



**AGENDA FOR APRIL 7TH, 2025
BALDWIN CITY COUNCIL REGULAR MEETING**

7:00 p.m.
(Revised 4/3/2025)

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:

Sheriff's Report:

Public Comment Requests:

- Rebecca Rittenour: 255 4th Avenue SE, Milaca; Requesting approval from City Council to clean three civil way veteran gravestones at Baldwin Cemetery for Park Day on April 26th, 2025.
- Teresa Barnes: 28641 143rd Street NW; Proposed lake improvements to Little Elk Lake at 287th Avenue NW alignment including proposed work on the 1.5-acre property owned by the City.

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

- Approve Claims List
- Approve Clerk Time Off of Friday, April 11th, 2025
- Approve Ehlers Invoice for \$3,466.25
- Approve City Council Meeting Minutes for March 17th, 2025
- Approve Using TextMyGov to Gain Awareness for Clean-Up Day
- Approve Road Salt Submission to Office of State Procurement
- Approve Ordering 18 EMS Posts and Signs for \$725.36 through M-R Signs

Fire Department Report:

- a. Schedule Joint Meeting with Blue Hill Town Board Regarding Fire Contract

Planning Items:

- a. **Public Hearing**-Discuss/Approve/Disapprove Ordinance 2025-08; Interim Ordinance Establishing a Moratorium on Subdivisions.
- b. **Public Hearing**-Discuss/Approve/Disapprove Resolution 25-06: Century Custom Cabinets Conditional Use Permit

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. **Public Hearing**-Discuss/Approve/Disapprove Resolution 25-07; Finlayson Interim Use Permit Lots 4 and 5, Block 1, Hunter Estates
- d. Discuss Code Enforcements

Park Committee Report – Tom Rush

Cemetery Update – Tom Rush

- a. Discuss/Update on Cemetery Sexton Role for the Month of April 2025
- b. Discuss Updating Cemetery Map
- c. Discuss/Approve/Disapprove Cemetery Park Day and Cleaning of Three Civil War Veteran Gravestones

Tabled Items:

- a. Discuss Employee Handbook – Jay Swanson

New Business:

- a. Discuss/Approve/Disapprove Ordinance 2025-09 Amending Liquor License Fees – Scott Case
- b. Discuss/Approve/Disapprove Revising Policy Back to all Council Members Initialing Checks at City Council Meetings – Jay Swanson
- c. Discuss Meeting Date, Time and Distribution of Open House for 100th Street and 297th Avenue Residents – Jay Swanson
- d. Discuss/Approve/Disapprove 2024 Freightliner Plow Truck Change Order – Tom Rush
- e. Discuss/Approve/Disapprove 2025 Clean-Up Day Pricing – Tom Rush
- f. Discuss/Approve/Disapprove Scheduling a Joint Meeting with the Planning Commission, Dan Licht; City Planner, and Andy Schreder; Rum River Construction Consultants – Jay Swanson
- g. Discuss Maturity Notice on CD from Bremer Bank – Jay Swanson
- h. Discuss/Approve/Disapprove Quote from Ehler's on Budget Resolutions – Clerk
- i. Discuss Ehler's Memo on City Chart of Accounts – Clerk
- j. Discuss Certification for Local Board of Appeals & Equalization Meeting – Scott Case

Announcements:

- a. Special Election for Sunday Liquor Licenses is Tuesday, April 8th, 2025. Polls Open from 10:00 a.m. to 8:00 p.m.
- b. Board of Canvass Monday, April 14th, 2025 at 7:00 p.m. to Certify April 8th, 2025 Special Election Results
- c. Special Planning Commission Meeting Wednesday, April 16th, 2025 at 7:00 p.m.
- d. Local Board of Appeal and Equalization Thursday, April 17th, 2025 at 3:00 p.m.
- e. Park Committee Meeting Thursday, April 17th, 2025 at 7:00 p.m.
- e. Next City Council Meeting is Monday, April 21st, 2025 at 7:00 p.m.

Any Other Business:

Adjourn:

CITY OF BALDWIN

*Cash Balances

Cash Account: 10100

April 2025

Fund	Begin April 2025	Transfers			JE Payroll	Balance No	
		Rec/Disb	Journal Entries	Investments		Investments	Balance
10100 - Bremer							
101 - General Fund	(\$983,418.35)	\$12,597.78	(\$11,171.12)	\$0.00	(\$7,088.62)	(\$989,080.31)	In Bal
225 - Cemetery Fund	\$15,638.63			\$0.00	(\$107.65)	\$15,530.98	In Bal
250 - Fire Operations	\$43,209.92	\$1,553.43	(\$10,407.69)	\$0.00	(\$3,255.99)	\$31,099.67	In Bal
275 - Street Capital	\$166,060.29		(\$13,340.47)	\$0.00		\$152,719.82	In Bal
301 - G.O. 2017A	\$735,169.64			\$0.00		\$735,169.64	In Bal
302 - G.O. 2024A	(\$16,841.59)			\$0.00		(\$16,841.59)	In Bal
401 - Capital Project Fund	\$150,351.75			\$0.00		\$150,351.75	In Bal
402 - Fire Services	\$49,436.87			\$0.00		\$49,436.87	In Bal
403 - Fire Capital	\$149,015.94			\$0.00		\$149,015.94	In Bal
404 - Parks Capital Fund	\$84,500.94	\$1,075.00	(\$1,458.25)	\$0.00	(\$79.46)	\$84,038.23	In Bal
602 - Sewer Fund	\$47,287.16	\$4,554.20	(\$2,152.64)	\$0.00	(\$137.08)	\$49,551.64	In Bal
801 - Developers Account - Escrow	\$126,581.03	\$3,500.00	(\$1,550.00)	\$0.00		\$128,531.03	In Bal
802 - Baldwin Estates Escrow	\$1,489.61			\$0.00		\$1,489.61	In Bal
803 - Misty Hollow Escrow	\$0.00			\$0.00		\$0.00	In Bal
804 - Buck Run Escrow	\$15,756.81			\$0.00		\$15,756.81	In Bal
805 - Sumner Farms 1st Addt Escr	\$2,676.41			\$0.00		\$2,676.41	In Bal
		MTD Amounts		Begin + YTD			
Begin	\$586,915.06			\$0.00			
Receipt	\$23,280.41	Investments		\$0.00			
Disbursements	(\$40,080.17)	Petty Cash		\$0.00			
Transfers Rec/Disb	\$0.00	Savings		\$0.00			
Transfers JE	\$0.00	Money Market		\$0.00			
JE Payroll	(\$10,668.80)	Balance		\$0.00			
		\$559,446.50		In Balance			

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: _____ 4/7/25 _____

NAME: __Rebecca Rittenour_____

ADDRESS: __255 4th Ave SE; Milaca, MN 56353

PHONE: __605 204 0788_____

SUBJECT TO BE PRESENTED TO THE CITY COUNCIL:

Cleaning three Civil War veteran gravestones at Baldwin Cemetery for Park Day, April 26, 2025.

BALDWIN TOWNSHIP PUBLIC COMMENT REQUEST FORM

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

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

1. Fill out the form below, detach and present to the Clerk/Treasurer or Chairperson 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 Board 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 chairperson approves another request form from the person to speak on a different subject.
3. Comments must relate to matters within the Board's authority and be limited to the subject listed on the submitted request form.
4. The chairperson 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 Board.
5. No one will be allowed to disrupt a Board meeting.
6. The Board will decide what action, if any, is appropriate to respond to the comments made.

Thank you!

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

DATE: 3-25-2025

NAME: Teresa Barnes

ADDRESS: 28641 143rd St NW

PHONE: 513-706-8991

SUBJECT TO BE PRESENTED TO THE BOARD:

proposed lake improvements to Little Elk Lake - at the 287th Ave NW alignment -
including proposed work on the 1.5 acre property owned by the City.

CITY OF BALDWIN

04/02/25 4:21 PM

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*Check Summary Register©

Batch:

031825BiWeekPera,031825BiWeekState,031825EFTPSBiWeek,032025FuelTax,04012025BiWeek,04012025PeraBiWeek,040125BiWeek,04072025MtgPayments,PAY20250106.00,PAY20250107.00,PAY20250203.00,PAY20250504.00,PAY20250804.00,PAY20250904.00

	Name	Check Date	Check Amt	
10100	Bremer			
33e	Minnesota Dept of Revenue	3/25/2025	\$423.45	031825 BiWeekly Payroll
34e	Pera	3/25/2025	\$1,332.69	03182025 BiWeekly Pera
35e	EFTPS	3/25/2025	\$2,361.73	03182025 BiWeek Payroll Liab
36e	EFTPS	3/31/2025	\$2,603.81	04012025 BiWeek Payroll
37e	Minnesota Dept of Revenue	3/31/2025	\$478.74	04012025 BiWeekly
38e	Pera	3/31/2025	\$1,463.18	04012025 BiWeeklyPera
39e	Minnesota Dept of Revenue	4/2/2025	\$28.94	March 2025 Fuel Tax
28448	Christen, Louis R.	3/18/2025	\$67.47	
28449	Fadden, Phillip E.	3/18/2025	\$1,562.59	
28450	Good, Zachary D.	3/18/2025	\$1,282.01	
28451	Heinen, Joan	3/18/2025	\$2,194.09	
28452	Nielsen, Kayla	3/18/2025	\$1,418.14	
28453	Otis, Mark D	3/18/2025	\$142.68	
28454	Sromek, Robert	3/18/2025	\$85.67	
28455	Fadden, Phillip E.	4/1/2025	\$1,585.11	
28456	Good, Zachary D.	4/1/2025	\$1,543.81	
28457	Heinen, Joan	4/1/2025	\$2,479.86	
28458	Nielsen, Kayla	4/1/2025	\$1,440.33	
28459	Bogart Pederson Associates Inc	4/7/2025	\$2,402.50	Engineering Northland Ponds Plat Review
28460	CenterPoint Energy	4/7/2025	\$798.85	Gas Utilities
28461	Connexus Energy	4/7/2025	\$1,332.52	Electric Utilities
28462	Customized Fire Rescue Trainin	4/7/2025	\$1,500.00	SCBA Class
28463	DJ Mitch	4/7/2025	\$550.00	DJ FunFest
28464	Driver Vehicle Services	4/7/2025	\$12.00	4 FIRE License Plates
28465	Ehlers	4/7/2025	\$3,466.25	Chart of Account Review
28466	Elan Financial Services	4/7/2025	\$211.74	Absentee Ballot Mailing, <i>credit card Payment</i>
28467	Family Fun Jumps	4/7/2025	\$712.50	FunFest Bounce House Cotton Candy Popcorn
28468	GO Permits	4/7/2025	\$100.00	Permit Cancellation 2025-058
28469	Helmin Construction Inc	4/7/2025	\$13,340.47	285th Road Repair Grading
28470	Hotsy Minnesota	4/7/2025	\$259.05	Hose and Wire
28471	Joan Heinen	4/7/2025	\$76.49	Mileage MCFOA Conference
28472	Kelvin Bittner	4/7/2025	\$62.00	31 Pair of Gopher Feet
28473	Lester Kriesel	4/7/2025	\$35.00	March 2025 Park Committee
28474	MacQueen	4/7/2025	\$1,216.00	Baldwin Name-Letter Patch
28475	Marvs True Value	4/7/2025	\$140.53	Road Material
28476	Minnesota Child Support Pymt	4/7/2025	\$879.54	031825 and 040125 Payroll
28477	Minnesota Fire Service Certif	4/7/2025	\$447.75	FireFighter Certif Exam Strand Wren
28478	Motorola Solutions Inc	4/7/2025	\$3,679.68	Charger Remot Speaker Microphone
28479	Office Depot	4/7/2025	\$158.04	Copy Paper White Out Forks
28480	OSI Environmental Inc	4/7/2025	\$150.00	Filter Pick up and Absorbent Rags
28481	Princeton Gas	4/7/2025	\$120.00	Gas GMC
28482	Rallye Productions Inc	4/7/2025	\$77.20	Fun Fest Dash Plaques
28483	US Bank	4/7/2025	\$2,829.48	Rescue Pack Portable Air System, <i>FD credit card</i>
28484	Utility Consultants Inc	4/7/2025	\$206.98	Frontier Trails SSD
28485	Vanderpoel Disposal	4/7/2025	\$90.93	Refuse Disposal
28486	Wastewater Services Inc.	4/7/2025	\$650.00	Frontier Trails SSD
28487	Kriesel, Lester W.	4/7/2025	\$92.35	
28488	Case, Scott F.	4/7/2025	\$1,409.65	
28489	Fischer, Robin K.	4/7/2025	\$923.50	
28490	Johnson, Joy M	4/7/2025	\$46.17	
28491	Marshall, Richard	4/7/2025	\$46.17	
28492	Mattson, Clarence	4/7/2025	\$46.17	
28493	McGowan, William	4/7/2025	\$46.17	

CITY OF BALDWIN

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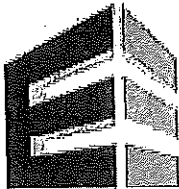
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***Check Summary Register©**

Batch:

031825BiWeekPera,031825BiWeekState,031825EFTPSBiWeek,032025FuelTax,04012025BiWeek,04012025PeraBiWeek,040125BiWe
ekly,04072025MtgPayments,PAY20250106.00,PAY20250107.00,PAY20250203.00,PAY20250504.00,PAY20250804.00,PAY20250904.00

	Name	Check Date	Check Amt
28494	Miller, Patricia	4/7/2025	\$46.17
28495	Schmock, Calvin	4/7/2025	\$46.17
28496	Case, Scott	4/7/2025	\$349.40
28497	Walker, Alan	4/7/2025	\$567.77
	Total Checks		\$61,619.49



Ehlers

3060 Centre Pointe Drive,
Roseville, MN 55113-1105
Tel: 651-697-8500
accountsreceivable@ehlers-inc.com
www.ehlers-inc.com

Invoice

Invoice Date: Mar 7, 2025

Invoice Num: 100757

Billing Through: Feb 28, 2025

Joan Heinen
City of Baldwin
30239 128th Street NW
Baldwin, MN 55371

General Consulting (Baldwin | C | MN | Sherburne:GenConsult) - Managed by (Todd Hagen)

Professional Services

<u>Date</u>	<u>Employee</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
2/4/2025	Elizabeth Dioz	Discuss account coding with KH	0.25	\$73.75
2/12/2025	Kelly Horn	Chart of Accounts Assistance	2.50	\$737.50
2/17/2025	Kelly Horn	Chart of Accounts Assistance	2.00	\$590.00
2/24/2025	Kelly Horn	Chart of Accounts Assistance	7.00	\$2,065.00

Total Service Amount: \$3,466.25

Amount Due This Invoice: \$3,466.25

This invoice is due upon receipt



BALDWIN CITY COUNCIL REGULAR MEETING

 **DRAFT**

MARCH 17TH, 2025

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

Jeff Holm arrived at 7:12 p.m.

Also Present – City Attorney: Bob Ruppe from Couri & Ruppe and City Engineer; Matt Kind from Hakanson Anderson

Call to Order – The March 17th, 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 present recited the Pledge of Allegiance

Prayer Request from Delmas Hines

Additions/Corrections to Agenda

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

February 2025 Final Treasurer's Report – Beginning balance of \$694,034.55, Receipts of \$169,698.82, Disbursements of \$206,336.94; Check Numbers 28318 – 28391, Void Check #'s 28324-28331. There were 12 EFT Payments leaving an unaudited ending balance of \$657,396.43.

March 2025 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$657,396.43, Receipts of \$32,802.94, Disbursements of \$95,093.74 leaving an unaudited ending balance of \$595,105.63.

Public Comment Requests:

Discuss/Approve/Disapprove 136th Street Road Agreement –

- Larry Doose – 900 Airport Road, Princeton: Mr. Doose was in attendance at tonight's meeting and stated that Ruppe, Baldwin City Attorney, has exchanged drafts of the 136th road agreement with his lawyer. Mr. Doose stated that his lawyer and him are satisfied with the revised changes. Mr. Doose's lawyer sent a revised draft to Ruppe defining the 700 feet and Doose's attorney has changed this to a 700-foot section of 136th street. The company name has changed to Soil Solutions, LLC. City Attorney, Ruppe, recommends the City Council approve the 136th Street road agreement. **Case/Walker unanimous to approve 136th Street Road Agreement.**
- Julie Weidenborner – 14312 314th Avenue, Princeton: Ms. Weidenborner asked if the City Council has ever considered a city-wide garage sale. Julie also wanted clarification of what "RFP" meant on this agenda. Swanson explained that it

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meant modifying the request for proposal form used for Credit River, MN. This would be modifying the proposal to what Baldwin needs and this proposal is very broad compared to what Baldwin needs to manage the Frontier Trails system. Julie asked if Frontier Trails Residents will be involved in the request for proposal process and Swanson stated they would be. Julie then asked if Frontier Trails Residents would be charged for the expenses for the RFP process. Swanson stated probably not but it depends on who the person will be managing the system and if this person would need the City of Baldwin's assistance. City Attorney, Ruppe, stated that Subordinate Service Districts are set up that all the charges are paid by the Residents associated with the costs to maintain the sewer system. Ruppe, City Attorney, stated that the contract will control the roles of managing the system going forward. Interviews will be conducted to find someone to manage the system Swanson stated. Julie asked if Mike Gwynn is still interested in managing Frontier Trails SSD and Swanson stated he is interested. Julie also questioned the reimbursement of the funds from the motion made at the October 9th, 2024 meeting. The Clerk explained the reports that she previously gave to Julie.

Jeff Holm arrived at 7:12 p.m.

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

- Approve Claims List – 6 EFT Payments for \$5844.02 and Check Numbers 28419 – 28447 for \$74,077.66 for a total of \$79,921.68.
- Approve City Council Meeting Minutes for March 3rd, 2025

Engineering:

Discuss Invoice from Helmin Construction for 285th Avenue Grading – Rush stated the original quote was for \$17,221.00. **Rush/Case unanimous to approve** Helmin Construction invoice for \$13,340.47 for the expenditure on 285th. Case asked if this project is done. City Engineer, Kind, stated a strip of curving along the south side of the road needs to be completed and then the triple chip seal will need to be done. Case asked about the cost and Kind stated it was not part of the contract, and he does not have the cost at this time.

Discuss Drainage Improvements on 285th Avenue – Miller, a resident on 285th avenue explained that she still has water in front of her driveway. Swanson asked if the curving that is being discussed will take care of this water problem. Kind, City Engineer, indicated that the curving would help. Kind explained that the road in front of her driveway is very flat. There is also an issue with the spring thaw which creates more water in this area, which has created a bird bath. Swanson asked Kind if adding class five to the end of her driveway would help until the curve is done and Kind stated it would. Miller is okay with the resolution of the curve being done this year. Swanson requested the Public Works Department, Fadden, to review this area. Swanson asked Kind about the Elk Lake Rain Garden area and the water in this area. Kind to look at this area as well.



Discuss Culvert Repairs on 305th Avenue – Kind stated that request for proposals can be sent out now. Kind, City Engineer, to send plans to the City Council. Matt was contacted with some questions from a “Todd” regarding the culverts, remove/replace driveway patching, ditch grading and seeding. Rush stated that a contractors list was given to City Engineer, Kind. Swanson stated this would be 3 culverts and 1 culvert that is buried that needs to be fixed.

Discuss Paving Repair on 278th Avenue, 123rd Street and 120th Street – Rush asked Kind, City Engineer, if he was working with Knife River on these repairs. Kind to reach out to them about scheduling the corrective work. Kind to give an update to the City Council at the April 23rd, 2025 City Council meeting.

Discuss Sink Hole Process – Rush stated that since they are doing the preventative maintenance in-house, they would like to get local contractors to get these addressed. Rush asked how much the City Council wants to spend on sink hole repair. The sink hole areas are 289th, Lake Diann Road north of 277th and 138th Street. Swanson stated it would be tough to put a monetary amount because the City Council does not know how deep the sink holes are. Holm asked how deep these contractors should go. Walker stated that 6 feet should be sufficient. Swanson and Holm would like more information on these sink holes. Kind, City Engineer, stated that each sink hole review is \$1400.00 plus testing. Holm suggested getting soil borings in order to have these borings for future use. Public Works Supervisor, Good, to get this information to City Engineer, Kind, in order to receive soil boring quotes. Swanson requested this information be presented at the April 23rd, 2025 City Council meeting.

Discuss Road Projects for 2025 Summer Build Season – Rush stated that 100th street and 297th street won't get completed until 2026. Rush asked if there were other road projects that could be completed in 2025 for mill and overlay. Baldwin Public Works Supervisor, Good, recommends 108th street and 301st street. Holm asked if the City Council should continue to do a spring road tour and Swanson stated that the Council should. Public Works Supervisor, Good, to get these street projects to the City Council.

Rush asked about the survey of the show-throwing on 297th and 100th street. Kind, City Engineer stated one exhibit was submitted to the City Attorney. City Attorney, Ruppe, explained the process of the easements.

Frontier Trails Update – The Clerk received an email from Wastewater Manager, Mike Gwynn. Gwynn stated Frontier Trails was a little out of compliance because of the extreme cold weather in February Gwynn went on to say that everything is good mechanically. Gwynn is hoping for better compliance numbers in March of 2025 due to warmer temperatures.

Frontier Trails Financials - The Clerk reported revenue of \$5404.00 and expenditures of \$4978.75 leaving a balance of \$425.25 for the month of February 2025.

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Discuss/Approve/Disapprove Revising Hakanson Anderson Request for Proposals for Baldwin Purposes – Swanson to discuss request for proposals with Shane Nelson at Hakanson Anderson. Swanson will ask what the difference between Credit River's system versus Frontier Trails System. The addendum is to solicit costs and hourly wages.

Road Report:

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

Discuss/Approve/Disapprove Public Works Enclosed Trailer Quote – City Council Member Walker obtained 3 quotes for enclosed trailers, 1 cabinet quote for one of the enclosed trailers that did not have any cabinets, and a custom-built enclosed trailer built to specifications. An enclosed trailer with a steel frame with cabinets was quoted \$21,435.81. The enclosed trailer with an aluminum frame without cabinets was quoted at \$21,428.81. The price of the cabinets for this trailer would be \$3020.00. A 2021 aluminum enclosed trailer was quoted as \$28,500.00. For the custom-built trailer, the quote was \$26,821.00. Case brought up the possibility of carrying the equipment in a vehicle and pulling a trailer. Swanson questioned how much this trailer could be used by the Public Works Department. Swanson also questioned if an aluminum trailer is needed, or if a steel trailer could be purchased. Holm stated that he doesn't feel a 28' trailer is needed. Case suggested a mesh enclosure to be used on the back of a truck. Holm asked where this trailer would be parked, and Case stated most likely outside. Case would like to look at different options. This is for discussion only at this time.

Discuss/Approve/Disapprove Yield/Stop Sign for Lake Diann Road and 279th Avenue – Case stated that there was a complaint from a resident in this area. Case would prefer a stop sign in this area. **Rush/Case unanimous to approve** a stop sign being installed. Holm questioned if there should be a stop ahead sign. Swanson stated that there were temporary flags installed on stop signs in the past. **Rush/Case unanimous to approve** using temporary flags on this stop sign. A friendly was given by Holm to fix the yield sign on 308th and 105th. Rush/Case took this as a friendly.

Discuss Fiberglass Road Right Of Way Obstructions – Mayor Swanson received photos of several fiberglass rods in the road right of way on 284 ½ street. The fiberglass rods interfered with snowplowing in this area. Rush would like to discuss this next fall. This will be discussed November 3rd, 2025.

Discuss/Approve/Disapprove Notification to Residents Regarding Road Construction on 100th Street and 297th Avenue – Holm stated that he has had a few residents contact him regarding information on 100th street and 297th avenue construction. Holm would like a letter sent stating the intent of the City on fixing the road. Holm also suggested an open house. City Attorney, Ruppe, stated an open house is effective to explain to the residents the scope of the project, the timeline of the project and road right of way. Holm asked City Attorney, Ruppe, when the appropriate time



would be to hold this open house. Holm made a motion to send a letter informing the residents of the construction on 100th street and 297th that an informational meeting will be held in the near future. City Engineer, Kind, will send a timeline to the Clerk. Kind indicated that they have staff at Hakanson Anderson that write these kinds of letters. Swanson would like to see this letter before being mailed to the residents. **Holm/Rush unanimous to approve** Matt from Hakanson Anderson develop this letter to be sent to the residents on 100th street and 297th avenue.

Tabled Items:

Discuss/Approve/Disapprove 2024 Freightliner Plow Truck Change Order – City Attorney recommended at the February 24th, 2025 City Council meeting to reach out to Sourcewell for a quote. The quote from Sourcewell was \$53,665.50 which was a \$6417.50 additional cost compared to Falls Plow Equipment. Original quote apparently expired in 2023. Public Works Supervisor, Good, stated that nothing has changed on this quote besides who was being paid. **Swanson made a motion to table this until the April 7th, 2025 City Council meeting in order for Good, Public Works Supervisor, to get pricing from the vendor. Holm seconded the motion, motion carried.**

New Business:

Discuss/Approve/Disapprove ARC Irrigation Services for Young Park Playground, Ball Field and Goose Lake Park – The quote is for \$735.00 for all vegetable control and preventive for the trails at Young Park. The quote for the ballfield is \$202.00 for vegetative control and preventive treatment and the quote for the trails at Goose Lake Park is \$295.00. \$3355.00 is the complete cost.

Case/Walker unanimous to approve. Swanson asked if they would take a friendly to not exceed \$3400.00 and Case and Walker took this as a friendly.

Discuss/Approve/Disapprove City Council Meeting Minutes for February 24th, 2025 – Rush made a motion to approve. Swanson is questioning whether the minutes should state what Rush said regarding purchasing the truck to sell and using the funds for infrastructure projects towards the City Hall, Fire Department and Public Works area. Swanson stated that these meeting minutes should be written by verbatim if Rush is requesting his additions to the meeting minutes. Swanson stated the meeting minutes are a summary only and if additional information is needed, the video tape is available.

Rush made a motion to approve the meeting minutes for February 24th, 2025.

Swanson, Case, Holm, and Walker disapproved.

Swanson made a motion for staff to write the minutes in verbatim. Rush disapproved.

Walker/Holm/ and Case unanimous to approve meeting minutes section of ladder truck to be written verbatim.

Discuss/Approve/Disapprove 2025 Recycling Day Grant Agreement – The SCORE grant amount for Clean-Up Day is \$8900.00. This is provided that all terms and

conditions as set forth in the agreement are fulfilled. **Holm made a motion to remove #12 from the recycling day grant agreement. Holm rescinded his motion. Holm/Case unanimous to approve 2025 recycling day grant agreement.**

Discuss Tobacco Licenses – Currently the only tobacco license the City of Baldwin has is for Ridgewood Bay Resort. This license expires June 30th, 2025. The tobacco license fee would be the same as Sherburne Counties. Swanson asked if we should leave this with the County. City Attorney, Ruppe, stated that you could leave this with the County. Ruppe to research this statute for tobacco licensing and get this information back to the Clerk.

Discuss Municipal Liquor Stores in Baldwin Verses Private Business Liquor Stores – Swanson stated that this is for discussion only at this time. Swanson would like the Council to start thinking about this topic. City Attorney, Ruppe, stated that there is a lot to think about regarding a City having a Municipal Liquor Store. Some of these items to think about are the building, stocking shelves, staffing, purchasing, etc. The Planning Commission will also be looking at this in the Baldwin Comprehensive Plan. Swanson would also like the Infrastructure Committee to look into this at their future meetings. Swanson asked if moratorium should be put on new liquor stores until the City Council can research. City Attorney, Ruppe, stated this would be a good idea so more research could be done. There is only one year that a moratorium could be done and it cannot be extended per Ruppe. During this one year, research must be completed stated City Attorney, Ruppe.

Discuss/Approve/Disapprove Resolution 25-05 Fund Transfer Fund 860 Misty Hollow Escrow Account to Fund 250 Fire Department – Case/Walker unanimous to approve resolution 25-05.

Discuss/Approve/Disapprove April - June 2025 Newsletter – Rush/Case unanimous to approve April – June 2025 newsletter.

Update of Sherburne County Recording of Incorporation Order – City Attorney, Ruppe, communicated that the Sherburne County Auditor's position was for the incorporation order and amendment to be recorded. The County Auditor provided our Attorney chapter 414.09 sub-division 2. This is what the County Auditor was using as a basis for recording. Ruppe indicated this is the first he's heard of recording an incorporation order and Ruppe's office has recently incorporated 5 cities. The incorporation order has already been recorded. Ruppe stated that this doesn't change anything so why record it.

Announcements:

- a. Clerk Attending Municipal Clerks and Finance Officers Association Annual Conference March 18th, 2025 to March 21st, 2025
- b. Park Committee Meeting Thursday, March 20th, 2025 at 7:00 p.m.
- c. Planning Commission Meeting Wednesday, March 26th, 2025 at 7:00 p.m.
- d. Infrastructure Committee Meeting Thursday, March 27th, 2025 at 7:00 p.m.

A red stamp with the word "DRAFT" in a bold, sans-serif font. To the left of the text is a small icon of a document with a red 'X' mark.

- e. Public Accuracy Testing is Friday, April 4th, 2025 at 9:00 a.m. at Baldwin City Hall
- f. Next City Council Meeting is Monday, April 7th, 2025 at 7:00 p.m.
- g. Special Election for Sunday Liquor Licenses is Tuesday, April 8th, 2025. Polls Open from 10:00 a.m. to 8:00 p.m.
- h. Board of Canvass Monday, April 14th, 2025 at 7:00 p.m. to Certify April 8th, 2025 Special Election Results – Case will be absent
- i. Local Board of Appeal and Equalization Thursday, April 17th, 2025 at 3:00 p.m. – Case will be absent.

Any Other Business:

Case communicated that the County Commissioner attended a Blue Hill Township meeting and communicated there was an increase of 16% in taxes from the County due to state mandates.

Adjourn - Rush/Walker unanimous to adjourn at 10:01 p.m.

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

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

Date

Attendees: Public Works Supervisor; Zac Good, Larry Doose, Delmas Hines, Julie Weidenborner, Christi Miller, Bruce West and Cartrell Cooper

Joan Heinen

From: Baldwin Maintenance
Sent: Wednesday, April 02, 2025 8:30 AM
To: Tom Rush
Cc: Joan Heinen
Subject: FW: Webform submission from: Road Salt Request Form

From: OSP <mn.procurement.web@state.mn.us>
Sent: Wednesday, April 2, 2025 8:04 AM
To: Baldwin Maintenance <publicworks@Baldwinmn.gov>
Subject: Webform submission from: Road Salt Request Form

Dear maintenance@baldwintwpmn.com,
Thank you for submitting your road salt order, it was received on 04/02/2025.

Your order details:

- **Name of Municipal Agency (You may list multiple):** City of Baldwin
Salt Delivery Street Address: 30239 128th St NW
City: Princeton
State: Minnesota
Zip: 55371
Unloading Method: End Dump
Untreated Salt: 80
Treated Salt: 0
Available to Take Early Fill?: No

Road Salt Request Form

Agency Point of Contact

Zachary Good

Direct Phone

763.286.3394

Direct Email

Publicworks@Baldwinmn.gov

Alternate Agency Contact

Joan Heinen

Direct Phone

763.389.8931

Direct Email

city.clerk@baldwinmn.gov

Contract Obligation

Name

Zachary Good

Direct Phone

[763.286.3394](tel:763.286.3394)

Direct Email

PublicWorks@Baldwinmn.gov

Agency Type

City

MnDOT District

3B ST. CLOUD

Billing Contact

Bill To Name

City of Baldwin

Bill To Email

city.clerk@baldwinmn.gov

Bill To Address

Bill To Address

30239 128th St NW
Baldwin, Minnesota. 55371

Locations

Locations

- **Name of Municipal Agency (You may list multiple):** City of Baldwin
Salt Delivery Street Address: 30239 128th St NW
City: Princeton
State: Minnesota
Zip: 55371
Unloading Method: End Dump
Untreated Salt: 80

Treated Salt: 0

Available to Take Early Fill?: No

If you need to make changes to this order, please contact Karen McIntyre via email at karen.mcintyre@state.mn.us or via phone at 651-201-3124.

**M-R Sign Co., Inc.**

1706 1st Avenue North
Fergus Falls, MN 56537
Phone: (218) 736-5681
Fax: (218) 736-4070

QUOTATION

Quote No: 14449

Date: 04/02/25

Quote: BALDWIN, CITY OF
30239 - 128TH STREET NW
BALDWIN, MN 55371-3752

Attention: Kayla

Phone No: 763-389-8931

Quoted By: KARLA

Fax No: 763-389-2751

Quantity	Stock Code	Description	Each	Line Total
18	900-691907	DS16"X08"RECDGB080GSP BALDWIN (911) **1"C WHITE BALDWIN AND **STREET ADDRESS WITH 4"C **NUMBER ON A BLUE DG-3 **BACKGROUND...NO BORDER. **1-1/2" RADIUS CORNERS **ONE SIDE AND 3/8" HOLES **ON 6" CENTERS OTHER SIDE **1" FROM EDGE OF SIGN TO **CENTER OF HOLE... **DOUBLE FACED.. *	31.700	570.60
18	GP06-1121	GRN POST 6'X 1.12#FT 3/8"1" GREEN U CHANNEL POST * ** PLUS FREIGHT **	8.59798	154.76

Thanks, Karla

Line Total	725.36
Sales Tax	0.00
Freight	0.00
Quote Total	725.36



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

MEMORANDUM

TO: Baldwin Mayor and City Council

FROM: D. Daniel Licht

DATE: 2 April 2025

RE: Baldwin – Comprehensive Plan; Interim Ordinance

TPC FILE: 269.01

BACKGROUND

Baldwin Township adopted a Comprehensive Plan on 4 August 2014. Baldwin Township adopted a Zoning Ordinance and Subdivision Ordinance on 18 April 2022 and assumed planning and zoning administration responsibilities from Sherburne County on 20 June 2022. The Baldwin Township Comprehensive Plan, Zoning Ordinance, and Subdivision Ordinance were required by Statute to be consistent with, or at least as restrictive as, the Sherburne County Comprehensive Plan and development regulations.

The City of Baldwin was incorporated on 18 November 2024. The City's Comprehensive Plan, Zoning Ordinance, and Subdivision Ordinance are now independent of Sherburne County. Consistent with the objectives of incorporation for the City to be able to chart its own development goals and policies, the Planning Commission has initiated an effort to update the Comprehensive Plan. The Comprehensive Plan update process will involve consideration of goals, policies, and plans addressing the following topics:

- Natural environment
- Land use
- Transportation
- Community Facilities
- Implementation

To ensure that future development is consistent with the vision of the City for Baldwin, it is necessary to complete the Comprehensive Plan update. Concern exists on the part of the Planning Commission that opportunities may be lost, especially in the area of commercial and industrial development, if development is allowed to proceed prior to completion of the Comprehensive Plan update. To this end, The Planning Commission, at their meeting on 26 March 2025, voted unanimously to recommend that the City Council adopt an interim ordinance prohibiting application for subdivision.

Minnesota Statutes Section 462.355, Subd. 4 allows the City to adopt an interim ordinance establishing a moratorium for the purpose of preparing a Comprehensive Plan or development regulations.

- The City may apply the moratorium to all or a part of its territory. The Planning Commission recommends that the moratorium to the areas zoned R1, General Rural District described below and illustrated by the exhibit attached to the proposed interim ordinance:
 - Between 116th Street (CR 39) and 128th Street (CR 45) from the south City boundary to 317th Avenue (CSAH 2).
 - West of 128th Street (CR 45) to the west City Boundary north of 309th Avenue (CR 42) and CR 42.
- The Planning Commission recommends the following exemptions from the moratorium:
 - Final plats for preliminary plats approved prior to the effective date of the interim ordinance.
 - Simple Plats to subdivide not more than one new lot from an existing lot of record.
 - Administrative Subdivisions to adjust boundaries between existing lots of record such that no new parcels are established.
- The moratorium is to be in effect for one year from the date of adoption. If the Comprehensive Plan update and any amendments to the Zoning Ordinance or Subdivision Ordinance are complete before the end of the moratorium period, the moratorium can be repealed. The Statute also provides that a moratorium can be extended if certain criteria are met.

Minnesota Statutes Section 462.355, Subd. 4 required that the City Council conduct a public hearing to consider the proposed interim ordinance. City staff has noticed a public hearing for the City Council to consider the proposed interim Ordinance for their meeting on 7 April 2025. City staff also provided written notice of the public hearing to David Gruhlke, who owns property within the proposed area subject to the moratorium and has been working to prepare plans to submit application for environmental review and preliminary plat approval.

Exhibits:

- Proposed Interim Ordinance

CONCLUSION

The Planning Commission considered establishment of a moratorium on subdivision applications at their meeting on 26 March 2025 and voted 6-0 to recommend approval.

- c. Joan Heinen, City Clerk/Treasurer
Mike Couri/Bob Ruppe, City Attorney

ORDINANCE NO.: 2025-08

CITY OF BALDWIN
SHERBURNE COUNTY, MINNESOTA

AN INTERIM ORDINANCE ESTABLISHING A
MORATORIUM ON SUBDIVISIONS

THE BALDWIN CITY COUNCIL ORDAINS:

Section 1. Purpose and Intent. The intent of this ordinance is to allow the City of Baldwin time to consider updates to its Comprehensive Plan and official controls as provided for by Minnesota Statutes 462,355, Subd. 4.

Section 2. Background and Findings. The time needed to consider updates to the Comprehensive Plan and official controls is necessary for the following reasons:

- The Baldwin Township Comprehensive Plan was adopted on 4 August 2014.
- Baldwin Township adopted Zoning Ordinance and Subdivision Ordinance regulations on 18 April 2022.
- Baldwin Township assumed responsibility for planning and zoning administration from Sherburne County on 20 June 2022.
- Under Minnesota Statutes Section 394.33, the Baldwin Township Comprehensive Plan and official controls were required to be consistent with and at least as restrictive as those of Sherburne County.
- Baldwin Township was incorporated as the City of Baldwin on 18 November 2024.
- Upon incorporation, the Comprehensive Plan and official controls adopted by the City of Baldwin are no longer required to be consistent with those of Sherburne County.
- The Planning Commission has initiated a comprehensive planning process to consider goals, policies, and plans addressing the following topics:
 - Natural environment
 - Land use
 - Transportation
 - Community Facilities
 - Implementation

Section 3. Moratorium: For the purpose of protecting the planning process pending completion of an updated Comprehensive Plan and amended official controls regulating development in the City of Baldwin, a moratorium is hereby adopted for subdivision of properties within the City subject to the following:

- A. The moratorium shall apply to the areas zoned R1, General Rural District depicted by Exhibit A and described as follows:
 - 1. Between 116th Street (CR 39) and 128th Street (CR 45) from the south City boundary to 317th Avenue (CSAH 2).
 - 2. West of 128th Street (CR 45) to the west City Boundary and north of 309th Avenue (CR 42) and CR 42 to the north City boundary.
- B. The following subdivision requests shall be exempt from the moratorium:
 - 1. Applications for final plat submitted in accordance with Chapter 3 of the Subdivision Ordinance for a preliminary plat approved prior to the effective date of this Ordinance.
 - 2. Applications for Simple Plat approval submitted in accordance with Chapter 4 of the Subdivision Ordinance.
 - 3. Applications for Administrative Subdivision submitted in accordance with Chapter 5 of the Subdivision Ordinance.
- C. The City of Baldwin will not accept applications for subdivision during the period of the moratorium other than for those requests specifically excepted herein.

Section 4. Effective Date. This Ordinance shall take effect upon passage and shall remain in effect until it is repealed or one (1) year from the date of adoption, whichever first occurs. The ordinance may also subsequently be amended to extend the effective date as provided for by Minnesota Statutes 462.355, Subd. 4.

(remainder of page intentionally blank signatures follow)

ADOPTED by the Baldwin City Council this 7th day of April, 2025.

MOTION BY:
SECONDED BY:
IN FAVOR:
OPPOSED:

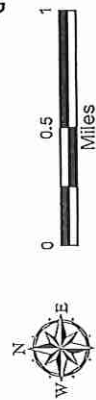
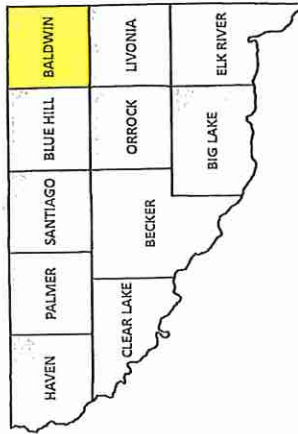
CITY OF BALDWIN

Jay Swanson, Mayor

ATTEST:

Joan Heinen, City Clerk/Treasurer

Baldwin Township Zoning Map



Township Boundary

City Limits

Zoning

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

Roads

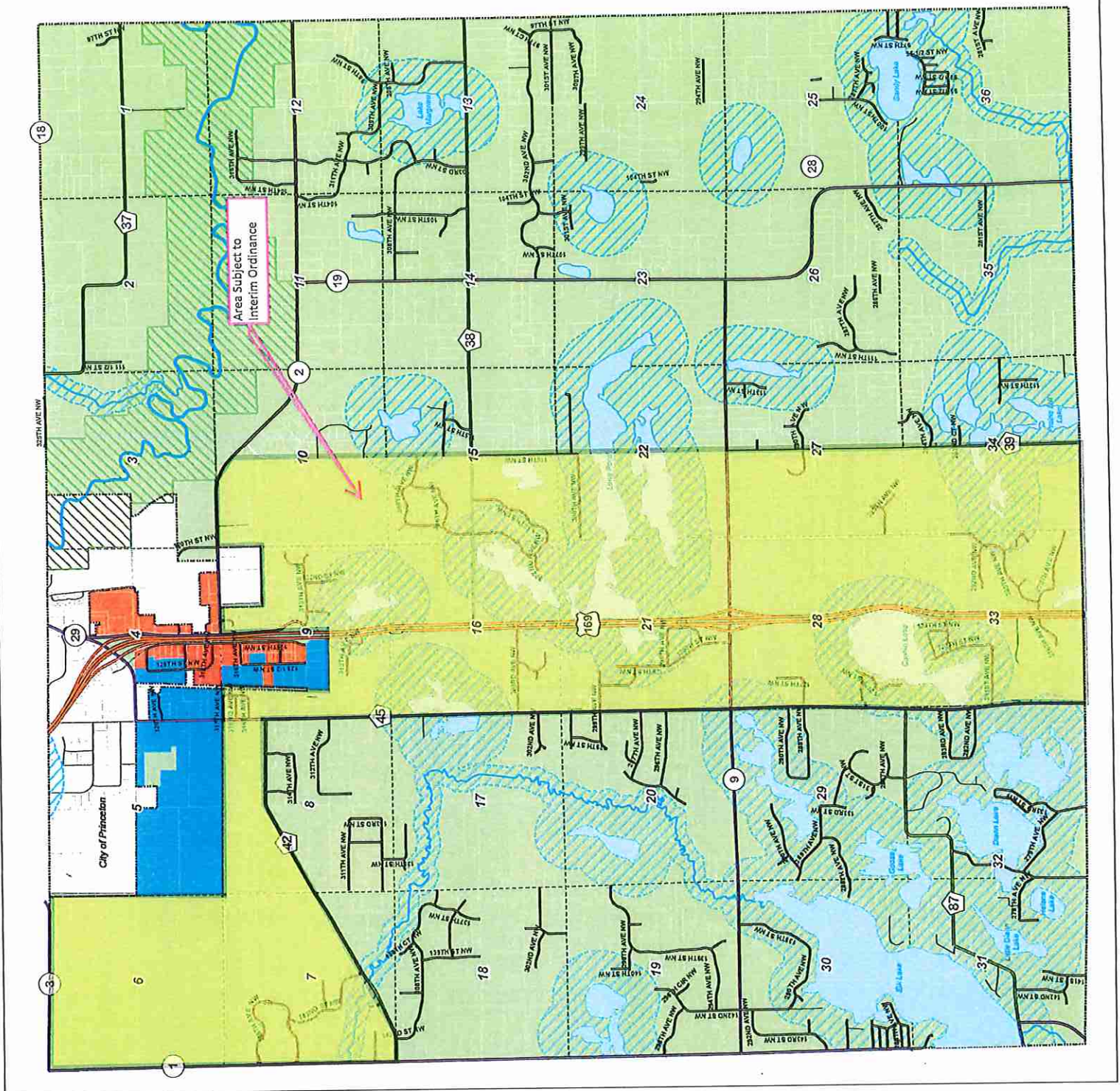
- US Highway
- County-State Aid
- Highway (CSAH)
- County Road
- Township Road
- Private Road
- City Street

TPC
The Planning Company



**Hakanson
Anderson**

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





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

PLANNING REPORT

TO: Baldwin Mayor and City Council

FROM: D. Daniel Licht

REPORT DATE: 2 April 2025

60-DAY DATE: 28 April 2025

RE: Baldwin – Century Custom Cabinets; Conditional Use Permit

TPC FILE: 269.02

BACKGROUND

Century Custom Cabinets, Inc. has acquired the property at 31924 125th Street NW, which is developed with a 7,200 square foot building. The building was previously used for a restaurant. The property owner intends to use the building for cabinet manufacturing. The property is zoned C1, General Commercial District. Light industrial uses are allowed within the C1 District with approval of a Conditional Use Permit. The Planning Commission considered the application at their meeting on 26 March 2025. A public hearing to consider the property owner's application for a Conditional Use Permit to allow the cabinet business to be conducted upon the property has been noticed for the City Council meeting on 7 April 2025.

Exhibits:

- Site Location Map
- Draft Resolution
- Building Plans dated 1-10-2025 (5 sheets)

ANALYSIS

Comprehensive Plan. The Comprehensive Plan guides the property for commercial uses. The purpose of areas planned for commercial uses is to develop business locations that provide retail goods and services to local and regional patrons. The prior restaurant use was consistent with the uses anticipated by the Comprehensive Plan for the property.

A manufacturing use, in contrast, does not provide for delivery of retail goods and services. The submitted floorplans illustrate a showroom within the building indicating at least some public facing activities for the business. The Planning Commission commented that as the proposed use is located within an area of similar businesses and maintains or enhances the character of the immediate neighborhood, the proposed light industry is consistent with the City's economic development goals to expand business activity and employment within Baldwin.

Zoning. The property is zoned C1, General Commercial District. Light industry uses are allowed in the C1 District with approval of a Conditional Use Permit subject to the standards set forth in Section 900-4-4.K of the Zoning Ordinance:

1. The applicant or business involves the processing or fabrication of certain materials or products where no process involved will produce noise, vibration, air pollution, fire hazard, or noxious emission which will disturb or endanger neighboring properties.
2. The proposed business is located within an area of similar land uses and maintains or enhances the character of the immediate neighborhood.

Surrounding Uses. The property is at a mid-block location between 317th Avenue and 320th-1/2 Avenue, which has visibility from US Highway 169. All of the abutting properties are zoned C1 District.

Businesses to the north include Subway, Abra Autobody, Princeton Rental, and a vacant building. To the south and southwest is RRech Motors and Ruff Start Animal Rescue. With the exception of Subway, the existing uses facing 125th Street and 317th Avenue would not be out of character within an industrial area. To the west of the property fronting 126th Street are more business that are industrial use related. These businesses include Absolute Auto Car, SRW Products, Kemps, and Block Technologies, Inc.

Occupancy of the existing building with a light industry use will be similar to the types of businesses occupying surrounding properties and be compatible with surrounding uses.

Lot Requirements. Lots in the C1 District are required to be a minimum of 22,500 square feet in area and 150 feet in width. The property is 77,537 square feet in area with a width of approximately 190 feet at the front setback line. The property complies with the lot requirements of the C1 District.

Setbacks. The table below outlines the C1 District setbacks applicable to the as required by Section 900-71-8 of the Zoning Ordinance. The existing building does not comply with the setbacks required by the Zoning Ordinance from 125th Street. The building exists as a non-conforming structure that can be maintained at this location, but cannot be expanded without approval of a Conditional Use Permit or variance. As no expansion of the existing building is planned at this time, there is no issue with the non-conforming status of the building relative to required setbacks.

	125 th St.	Side	Rear
Required	50ft.	20ft.	20ft.
Existing ¹	30ft.	20ft./190ft.	230ft.
1. Measurements are approximate			

Building. The existing 7,200 square foot building was constructed in 2008 according to Sherburne County information. The existing interior of the building is to be demolished and reconstructed with the following areas:

Use	Area
Office/Showroom	1,860sf.
Product Assembly	2,760sf.
Workshop	2,580sf.
Total	7,200sf.

No alterations are proposed to the exterior finish or building height with the construction for the change in occupancy.

The building plans are subject to review and approval of the Building Official in accordance with Section 900-17-4 of the Zoning Ordinance and issuance of a building permit

Parking. There are 57 on-site parking stalls designated on an asphalt surface to the west, south, and east of the building. The existing supply of on-site parking spaces exceeds the number required by Section 900-18-7 of the Zoning Ordinance.

Office:	$1 \text{ space}/250\text{sf.} = 1,0860\text{sf.} \times 0.9 / 250\text{sf.} = 7 \text{ spaces}$
Manufacturing:	$1 \text{ space}/2,000\text{sf.} = 5,340\text{sf.} \times 0.9 / 2,000\text{sf.} = 14 \text{ spaces}$
Total:	21 spaces

Landscaping. Section 900-19-2 of the Zoning Ordinance requires only that area not taken up by buildings or parking and loading areas be landscape green areas or left in a natural state. Section 900-19-3 of the Zoning Ordinance further requires that landscape screening is required where commercial property abuts a rural zoning district, which this property does not. No changes to the site landscaping is proposed as part of the change in occupancy.

Utilities. The property is served by an existing well and septic system. The existing septic system and any changes required for additional fixtures is to be subject to review and approval of the Building Official as required by Section 920-4-2.C.2 of the Building Ordinance.

Stormwater. With no expansion of the existing building or site changes that increase the area of impervious surface within the property, no additional stormwater management measures are required.

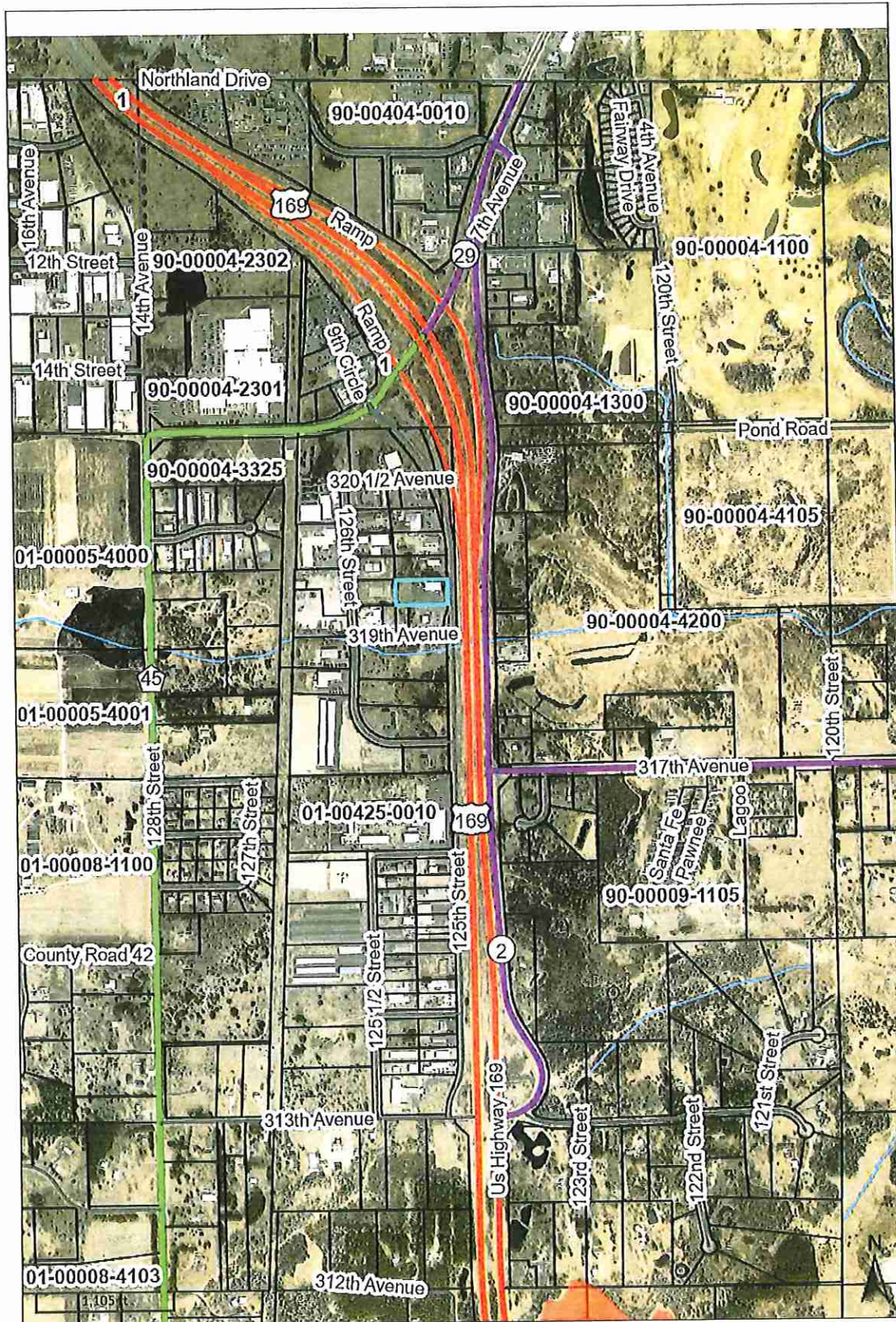
RECOMMENDATION

City staff recommends approval of a Conditional Use Permit allowing a light industry use within the C1 District based on the draft findings of fact as presented and subject to the conditions outlined below. The Planning Commission also unanimously voted to recommend approval of the requested Conditional Use Permit.

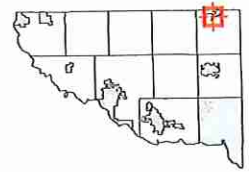
POSSIBLE ACTIONS

- A. Motion to adopt a resolution **approving** a Conditional Use Permit allowing a light industrial use for 31924 125th Street, subject to the following conditions:
 - 1. The site and building shall be developed in accordance with the plans as submitted to the City except as modified herein.
 - 2. The building plans shall be subject to review and approval of the Building Official in accordance with Section 900-17-4 of the Zoning Ordinance.
 - 3. The existing septic system shall be subject to review and approval of the Building Official as required by Section 920-4-2.C.2 of the Building Ordinance.
 - 4. Any grading, drainage, and erosion control issues shall be subject to review and approval of the City Engineer.
- B. Motion to **deny** the application based on a finding that the request is does not comply with the Zoning Ordinance.
- C. Motion to **table**.
- c. Joan Heinen, City Clerk/Treasurer
Andy Schreder, Building Official

Property Location



Overview



Legend

Public Water Inventory

- Not Classified
- General Development
- Natural Environment
- Recreational Development

Roads

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

CENTURY CUSTOM CABINETS

INTERIOR TENANT BUILD-OUT

31924 125TH ST
PRINCETON, MN 55371

ARCHITECTURE
INTERIOR DESIGN



INSIDE OUTSIDE
ARCHITECTURE, INC.

Lee E. Kangas
14165 James Rd, Suite 200A
ROGERS, MN 55374
763-428-5870

CONSULTANTS

PROJECT

CENTURY CUSTOM
CABINETS

PRINCETON, MN

CONTENTS

TITLE SHEET
CODE SUMMARY

CERTIFICATION

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Architect under the laws of the State of Minnesota.

John E. Kangas

State Registration # 26203

Date 1-10-2025

T1

* COPYRIGHT 2025 OR
THIS PLAN IS COPYRIGHTED AND SHALL BE USED
ONLY FOR THE BUILDING SHOWN AND
IT IS NOT TO BE COPIED OR REPRODUCED WITHOUT WRITTEN
PERMISSION FROM INSIDE OUTSIDE ARCHITECTURE, INC.

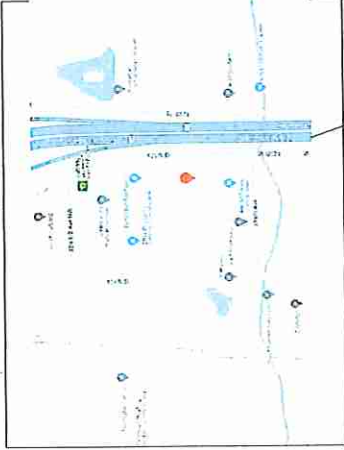
SHEET INDEX

- T1 TITLE SHEET, SHEET INDEX, AND CODE SUMMARY
D1 DEMOLITION FLOOR PLAN
A1 FLOOR PLAN TENANT BUILD-OUT, WALL TYPES
A2 ELEVATIONS, REFLECTED CEILING PLAN
A3 DOOR SCHEDULE, DOOR & WINDOW TYPES, BATHROOM ELEVATIONS

GENERAL NOTES

- ALL CONTRACTORS MUST VISIT SITE TO QUANTIFY SCOPE OF WORK PRIOR TO SUBMITTING BIDS
- FRAMING CONTRACTORS TO VERIFY COLUMN AND BEARING WALL LOCATIONS PRIOR TO CONSTRUCTION
- APPROPRIATE CEILING ROOF BUILDING HEIGHT IS 12'-0" FIELD VENT
- HIGH WALLS WITH GLASS PARTITIONS ARE TO BE CONSIDERED AS GLASS PARTITIONS. ALL WORK SHALL BE IN ACCORDANCE WITH THE MINNESOTA BUILDING CODE. SEE ALL RELEVANT CODES FOR ADDITIONAL INFORMATION
- CONTRACTOR TO VERIFY ALL EXISTING CONDITIONS AND DISCUSS WITH TENANT AND ARCHITECT PRIOR TO START OF WORK. NOTIFY ARCHITECT IMMEDIATELY OF ANY DISCREPANCIES.
- ELECTRICAL TO COORDINATE WITH TENANT AND ARCHITECT FOR TENANT'S EQUIPMENT, POWER, AND DATA NEEDS
- ELECTRICAL TO ENSURE PROPER LIFE SAFETY LIGHTING, EMERGENCY LIGHTING, AND EXIT SIGNAGE IS PROVIDED FOR CORRIDORS LEADING AS ACCESS TO EXIT
- DISMOUNT TO NEW WALLS AND TO THE FACE OF FINISH OF THE WALL UNO.
- REFERENCE EQUIPMENT PLAN FOR REFERENCE ONLY EQUIPMENT PROVIDED BY OWNER. COORDINATE WITH ARCHITECT
- ALL LOW VOLTAGE SHALL BE MINIMUM 15 GAUGE INCREASE GAUGE AS NECESSARY DUE TO HEIGHT, THICKNESS, BENDING, ETC.
- ARCHITECT NOT RESPONSIBLE FOR DETECTION AND OR ABANDONMENT OF HAZARDOUS MATERIALS ABOVE AND BELOW GRADE, INTERIOR OR EXTERIOR
- CONTRACTOR TO PROVIDE AND INSTALL KEY BOX FOR FIRE DEPARTMENT ACCESS. ABOUT 20" ABOVE GRADE
- CONTRACTOR TO PROVIDE AND INSTALL KEY BOX FOR FIRE DEPARTMENT ACCESS. ABOUT 20" ABOVE GRADE
- CONTRACTOR TO PROVIDE AND INSTALL KEY BOX FOR FIRE DEPARTMENT ACCESS. ABOUT 20" ABOVE GRADE
- CONTRACTOR TO PROVIDE AND INSTALL KEY BOX FOR FIRE DEPARTMENT ACCESS. ABOUT 20" ABOVE GRADE
- CONTRACTOR TO PROVIDE AND INSTALL KEY BOX FOR FIRE DEPARTMENT ACCESS. ABOUT 20" ABOVE GRADE

LOCATION MAP



FIXTURE / ACCESSORY MOUNTING LOCATIONS

LAVATORY	2'-10" TO TOP OF SINK (ADA MAX) 2'-0" CLEAR BELOW SINK (ADA)
GAMP DISPENSER	PER MANUFACTURER
MIRROR	TYPICAL MIRROR BOTTOM SET ABOVE BACKLASH ON 6" ABOVE WALL MOUNT SINK ROW. 2'-4" MAX TO BOTTOM REFLECTIVE SURFACE OF MIRROR (ADA)
PAPER TOWEL DISPENSER	4'-0" MAX TO OPTIMAL PARTS
HAND DRYER	4'-0" MAX TO OPTIMAL PARTS
TOILET PAPER HOLDER	MIN 30" AND MAX 42" FROM WALL. SINKS WATER CLOSET WHEN BELOW GRADE BAR GRAB BAR
GRAB BAR AT ADA STALLS	TOP OF HORIZONTAL BAR 30" ABOVE FLOOR. HORIZONTAL BAR SINK WATER CLOSET TO BE 30" MAX IN LENGTH AND TO EXTEND 12" FROM WATER CLOSET TO BE 42" MIN IN LENGTH AND TO BEGIN 12" AWAY FROM BACK WALL. SIDE VERTICAL BAR TO BE 42" FROM BACK WALL. VERTICAL BAR TO BE 18" MIN IN LENGTH. BOTTOM OF VERTICAL BAR TO BE 42" AFF 1'-0" TO TOP OF HANG (ADA MAX) 1'-0" TO TOP OF HANG (ADA MAX) CENTERLINE OF ADA WATER CLOSET TO BE 14" FROM WALL OR PARTITION WALL
WATER CLOSET	1'-0" TO TOP OF HANG (ADA MAX) 1'-0" TO TOP OF HANG (ADA MAX) CENTERLINE OF ADA WATER CLOSET TO BE 14" FROM WALL OR PARTITION WALL
ELECTRIC WATER COOLER	3'-4" TO SPOUT (ADA MAX) 3'-4" TO SPOUT (ADA MAX)
FIRE EXTINGUISHER CABINETS	2'-4" MAX TO TOP OF CABINET
ROOM SIGNAGE	SEE SIGNAGE ELEVATION COMPLY WITH ACCESSIBILITY REQUIREMENTS

- NOTES
- REFER TO MECHANICAL AND ELECTRICAL DRAWINGS FOR MOUNTING HEIGHTS OF PARTIALS FURNISHED BY THOSE SECTIONS
 - SEE INTERIOR ELEVATIONS FOR ADDITIONAL ACCESSORY MOUNTING LOCATIONS

CODE SUMMARY

CODES AND DISTANCES

OCCUPANCY TYPES: 1.1 - COMMERCIAL (OFFICE)

CONSTRUCTION TYPE: 1.1 - COMMERCIAL (OFFICE)

WALL TYPE: 1.1 - COMMERCIAL (OFFICE)

DOOR TYPE: 1.1 - COMMERCIAL (OFFICE)

GLASS TYPE: 1.1 - COMMERCIAL (OFFICE)

CEILING TYPE: 1.1 - COMMERCIAL (OFFICE)

FLOOR TYPE: 1.1 - COMMERCIAL (OFFICE)

STAIR TYPE: 1.1 - COMMERCIAL (OFFICE)

ELEVATOR TYPE: 1.1 - COMMERCIAL (OFFICE)

MECHANICAL TYPE: 1.1 - COMMERCIAL (OFFICE)

ELECTRICAL TYPE: 1.1 - COMMERCIAL (OFFICE)

PLUMBING TYPE: 1.1 - COMMERCIAL (OFFICE)

HEATING TYPE: 1.1 - COMMERCIAL (OFFICE)

Cooling Type: 1.1 - COMMERCIAL (OFFICE)

Fire Protection Type: 1.1 - COMMERCIAL (OFFICE)

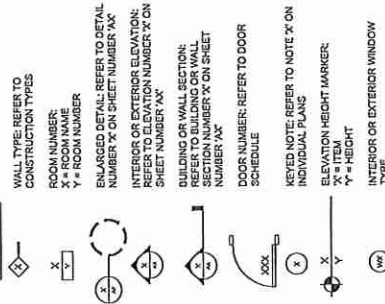
Security Type: 1.1 - COMMERCIAL (OFFICE)

Accessibility Type: 1.1 - COMMERCIAL (OFFICE)

Other Type: 1.1 - COMMERCIAL (OFFICE)

Notes: 1.1 - COMMERCIAL (OFFICE)

SYMBOLS



ABBREVIATIONS

1.1 - COMMERCIAL (OFFICE)
1.2 - COMMERCIAL (OFFICE)
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1.100 - COMMERCIAL (OFFICE)



2. DEMOLITION FLOOR PLAN

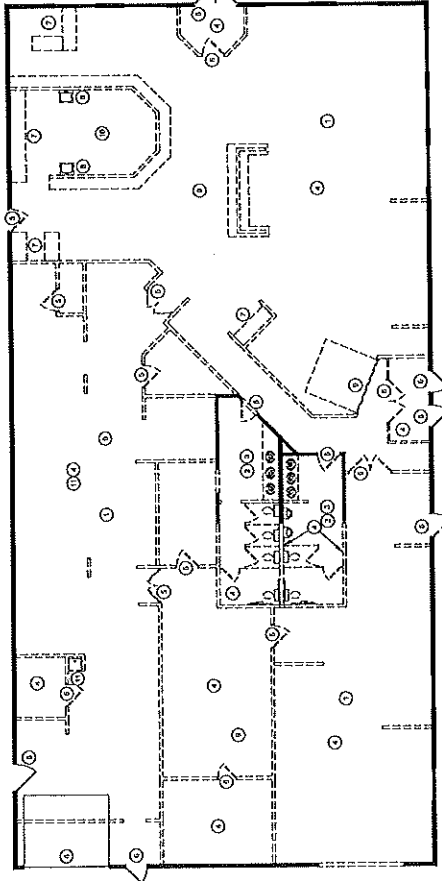
1. FIELD VERIFY EXISTING CONDITIONS FOR BIDDING. OWNER HAS
CONDUCTED A VISUAL VERIFICATION OF EXISTING PLUMBING, ELECTRICAL, AND
MECHANICAL CONDITIONS. FIELD VERIFY ALL EXISTING CONDITIONS PRIOR TO START OF WORK.
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20. FIELD VERIFY ALL EXISTING CONDITIONS PRIOR TO START OF WORK.

GENERAL FLOOR PLAN DEMOLITION NOTES

- A. COORDINATE ALL REMOVALS OF MECHANICAL, ELECTRICAL, AND
PLUMBING COMPONENTS WITH MECHANICAL, ELECTRICAL, AND
PLUMBING CONTRACTORS PRIOR TO START OF WORK.
B. FIELD VERIFY ALL EXISTING CONDITIONS PRIOR TO START OF WORK.
C. FIELD VERIFY ALL EXISTING CONDITIONS PRIOR TO START OF WORK.
D. FIELD VERIFY ALL EXISTING CONDITIONS PRIOR TO START OF WORK.
E. FIELD VERIFY ALL EXISTING CONDITIONS PRIOR TO START OF WORK.
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G. FIELD VERIFY ALL EXISTING CONDITIONS PRIOR TO START OF WORK.
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I. FIELD VERIFY ALL EXISTING CONDITIONS PRIOR TO START OF WORK.
J. FIELD VERIFY ALL EXISTING CONDITIONS PRIOR TO START OF WORK.
K. FIELD VERIFY ALL EXISTING CONDITIONS PRIOR TO START OF WORK.
L. FIELD VERIFY ALL EXISTING CONDITIONS PRIOR TO START OF WORK.
M. FIELD VERIFY ALL EXISTING CONDITIONS PRIOR TO START OF WORK.
N. FIELD VERIFY ALL EXISTING CONDITIONS PRIOR TO START OF WORK.

FLOOR PLAN DEMOLITION NOTES

1. DEMONSTRATE EXISTING WALL TO REMAIN
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20. DEMONSTRATE EXISTING WALL TO REMAIN



DEMOLITION FLOOR PLAN
1/10/25



INSIDE OUTSIDE
ARCHITECTURE, INC.

Lea E. Kangas
14165 James Rd, Suite 200A
ROGERS, MN 55374
763-428-5870

CONSULTANTS

PROJECT

CENTURY CUSTOM
CABINETS

Princeton, MN
CONTENTS

FLOOR PLAN
TENANT BUILD-OUT
& WALL TYPES

CERTIFICATION

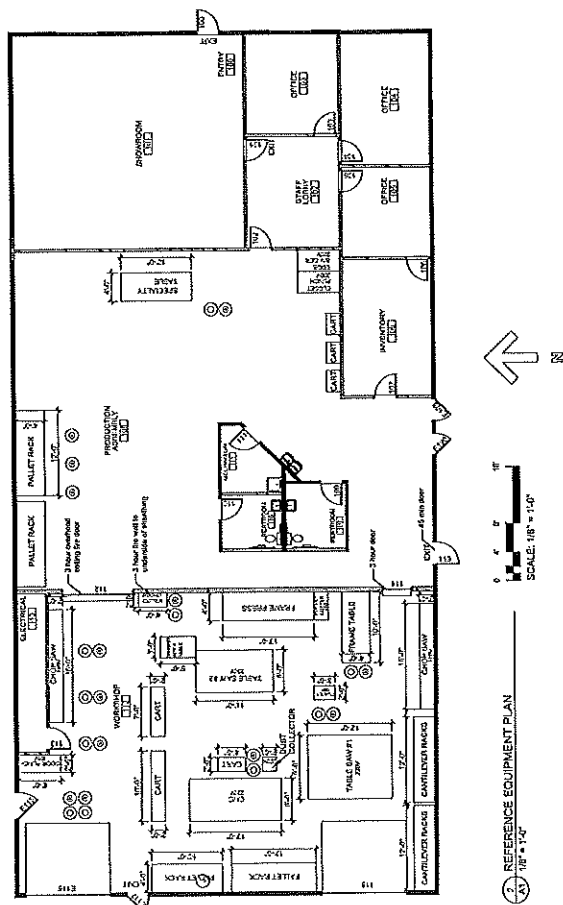
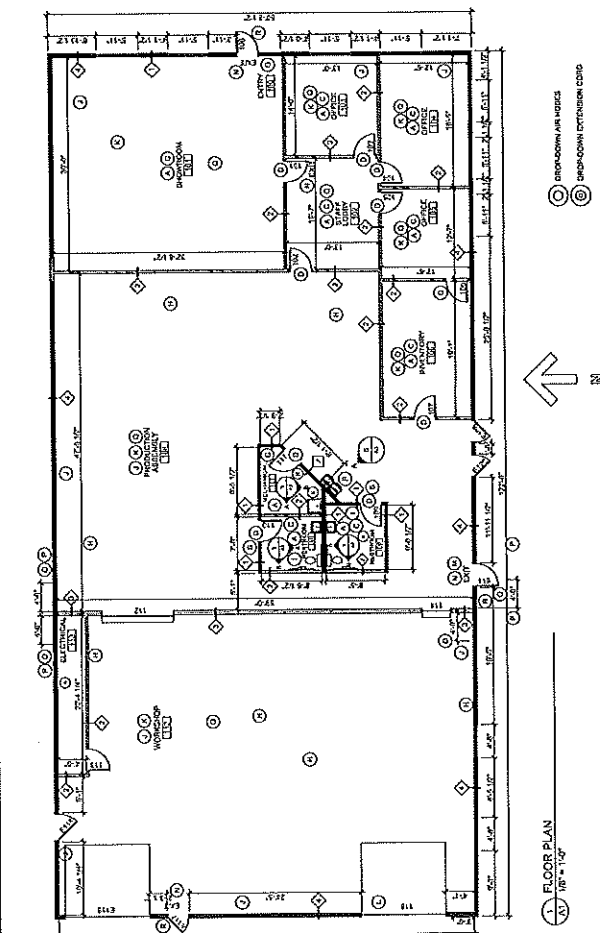
I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Architect under the laws of the State of Minnesota.

He. B. Hingee-

State Registration # 26203
Date 1-10-2025

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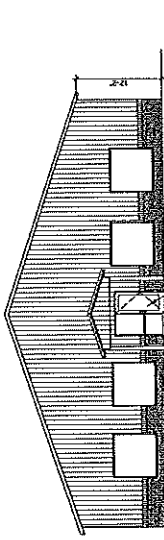
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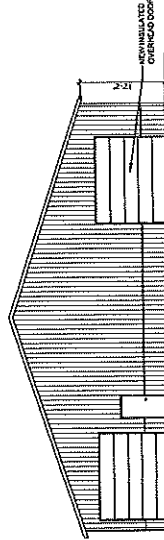


I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Architect under the laws of the State of Minnesota.

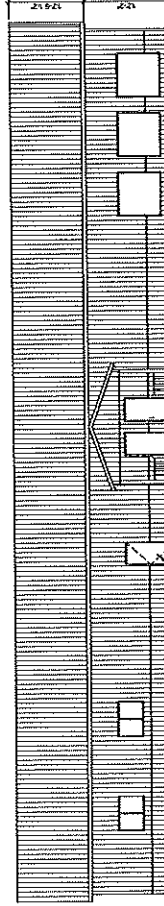
Lea E. Kangas



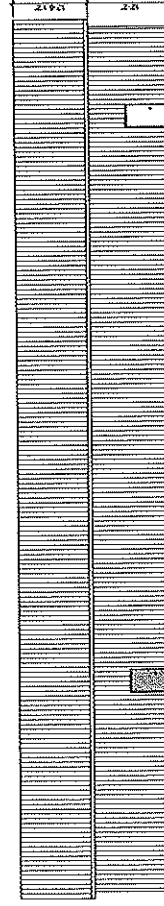
2 EAST ELEVATION
1/8" = 1'-0"



4 WEST ELEVATION
1/8" = 1'-0"

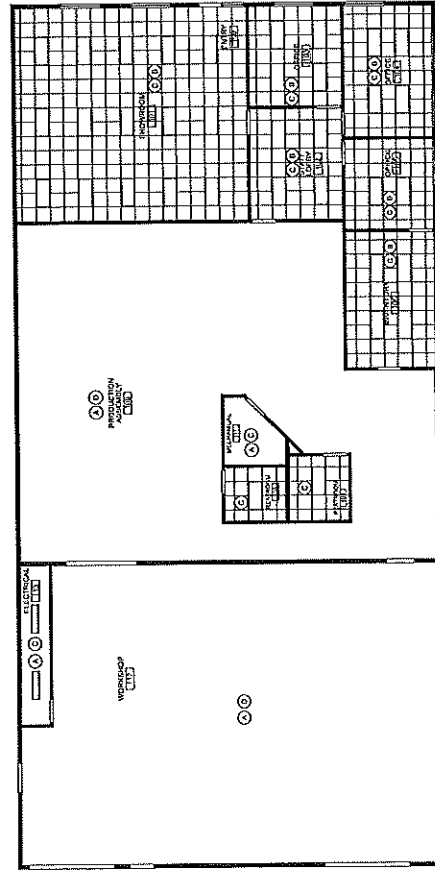


1 SOUTH ELEVATION
1/8" = 1'-0"



3 NORTH ELEVATION
1/8" = 1'-0"

- GENERAL NOTES:
1. PROVIDE & INSTALL NEW AC AND GRIP FOR REFLECTED CEILING
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 100. PROVIDE & INSTALL NEW AC AND GRIP FOR REFLECTED CEILING



5 REFLECTED CEILING PLAN
1/8" = 1'-0"



PROJECT

CENTURY CUSTOM
CABINETS

Princeton, NJ

CONTENTS

DOOR SCHEDULE,
DOOR & WINDOW
TYPES, BATHROOM
ELEVATIONS

CERTIFICATION

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Architect under the laws of the State of Minnesota.

Dr. B. F. Hengen

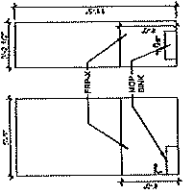
State Registration # 26203

Date 1-10-2025

A3

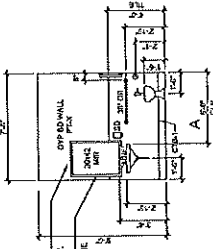
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3 MOP SINK ELEVATIONS

$$\frac{\left(\frac{3}{\sqrt{3}}\right) \text{MOP SIN}}{1/4''} = 1.0''$$


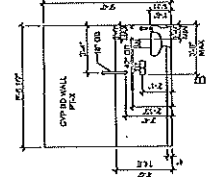
2 RESTROOM ELEVATIONS

RESTRO



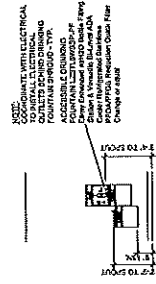
RESTROOM ELEVATIONS

RESTRICTED



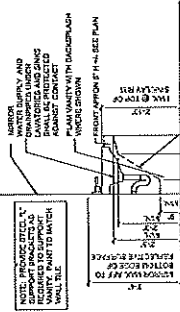
5 DRINKING FOUNTAIN ELEVATION.

5 DRINKING



(continued)

()

[illegible]

Room Finish Schedule										
R#	ROOM NAME	FLOOR	DATE	WALLS			CEILING			NOTES
				East	South	West	West	North		
109	ENTRANCE	CE-1E	W-1E	PLX	PLX	PLX	PLX	PLX	PLX	
110	OFFICE	CE-1E	W-1E	PLX	PLX	PLX	PLX	PLX	PLX	
111	OFFICE	CE-1E	W-1E	PLX	PLX	PLX	PLX	PLX	PLX	
112	OFFICE	CE-1E	W-1E	PLX	PLX	PLX	PLX	PLX	PLX	
113	OFFICE	CE-1E	W-1E	PLX	PLX	PLX	PLX	PLX	PLX	
114	OFFICE	CE-1E	W-1E	PLX	PLX	PLX	PLX	PLX	PLX	
115	OFFICE	CE-1E	W-1E	PLX	PLX	PLX	PLX	PLX	PLX	
116	OFFICE	CE-1E	W-1E	PLX	PLX	PLX	PLX	PLX	PLX	
117	OFFICE	CE-1E	W-1E	PLX	PLX	PLX	PLX	PLX	PLX	
118	OFFICE	CE-1E	W-1E	PLX	PLX	PLX	PLX	PLX	PLX	
119	OFFICE	CE-1E	W-1E	PLX	PLX	PLX	PLX	PLX	PLX	
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RESOLUTION NO: 25-06

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

**APPROVAL OF A CONDITIONAL USE PERMIT
CENTURY CUSTOM CABINETS**

WHEREAS, applicant Century Custom Cabinets has submitted a request for a Conditional Use Permit to allow a light industry use at 31924 125th Street.

WHEREAS, the property is identified as 01-00419-0160 and legally described as Lot 5, Block 1 Buenaventura Vista, Baldwin, Sherburne County, Minnesota.

WHEREAS, the property is guided for commercial land uses by the Comprehensive Plan.

WHEREAS, the property is zoned C1, General Commercial District.

WHEREAS, the applicant is proposing cabinet manufacturing and assembly upon the property; light industry is allowed within the C1 District subject to approval of a Conditional Use Permit subject to Section 900-4-4.K of the Zoning Ordinance.

WHEREAS, the City Council must take into consideration the possible effects of the request with their judgment based upon (but not limited to) the criteria outlined in Section 900-4-2 of the Zoning Ordinance:

- A. The proposed action's consistency with the specific policies and provisions of the town comprehensive plan.

Finding: The Comprehensive Plan guides the property for commercial uses. A light industry use is located within an area of similar businesses and maintains or enhances the character of the immediate neighborhood. The proposed light industry use is consistent with the City's economic development goals to expand business activity and employment within Baldwin.

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

Finding: The subject property is surrounded by other properties zoned for commercial uses and developed with a range of businesses, several of which are light industry in character. The proposed occupancy of the subject property will be compatible with existing and future uses in the area.

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

Finding: The proposed use will not impact natural resources or historically significant areas.

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

Finding: The propose use will comply with all applicable City ordinances.

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

Finding: The proposed use has access to 125th Street, which has adequate capacity to accommodate traffic generated by the proposed use.

- F. The proposed use can be accommodated by existing public services and facilities and will not overburden the City's service capacity.

Finding: The proposed use will not overburden the City's existing service capacity.

WHEREAS, the Planning Commission considered the application at their meeting on 26 March 2025; those wishing to speak were heard by the Planning Commission; the Planning Commission voted 6-0 to recommend approval of the application.

WHEREAS, the planning report dated 2 April 2025 prepared by the City Planner, The Planning Company LLC, is incorporated herein.

NOWHEREFORE BE IT RESOLVED BY THE BALDWIN CITY COUNCIL THAT Based on the foregoing information and applicable ordinances, the request is hereby **APPROVED**, subject to the following conditions:

1. The site and building shall be developed in accordance with the plans as submitted to the City except as modified herein.
2. The building plans shall be subject to review and approval of the Building Official in accordance with Section 900-17-4 of the Zoning Ordinance.
3. The existing septic system shall be subject to review and approval of the Town Building Official as required by Section 920-4-2.C.2 of the Building Ordinance.
4. Any grading, drainage, and erosion control issues shall be subject to review and approval of the City Engineer.

(remainder of page intentionally blank signatures follow)

ADOPTED by the Baldwin City Council this 7th day of April, 2025.

MOTION BY:

SECOND BY:

ALL IN FAVOR:

THOSE OPPOSED:

CITY OF BALDWIN

Jay Swanson, Mayor

ATTEST:

Joan Heinen, City Clerk/Treasurer



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

PLANNING REPORT

TO: Baldwin Mayor and City Council

FROM: D. Daniel Licht

REPORT DATE: 2 April 2025

60-DAY DATE: 28 April 2025

RE: Baldwin – Finlayson; Home Occupation Interim Use Permit

TPC FILE: 269.02

BACKGROUND

Matt and Kathleen Finlayson own Lots 4 and 5, Block 1, Hunter Estates. The undeveloped lots are located at the southwest quadrant of the 293rd Avenue (CSAH 9) and 128th Street (CR 45) intersection. The property owners are proposing to combine the lots and build a house and detached accessory building on the property. The property owners further intend that their excavation contracting business would occupy the detached accessory building as a home occupation. The proposed home occupation located within a residential detached accessory building is allowed within the R1, General Rural District with approval of an Interim Use Permit. The Planning Commission considered the application at their meeting on 26 March 2025. A public hearing to consider the property owner's application for an Interim Use Permit to allow the home occupation within a residential accessory building upon the property has been noticed for the City Council meeting on 7 April 2025.

Exhibits:

- Site Location Map
- Draft Resolution

ANALYSIS

Comprehensive Plan. The Comprehensive Plan guides the property for rural uses. The Comprehensive Plan promotes establishment of land use patterns that will provide connections to existing public amenities and the natural landscape. Existing rural residential character is to be expanded without adversely affecting scenery or open spaces. The Zoning Ordinance limits home occupations through performance standards intended to preserve rural character consistent with the Comprehensive Plan.

Zoning. The property is zoned R1, General Rural District. Home occupations located within residential detached accessory buildings are allowed in the R1 District with approval of an Interim Use Permit subject to the standards set forth in Section 900-5-4.K of the Zoning Ordinance:

1. The business shall be located on the homesteaded property of the business owner.
2. All business activities may be conducted within a maximum area of 1,800 sq ft within one accessory structure. If the accessory building is to be used for nonbusiness use (i.e. personal storage), a partition wall or similar divider shall be used to separate business from non-business use to identify compliance with the 1,800 sq ft maximum floor area. All work shall be conducted within the accessory building.
3. There may be no more than two employees (full time equivalent) other than a member of the household residing on the premises.
4. There may be no sandblasting, chemical/paint spraying, or similar use associated with the business.
5. There may be no more than one non-illuminated business sign totaling not more than 12 square feet on the premises.
6. Excessive noise, glare, odors, traffic or other nuisances may be justification for the City to revoke or modify the terms of the interim use permit.
7. The City Council may limit the daily hours of operation.
8. Any solid or liquid waste shall be handled and disposed of according to any applicable county or state regulations.
9. The applicant and/or property owner shall permit the Zoning Administrator to inspect the property at any time.

Surrounding Uses. The property is located on the west side of 128th Street (CR 45). There are other platted lots within the Hunter Estates plat to the north and west of the subject site and platted lots within the Woodland Acres plat to the south.

There is an existing tree line that separates the subject property from the residential dwellings to the south. With exception of the single family dwelling on the lot immediately to the north of the subject property, the proposed house and detached accessory building would be separated from the other lots within Hunter Estates by a Natural Environment Lake. The Planning Commission discuss screening of the business use from surrounding properties and is recommending requiring planting additional evergreens to along the south property line to fill in a gap in the existing vegetation and to the east of the detached accessory building and driveway to screen the vehicles from view from 128th Street (CR 45).

The Zoning Ordinance allows home occupations located within an accessory building subject to the performance standards set forth by Section 900-5-4.K of the Zoning Ordinance to maintain compatibility with surrounding uses; if the proposed use complies with the requirements of the Zoning Ordinance, the expectation is that the use will be compatible.

Lot Requirements. Lots with the R1 District are required to be a minimum of 2.5 acres in area and a minimum of 200 of width to an improved public street. The combined area of the two lots is 11.84 acres and the combined width is 400 feet. The combination of the two lots complies with the lot requirements of the R1 District. The property owner will be required to combine the two lots as an Administrative Subdivision in accordance with Chapter 5 of the Subdivision Ordinance as a condition of approval of the requested Interim Use Permit.

Setbacks. The table below outlines the R1 District setbacks applicable to the subject property as required by Section 900-51-8 of the Zoning Ordinance. The combination of the two lots into one parcel will have adequate area to accommodate construction of a single family dwelling and detached accessory building.

128 th St. (CR 45)	Side	Rear
100ft.	20ft.	25ft.

Access. The subject property will be accessed via a driveway to 128th Street. A driveway permit will be required to be issued by Sherburne County, subject to review and approval of the Sherburne County Public Works Director.

Business Use. The proposed business is an excavation contractor whereby most activity can be expected to occur off-site. The requested Interim Use Permit is to allow for construction of a detached accessory building that would serve as an office and shop for the business. Activity within the building is to be limited to not include no sandblasting, chemical/paint spraying, or similar use or activities involving excessive noise, glare, odors, or other nuisances as a condition of the Interim Use Permit.

The Zoning Ordinance limits home occupations within a detached accessory building to no more than two employees (full time equivalent) other than a member of the household residing on the premises. This provision is recommended as a condition of approval for the requested Interim Use Permit.

The applicant states that the excavation business has three dump trucks, two excavators, two skid steer tractors, and two trailers. The Planning Commission discussed how these vehicles will be parked on-site and recommends that the requested Interim Use Permit include a condition requiring these vehicles and equipment to be located upon a concrete, asphalt, or Class 5 surface.

Detached Accessory Building. The property owner is proposing to build a 60 foot by 80 foot (4,800 square foot) detached accessory building upon the property. Within the detached accessory building Half, or 2,400 square feet of would be used for residential storage and the other 2,400 square feet would be used as an office/shop for the business.

Section 900-18-2.F of the Zoning Ordinance limits the area of all detached accessory buildings to four percent of the lot area with no limit on the maximum area of any one detached accessory building. Four percent of the area of the combined lots is 20,630 square feet. The proposed detached accessory building is within the area limits of the Zoning Ordinance. The height of the building will be limited to 25 feet measured to the mid-point of a pitched roof as the subject property is located within the Shoreland Overlay District of a Natural Environment Lake.

The Planning Commission recommends allowing the proposed 2,400 square foot occupancy of the detached accessory building based on this being only 12 percent of the detached accessory building area allowed upon the property.

Occupancy of the detached accessory building by the business use will be required to comply with applicable commercial building codes, subject to review and approval of the Building Official.

Hours of Operation. The Zoning Ordinance establishes limits on noise corresponding to Minnesota of Pollution Control Agency rules. More stringent night-time hours are in effect from 10:00PM to 7:00AM each day. The business operations all occur off-site and Mr. Finlayson indicated that not even vehicle or equipment maintenance will be done on site. The Planning Commission recommends limiting the hours of operation for the proposed business use of the property necessary to maintain compatibility with surrounding residential dwellings. to 6:00AM to 7:00PM on Mondays through Saturdays, with no work allowed on Sunday.

Utilities. The property is to be served by an on-site well and Subsurface Sewage Treatment System. The design and construction of the on-site utilities is to be subject to review and approval of the Building Official at time a building permit is applied for.

Stormwater. Grading plans for the subject site will be subject to review and approval by the City Engineer at the time a building plan is applied for based on consistency with the approved plans for the Hunter Estates Plat.

RECOMMENDATION

City staff recommends approval of an Interim Use Permit allowing a home occupation within a residential detached accessory building within the R1 District based on the draft findings of fact as presented and subject to the conditions outlined below. The Planning Commission also recommends approval of the application by a 6-0 vote.

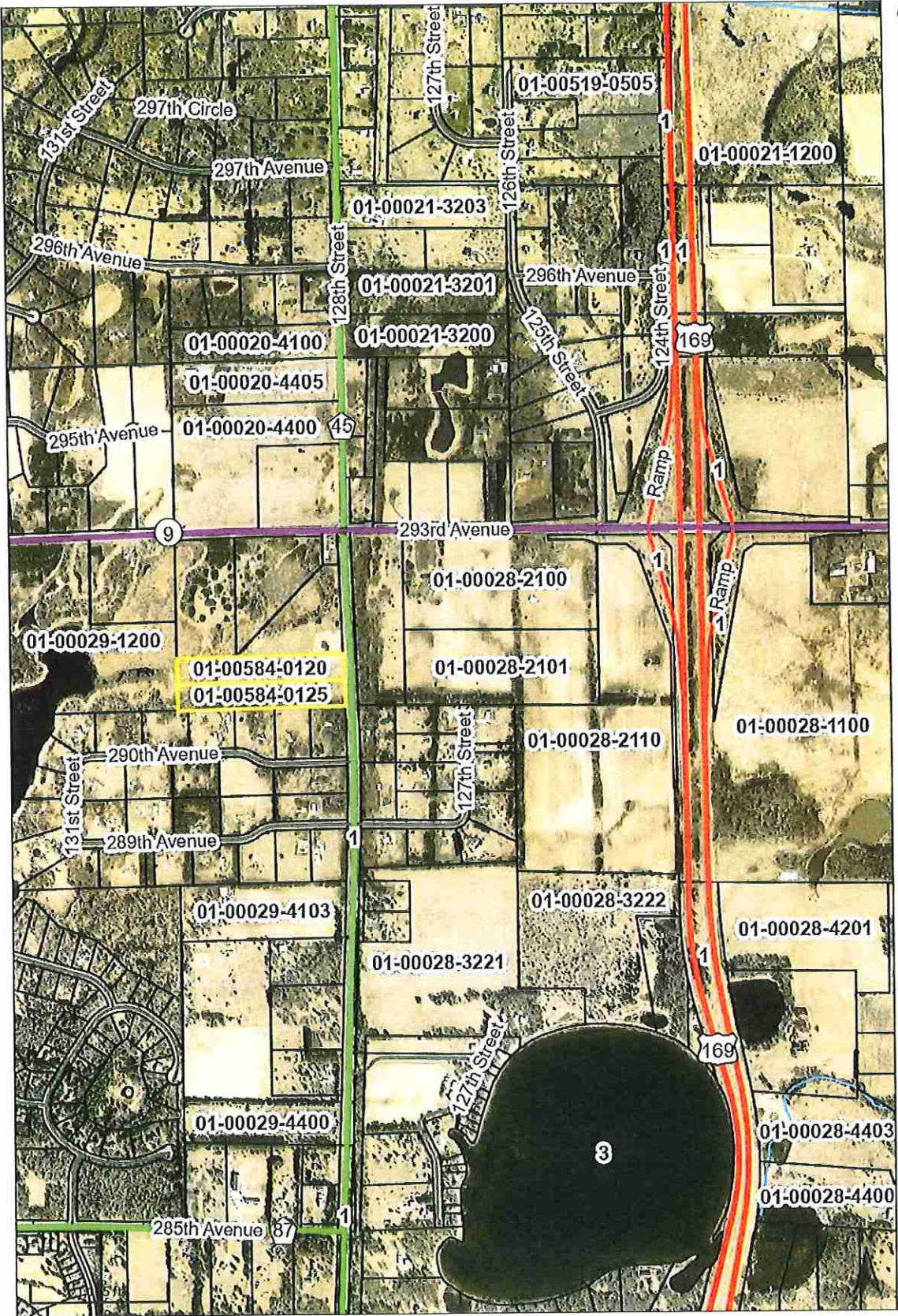
POSSIBLE ACTIONS

- A. Motion to adopt a resolution **approving** an Interim Use Permit allowing a home occupation within a residential detached accessory building for Lots 4 and 5, Block 1 Hunter Estates, subject to the following conditions:
 - 1. The Interim Use Permit shall terminate upon happening of the following events, whichever occurs first:
 - a. Upon violation of conditions under which the interim use permit was issued.
 - b. Upon change in the Zoning Ordinance that renders the use nonconforming.
 - c. The redevelopment of the use and property upon which it is located to a permitted or conditional use as allowed within the respective zoning district.

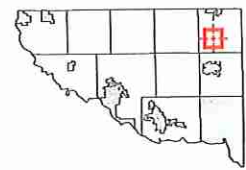
- d. Upon a change in ownership, whether pursuant to move, sale, transfer, assignment, or otherwise, the owner or proposed new owner must complete a new application subject to approval pursuant to the Zoning Ordinance.
2. Lots 4 and 5, Block 1, Hunter Estates shall be combined by Administrative Subdivision in accordance with Chapter 5 of the Subdivision Ordinance.
3. Access to the subject property shall require a driveway permit issued by Sherburne County, subject to review and approval of the Sherburne County Public Works Director.
4. The business shall be located on the homesteaded property of the business owner.
5. There may be no more than two full time equivalent employees other than a member of the household residing on the premises.
6. There may be no sandblasting, chemical/paint spraying, or similar activity associated with the business.
7. The business shall not occupy more than 2,400 square feet of detached accessory building space.
8. Occupancy of a detached accessory building by the business use shall comply with applicable commercial requirements of the Building Code, subject to review and approval of the Building Official.
9. All vehicles that are Class 5 or larger and all trailers and equipment of the business shall be stored upon a Class-5, asphalt, or concrete surface.
10. Business hours of operation shall be limited to 6:00AM to 7:00PM on Monday through Saturday; no work shall be allowed on Sunday.
11. There may be no more than one non-illuminated business sign totaling not more than 12 square feet on the premises.
12. Any solid or liquid waste shall be handled and disposed of according to any applicable county or state regulations.
13. The applicant and/or property owner shall permit the Zoning Administrator to inspect the property at any time.
14. The business use shall not occupy the property until a Certificate of Occupancy is issued for a residential dwelling as the principal use of the property.
15. The building plans shall be subject to review and approval of the Building Official in accordance with Section 900-17-4 of the Zoning Ordinance.
16. The design and installation of an on-site well and Subsurface Sewage Treatment system shall be subject to review and approval of the Building Official.

17. Any grading, drainage, and erosion control issues shall be subject to review and approval of the City Engineer.
 18. Subject to approval of the Zoning Administrator, the property owner shall plant evergreen trees a minimum of six feet in height and 30 feet on center:
 - a. Along the south property line with PID 01-00424-0110.
 - b. East of the detached accessory building between the north line of the detached accessory building and north line of the driveway.
- B. Motion to **deny** the application based on a finding that the request is does not comply with the Zoning Ordinance.
- C. Motion to **table**.
- c. Joan Heinen, Town Clerk/Treasurer
Andy Schreder, Building Official

Property Location



Overview



Legend

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

RESOLUTION NO: 25-07

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

**APPROVAL OF AN INTERIM USE PERMIT
LOTS 4 AND 5, BLOCK 1, HUNTER ESTATES**

WHEREAS, applicants Matt and Kathleen Finlayson are requesting an Interim Use Permit to allow a home occupation within a residential detached accessory structure.

WHEREAS, the property is legally described as Lots 4 and 5, Block 1, Hunter Estates, Baldwin, Sherburne County, Minnesota

WHEREAS, the property is guided for Rural Residential land uses Comprehensive Plan.

WHEREAS, the property is zoned R1, General Rural District.

WHEREAS, the applicant is proposing to conduct a home occupation within a detached accessory building upon the property; home occupations conducted from a residential detached accessory building are allowed within the R1 District subject to approval of an Interim Use Permit subject to Section 900-5-4.K of the Zoning Ordinance.

WHEREAS, the City Council must take into consideration the possible effects of the request with their judgment based upon (but not limited to) the criteria outlined in Section 900-5-2 of the Zoning Ordinance:

- A. The proposed action's consistency with the specific policies and provisions of the town comprehensive plan.

Finding: The Comprehensive Plan promotes establishment of land use patterns that will provide connections to existing public amenities and the natural landscape. Existing rural residential character is to be expanded without adversely affecting scenery or open spaces. The Zoning Ordinance limits home occupations through performance standards intended to preserve rural character consistent with the Comprehensive Plan.

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

Finding: The Zoning Ordinance allows home occupations located within an accessory building subject to the performance standards set forth by Section 900-5-4.K of the Zoning Ordinance to maintain compatibility with surrounding uses; if the proposed use complies with the requirements of the Zoning Ordinance, the expectation is that the use will be compatible.

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

Finding: The proposed use will not impact natural resources or historically significant areas.

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

Finding: The propose use will comply with all applicable City ordinances.

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

Finding: The property is accessed via 128th Street (CR 45), which has with adequate capacity to accommodate traffic generated by the proposed use.

- F. The proposed use can be accommodated by existing public services and facilities and will not overburden the City's service capacity.

Finding: The proposed use will not overburden the City's existing service capacity.

WHEREAS, the Planning Commission considered the application at their meeting on 26 March 2025; those wishing to speak were heard by the Planning Commission.

WHEREAS, the planning report dated 2 April 2025 prepared by the City Planner, The Planning Company LLC, is incorporated herein.

NOWTHEREFORE BE IT RESOLVED BY THE BALDWIN CITY COUNCIL THAT Based on the foregoing information and applicable ordinances, the request is hereby **APPROVED**, subject to the following conditions:

1. The Interim Use Permit shall terminate upon happening of the following events, whichever occurs first:
 - a. Upon violation of conditions under which the interim use permit was issued.
 - b. Upon change in the Zoning Ordinance that renders the use nonconforming.
 - c. The redevelopment of the use and property upon which it is located to a permitted or conditional use as allowed within the respective zoning district.
 - d. Upon a change in ownership, whether pursuant to move, sale, transfer, assignment, or otherwise, the owner or proposed new owner must complete a new application subject to approval pursuant to the Zoning Ordinance.
2. Lots 4 and 5, Block 1, Hunter Estates shall be combined by Administrative Subdivision in accordance with Chapter 5 of the Subdivision Ordinance.
3. Access to the subject property shall require a driveway permit issued by Sherburne County, subject to review and approval of the Sherburne County Public Works Director.
4. The business shall be located on the homesteaded property of the business owner.
5. There may be no more than two full time equivalent employees other than a member of the household residing on the premises.
6. There may be no sandblasting, chemical/paint spraying, or similar activity associated with the

business.

7. The business shall not occupy more than 2,400 square feet of detached accessory building space.
8. Occupancy of a detached accessory building by the business use shall comply with applicable commercial requirements of the Building Code, subject to review and approval of the Building Official.
9. All vehicles that are Class 5 or larger and all trailers and equipment of the business shall be stored upon a Class-5, asphalt, or concrete surface.
10. Business hours of operation shall be limited to 6:00AM to 7:00PM on Monday through Saturday; no work shall be allowed on Sunday.
11. There may be no more than one non-illuminated business sign totaling not more than 12 square feet on the premises.
12. Any solid or liquid waste shall be handled and disposed of according to any applicable county or state regulations.
13. The applicant and/or property owner shall permit the Zoning Administrator to inspect the property at any time.
14. The business use shall not occupy the property until a Certificate of Occupancy is issued for a residential dwelling as the principal use of the property.
15. The building plans shall be subject to review and approval of the Building Official in accordance with Section 900-17-4 of the Zoning Ordinance.
16. The design and installation of an on-site well and Subsurface Sewage Treatment system shall be subject to review and approval of the Building Official.
17. Any grading, drainage, and erosion control issues shall be subject to review and approval of the City Engineer.
18. The property owner shall plant evergreen trees, subject to approval of the Zoning Administrator a minimum of 30 feet on center at the following locations:
 - a. Along the property line with PID 01-00424-0110.
 - b. East of the detached accessory building between the north line of the detached accessory building and north line of the driveway access.

(remainder of page intentionally blank signatures follow)

ADOPTED by the Baldwin City Council this 7th day of April, 2025.

MOTION BY:

SECOND BY:

ALL IN FAVOR:

THOSE OPPOSED:

CITY OF BALDWIN

Jay Swanson, Mayor

ATTEST:

Joan Heinen, City Clerk/Treasurer

Baldwin Township Code Enforcement Summary
7 April 2025
 (Projects listed in chronological order by date of complaint)

Address	Owner	PID #	Complaint Date	Date(s) of Site Visit(s)	Site Photos Taken?	Ordinance Violation (if a complaint is not valid or no violation exists put NA)	Admin. Notice Issue Date	Admin. Citation Issue Date	Last Contact with Property Owner & By Whom	Comments And Overall Status	Action Plan
30840 141 st St.	Jocelyn Damiano	01-508-0114	4 May 23			ZO XX-18-2-G	Jun 25		12 May 23, R. Messer (DDL)		TB on Sep 19 suspended enforcement until PC makes recommendations.
32033 124 th St.	Bell Trucking Inc.	01-0044225	NA	Aug 16 Oct 16	Yes	# of vehicles allowed by CUP	Jun 25		DDL		
28209 Lake Diann Rd	Phillip Stueve, Jr.	01-408-0322	25 Jul 23		Video	Habitually barking dog 400-1-4-A-2				SCSO issued citation, Sherburne County Attorney dismissed without authority to prosecute. CLOSED	
14275 292 nd Ave.	Brandon and K/leigh Stanek	01-534-255	16 Aug 23			ZO Chapter 31	Jun 25		Email Jun 27	Illegal outdoor storage	Reinspect week of Jan 6. Inspected Feb 17.
31015 103 rd St	Blaze Graves	01-466-0330	16 Oct 23			Abandoned vehicles	Jun 25	Feb 18		TB directed no action on 11 Dec 23	
31540 125-1/2 St.	Anthony Flander	01-00455-0105				ZO XX-21-3-E				RV as dwelling unit	
14106 296 th Cir	Michael Bakker	01-00524-0325	12 Dec 23			Dog(s) at large				Direction from TB needed to contact dog owner. CLOSED	
11004 305 th Ave	Derek R and Michon M Nelson	01-000142200	26 Jan 24			Home occupation/rural tourism				Direction from TB needed to contact property owner re: required approvals.	No action.
13020 289 th Ave	Jerald and Anne Albrecht	01-004240235	25 April 24			Junk cars/debris	Jun 25				Reinspect week of Jan 6. Reinspect after Mar 1.
14122 294 th Ave	Joshua Webber	01-00486-0210	13 May 24			Motorcycles/ATV	Jun 25			CLOSED	
32226 108 th St	Christine Hager	01-0573-0110	29 May 24			Dog barking/at large	Jun 26			Spoke with dog owner. CLOSED	Reinspect week of Jan 6. Inspected Feb 17.
28209 Lake Diann Rd	Phillip Stueve, Jr.	01-00408-0322	6 Jun 24			Junk/debris	Jun 25	Feb 18.			Site conditions OK. Temporary barrier in place at fuel tanks. property owner to install permanent barrier Spring 2025.
Top Notch Tree		01-00016-4300				Interim Use Permit	Jun 25			Site meeting held Dec 12.	
13027 290 th Ave	Dylan Witt	01-00424-0220	25 Jun 24	27 Mar 25		Motorcycles/ATV				No response. No further action required. CLOSED	Request to send Step 1 letter.
30867 103 rd	Cory and Alison Delestra	01-00553-0305	NA			Motorcycles/Track				No response. No further action required. CLOSED	Referred to Animal Control, SCSO. Reinspect after Mar 1.
27934 133-1/2 St.	Nathaniel & Anne & Lonne Nelson	01-00406-0510	Jul 1			Dog at large, animal feces, garbage, public nuisance conditions				AN sent Jan 6.	
13910 277 th Ave	Joseph & Barbara Spaulde	01-00031-4300				Headwall in ROW				Step 1 sent Sep 13	
14215 278 th Ave	Glen Peterson & Wendy Beck	01-00545-0210				Headwall in ROW				Step 1 sent Sep 13	
31611 127 th St.	Timothy D. Olson	01-00418-0125	Aug 26			Junk/Debris/Outdoor storage		Feb 18		Step 1 sent Sep 13; AN sent Jan 6	Inspected Feb 17; Call from property owner.
30870 103 rd St	Adam & Amanda Jellison	01-00553-0225	Aug 20			Motor cycle track				Step 1 send Sep 13 CLOSED	

Address	Owner	PID #	Complaint Date	Date(s) of Site Visit(s)	Site Photos Taken?	Ordinance Violation (if a complaint is not valid or no violation exists put NA)	Admin. Notice Issue Date	Admin. Citation Issue Date	Last Contact with Property Owner & By Whom	Comments And Overall Status	Action Plan
28331 98-1/2 St.	Terese Kaiser	01-00407-0630	Jul 25			Use of RV for dwelling				AN sent Jan 6. CLOSED	Met with property owner Feb 27 to discuss construction of a dwelling upon the property. Owner is residing with family off-site and agreed to not occupy the RV trailer as a dwelling.
10636 305th Ave	Morales Salas, David Elias	01-00014-1310	3 Sep 24			Fence construction				CLOSED	
11511 290th St.	Rebecca Krause	01-00535-0130	21 Jan 25		Yes	Building Code/RV as dwelling	Feb 11				AN sent Feb 11. Request to send Admin Notice
14336 286th Ave	Samantha Rockstroh	01-00404-0806	14 Jan 25		Yes	Inoperable vehicles, parking not on driveway, junk/debris					Step 1 letter sent Feb 14. Phone conversation with property owner. Extension to end of March granted. Reinspect property week of April 7.
20107 116th St.	Westen Heirmaier	01-00015-4402	28 Jan 25			Storage container					Step 1 letter sent Feb 14; Property owner responded, schedule meeting in March. Waiting for better weather.
9812 300th Ave NW	Bennie O. Carlson	01-00467-0165	13 Mar 25		Yes	RV as dwelling unit; junk and debris					Request to send Step 1 letter.
	16553 Oster Point Rd Cold Spring MN 55320										
9604 285 1/2 Ave	Makayla Carey	01-00415-0340	27 Mar 25		No	Junk and debris; burning garbage					Request to send Step 1 letter.

[Date]

[Property Owner]

[Address Line 1]

[Address Line 2]

Re: Neighborhood Meeting
100th Street and 297th Avenue Reconstruction

Dear Property Owner:

The City of Baldwin will be holding a neighborhood meeting for the proposed 100th Street and 297th Avenue Reconstruction project on [date of meeting] from [6:30 pm – 8:00 pm]. The neighborhood meeting will be held at:

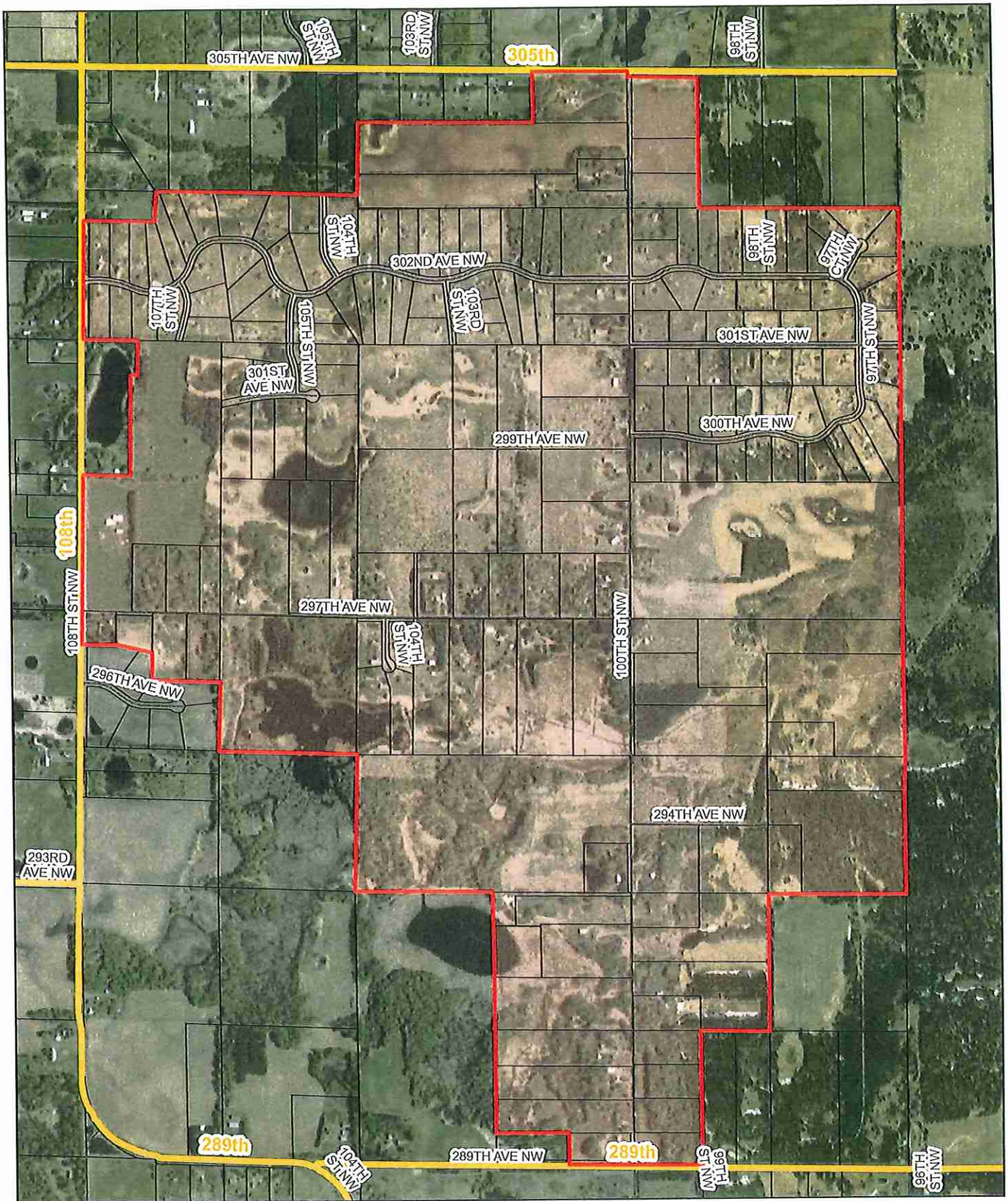
Baldwin City Hall
30239 128th Street NW
Baldwin, MN 55371

The neighborhood meeting will consist of project exhibits, a brief presentation, and will be followed by an opportunity for public comment. **The presentation will begin at [6:30 pm] and comments from the public will be accepted after the presentation.**

Please join us to provide your feedback. If you have any questions, or are unable to attend the neighborhood meeting you may submit your feedback to city.clerk@baldwinmn.gov or contact us by phone at (763) 389-8931.

Sincerely,

City of Baldwin



Hakanson
Anderson

0 462.5 925 1,850
Feet



Mailing List Exhibit



Ox Bodies | Crysteel | DuraClass | Rugby | J-Craft | Travis
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52182 Ember Road
Lake Crystal MN 56055
507-726-2728

Quote Response Form

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03/24/2025 09:54 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
LC00157861	Net 30 Days.	3/24/2025	4/23/2025	BROOKS NEAGLE	

UM	Quantity	Item	Description	Unit Price	Extended Price
EA	1.00		MAB ULTRA-84/96-1406-MDR-C/S 130DA-INSP	35,483.00	35,483.00

2578473

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



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Quote Response Form

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Polyurethane Top Coat Painted 1 Color with undercoated understructure between longills only. (Single stage paint only)

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

1.257 - 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

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

1.038 - 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

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

1.265 - 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

2.13 - 48" J-CRAFT HOIST STABILIZER

EA	1.00	BODY UP SWITCH(SWITCH ONLY)-INS	427.00	427.00
		2303635		

2.14 - Body "UP" Switch

EA	1.00	WHELEN-DOT3410D SYSTEM W/TIR3 BL/AM-INST	5,125.00	5,125.00
		2232830		

1.109 - 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	WHELEN WING STROBE TIR3(WPLOWZ1A) INST	370.00	370.00
		1818419		

1.101 - Whelen Amber Wing Strobe Super LED TIR3 w/20' HD TPR (WPLOWZ1A) Installed

EA	3.00	WHELEN-LED SPOT LIGHT(P36SLCHG)-INS	304.00	912.00
----	------	-------------------------------------	--------	--------



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

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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
LC00157861	Net 30 Days.	3/24/2025	4/23/2025	BROOKS NEAGLE	

UM	Quantity	Item	Description	Unit Price	Extended Price
		1852519			
		-	1.150 - 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		PLOW LIGHT-JW SPEAKER HEATED-AL-INST	1,615.00	1,615.00
		1930124			
		-	1.136 - Mirror mounted JW Speaker (Heated) Plow light package (Alum brackets) Note: Additional Leg for Support Note: Chassis must come with Hood Mirrors for this to work		
EA	1.00		FENDERS, MIN400B W/TUFF TRAC INSTALLED	2,119.00	2,119.00
		1651344	8045102		
		-	1.177 - Fenders, Minimizer,I model MIN4000B TDM AXLE black Poly fender set, Installed for TUFF TRACK SUSP		
EA	1.00		MAB*FALLS-UBS-IBR-STD COUPLER-HOSES-INST	4,720.00	4,720.00
		2647398			
			CUSTOMER SUPPLIED FALLS REVESIBLE UNDERBODY Scraper FALLS IBR-10A 1" Moldboard, w/12" Bolt-On Extension		
			Includes: SCRAPER-IBR-REV-STD CPLERS-INSTALLED (W/ACCUM MOUNT)-INSTALLED 3.5 - 4 line standard bulkhead couplers - (Two Per Side Mounted off Cheek Plate for Easy Removal) 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		MAB*FALLS-WING-POSTLESS-RW-RL-SPRPB-INS	5,720.00	5,720.00
		2674449			



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UM	Quantity	Item	Description	Unit Price	Extended Price
			CUSTOMER SUPPLIED FALLS POSTLESS REAR WING WITH SPRING CUSHION PUSHBEAM Wing Falls RHSDL11A-STDPB Primed LESS CUTTING EDGES Wing Falls POST-LESS Toe Lift in lieu of Std Front post/slide system Includes: PPW-SPRING PUSHBEAM-REAR/MID MOUNT-STD CPLRS-INSTALLED 4.7 - 4 line standard bulkhead couplers 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		PLOW HITCH-S/A-40B/44B/46B/48B-STD-INS 2653953	5,250.00	5,250.00
			CUSTOMER SUPPLIED FALLS 44XB2 (QCP) FRONT PLOW HITCH Plow Hitch Falls 44XB2/STD/STD/SA/SPR-RET/HITCH Includes: PLOW HITCH-D/A-40B/44B/46B/48B-STD CPLRS-INSTALLED 5.2 - 3 line standard bulkhead couplers 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		MAB*FALLS-PR PLOW-STD COUPLER-INS 2647407	665.00	665.00
			CUSTOMER SUPPLIED FALLS POWER REVERSING FRONT PLOW Plow Falls PR1243/SPR-TRP/NOSHU/PRI-E1/10GA LESS CUTTING EDGES Includes: POWER REVERSING PLOW-PREP/HOSES-INS Plow Prep, Hoses, Fittings, and Cutting Edge Fasteners Installed		
EA	1.00		MAB J-CRAFT-9TG-SS-HIGH-N-SLIDE-LH-INS 2497112	8,644.00	8,644.00



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UM	Quantity	Item	Description	Unit Price	Extended Price
----	----------	------	-------------	------------	----------------

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 bolt on side shields
- 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	MAB HYDRAULICS-BALDWIN 2025-CABLE-INST	29,228.00	29,228.00
	2497116			

Quote Response Form

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)
- 9.66 - Temp/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)
- 9.019 - (ADDER) for Customer Supplied U-2 nitrogen accumulator, Installed

Switch Layout:

Dash:

- Plow Lights
- Strobes
- 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

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
LC00157861	Net 30 Days.	3/24/2025	4/23/2025	BROOKS NEAGLE	

UM	Quantity	Item	Description	Unit Price	Extended Price
EA	1.00		MAB HITCH-3/4"-3" REC-7RV-D-RINGS-INST	1,629.00	1,629.00
		2497146			

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

7.20 - 7 contact RV socket Installed

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

7.31 - 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		ELECTRONIC BRAKE CONTROLLER PKG INS.PROD	485.00	485.00
		1651881	8046908		

7.27 - Electronic PRODIGY Brake controller w/wiring to rear 7RV socket, installed in cab of truck, Installed

EA	1.00		CAMERA PKG-RV-805A-7"-HD-INST	1,325.00	1,325.00
		2333662			

1.260 - 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		ADDTL CAMERA, DVR-916-AHD-NIGHT VIS-INST	425.00	425.00
		2333663			



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LC00157861	Net 30 Days.	3/24/2025	4/23/2025	BROOKS NEAGLE	

UM	Quantity	Item	Description	Unit Price	Extended Price
-			1.261 - 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		MAB WHELEN-LED FLOOD LIGHT AMBER (MPBBA) 1930129	541.00	541.00
-			1.153 - 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		FOG LIGHTS-HOLOGEN-LIGHT FORCE-INST 2160303	505.00	505.00
-			1.158 - FOG LIGHTS-HOLOGEN-LIGHT FORCE-Installed MOUNTED OFF EACH PLOW LIGHT BRACKET FRONT FACING WIRED TO SWITCH IN DASH		
EA	2.00		MAB*LIGHT FORCE-STRIKER 170MM CRYSTAL BL 2678563	34.00	68.00
-			Striker 170mm Halogen/HID Crystal Blue Filter Lenses only to Snap onto the Striker Halogen Lights NOT A STATE CONTRACT LINE ITEM - LENSES FOR THE ABOVE LIGHTS		
EA	1.00		MAB*CUTOMER SUPPLIED BALDWIN TWP FALLS E 2679913	0.00	0.00
-			CUSTOMER SUPPLIED FALLS PLOW EQUIPMENT Scraper: FALLS IBR-10A 1" Moldboard, w/12" Bolt-On Extension Wing: Wing Falls RHSDL11A-STDPB Primed LESS CUTTING EDGES Wing Falls POST-LESS Toe Lift in lieu of Std Front post/slide system Plow Hitch: Plow Hitch Falls 44XB2/STD/STD/SA/SPR-RET/HITCH Plow: Plow Falls PR1243/SPR-TRP/NOSHU/PRI-E1/10GA LESS CUTTING EDGES		
EA	1.00		MNDOT STATE CONTRACT PURCHASE (222960) 2495595	0.00	0.00



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UM	Quantity	Item	Description	Unit Price	Extended Price
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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 February 28th, 2026 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.

****NOTE:** Our Contract Number is still pending the final processing of Signatory paperwork, but the MN-ADMIN has approved everything**

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.

Price Adjustments. Notwithstanding any quoted or agreed-upon prices, Seller reserves the right to adjust prices to reflect any material cost increases arising from tariffs, duties, taxes, regulatory changes, increased raw material costs, supply chain disruptions, or other factors beyond Seller's reasonable control. Any such price adjustment shall be communicated to Customer in writing prior to shipment, and Customer shall have five (5) business days following receipt of notice to either accept the revised pricing or cancel the affected portion of the order without penalty. If no response is received within this period, the revised pricing shall be deemed accepted.

Sale Amount: 105,256.00
Freight: 0.00



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LC00157861	Net 30 Days.	3/24/2025	4/23/2025	BROOKS NEAGLE	

Sales Tax: 0.00
FET Charges: 0.00
Total Amount: 105,256.00



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 94789

**** 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: ZAC GOOD 763-286-3394

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	TIM ERICKSON	NET 30 DAYS	3/17/25	3/17/25	0/00/00

Serial No.

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

Build Instructions LEAD TIME: ALLOW MIN 16 WEEKS ARO

Other Instructions **STATE OF MN CONTRACT #PENDING**

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	\$15,322.00	\$15,322.00
1	9902873	VBL 78531WPTSB-PK 7/8" X 5" - 3' w/25° Tungsten Carbide Insert, Std Punch, Flat Blade, Sgl Bevel **NOTE: Scraper Application - - Bolts & Nuts included, all shipped loose	\$296.00	\$296.00
2	9902874	VBL 78541WPTSB-PK 7/8" X 5" - 4' w/25° Tungsten Carbide Insert, Std Punch, Flat Blade, Sgl Bevel **NOTE: Scraper Application - - Bolts & Nuts included, all shipped loose	\$394.00	\$788.00
1	9902953	Wing Falls RHSDL11A-STDPB Primed LESS CUTTING EDGES **NOTE: REAR WING POST FOR SIDE OF TOWING HITCH MOUNTING	\$12,061.00	\$12,061.00
1	9901431	Wing Falls RL (REAR LIFT) up charge SDL WING	\$649.00	\$649.00
1	9903057	Plow Falls PR1243/SPR-TRP/NOSHU/PRI-E1/10GA LESS CUTTING EDGES	\$9,674.00	\$9,674.00
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	\$465.00	\$465.00
1	9900555	Plow Hitch Falls 44XB2/STD/STD/SA/SPR-RET/HITCH	\$4,478.00	\$4,478.00
--- Continued ---				

Accepted by

Date

Price:

Total Discounts:

Net Cost:

Freight

Total:



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 94789

**** 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: ZAC GOOD 763-286-3394

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	TIM ERICKSON	NET 30 DAYS	3/17/25	3/17/25	0/00/00
Serial No.					

1 9900625 - Plow Push Unit Falls 24/44 Series Std	\$1,312.00	\$1,312.00
1 9900637 - Plow Falls High Visibility Marker Set	\$161.00	\$161.00
1 9900639 - Plow Falls 1/2" x 12" Standard Rubber Belt Snow Deflector Kit - Installed	\$509.00	\$509.00
1 9900641 - Plow Falls Parking Stand - Screw Adj Style	\$391.00	\$391.00
1 9900685 - Plow Falls Hwy Orange Paint, Rev Plow, for Ship Out	\$724.00	\$724.00
1 9902871 - VBL 3/4" x 6" - 3' w/25° Tungsten Carbide Insert, Std Punch, Flat Blade **NOTE: Wing application - - Bolts & Nuts included, all shipped loose	\$234.00	\$234.00
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 - - Bolts & Nuts Included, all shipped loose.	\$335.00	\$1,675.00

Accepted by

Date

SIGN HERE

Price: \$48,739.00

Total Discounts:

Net Cost: \$48,739.00

Freight

Total: **\$48,739.00**

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 (HVUT), 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 for 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, Sellershall, 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.



March 27, 2025

City of Baldwin
Attn: Zac
PO Box 25
Princeton, MN 55371

Re: Clean up May 3, 2025 From 8 am to Noon

Dear Zach,

We have great news, there is only a small increase in the landfill charges this year (up only \$5/ton), and for car tires, all other rates are stable. We will deliver the 3 roll-off boxes for metals and tires on Wednesday and/or Thursday for the clean-up. I plan on having them set in the same area as previous years unless I hear differently.

The pricing will be as follows:

Trash truck	\$90/ton plus \$150/hour/Truck
Appliances non-freon	\$10 each
Appliances freon	\$30 each
TV any size	\$30 each
Computer monitor	\$30 each
Computer tower	\$10 each
Printers	\$10 each
Spring items	\$20 each
Propane tanks #20	\$5 each
Oil filters	\$2 each

Tires:

Car/ATV	\$7
With rim	\$9
16.5"	\$10
With rim	\$12
19.5"-Semi	\$20
With rim	\$22
Tractor	\$95
With rim	\$105

This year the tire recycling company that we take the tires charges additional for dirty tires, the charge is \$3 more per tire minimum.

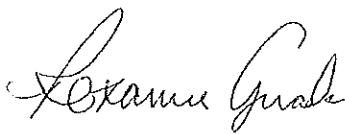
****No Gas or Serval Refrigerators will be accepted.**

With the current volatile fuel market, we may need to charge a fuel service charge.

We will bring 3 people and a skid loader to help load.

If you have any questions please call me at 320-983-6474.

Sincerely,



Roxanne Gerads

Jim's
**MILLE LACS
DISPOSAL, INC.**

March 3, 2024

Baldwin Township
Attn: Zach
PO Box 25
Princeton, MN 55371

Re: Clean up May 4, 2024 From 8 am to Noon

Dear Zach,

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The pricing will be as follows:

Trash truck	\$85/ton plus \$150/hour/Truck
Appliances non-freon	\$10 each
Appliances freon	\$30 each
TV any size	\$30 each
Computer monitor	\$30 each
Computer tower	\$10 each
Printers	\$10 each
Spring items	\$20 each
Propane tanks #20	\$5 each
Oil filters	\$2 each

190 2nd Street NE • P.O. Box 275 • Millaca, MN 56353 • 320-983-6474
www.jimsmillelacsdisposal.net

Tires:

Car/ATV	\$6
With rim	\$9
16.5"	\$10
With rim	\$12
19.5"-Semi	\$20
With rim	\$22
Tractor	\$95
With rim	\$105

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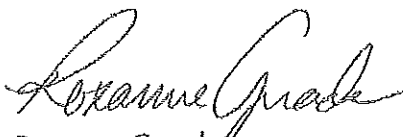
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If you have any question's please call me at 320-983-6474.

Sincerely,


Roxanne Gerads

BREMER BANK

DATE: MARCH 25, 2025
ACCOUNT NUMBER: XXXXXX4223
FIXED RATE CD BUSINESS

PO Box 1000
Lake Elmo, MN 55042-1000

FOR PERSONAL ASSISTANCE CALL:
1-800-908-2265

00000009 IBSP0326250812061749 000001 000000 0M

CITY OF BALDWIN
30239 128TH ST NW
BALDWIN MN 55371

APR 0 1 2025

MATURITY NOTICE

YOUR TIME DEPOSIT WILL MATURE ON 04-19-25.
IT WILL BE AUTOMATICALLY RENEWED AT THE RATE IN
EFFECT AT THAT TIME, UNLESS YOU MAKE OTHER ARRANGE-
MENTS WITH US NO LATER THAN 10 DAY(S) AFTER MATURITY.

ACCOUNT NUMBER	XXXXXX4223
CURRENT INTEREST RATE	4.850
TERM	12 MONTHS
MATURITY DATE	04-19-25
CURRENT BALANCE	1,042,616.45
INT PYMT AT MATURITY	50,566.89
INT WTHLD AT MATURITY	.00



MEMORANDUM

TO: Mayor and City Council, City of Baldwin MN
CC: Joan Heinen, City Clerk
FROM: Elizabeth Diaz, Senior Fiscal Consultant, Kelly Horn, Senior Fiscal Consultant
DATE: March 25, 2025
SUBJECT: Chart of Accounts Conversion Crosswalk

BACKGROUND:

The City of Baldwin requested assistance with a chart of accounts conversion crosswalk, including the mapping of the 2025 budget into the new chart of accounts. Incorporated in early 2024 and becoming a City on January 1, 2025, Baldwin's auditor recommended implementing a new chart of accounts to simplify complexities in the old system and align with the standardized chart of accounts required for Minnesota cities.

Ehlers supported the development of the 2025 budget and the recently implemented Financial Management Plan. After reviewing these documents and discussions with staff, Ehlers created a crosswalk to map the old general ledger accounts to the new chart of accounts. This crosswalk serves as a tool to "translate" or map the old chart of accounts to the new structure recommended by the City's auditor.

PROJECT REVIEW AND METHODOLOGY:

The project involved a detailed analysis of every general ledger account to ensure the revised account codes and structures comply with Minnesota legal compliance standards, GAAP, and auditor recommendations. Additionally, the 2025 budget was thoughtfully integrated into the new chart of accounts.

Ehlers also carefully considered the City's requirements for accounting for the Blue Hill Fire Services Contract to ensure the new chart of account crosswalk will allow for accurately reflecting the contract's intent in the financial records and the current and future budgets.

Finally, we verified that the new Chart of Accounts crosswalk allows for the proper and continued use of the Financial Management Plan in accordance with the established guidelines and the original plans included during its creation.

MAJOR OUTCOMES OF THE CHART OF ACCOUNTS CROSSWALK:

- **Department Reduction/Collapsing:** Reduced unnecessary and excessive departments, from 56 down to 21 departments, across all funds.
- **Conversion of Departments into Object Codes:** Departments like "Office Supplies" were discontinued in favor of a standardized expense code for each department (e.g., "Clerk - Office Supplies," or "Streets - Office Supplies").
- **Discontinuation of Balance Sheet Objects in Expense Codes:** Eliminated balance sheet objects like "Federal Tax Withholdings" from expense codes.
- **Standardized Object Codes:** Fewer, more standardized object codes that align with the generally accepted standardized chart of accounts used by cities in Minnesota.

RECOMMENDATIONS:

- **Adopt and implement the attached Chart of Accounts Crosswalk.**
 - Ehlers carefully reviewed the 2025 Budget and Financial Management Plan documents to ensure that the data that should be included in each account is accurately mapped to the new account.
- **Fire Contract Accounting** - The Chart of Accounts Crosswalk was set up per discussions with City staff and allows for the planned activities of:
 - Use Fund 250 to account for all Fire Department Operating Activities - including personnel expenditures, training, supplies, etc. Do not include any capital related activity in Fund 250.
 - Utilize Fund 402 (Blue Hill Operating) to receive the contracted services revenues.
 - Periodically (quarterly/annually), calculate and document Blue Hills "portion" of 25%
 - Transfer-In Blue Hill's "portion" of expenses *from* Fund 402 *into* Fund 250 as necessary.
- **Rename Fund 275**
 - Rename Fund 275 from "Road and Bridge Fund" to "Street Capital Fund."
 - Remove operating activity from Fund 275 and move it to the General Fund Streets Department per attached chart of accounts crosswalk.