Recycling	Elk River	763-241-4000
B & E Recycling Station	Elk River	763-441-7211
Central Appliance Recyclers	St. Cloud	320-252-3221
Metro Appliance Recycling	Otsego	763-241-8787
Recycle Technologies	Blaine	763-559-5130
Batteries Plus	Elk River	763-274-2175

PAPER SHREDDING

RECYCLER	LOCATION	PHONE NUMBER
Republic Services	Delano	763-972-3335
Recycle Technologies	Blaine	763-559-5130

CAR SEAT RECYCLERS

RECYCLER	LOCATION	PHONE NUMBER
McLeod County	Hutchinson	320-484-4300

EMS Signs 2024		Order date: N/A						
#	NEW / REPLACEMENT?	ADDRESS	PID	INSTALL DATE	COMMENTS	TOTAL DUE	PERMIT #	DATE INVOICED
1	New Address	12918 295th Ave NW	01-00604-0220			Paid with Access Permit	24-12	
2	New Address	13500 295th Ave NW	01-00604-0130			Paid with Access Permit	24-09	
3	New Address	30431 100th St. NW	01-00587-0105			Charge \$70.00		
4	New Address	28331 98 1/2 St NW	01-00407-0630			Charge \$70.00		
5	Emily Kruschek	29830 108th St NW	01-00595-0110			Charge \$70.00		
6	Kevin Abfalter	13099 295th Ave NW	01-00604-0245			Paid with Access Permit	24-13	
7	Pamela Bluhm	30638 108th St NW	01-014-2404	no install		Paid \$42.45 - sign & Post		
8	New Address	12917 295th Ave NW	01-00604-0235			Paid with Access Permit	24-14	
9	New Address	32024 136th St NW	01-00006-4000			Charge \$70.00		
10	Carsten Watts	30014 136th St NW	01-00581-0235			Paid in 2021 w/permit	21-27	
11	Tami & Joel Oakes	11419 305th Ave	01-00015-4101	no install	Sign only	Charge \$30.00		



Contract Area: Baldwin Twp - November 2024

Permit #	Paid Date	Address	Project Description	Permit Portion	70% Billable	Plan Review	80% Billable	Project Fee
BA2024-386	11/1/2024	13420 309th Ave NW	Addition	\$ 381.40	\$ 266.98	\$ 247.91	\$ 198.33	\$ 465.31
BA2024-387	11/4/2024	12526 319th Avenue	Addition	\$ 1,186.65	\$ 830.66	\$ 771.32	\$ 617.06	\$ 1,447.71
BA2024-398	11/5/2024	28204 Elk Lake Road East	Water Heater	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2024-345	11/5/2024	10228 316th Ave	Accessory Structure	\$ 348.30	\$ 243.81	\$ 226.40	\$ 181.12	\$ 424.93
BA2024-303	11/6/2024	30431 100th St NW	New Septic	\$ 350.00	\$ 245.00	\$ -	\$ -	\$ 245.00
BA2024-394	11/6/2024	30209 116th Street Northwest	New Holding Tank	\$ 175.00	\$ 122.50	\$ -	\$ -	\$ 122.50
BA2024-374	11/7/2024	30209 116th Street Northwest,	Furnace & A/C	\$ 890.90	\$ 623.63	\$ 89.09	\$ 71.27	\$ 694.90
BA2024-399	11/12/2024	14338 284th Avenue Northwest	New Septic	\$ 350.00	\$ 245.00	\$ -	\$ -	\$ 245.00
BA2024-400	11/12/2024	28724 104th Street Northwest	Siding	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2024-397	11/12/2024	29980 136th Street NW	Basement Finish	\$ 199.35	\$ 139.55	\$ 50.00	\$ 40.00	\$ 179.55
BA2024-401	11/13/2024	13099 295th Ave NW	New Construction	\$ 150.00	\$ 105.00	\$ -	\$ -	\$ 105.00
BA2024-402	11/13/2024	28734 Elk Lake Road East	Roof	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2024-396	11/14/2024	9735 294th Ave., NW	Window/Door	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2024-403	11/19/2024	11473 313th Ave	Alteration/Remodel	\$ 397.95	\$ 278.57	\$ 258.67	\$ 206.94	\$ 485.50
BA2024-406	11/21/2024	14037 290th Ave. NW	Alteration/Remodel	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2024-410	11/25/2024	31607 136th St NW	Furnace	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2024-412	11/25/2024	11917 302nd Ave NW	Replacement Septic - Paid with funds from Permit BA2024-381 by owner as that permit was cancelled and reissued with different contractor.	\$ -	\$ -	\$ -	\$ -	\$ -



Contract Area: Baldwin Twp - November 2024

Permit #	Paid Date	Address	Project Description	Permit Portion	70% Billable	Plan Review	80% Billable	Project Fee
BA2024-405	11/26/2024	14223 288th Avenue Northwest	Alteration/Remodel	\$ 500.15	\$ 350.11	\$ 175.00	\$ 140.00	\$ 490.11
				\$ -	\$ -		\$ -	\$ -
TOTAL				\$ 5,679.70	\$ 3,975.79	\$ 1,818.39	\$ 1,454.71	\$ 5,430.50



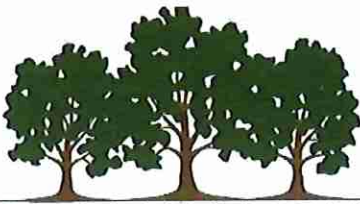
Contract Area: Baldwin Twp - December 2024

Permit #	Paid Date	Address	Project Description	Permit Portion	70% Billable	Plan Review	80% Billable	Project Fee
2023-034	2/13/2023	30879 98th St NW	Window/Door - Expired	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
2023-349	6/12/2023	31404 128th St NW	Siding - Expired	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
2023-395	4/8/2024	12879 296th Ave NW	Roof	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
2023-438	7/17/2023	13143 Lake Place Rd NW	Roof	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
2023-439	7/17/2023	13143 Lake Place Rd NW	Siding	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
2023-458	7/25/2023	29144 128th St NW	Plumbing New Construction	\$ 150.00	\$ 105.00		\$ -	\$ 105.00
2023-481	8/1/2023	14247 288th Ave NW	Roof	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
2023-496	9/18/2023	9904 313th Ave NW	Septic	\$ 250.00	\$ 175.00		\$ -	\$ 175.00
2023-526	1/4/2024	14034 305th Avenue NW	Window/Door - Refunded/Cancelled	\$ (125.00)	\$ (87.50)		\$ -	\$ (87.50)
2023-532	8/23/2023	28952 127th St NW	Siding - Expired	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
2023-567	4/2/2023	13648 302nd Ave NW	Roof - Expired	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
2023-583	9/22/2023	29240 120th St NW	Plumbing New Construction	\$ 150.00	\$ 105.00		\$ -	\$ 105.00
2023-588	9/29/2023	29144 128th St NW	Septic	\$ 250.00	\$ 175.00		\$ -	\$ 175.00
2023-589	9/12/2023	30610 116th St NW	Roof	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
2023-646	10/23/2023	31611 123rd St NW	Septic	\$ 200.00	\$ 140.00		\$ -	\$ 140.00
2023-652	10/31/2023	30238 104th St NW	Window/Door	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
2023-669	11/9/2023	29479 144th St NW	Septic	\$ 250.00	\$ 175.00		\$ -	\$ 175.00
BA2024-404	12/2/2024	32024 136th Street NW	New Construction	\$ 1,135.95	\$ 795.17	\$ 738.37	\$ 590.70	\$ 1,385.86
BA2024-318	12/3/2024	32141 104th Street NW	Alteration/Remodel	\$ 166.25	\$ 116.38	\$ 108.06	\$ 86.45	\$ 202.82
BA2024-416	12/4/2024	29479 144th St NW	Miscellaneous Mechanical	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50



Contract Area: Baldwin Twp - December 2024

Permit #	Paid Date	Address	Project Description	Permit Portion	70% Billable	Plan Review	80% Billable	Project Fee
BA2024-417	12/5/2024	11512 306th Avenue NW	Alteration/Remodel	\$ 560.15	\$ 392.11	\$ 364.10	\$ 291.28	\$ 683.39
BA2024-391	12/6/2024	13904 308th Ave NW	Window/Door	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2024-408	12/9/2024	30260 118th Street NW	Addition	\$ 397.95	\$ 278.57	\$ 258.67	\$ 206.94	\$ 485.50
BA2024-193	12/9/2024	32010 125th Street NW	Roof	\$ 447.55	\$ 313.29	\$ 290.91	\$ 232.73	\$ 546.01
BA2024-415	12/10/2024	12623 302nd Avenue NW	Furnace	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2024-418	12/12/2024	28331 Elk Lake Rd E	Basement Finish	\$ 215.90	\$ 151.13	\$ 50.00	\$ 40.00	\$ 191.13
BA2024-421	12/12/2024	28621 100th Street NW	Roof	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2024-422	12/16/2024	13099 295th Ave NW	Gas Fireplace	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2024-420	12/20/2024	10124 313th Ave NW	Siding	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2024-371	12/23/2024	28716 Elk Lake Road East	Replacement Septic	\$ 350.00	\$ 245.00	\$ -	\$ -	\$ 245.00
BA2024-407	12/24/2024	11604 293rd Avenue NW	Fire Suppression System	\$ 772.60	\$ 540.82	\$ 502.19	\$ 401.75	\$ 942.57
TOTAL				\$ 7,171.35	\$ 5,019.95	\$ 2,312.30	\$ 1,849.84	\$ 6,869.79



CITY OF BALDWIN

30239 128th Street NW, Baldwin, MN 55371

VOLUNTEER

WITH US!



The City of Baldwin
is looking for
volunteers for our
upcoming events!

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

