



AGENDA FOR JUNE 9TH, 2025
BALDWIN CITY COUNCIL REGULAR MEETING
7:00 p.m.
(Revised 06/05/2025)

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:

- Douglas Wark: 10124 277th Avenue – Water backing up in well pit due to Beaver Dam
- Mark Mason: 30209 116th Street – New Commercial Business Sign on Intersection of County Road 38 and 116th Street

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 Clerk Vacation Leave on Friday, June 20th, 2025
- Approve Baldwin North/ABRA Escrow Refund of \$2257.50
- Approve Willow Ridge Escrow Refund of \$46.00
- Approve Resolution 25-14; Fire Chief Hire Date
- Approve Resolution 25-15 Amending and Establishing Planning Commission By-Laws
- Approve Resolution 25-16 for 2026 State Capital Budget Project Request
- Approve Vision Transportation Quote for \$100.00 per Hour to Provide Transportation for Infrastructure Committee Tour on June 24th, 2025
- Approve Employee Handbook
- Approve Ordering 13 EMS Signs, 8 of These EMS Signs are for City Parks with an Estimated Expenditure of \$560.00
- Approve Ordering 100 EMS Signposts from M-R Signs for \$719.00

Fire Department Report:

- a. Discuss/Approve/Disapprove Blue Hill Township Fire Contract
- b. Discuss/Approve/Disapprove EMT Funding for Training

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.

Planning Items:

- a. Discuss/Approve/Disapprove No Parking on 139th Street
- b. Discuss Code Enforcements
- c. Discuss Amending the Zoning Ordinance to Allow Off-Premises Signs

Park Committee Report – Tom Rush

- a. Discuss/Approve/Disapprove Goose Lake and Young Park Request for Proposals (RFP) for Parking Lots and 3 Additional Lights at Young Park
- b. Discuss/Approve/Disapprove Park Ordinance 2025-10
- c. Discuss DNR Grant

Cemetery Update – Tom Rush

- a. Discuss Lower Cemetery Fence at County Road 38 and County Road 19 – Jeff Holm

Tabled Items:

- a. Discuss/Approve/Disapprove First Amendment to Agreement for Building Official Services – Jay Swanson

New Business:

- a. Discuss Clean-Up Day 2025 – Tom Rush
- b. Discuss/Approve/Disapprove Equipment Rental Quote for Culvert Work at Southern Pines and North Elk Lake Loop – Tom Rush
- c. Discuss City Council Meeting Night on Monday's – Clerk
- d. Discuss/Approve/Disapprove Cal Schmock Collecting Seeds on City Property at County Road 9 and County Road 45 as a Class Project with Princeton Students – Jay Swanson
- e. Discuss 123rd and 287th Overlay Project – Tom Rush
- f. Discuss Increased Traffic on 136th Street due to Highway 169 Construction – Jeff Holm
- g. Schedule a Workshop with Engineers on Roads – Tom Rush
- h. Discuss/Approve/Disapprove Contract for Sandy Lake Project with an Expenditure of \$82,138.13 – Tom Rush
- i. Discuss/Approve/Disapprove One Day On-Sale Liquor License Application for NE Sherburne Fire and Rescue Relief Association Fire Dance on August 16th, 2025
- j. Discuss/Approve/Disapprove One Day On-Sale Liquor License Application for Great Lakes Association of Musicians & Artists for an Event on September 6th, 2025
- k. Discuss/Approve/Disapprove One Day On-Sale Liquor License Application for Christ Our Light Parish for an Event on September 21st, 2025

Announcements:

- a. Budget Meeting Monday, June 16th, 2025 at 7:00 p.m.
- b. Employee Reviews Tuesday, June 17th, 2025 at 6:00 p.m.
- c. Special Planning Commission Meeting Wednesday, June 18th, 2025 at 7:00 p.m.
- d. City Hall Closed Thursday, June 19th, 2025 in Observance of Juneteenth
- e. Next City Council Meeting Monday, June 23rd, 2025 at 7:00 p.m.

Any Other Business:

Approve Bills for Payment:

Adjourn:

CITY OF BALDWIN

*Cash Balances

Cash Account: 10100

June 2025

Fund	-----Transfers-----				Balance No		Investments	Balance
	Begin June 2025	Receipts	Disbursements	Rec/Disb	Journal Entries	JE Payroll		
10100 - Bremer								
101 - General Fund	(\$1,179,854.54)	\$10,795.97	(\$22,622.96)	\$0.00	\$0.00	(\$1,972.65)	(\$1,193,654.18)	In Bal
225 - Cemetery Fund	\$14,877.83			\$0.00	\$0.00		\$14,877.83	In Bal
250 - Fire Operations	\$43,448.61	\$900.01	(\$4,669.97)	\$0.00	\$0.00	(\$3,229.50)	\$36,449.15	In Bal
275 - Street Capital	\$120,805.92		(\$74,752.55)	\$0.00	\$0.00		\$46,053.37	In Bal
301 - G.O. 2017A	\$735,169.64			\$0.00	\$0.00		\$735,169.64	In Bal
302 - G.O. 2024A	(\$16,841.59)			\$0.00	\$0.00		(\$16,841.59)	In Bal
401 - Capital Project Fund	\$150,823.62			\$0.00	\$0.00		\$150,823.62	In Bal
402 - Fire Services	\$32,810.61	\$27,500.00		\$0.00	\$0.00		\$60,310.61	In Bal
403 - Fire Infrastructure Fund	\$139,483.62		(\$810.36)	\$0.00	\$0.00		\$138,673.26	In Bal
404 - Parks Capital Fund	\$80,823.22	\$5.00	(\$5,576.10)	\$0.00	\$0.00		\$75,252.12	In Bal
602 - Sewer Fund	\$49,901.12	\$5,130.00	(\$3,750.98)	\$0.00	\$0.00		\$51,280.14	In Bal
801 - Developers Account - Escrow	\$126,859.11	\$3,500.00	(\$1,266.25)	\$0.00	\$0.00		\$129,092.86	In Bal
802 - Baldwin Estates Escrow	\$1,489.61			\$0.00	\$0.00		\$1,489.61	In Bal
803 - Misty Hollow Escrow	\$0.00			\$0.00	\$0.00		\$0.00	In Bal
804 - Buck Run Escrow	\$15,756.81			\$0.00	\$0.00		\$15,756.81	In Bal
805 - Sumser Farms 1st Addt Escr	\$2,186.41			\$0.00	\$0.00		\$2,186.41	In Bal
				MTD Amounts	Begin + YTD			
Begin	\$317,740.00	\$975,411.07	Investments	\$0.00	\$1,093,183.34			
Receipt	\$47,830.98	\$440,579.84	Petty Cash	\$0.00	\$0.00			
Disbursements	(\$113,449.17)	(\$1,026,977.05)	Savings	\$0.00	\$0.00			
Transfers Rec/Disb	\$0.00	\$0.00	Money Market	\$0.00	\$0.00			
Transfers JE	\$0.00	\$0.00						
JE Payroll	(\$5,202.15)	(\$142,094.20)	Balance	\$246,919.66	In Balance			

CITY OF BALDWIN

06/05/25 11:06 AM

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*Check Summary Register©

Batch:

PAY20250111.00,PAY20250206.00,PAY20250506.00,PAY20250906.00,052725BiWeek,05272025STATEBIWEEK,05272025BiWeekPera,05312025FuelTax,06092025MtgPayments

Name	Check Date	Check Amt	
10100 Bremer			
63e EFTPS	5/30/2025	\$2,615.51	05272025 BiWeekly Payroll
64e Minnesota Dept of Revenue	5/30/2025	\$476.47	05272025 BiWeek
65e Pera	5/30/2025	\$1,467.61	05272025 BiWeek Pera
66e Minnesota Dept of Revenue	6/3/2025	\$16.85	May 2025 Fuel Tax
28612 Fadden, Phillip E.	5/27/2025	\$1,614.09	
28613 Good, Zachary D.	5/27/2025	\$1,536.33	
28614 Heinen, Joan	5/27/2025	\$2,482.43	
28615 Nielsen, Kayla	5/27/2025	\$1,438.90	
28616 Amercian Test Center Inc	6/9/2025	\$1,927.00	Ladder Truck Testing
28617 ARC Irrigation LLP	6/9/2025	\$582.00	Fertilization Round 2 Playground
28618 CenterPoint Energy	6/9/2025	\$264.70	Gas Utilities
28619 Connexus Energy	6/9/2025	\$907.46	Electric Utilities
28620 Elan Financial Services	6/9/2025	\$3,071.38	Kids Tattoos - credit card
28621 Finken Water Solutions	6/9/2025	\$50.45	Water at City Hall
28622 Fire Instruction Rescue Educat	6/9/2025	\$650.00	Reading Smoke Class 06032025
28623 Hakanson Anderson	6/9/2025	\$81,873.25	Oaks of Battle Brook Second Addition, Engineering
28624 Health Partners	6/9/2025	\$3,177.77	City Health Insurance Premium July 2025
28625 Jims Mille Lacs Disposal Inc	6/9/2025	\$200.00	Park Portable Toilets Rentals
28626 Kayla Nielsen	6/9/2025	\$65.10	Mileage Postings and MCFOA
28627 Marvs True Value	6/9/2025	\$130.33	Paint to Mark Streets
28628 MCFOA	6/9/2025	\$100.00	Clerk and Deputy Clerk Membership Renewal
28629 Minnesota Child Support Pymt	6/9/2025	\$879.54	051325 and 052725 Payroll
28630 M-R Sign Co Inc	6/9/2025	\$831.50	EMS Signs and Post
28631 Office Depot	6/9/2025	\$190.42	Name Plate Jochum
28632 Real Deal Neal Auto LLC	6/9/2025	\$630.00	Ladder 1 Decals
28633 Satellite Industries Inc	6/9/2025	\$4,675.00	Park Portable Toilets ADA
28634 Steinbrecher Companies	6/9/2025	\$2,048.00	Annual Maintenance Frontier Trails SSD
28635 The Planning Company LLC	6/9/2025	\$7,727.50	Planning and Zoning Administration Ordinance
28636 US Bank	6/9/2025	\$2,006.85	MSA Charger Gas Detector
28637 Utility Consultants Inc	6/9/2025	\$665.49	Frontier Trails SSD Testing
28638 Vanderpoel Disposal	6/9/2025	\$90.93	June 2025 Refuse Disposal
28639 Victor Lundeen Company	6/9/2025	\$37.65	Clerk City Ex Officio Notary
28640 Wastewater Services Inc.	6/9/2025	\$650.00	Frontier Trails SSD
28641 Marshall, Richard	6/9/2025	\$92.35	
28642 Mattson, Clarence	6/9/2025	\$92.35	
28643 McGowan, William	6/9/2025	\$46.17	
28644 Miller, Patricia	6/9/2025	\$92.35	
28645 Newman, Sherry	6/9/2025	\$46.17	
28646 Schmock, Calvin	6/9/2025	\$46.17	
28647 Case, Scott F.	6/9/2025	\$1,412.77	
28648 Fischer, Robin K.	6/9/2025	\$923.50	
28649 Case, Scott	6/9/2025	\$524.10	
28650 Holm, Jeffrey R.	6/9/2025	\$349.40	
28651 Rush, Thomas J.	6/9/2025	\$267.75	
28652 Swanson, Jay C.	6/9/2025	\$784.97	
28653 Walker, Alan	6/9/2025	\$524.10	
Total Checks		\$130,282.66	

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: JUNE 9-2025

NAME: DOUGLAS WARK

ADDRESS: 10124 277 AVE. ZIMMERMAN

PHONE: 763 389-2036

SUBJECT TO BE PRESENTED TO THE CITY COUNCIL:

BIG Problem - WATER backing AGAIN in my
WELL pit EVERY time 70 plus YEARS a BIG
BEAN AGAIN, AGAIN, AGAIN

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DATE: 10-9-25

NAME: Mark Mason

ADDRESS: 30209 116th ST Baldwin mn 55371

PHONE: 763-242-2103

SUBJECT TO BE PRESENTED TO THE CITY COUNCIL:

New Sign ON INTERSECTION OF 10 Rd 38 & 116th ST SIZE OF
About 10-20 sq FT with Arrow

BALDWIN NORTH/ABRA

Escrow Receipts		Amount	Check#	Date		
R-800-34000	Charges for Services	\$ 200.00	2654	8/7/2024		
R-800-36205	Preliminary Plan	\$ 3,000.00	2654	8/7/2024		
R-800-34104	Plan Checking Fee					
Payments						
E-800-41600-304	Legal					
E-800-43100-303	Engineering					
E-800-41910-300	The Planning Company	\$ (540.00)		9/3/2024		
		\$ (202.50)		10/14/2024		
E-800-41120-351	Legal Ads/ECM					
E 800-34102-356	Sherburne Co Recording					
	TOTAL	\$ 2,257.50				
Escrow to Return						
E-800-43100-810	Refund					

WILLOW RIDGE-BRINKER SIMPLE PLAT/TWIN CITIES ACOU

Escrow Receipts		Amount	Check#	Date		
R-800-34000	Charges for Services	\$ 500.00	282	8/23/2024		
R-800-36205	Preliminary Plan	\$ 1,000.00	281	8/20/2024		
		\$ 698.03	294	12/3/2024		
		\$ 586.00	304	12/26/2024		
R-800-34104	Plan Checking Fee					
Payments						
E-800-41600-304	Legal					
E-800-43100-303	Engineering					
E-800-41910-300	The Planning Company	\$ (135.00)		9/3/2024		
		\$ (270.00)				
		\$ (1,215.00)		11/4/2024		
		\$ (540.00)		12/10/2024		
E-800-41120-351	Legal Ads/ECM	\$ (78.03)				
E 800-34102-356	Sherburne Co Recording					
	TOTAL	\$ 46.00				
Escrow to Return						
E-800-43100-810	Refund					
	Park dedication paid 12/3/2024, Ck# 293					
	\$1200.00					

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

RESOLUTION NO. 25-14

FIRE CHIEF DATE OF EMPLOYMENT

WHEREAS, Scott Case is the Fire Chief of the City of Baldwin, Sherburne County, Minnesota and

WHEREAS, Scott Case has served as Baldwin Township and City of Baldwin Firefighter and Fire Chief since November 1st, 2009 and

WHEREAS, The City has Fire Department Meeting Minutes dated November 22nd, 2009 Introducing New Fire Fighter Scott Case but does not have official Town Board Meeting Minutes documenting the Official Hire Date of Scott Case and

WHEREAS, The City has a Fire Incident Report dated November 26th, 2009 listing Scott Case in Attendance for a Fire Call and

WHEREAS, The City has an attendance report for January 2010 that documents attendance of 75% and

WHEREAS, The City has Town Board Meeting Minutes Dated June 7th, 2010 to Approve/Disapprove Request to Bring Firefighter, Scott Case, off Probation since he has been on the Fire Department for 7 months and meets/exceeds the minimum requirements and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF BALDWIN:
that the City Council, upon a unanimous vote of the City Council with the interested City Council Member, Scott Case, abstaining, does hereby Confirm that the Hire Date for Scott Case on the Fire Department to be the 1st of November, 2009

Passed this 9th day of June 2025.

Jay Swanson
Mayor
City of Baldwin

Joan Heinen
Clerk/Treasurer
City of Baldwin



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

MEMORANDUM

TO: Baldwin Mayor and City Council

FROM: D. Daniel Licht

DATE:

RE:

TPC FILE:

BACKGROUND

The Planning Commission at recent special meetings has undertaken an update of their bylaws. The updates reflect the current structure and operations of the Planning Commission following Baldwin Township assuming responsibilities for planning and zoning and incorporation of the City of Baldwin.

The Planning Commission voted at their meeting on 28 May 2025 to recommend the City Council adopt these bylaws as presented.

Exhibits:

- Resolution amending and establishing Planning Commission Bylaws

CONCLUSION

City staff recommends the City Council, at their meeting on 9 June 2025, adopt a resolution amending the Planning Commission bylaws, as presented.

c. Joan Heinen, City Clerk/Treasurer

RESOLUTION NO: 25-15

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

ESTABLISHMENT AND REVISION OF PLANNING COMMISSION BYLAWS.

WHEREAS, an advisory Planning Commission was established by the Baldwin Town Board by Ordinance 200 adopted on March 7, 2011; and,

WHEREAS, the Planning Commission is to render assistance to the City Council in an advisory capacity in all such matters including, but not limited to:

- To prepare and maintain as current a Comprehensive Plan for meeting present requirements and such future needs as may be foreseen, based on demographic and statistical trends and data available.
- To establish principles and policies for guiding action affecting development in the City and its environs.
- To prepare and recommend to the City Council ordinances, regulations, and other controls or processes to promote orderly and economically sound development consistent with the Comprehensive Plan.
- To determine whether specific proposed developments conform to the goals, policies, and requirements for the Comprehensive Plan and City ordinances.
- To keep the City Council and the general public informed and advised as to all planning and development matters.

WHEREAS, the Planning Commission is governed by bylaws that were last amended by the Town Board on April 27, 2022; and,

WHEREAS, the City Council does hereby amend and establish the following bylaws for the Planning Commission:

A. AUTHORIZATION:

1. The authorization for the establishment of this Planning Commission is as set forth by Minnesota Statute Chapter 462, as may be amended.
2. The Powers and duties delegated to the Planning Commission by the City Council are provided for by Ordinance No.200.

B. COMPOSITION:

1. Members of the Planning Commission shall be appointed by majority vote of the City Council.
2. Membership shall consist of seven property owners who are residents of the City.
3. The seven commissioner positions shall be identified by the letters A, B, C, D, E, F, and G to serve the terms as outlined below:
 - a. The terms of positions A, B, and G shall expire on April 1 of years having a remainder of two when divided by three (2024, 2027, 2030, etc.).
 - b. The terms of positions C and D shall expire on April 1 of years evenly divisible by three (2025, 2028, 2031, etc.).
 - c. The terms of positions E and F shall expire on April 1 of years having a remainder of one when divided by three (2023, 2026, 2029, etc.).
 - d. An appointment to fill a vacancy shall be only for the un-expired portion of the term.
4. Vacancies:
 1. A Commissioner intending to resign from the Planning Commission shall provide written notice to the City Clerk as soon as practical.
 2. The resignation shall be placed on the next agenda of the City Council to be accepted and to declare a vacancy.
 3. The City Council, upon recommendation of the Planning Commission, shall determine the process to consider an appointment to fill a vacancy.
 4. Applicants to fill a vacancy shall be interviewed by the Planning Commission, unless otherwise determined by the City Council.
 5. The Planning Commission shall interview the applicants to fill a vacancy and make recommendations as to appointment by majority vote of the members present.
5. The City Council shall have the authority to remove any member of the Planning Commission by a majority vote for valid cause, including but not limited to the following:
 - a. Missing three (3) or more consecutive meetings without just cause or notification to the Planning Commission Chair or City Clerk;
 - b. Neglect of duties of the office;
 - c. Failure to disclose a conflict of interest;

- d. Misrepresentation of the organization; and
 - e. Conviction of a felony or other illegal activities.
- 6. One City Council member shall be appointed as liaison to the Planning Commission to act in an ex-officio capacity.
- 7. The City Council may also appoint alternate member(s) to a term determined by the City Council from time to time, as they deem necessary, to act as a replacement at any meeting in the event of the absence, for whatever reason, of any regularly appointed member of the Planning Commission.
- 8. The Zoning Administrator shall serve as the City staff liaison to the Planning Commission.

C. OFFICERS:

- 1. The officers of the Planning Commission shall consist of a Chair and Vice-Chair.
- 2. The Chair shall preside at all meetings of the Planning Commission and shall have the duties normally conferred by parliamentary usage on such officers.
- 3. In the absence of the Chair, the order of succession for conduct of a meeting of the Planning Commission shall be the Vice-Chair, the most recent past Chair, and then the most senior member thereafter.
- 4. The secretary for the Planning Commission shall be the City Clerk or their designee and shall:
 - a. Keep the minutes and records of the Commission;
 - b. Prepare the agenda of regular and special meetings at the direction of the Chair;
 - c. Provide notice of all meetings to Commission members,
 - d. Attend to correspondence of the Commission; and
 - e. Other such duties as are normally carried out by a secretary.

D. ORGANIZATION:

- 1. The first meeting held each calendar year shall include commission organization to elect a Chair and Vice-chair as an agenda item.
 - a. Nominations for Chair and Vice-Chair shall be made by Commissioners.
 - b. A candidate nominated and seconded for an officer position receiving a majority vote of the entire membership of the Planning Commission shall be declared elected and shall serve for a term of one year.

- c. Officer vacancies shall be filled immediately by the election procedure established by this section.
- 2. The Planning Commission shall at the first meeting held each calendar year adopt a schedule of meetings to be held at least monthly on the fourth Wednesday.

E. MEETINGS:

- 1. Schedule:
 - a. Regular Meetings: The Planning Commission shall hold a meeting on the fourth Wednesday of each month for the purpose of conducting public hearings, reviewing zoning or subdivision applications, or other business as appropriate.
 - b. Special Meetings:
 - (1) The Planning Commission shall hold a meeting on the third Wednesday of each month to discuss topics related to the Comprehensive Plan, Zoning Ordinance, Subdivision Ordinance, development best practices, or other land use related issues as appropriate for the Planning Commission to consider and make recommendations upon.
 - (2) Additional special meetings may be called:
 - (a) By the Chair.
 - (b) By a majority of members of the Planning Commission.
 - (c) The secretary shall notify all members of the Planning Commission not less than four days in advance of such special meeting.
- 2. A quorum of the Planning Commission necessary to hold a meeting and conduct business shall be four members.
- 3. All meetings, or portions of meetings, at which official action is taken are subject to the Open Meeting Law and shall be open to the public.
- 4. Each member, with the exception of the City Council liaison, shall be entitled to one vote.
- 5. Voting shall be by voice call unless requested otherwise; a record of the roll call vote shall be kept as a part of the minutes.

F. ORDER OF BUSINESS:

1. Unless otherwise amended, the order of business for the agenda at regular Planning Commission meetings shall be:
 - a. Call to Order:
 - (1) Pledge of Allegiance.
 - (2) Roll call.
 - (3) Planning Commission claim forms.
 - b. Approval of the Agenda.
 - c. Approval of Minutes.
 - d. Public Hearings.
 - e. New Business.
 - f. Old Business.
 - g. City Council Liaison Update.
 - h. Commissioner Update/Comments/Questions.
 - i. City Staff Update.
 - j. Miscellaneous Information and Communications.
 - k. Adjourn.
2. Agendas for special meetings shall be as established by the secretary in consultation with City staff and the Chair.
3. A motion from a Commission member shall be made, seconded, and carried in order to amend an agenda.

G. HEARINGS:

1. In addition to those required by law, the Planning Commission may hold public hearings when it decides that such hearings will be in the public interest.
2. Notice of all public hearings shall be as provided for by Minnesota Statutes as applicable for the matter under consideration.
3. The following procedure shall be used for each public hearing agenda item:
 - a. The Chair is to announce the application.

- b. City staff will present the Planning Report.
 - c. The applicant will be given an opportunity by the Chair to describe the request, make additional statements, and state if they agree with the recommendations of City staff.
 - d. The Chair will open the public hearing and invite comments and questions from the audience:
 - (1) Speakers shall state their name and address to be recorded in the meeting minutes.
 - (2) Comments and questions shall be directed to the Chair.
 - (3) Individual comments or questions shall be limited to 5 minutes or less.
 - (4) The Chair may request that only new information be presented.
 - e. The Chair will ask for any additional public comments and, if hearing none, will ask for a motion to close the public hearing.
 - f. The Chair may ask the applicant and/or City staff to respond to comments or questions received during the public hearing.
 - g. The Planning Commission will discuss the application and ask questions of the applicant and/or City staff.
 - h. The Chair will ask for a motion for a recommendation to the City Council as to the whether the application be approved or denied, including any recommended stipulations; the Planning Commission may also table consideration of an application.
 - i. The Chair will announce the date the application is likely to be considered by the City Council.
4. A record shall be kept of those speaking before the Planning Commission at all public hearings.

H. AMENDMENTS. These bylaws may be amended by a majority vote of the appointed members of the Planning Commission and approval of the City Council.

(remainder of page intentionally blank signatures follows)

NOW THEREFORE BE IT RESOLVED by the Baldwin City Council that the by-laws set forth herein are adopted.

ADOPTED by the Baldwin City Council this 9th day of June, 2025.

MOTION BY:
SECONDED BY:
IN FAVOR:
OPPOSED:

CITY OF BALDWIN

Jay Swanson, Mayor

ATTEST:

Joan Heinen, City Clerk/Treasurer

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

RESOLUTION NO. 25-16

**A RESOLUTION AUTHORIZING SUBMISSION OF FOUR LOCAL GOVERNMENT
CAPITAL REQUESTS TO THE 2026 CAPITAL BUDGET**

WHEREAS, the Minnesota legislature is considering local government requests for the 2026 Capital Budget; and

WHEREAS, items funded by the Capital Budget often include the repair and construction of Infrastructure; and

WHEREAS, the House and Seante Capital Investment Committees require local governments to submit applications for consideration in the 2026 Capital Budget Process; and

WHEREAS, Minnesota Management and Budget (MMB) will open the Capital Budget System (CBS) in May 2025 to collect and publish requests for the 2026 Capital Budget Process; and

WHEREAS, the City of Baldwin is submitting four requests to the MMB for a New City Hall/Fire Department, Fire Department Substation, Fire Department Training Facility and Updates to Baldwin Public Works Building; and

WHEREAS, the City of Baldwin requests \$7,000,000.00 to build a new City Hall/Fire Department, \$250,000.00 for a Fire Department Training Center, \$250,000.00 for a Fire Department Substation, and \$400,000.00 to reconstruct the current Public Works Building; and

WHEREAS, the City of Baldwin requests \$7,900,000.00 to complete planning, public engagement, concept development, environmental review, preliminary design, final design, and construction of a new City Hall, Fire Department, Fire Department Substation, Fire Department Training Facility and updates to the current Baldwin Public Works Building.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BALDWIN; that

1. The City of Baldwin supports the submission of four local government capital requests to the 2026 Capital Budget; and
2. The City of Baldwin's priority is the construction of a new City Hall/Fire Department; and
3. The City of Baldwin's second priority is a Fire Department Training Facility.
4. The City of Baldwin's third priority is a Fire Department Substation.

5. The City of Baldwin's fourth priority is renovations to our existing Public Works Maintenance Garage.

Passed this 9th day of June, 2025.

Jay Swanson
Mayor
City of Baldwin

Joan Heinen
Clerk/Treasurer
City of Baldwin

June 24 – 1 pm – 25 people

Vision Transportation – Elk River 7634414420

\$100 per hour – comfortably sits 50 people

Estimated 4 Hours - \$400

M&J Party Bus – 320-674-4201

14 passenger buses – would need 2 buses

\$500 first 4 hours, \$50 each extra hour

First Student Charter Bus – Anoka

Estimated \$616.02

Charter Up – Minneapolis

First Class Bus Rentals: \$956

Renee's Limousines - Plymouth

Executive minibus – Estimated 4 hours: \$936

DATE OF LAST REVISIONS ~~11/28/2011~~6/3/25~~12/25~~

CITY OF BALDWIN TOWNSHIP
PERSONNEL POLICY

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CITY OF BALDWIN TOWNSHIP
30239 - 128TH STREET 128th St. N.W.
P.O. BOX 25
PRINCETON Princeton, MN -55371
(763) 389-8931

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ADOPTED BY THE BALDWIN TOWN BOARD CITY COUNCIL
(DATE) June 9, 2025

INTRODUCTION

Purpose

The purpose of these policies is to establish a uniform and equitable system of personnel administration for employees of the ~~TownshipCity~~ of Baldwin. They should not be construed as contract terms. The policies are not intended to cover every situation that might arise and can be amended at any time at the sole discretion of the ~~TownshipCity~~. These policies supersede all previous personnel policies.

Except as otherwise prohibited by law, the ~~TownshipCity~~ of Baldwin has the right to terminate any employee at any time for any or no reason. Employees may similarly terminate employment at any time for any reason.

Scope

These policies apply to all employees of the ~~TownshipCity~~. Except where specifically noted, these policies do not apply to:

1. Elected Officials;
2. ~~TownshipCity~~ Attorney;
3. Members of ~~Township-BoardsCity Council~~, Commissions and Committees;
4. Consultants and Contractors;
5. Volunteers, except as specifically noted for paid per-call-firefighters.

If any specific provisions of the Personnel Policies conflict with any current union agreement or civil service rules applicable to the ~~TownshipCity~~, the union agreement or civil service rules will prevail. Any policy or portion thereof, that does not conflict with a labor agreement, will remain in full force and effect and will continue to govern the actions of all covered employees. Nothing in these policies is intended to modify or supersede any applicable provision of state or federal law.

Departments may have special work rules deemed necessary by the supervisor and approved by the ~~Town-BoardCity Council~~ for the achievement of objectives of that department. Each employee will be given a copy of such work rules by the department upon hiring and such rules will be further explained and enforcement discussed with the employee by the immediate supervisor.

EEO Policy Statement

The ~~TownshipCity~~ of Baldwin is committed to providing equal opportunity in all areas of employment, including but not limited to hiring, demotion, transfer, recruitment, selection, lay-off, disciplinary action, termination, compensation and selection for training. The ~~TownshipCity~~ of Baldwin will not discriminate against any employee or job applicant on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, disability, age, marital status, status with regard to public assistance, or membership on a local human rights commission.

Data Practices Advisory

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Employee records are maintained in a location designated by the ~~Town-BoardCity Council~~. Personnel data is kept in personnel files, finance files, and benefit/medical files. Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, document employee performance, etc.

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Employees have the right to know what data is retained, where it is kept, and how it is used. All employee data will be received, retained, and disseminated according to the Minnesota Government Data Practices Act.

News Releases

Formal news releases concerning municipal affairs are the responsibility of the ~~Town-BoardCity Council~~. All media interviews must be approved by the ~~Town-BoardCity Council~~ before the interview. All contacts with the media should be reported to the ~~Town-BoardCity Council~~ as soon as practicable.

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No ~~TownshipCity~~ employee is authorized to speak on behalf of the ~~TownshipCity~~ without prior authorization from the ~~Town-BoardCity Council~~ or his/her designee.

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All news releases concerning ~~TownshipCity~~ personnel will be the responsibility of the ~~Town BoardCity Council~~.

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TOWNSHIPWIDECITYWIDE WORK RULES & CODE OF CONDUCT

Conduct as a TownshipCity Employee

In accepting TownshipCity employment, employees become representatives of the TownshipCity, and are responsible for assisting and serving the citizens for whom they work. An employee's primary responsibility is to serve the residents of Baldwin. Employees should exhibit conduct that is ethical, professional, responsive, and of standards becoming of a TownshipCity employee. To achieve this goal, employees must adhere to established policies, rules, and procedures and follow the instructions of their supervisors.

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The following are job requirements for every position at the TownshipCity of Baldwin. All employees are expected to:

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- Perform assigned duties to the best of their ability at all times.
- Render prompt and courteous service to the public at all times.
- Read, understand and comply with the rules and regulations as set forth in these Personnel Policies as well as those of their departments.
- Conduct themselves with decorum toward both residents and staff and respond to inquiries and information requests with patience and every possible courtesy.
- Report any and all unsafe conditions to the immediate supervisor.
- Maintain good attendance.

Attendance & Absence

The operations and standards of service in the TownshipCity of Baldwin require that employees be at work unless valid reasons warrant absence. In order for a team to function efficiently and effectively, employees must be on the job. Attendance is an essential function of every TownshipCity position.

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Employees who are going to be absent from work are required to notify their supervisor as soon as possible in advance of the absence. In case of unexpected absence, employees should call their supervisor before the scheduled starting time. If the supervisor is not available at the time, the employee should leave a message that includes a telephone number where he/she can be reached and/or contact any other individual who was designated by the supervisor. Failure to use established reporting process will be grounds for disciplinary action. Departments may establish more specific reporting procedures.

The employee must call the supervisor on each day of an absence extending beyond one (1) day unless arrangements otherwise have been made with the supervisor. Employees who are absent for three (3) days or more and who do not report the absence in accordance with this policy, will be considered to have voluntarily resigned not in good standing. The TownshipCity may waive this rule if extenuating circumstances warranted such behavior. This policy does not preclude the TownshipCity from administering discipline for unexcused absences of less than three (3) days.

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Access to and Use of TownshipCity Property

Any employee who has authorized possession of keys, tools, cell phones, pagers, or other TownshipCity-owned equipment must register his/her name and the serial number (if applicable)

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or identifying information about the equipment with his/her supervisor. All such equipment must be turned in and accounted for by any employee leaving employment with the TownshipCity in order to resign in good standing.

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Employees are responsible for the safekeeping and care of all such equipment. The duplication of keys owned by the TownshipCity is prohibited unless authorized by the Town-BoardCity Council. Any employee found having an unauthorized duplicate key will be subject to disciplinary action.

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Appearance

Departments may establish dress codes for employees as part of departmental rules. Personal appearance should be appropriate to the nature of the work and contacts with other people and should present a positive image to the public. Clothing, jewelry or other items that could present a safety hazard are not acceptable in the workplace.

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Conflict of Interest

TownshipCity employees are to remove themselves from situations in which they would have to take action or make a decision where that action or decision could be a perceived or actual conflict of interest. If an employee has any question about whether such a conflict exists, he/she should consult with the Town-BoardCity Council.

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Falsification of Records

Any employee who makes false statements or commits, or attempts to commit, fraud in an effort to prevent the impartial application of these policies will be subject to immediate disciplinary action up to and including termination and potential criminal prosecution.

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Personal Telephone Calls

Personal telephone calls are to be made or received only when truly necessary. They are not to interfere with TownshipCity work and are to be completed as quickly as possible. Any personal long distance call costs will be paid for by the employee. Please refer to the Cell Phone policy for information on use of cellular phones.

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Political Activity

TownshipCity employees have the right to express their views and to pursue legitimate involvement in the political system. However, no TownshipCity employee will directly or indirectly, during hours of employment, solicit or receive funds for political purposes. Further, any political activity in the workplace must be pre-approved by the TownshipCity to avoid any conflict of interest or perception of bias such as using authority or political influence to compel another employee to apply for or become a member in a political organization.

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Smoking

All TownshipCity buildings and vehicles, in their entirety, shall be designated as tobacco free, meaning that no person will smoke tobacco or other substances or use smokeless tobacco while in a TownshipCity facility or vehicle.

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Smoking of any kind, including pipes, cigars, and cigarettes, and the use of chewing tobacco is prohibited for employees while on duty. Employees 18 and over are allowed to smoke only during their breaks and lunch, and only in areas designated for that purpose.

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DRAFT

DEFINITIONS

For purposes of these policies, the following definitions will apply:

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Authorized Hours:

The number of hours an employee was hired to work. Actual hours worked during any given pay period may be different than authorized hours, depending on workload demands or other factors, and upon approval of the employee's supervisor.

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Benefits

Privileges granted to qualified employees in the form of paid leave and/or insurance coverage

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Benefit Earning Employees

Employees who are eligible for at least a pro-rated portion of TownshipCity provided benefits regularly work 36 hours or more are full benefit earning employees. Such employees must be year-round employees who work at least 20 hours per week on a regular basis. The City does not offer partial benefits at this time.

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Core Hours

To ensure employee availability and accountability to the public the Township serves, all full-time employees (exempt and non-exempt) are to be at work during the hours of 8:30 a.m. to 4:30 p.m., Monday through Thursday, and 8:00 a.m. to noon on Friday unless away from the work site for a work-related activity or on approved leave. The core hours that all employees (exempt and non-exempt) are expected to work are 8:30 a.m. to 2:30 p.m., Monday through Thursday, related activity or on approved leave. Fire and public works employees do not have core hours and work the schedules shall be established by their supervisors. The City Council.

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Commented [MA1]: See change to core hours.

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Demotion

Demotion

The movement of an employee from one job class to another within the City, where the maximum salary for the new position is lower than that of the employee's former position.

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Direct Deposit

Township, where the maximum salary for the new position is lower than that of the employee's former position.

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Direct Deposit

As permitted by state law, Pursuant to Minn. Stat. § 471.426 and any other relevant statute, the City of Baldwin may require any all Township employees who are being paid by the option City's payroll system to participate enroll in direct deposit. The City, may at their discretion, elect to pay an employee via a traditional check upon the request of the employee.

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Commented [MA2]: Statutory requirement to enroll in direct deposit.

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Employee

An individual who has successfully completed all stages of the selection process including the training period

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Exempt Employee

Employees who are not covered by the overtime provisions of the federal or state Fair Labor Standards Act

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FICA (Federal Insurance Contributions Act)

FICA is the federal requirement that a certain amount be automatically withheld from employees' earnings. Specifically, FICA requires an employee contribution of 6.2% for Social Security and 1.45% for Medicare. The ~~Township~~City contributes a matching 7.65% on behalf of each employee. Certain employees are exempt or partially exempt from these withholdings (e.g., sheriff officers).

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Fiscal Year

The period from January 1 to December 31

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Full-time Employee

Employees who are required to work forty (40) or more hours per week year-round in an ongoing position

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Hours of Operation

The Township's City's regular hours of operation are Monday through Thursday, from 8:30 a.m. to 2:30 p.m.

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Management Employee

An employee who is responsible for managing a department or division of the Township City.

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Non-exempt Employee

Employees who are covered by the federal or state Fair Labor Standards Act. Such employees are normally eligible for overtime at 1.5 times their regular hourly wage for all hours worked over forty (40) in any given workweek.

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Part-time Employee

Employees who are required to work less than forty (40) hours per week year-round in an ongoing position

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Pay Period

A fourteen (14) day period beginning at 12:00 a.m. (midnight) on Monday through 11:59 p.m. on Sunday, fourteen (14) days later

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PERA (Public Employees Retirement Association)

Statewide pension program in which all Township City employees meeting program requirements must participate in accordance with Minnesota law. The Township City and the employee each contribute to the employee's retirement account.

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Promotion

Movement of an employee from one job class to another within the Township City, where the maximum salary for the new position is higher than that of the employee's former position

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Reclassify

Movement of a job from one classification to another classification because of a significant change in the position's duties and responsibilities

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Seasonal Employee

Employees who work only part of the year (100 days or less) to conduct seasonal work. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits or credit for seniority.

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Service Credit

Time worked for the Township City. An employee begins earning service credit on the first day worked for the Township City. Some forms of leave will create a break in service.

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Temporary Employee

Employees who work in temporary positions. Temporary jobs might have a defined start and end date or may be for the duration of a specific project. Temporary employees may be assigned to work a full-time or part-time schedule. Temporary employees do not earn benefits or credit for seniority.

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Training Period

A six-month period at the start of employment with the TownshipCity (or at the beginning of a promotion, reassignment or transfer) that is designated as a period within which to learn the job. The training period is the last part of the selection process.

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Transfer

Movement of an employee from one TownshipCity position to another of equivalent pay

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Workweek

A workweek is seven consecutive 24-hour periods. For most employees the workweek will run from Monday through the following Sunday. With the approval of the Town-BoardCity Council, departments may establish a different workweek based on coverage and service delivery needs (e.g., sheriff department, fire department, park and recreation department).

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EMPLOYEE RECRUITMENT & SELECTION

Scope

The ~~Town Board~~City Council or a designee will manage the hiring process for positions within the ~~Township~~City. While the hiring process may be coordinated by staff, the ~~Town Board~~City Council is responsible for the final hiring decision and must approve all hires to ~~Township~~City employment. All hires will be made according to merit and fitness related to the position being filled.

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Features of the Recruitment System

The ~~Town Board~~City Council or designee will determine if a vacancy will be filled through an open recruitment or by promotion, transfer or some other method. This determination will be made on a case-by-case basis. The majority of position vacancies will be filled through an open recruitment process.

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Application for employment will generally be made on application forms provided by the ~~Township~~City. Other materials in lieu of a formal application may be accepted in certain recruitment situations as determined by the ~~Town Board~~City Council or designee. Supplemental questionnaires may be required in certain situations. All candidates must complete and submit the required application materials by the posted deadline, in order to be considered for the position. The deadline for application may be extended by the ~~Town Board~~City Council.

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Position vacancies may be filled on an "acting" basis as needed. The ~~Town Board~~City Council will approve all acting appointments. Pay rate adjustments, if any, will be determined by the ~~Town Board~~City Council.

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Testing and Examinations

Applicant qualifications will be evaluated in one or more of the following ways: training and experience rating; written test; oral test or interview; performance or demonstrative test; physical agility test, or other appropriate job-related exam.

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Internal recruitments will be open to any ~~Township~~City employee who: (1) has successfully completed the initial training period; (2) meets the minimum qualifications for the vacant position; and (3) currently is and for the past year has been in good standing with the ~~Township~~City.

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The ~~Town Board~~City Council or designee will establish minimum qualifications for each position with input from the appropriate supervisor. To be eligible to participate in the selection process a candidate must meet the minimum qualifications.

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Pre-Employment Medical Exams

The ~~Town Board~~City Council or designee may determine that a pre-employment medical examination, which may include a psychological evaluation, is necessary to determine fitness to perform the essential functions of any ~~Township~~City position. Where a medical examination is required, an offer of employment is contingent upon successful completion of the medical exam.

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When a pre-employment medical exam is required, it will be required of all candidates who are finalists and/or who are offered employment for a given job class. Information obtained from the medical exam will be treated as confidential medical records.

When required, the medical exam will be conducted by a licensed physician designated by the ~~TownshipCity~~, with the cost of the exam paid by the ~~TownshipCity~~. (Psychological/psychiatric exams will be conducted by a licensed psychologist or psychiatrist.) The physician will notify the ~~Town-BoardCity Council~~ or designee that a candidate either is or isn't medically able to perform the essential functions of the job, with or without accommodations and whether the candidate passed a drug test, if applicable. If the candidate requires accommodation to perform one or more of the essential functions of the job, the ~~Town-BoardCity Council~~ or designee will confer with the physician and candidate regarding reasonable and acceptable accommodations.

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If a candidate is rejected for employment based on the results of the medical exam, he/she will be notified of this determination.

Selection Process

The selection process will be a cooperative effort between the ~~Town-BoardCity Council~~ or designee and the hiring supervisor, subject to final hiring approval of the ~~Town-BoardCity Council~~. Any, all or none of the candidates may be interviewed.

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The process for hiring seasonal and temporary employees may be delegated to the appropriate supervisor with each hire subject to final ~~Town-BoardCity Council~~ approval. Except where prohibited by law, seasonal and temporary employees may be terminated by the supervisor at any time, subject to ~~Town-BoardCity Council~~ approval.

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Veteran's Preference in Hiring

City of Baldwin is committed to abiding by the requirements of the Minnesota Veteran's Preference Law under Minnesota Statutes, Chapter 197. The City will give preferential treatment in hiring decisions to qualified veterans, as required by law, and will ensure that veterans are given full consideration in accordance with their qualifications, experience, and military service.

When two or more applicants are considered equally qualified for a position, veterans will be given preferential ranking in the hiring process, provided they meet the qualifications of the position.

To receive veteran's preference, an applicant must submit appropriate documentation of military service (such as a DD-214 form or other discharge papers) to the City at the time of application. For spouses of disabled or deceased veterans, documentation of the veteran's disability or death must also be provided.

City of Baldwin will not discriminate against veterans or their families in any aspect of employment. All applicants, including veterans, will be evaluated based on their qualifications, experience, and ability to perform the essential functions of the job.

The City will maintain records related to the veteran's preference process for all applicable hires. Any applicant who believes they were not afforded the proper veteran's preference can file a complaint with the City's clerk or with the Minnesota Department of Veterans Affairs. The City utilizes the 100-point interview scale in compliance with the requirements of Minnesota's veteran's preference laws.

Background Checks

All finalists for employment with the TownshipCity, will be subject to a background check to confirm information submitted as part of application materials and to assist in determining the candidate's suitability for the position. Except where already defined by state law, the Town BoardCity Council will determine the level of background check to be conducted based on the position being filled.

Training Period

The training period is an integral part of the selection process and will be used for the purpose of observing the employee's work and for training the employee in work expectations. Training periods apply to new hires, transfers, promotions and rehires. Training periods are six months in duration.

Commented [MA3]: Veteran's preference in hiring should be reflected in the City's policy, which it now is. This process details the steps the applicant needs to establish preference and the standards by which the City must give the applicant preference under state law.

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ORGANIZATION

Job Descriptions

The ~~Township~~City will maintain job descriptions for each regular position. New positions will be developed as needed but must be approved by the ~~Town-Board~~City Council prior to the position being filled.

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A job description is prepared for each position within the ~~Township~~City. Each job description will include: position title, department, supervisor's title, FLSA status (exempt or nonexempt), primary objective of the position, essential functions of the position, examples of performance criteria, minimum requirements, desirable training and experience, supervisory responsibilities (if any), and extent of supervisory direction or guidance provided to position. Good attendance and compliance with work rules and policies are essential functions of all ~~Township~~City positions.

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Prior to posting a vacant position the existing job description is reviewed by the ~~Town-Board~~City Council or designee and the hiring supervisor to ensure that the job description is an accurate reflection of the position and that the stated job qualifications do not present artificial barriers to employment.

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A current job description is provided to each new employee. Supervisors are responsible for revising job descriptions as necessary to ensure that the position's duties and responsibilities are accurately reflected. All revisions are reviewed and must be approved by the ~~Town-Board~~City Council.

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Assigning and Scheduling Work

Assignment of work duties and scheduling work is the responsibility of the supervisor subject to the approval of the ~~Town-Board~~City Council.

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Job Descriptions and Classifications

Assignment of job titles, establishment of minimum qualifications, and the maintenance of job descriptions and related records is the responsibility of the ~~Town-Board~~City Council.

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Layoff

~~The Town Board will maintain a seniority list. In the event that it becomes necessary to reduce personnel, temporary employees and those serving a probationary period in affected job classes will may be terminated from employment with the TownshipCity before other employees in those job classes. Within these groups, the selection of employees to be retained will be based on merit and ability as determined by the Town Board, subject to approval of the Town Board. When all other considerations are equal, the principle of seniority will apply in layoffs and recall from layoff. City Council, subject to approval of the City Council. The City Council may eliminate an employment position (i.e. a job with a specific job description) at any time as it may deem necessary, regardless of who may occupy that position at the time of its elimination. All layoffs shall comply with the Veteran's Preference Act, where applicable.~~

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Commented [MA4]: This establishes the Township's right to eliminate a position class if that class of job is no longer needed. Prior to exercising this provision, talk to our office to make sure this isn't used as targeting of one individual and it is compliant with the law.

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HOURS OF WORK

Work Hours

Work schedules for employees will be established by supervisors with the approval of the ~~Town Board~~City Council. The regular work week for office employees is five 8-hour days in addition to a lunch period, Monday through Friday, except as otherwise approved by the ~~Town Board~~City Council in accordance with the customs and needs of the individual departments. Departments with unique job or coverage requirements may have additional rules, issued by the supervisor and subject to approval of the ~~Town Board~~City Council of the hours and days worked.

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Core Hours

~~To ensure employee availability and accountability to the public the Township serves, all full-time employees (exempt and non-exempt) are to be at work during the hours of 7:30 a.m. to 3:30 p.m., Monday through Friday unless away from the work site for a work related activity or on approved leave.~~
To ensure employee availability and accountability to the public the City serves, all full-time employees (exempt and non-exempt) are to be at work during the hours of 8:00 a.m. to 4:30 p.m., Monday through Friday unless away from the work site for a work related activity or on approved leave.

Commented [MA5]: Newly established core hours and referenced here again.

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Meal Breaks and Rest Periods

~~A paid~~ fifteen (15) minute paid break is allowed within each four (4) consecutive hours of work. An unpaid thirty (30) minute lunch period is provided when an employee works eight or more consecutive hours. Employees are expected to use these breaks as intended and will not be permitted to adjust work start time, end time or lunch time by saving these breaks.

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Employees working in ~~Township~~City buildings will normally take their break at the place provided for that purpose in each building. Employees working out-of-doors will normally take their break at the location of their work. Employees whose duties involve traveling throughout the ~~Township~~City may stop along the assigned route at a restaurant or other public accommodation for their fifteen (15) minute break. Exceptions must be approved by the supervisor or ~~Town Board~~City Council.

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Departments with unique job or coverage requirements may have additional rules, issued by the supervisor and subject to approval of the ~~Town Board~~City Council, on the use of meal breaks and rest periods.

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Adverse Weather Conditions

~~Township~~City facilities will generally be open during adverse weather. Due to individual circumstances, each employee will have to evaluate the weather and road conditions in deciding to report to work (or leave early). Employees not reporting to work for reasons of personal safety will not normally have their pay reduced as a result of this absence. Employees will be allowed to use accrued vacation time ~~or~~ compensatory time ~~or~~ ESST time; or with supervisor approval may modify the work schedule or make other reasonable schedule adjustments.

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Public works maintenance employees will generally be required to report to work regardless of conditions. Snow plowing is a regular and expected duty of public works employees and is

considered part of the normal scope of employment. Accordingly, employees shall not receive additional or premium pay for performing snow plowing, regardless of when the work occurs, including nights, weekends, or holidays. Compensation for snow plowing shall be at the employee's regular rate of pay, subject only to applicable overtime laws.

Decisions to cancel departmental programs (special events, recreation programs, etc.) will be made by the respective supervisor or the ~~Town Board~~City Council.

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COMPENSATION

Full-time and part-time employees of the ~~TownshipCity~~ will be compensated according to schedules adopted by the ~~Town-BoardCity Council~~. Unless approved by the ~~Town-BoardCity Council~~, employees will not receive any amount from the ~~TownshipCity~~ in addition to the pay authorized for the positions to which they have been appointed. Expense reimbursement or travel expenses may be authorized in addition to regular pay.

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Compensation for seasonal and temporary employees will be set by the ~~Town-BoardCity Council~~ at the time of hire, or on an annual basis.

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Minimum Wage

The City of Baldwin is committed to complying with all applicable state and federal wage and hour laws. As of January 1, 2025, Minnesota, the Minnesota minimum wage rates are \$11.13 per hour. The City of Baldwin will comply with the Minnesota minimum wage rate set by the Legislature in any given year.

Commented [MA6]: State law requires the City pay minimum wage. The limited exception is 90-day training wage (under 20 years of age) \$9.08 an hour

Paychecks

Paychecks are issued every two weeks. Distribution of paychecks to ~~TownshipCity~~ employees is to be accomplished in a timely manner using accurate, consistent procedures. When paydays fall on a holiday, checks are normally issued the day before the holiday.

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Paychecks will not be given to anyone other than the person for whom they were prepared, unless the person has a note signed by the employee authorizing the ~~TownshipCity~~ to give the other person the check. Checks will be given to the spouse, or another appropriate immediate family member, in the case of a deceased employee.

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Employees are responsible for notifying Baldwin of any change in status including changes in address, phone number, names of beneficiaries, marital status, etc.

Direct Deposit

As provided for in Minnesota law, all employees ~~havewho are bring paid by the optionCity's payroll system are required~~ to participate in direct deposit. Employees are responsible for notifying the ~~Town-BoardCity Council~~ of any change in status including changes in ~~banking information~~, address, phone number, names of beneficiaries, marital status, etc.

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Time Reporting

Full-time, non-exempt employees are expected to work 40 hours per workweek and will be paid according to the time reported on their time sheets. To comply with the provisions of the federal and state Fair Labor Standards Acts, hours worked and any leave time used by non-exempt employees are to be recorded daily and submitted to payroll on a biweekly basis. Each time reporting form must include the signature of the employee and immediate supervisor. Reporting false information on a time sheet may be cause for immediate termination.

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Overtime / Compensatory Time

The ~~Township~~City of Baldwin has established this overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. The ~~Town Board~~City Council will determine whether each employee is designated as "exempt" or "non-exempt" from earning overtime. In general, employees in executive, administrative and professional job classes are exempt; all others are non-exempt.

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Non-Exempt (Overtime-eligible) Employees:

All overtime-eligible employees will be compensated at the rate of time and one-half for all hours worked over 40 in one workweek. Vacation, sick leave (including ESST leave) and paid holidays do not count toward "hours worked". Compensation will take the form of either time and one-half pay or compensatory time. Compensatory time is paid time off at the rate of one and one-half hours off for each hour of overtime worked.

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The employee's supervisor must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action.

Overtime earned will be paid at the rate of time and one-half on the next regularly scheduled payroll date, unless the employee indicates on his/her timesheet that the overtime earned is to be recorded as compensatory time in lieu of payment.

The maximum compensatory time accumulation for any employee is 40 hours per year. Once an employee has earned 40 hours of compensatory time in a calendar year, no further compensatory time may accrue in that calendar year. All further overtime will be paid. Employees may request and use compensatory time off in the same manner as other leave requests.

All compensatory time will be marked as such on official timesheets, both when it is earned and when it is used. The Finance Department will maintain compensatory time records. All compensatory time accrued will be paid when the employee leaves ~~Township~~City employment at the hourly pay rate the employee is earning at ~~that~~the time of termination of employment.

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Exempt (non-overtime-eligible) Employees:

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisors. Generally, to meet these expectations, and for reasons of public accountancy, an exempt employee will need to work 40 or more hours per week. Exempt employees do not receive extra pay for the hours worked over 40 in one workweek.

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Exempt employees are paid on a salary basis. This means that they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality or quantity of work performed, and they receive their full weekly salary for any week in which any work is performed.

The ~~Township~~City of Baldwin will only make deductions from the weekly salary of an exempt employee in the following situations:

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- The employee is in a position that does not earn vacation or personal leave and is absent for a day or more for personal reasons other than sickness or accident;
- The employee is in a position that earns sick leave, receives a short-term disability benefit or workers' compensation wage loss benefits and is absent for a full day due to sickness or disability, but he/she is either not yet qualified to use the paid leave or he/she has exhausted all of his/her paid leave.
- The employee is absent for a full workweek, and, for whatever reason, the absence is not charged to paid leave (for example, a situation where the employee has exhausted all of his/her paid leave or a situation where the employee does not earn paid leave).
- The very first workweek or the very last workweek of employment with the TownshipCity, in which the employee does not work a full week. In this case, the TownshipCity will prorate the employee's salary based on the time actually worked.
- The employee is in a position that earns paid leave and is absent for a partial day due to personal reasons, illness or injury, but:
 - Paid leave has not been requested or has been denied;
 - Paid leave is exhausted;
 - The employee has specifically requested unpaid leave;
- The employee is suspended without pay for a full day or more for disciplinary reasons for violations of any written policy that is applied to all employees.
- The employee takes unpaid leave under the FMLA, if qualified.
- The TownshipCity of Baldwin may, for budgetary reasons, may implement a voluntary or involuntary unpaid leave program and, under this program, make deductions from the weekly salary of an exempt employee. In this case, the employee will be treated as non-exempt for any workweek in which the budget-related deductions are made.

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The TownshipCity of Baldwin will not make deductions from pay due to exempt employees being absent for jury duty or attendance as a witness but will require the employee to pay back to the TownshipCity any amounts received by the employee as jury fees or witness fees.

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If the TownshipCity inadvertently makes an improper deduction to the weekly salary of an exempt employee, the TownshipCity will reimburse the employee and make appropriate changes to comply in the future.

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All employees, in all departments, are required to work overtime as requested by their supervisors as a condition of continued employment. Refusal to work overtime may result in disciplinary action. Supervisors will make reasonable efforts to balance the personal needs of their employees when assigning overtime work.

Leave Policy for Exempt Employees

Management employees are required to work the number of hours necessary to fulfill their responsibilities including evening meetings and/or on-call hours. The normal hours of business for

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management staff are Monday through Friday, 8 a.m. to 5 p.m., plus evening meetings as necessary.

Management employees are required to use paid leave when on personal business or away from the office for four (4) hours or more, on a given day.

Absences of less than four (4) hours do not require use of paid leave as it is presumed that the staff member regularly puts in work hours above and beyond the normal 8 a.m. to 5 p.m. Monday through Friday requirement. Management employees must communicate their absence to the ~~Town Board~~City Council or his/her designee.

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If one of the above employees regularly absents themselves from work under this policy and it is found that there is excessive time away from work which is not justified, the situation will be handled as a performance issue. If it appears that less than forty (40) hours per week is needed to fulfill the position's responsibilities, the position will be reviewed to determine whether a part-time position will meet the needs of the ~~Township~~City. Additional notification and approval requirements may be adopted by the ~~Town Board~~City Council for specific situations as determined necessary.

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All exempt positions, whether ~~or not~~ management ~~or not~~, may require work beyond forty (40) hours per week. In recognition for working extra hours, these employees may take some time off during their normal working hours with supervisory approval. The time off for extra hours will not be on a one-for-one basis.

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PERFORMANCE REVIEWS

An objective performance review system will be established by the ~~Town Board~~City Council or designee for the purpose of periodically evaluating the performance of ~~Township~~City employees. The quality of an employee's past performance will be considered in personnel decisions such as promotions, transfers, demotions, terminations and, where applicable, salary adjustments.

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Performance reviews will be discussed with the employee. Employees do not have the right to change or grieve their performance review, but may submit a written response which will be attached to the performance review.

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Performance reviews are to be scheduled on a regular basis, at least annually. The form, with all required signatures, will be retained as part of the employee's personnel file.

During the training period, informal performance meetings should occur frequently between the supervisor and the employee.

Signing of the performance review document by the employee acknowledges that the review has been discussed with the supervisor and does not necessarily constitute agreement. Failure to sign the document by the employee will not delay processing.

BENEFITS

Health, Dental, Life Insurance

The ~~TownshipCity~~ will contribute a monthly amount toward group health, dental and life insurance benefits for each eligible employee and his/her dependents. The amount to be contributed and the type of coverage will be determined annually by the ~~Town BoardCity Council~~.

For information about coverage and eligibility requirements, employees should refer to the summary plan description or contact ~~City of Baldwin Township~~.

Retirement

The ~~TownshipCity~~ participates in the Public Employees Retirement Fund (PERA) to provide pension benefits for its eligible employees. The ~~TownshipCity~~ and the employee contribute to PERA each pay period as determined by state law. Most employees are also required to contribute a portion of each ~~pay-checkpaycheck~~ for Social Security and Medicare (the ~~TownshipCity~~ matches the employee's social security and Medicare withholding).

For information about PERA eligibility and contribution requirements contact ~~Baldwin TownshipCity of Baldwin~~. Employees may also contact PERA directly for more information about their individual retirement plans.

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HOLIDAYS

The ~~Township~~City, observes the following official holidays for all regular full-time and part-time employees:

New Year's Day	Labor Day
Martin Luther King Jr. Day	Presidents Day
Veterans Day	Memorial Day
Thanksgiving Day	Day After Thanksgiving Day
Independence Day	Christmas Day
Juneteenth	Colombus Day/Indigenous Peoples Day

Official holidays commence at the beginning of the first shift of the day on which the holiday is observed and continue for twenty-four (24) hours thereafter.

When a holiday falls on a Sunday, the following Monday will be the "observed" holiday and when a holiday falls on a Saturday, the preceding Friday will be the "observed" holiday for ~~Township~~City operations/facilities that are closed on holidays.

Full-time employees will receive pay for official holidays at their normal straight time rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday. Any employee on a leave of absence without pay from the ~~Township~~City is not eligible for holiday pay.

Premium pay of 1.5 times the regular hourly wage for employees required to work on a holiday will be for hours worked on the "actual" holiday as opposed to the "observed" holiday.

Employees wanting to observe holidays other than those officially observed by the ~~Township~~City may request either vacation leave or unpaid leave for such time off.

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Commented [MA7]: Holiday list is updated to reflect Juneteenth, which state law now recognizes as a state holiday. Reminder, transaction of public business is not to occur on holidays except in the case of emergencies. See Minnesota Statute 645.44.

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LEAVES

Depending upon an employee's situation, more than one form of leave may apply during the same period of time. An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis.

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Except as otherwise stated, all paid time off, taken under any of the ~~Township's~~City's leave programs, must be taken consecutively, with no intervening unpaid leave. ~~The Township~~City will provide employees with time away from work as required by state or federal statutes, if there are requirements for such time off that are not described in the personnel policies.

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Personal Time Off (PTO)

Personal time off leave is authorized absence from work with pay, granted to qualified full-time and part-time employees. Unless used for Earned Sick and Safe Time qualifying purposes pursuant to Minn. Stat. 181.9884, pPersonal time off leave is a privilege, not a right. Employees are to use this paid leave only when they are unable to work for medical reasons and under the conditions explained below. Personal time off leave does not accrue during an unpaid leave of absence.

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Commented [MA8]: PTO for ESST qualifying purposes, which is the scope of how you have PTO defined, is a statutory right for employees now under Minnesota Statute 181.9448

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- Full-time employees will earn 24 hours per year of personal time off.
- Personal time off leave may be used only for days when the employee would otherwise have been at work. It cannot be used for scheduled days off.

Commented [MA9]: This 24 hours is not more generous than PTO, so PTO will still be needed in excess of ESST.

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Personal time off leave may be used as follows:

- When an employee is unable to perform work duties due to illness or disability (including pregnancy).
- For medical, dental or other care provider appointments.
- When an employee has been exposed to a contagious disease of such a nature that his/her presence at the ~~work place~~workplace could endanger the health of others.
- To care for the employee's injured or ill children, including stepchildren or foster children, for such reasonable periods as the employee's attendance with the child may be necessary.
- To take children, or other family members to a medical, dental or other care provider appointment.
- To care for an ill spouse, father, mother, sister or brother.

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Commented [MA10]: These are all ESST Qualifying reasons for leave.

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After accrued personal time off leave has been exhausted, vacation leave may be used upon approval of the ~~Town Board~~City Council, to the extent the employee is entitled to such leave.

To be eligible for personal time off leave pay, the employee will:

- Communicate with his/her immediate supervisor, as soon as possible after the scheduled start of the ~~work day~~workday, for each and every day absent;
- Keep his/her immediate supervisor informed of the status of the illness/injury or the condition of the ill family member;
- Submit a physician's statement upon request.

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After an absence, a physician's statement may be required on the employee's first day back to work, indicating the nature of the illness or medical condition and attesting to the employee's ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation.

Commented [MA11]: Given the reasons your employees may take PTO are all PTO qualifying reasons for time off, the PTO by Minnesota Statute 181.9448 is subject to the requirements of ESST. Therefore, written documentation is required unless if more than three consecutive days of PTO is taken off, notice requirements are only directory and discipline cannot occur for notice, UNLESS the City has adopted a notice policy for foreseeable leave for qualifying ESST purposes (if leave is foreseeable, the City has adopted a policy requiring written notice of leave up to 7 days in advance if it is foreseeable (i.e. a planned surgery).

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Any work restrictions must be stated clearly on the return-to-work form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision. Personal time off leave may be denied for any employee required to provide a doctor's statement until such a statement is provided.

The ~~Township~~City has the right to obtain a second medical opinion to determine the validity of an employee's worker's compensation or personal time off leave claim, or to obtain information required by the ~~Township~~City.

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Any employee who makes a false claim for personal time off leave will be subject to discipline up to and including termination.

Employees must normally use personal time off leave prior to using paid vacation, or compensatory time and prior to an unpaid leave of absence during a medical leave, except where Parenting Leave under Minnesota law and the medical leave overlap.

Personal time off leave will normally not be approved after an employee gives notice that he or she will be terminating employment. Exceptions must be approved by the ~~Town-Board~~City Council.

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Personal time off leave cannot be transferred from one employee to another. Earned personal time off leave has no cash value upon termination or retirement.

Vacation Leave

Vacation Leave Schedule

Years of Service	Annual Accrual
1 Year	5 Days
5 Years	10 Days
10 Years	15 Days
15 Years +	15 Days + 1 additional day per year to a maximum of 25 days

Commented [MA12]: We need to talk about a cap on roll-over vacation time. Employees can be paid out in full for vacation time upon separation on good terms. If you have long term employees, you could be looking at paying out a year's salary upon separation without a cap given your accrual schedule.

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Eligibility

Full-time employees will earn vacation leave in accordance with the above schedule.

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Accrual Rate

For the purpose of determining an employee's vacation accrual rate, years of service will include all continuous time that the employee has worked at the ~~TownshipCity~~ (including authorized unpaid leave). Employees who are rehired after terminating ~~TownshipCity~~ employment will not receive credit for their prior service unless specifically negotiated at the time of hire and as authorized by the City Council.

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Earnings and Use

~~After six months~~ one year of service, vacation leave may be used as it is earned, subject to approval by the employee's supervisor. Vacation shall accrue on the first day of each month at the annual rate prorated through the most recent month of qualified employment.

Commented [MA13]: Note, as a result of Minnesota Statute 181.9448, if an employee has exhausted their ESST hours, they are entitled as a matter of law to be able to take any other paid leave, including vacation, subject to the terms and requirements of ESST if the time off is being taken for an ESST qualifying purpose.

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An employee will not earn any vacation leave for any pay period unless he/she is employed by the ~~TownshipCity~~ on the last scheduled ~~work day~~ workday of the pay period.

Requests for vacation must be received at least forty-eight (48) hours in advance of the requested time off. This notice may be waived at the discretion of the supervisor or ~~Town-BoardCity~~ Council. Vacation can be requested in increments as small as one hour up to the total amount of the accrued leave balance. Vacation leave is to be used only by the employee who accumulated it. It cannot be transferred to another employee.

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Employees may accrue vacation leave up to a maximum of one-and-a-half (1-1/2) times the employee's annual accrual rate. No vacation will be allowed to accrue ~~in excess of more than~~ this amount without the approval of the ~~Town-BoardCity Council~~. Accrued but unused vacation leave cannot be converted into cash payments except at termination.

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Employees leaving ~~TownshipCity~~ employment in good standing will be compensated at their current regular rate of pay for all hours of vacation accrued and unused as of the date of separation.

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EARNED SICK AND SAFE TIME (ESST)

In accordance with the Minnesota Earned Sick and Safe Time (ESST) law, the Town of Baldwin provides eligible employees with paid sick and safe time to allow for time away from work due to illness, injury, domestic abuse, or certain other qualifying reasons listed in Minn. Stat. § 181.9447.

Eligibility

This policy applies to all employees of the Town of Baldwin who are expected to work at least 80 hours within a ~~42-month~~ 12-month period set to begin annually on January 1st of any given year and end December 31st of any given year. Temporary, seasonal, and part-time employees are also eligible, provided they meet the expected hours worked requirement. ESST requirements don't apply to volunteer or paid on-call firefighters, volunteer ambulance attendants, paid-on-call

ambulance service personnel, elected officials, individuals appointed to fill vacancies in elected offices.

Accrual

Employees earn 1 hour of paid sick and safe time for every 30 hours worked. Employees may accrue up to 48 hours of sick and safe time per year. Unused sick and safe time will carry over to the following year, but employees may not accumulate more than 80 hours of sick and safe time in total. Once the maximum accrual is reached, further accrual will pause until some hours are used.

Notice and Documentation

Employees are encouraged to notify their supervisor as soon as possible when they anticipate needing to use sick and safe time. For unplanned absences, notice should be given as soon as reasonably possible.

For absences exceeding three consecutive workdays, the Town may request reasonable documentation to verify the need for sick and safe time.

If the absence is due to a family member's illness or other qualifying event, the Town may request the employee to provide verification of the family relationship and the need for leave.

Pay for Sick and Safe Time

Employees will be paid at their regular rate of pay for any hours used for sick and safe time. Overtime or premium pay is not included in sick and safe time pay. Employees will not face retaliation or discrimination for using sick and safe time as provided by this policy. Retaliatory actions are prohibited under Minnesota law.

Upon termination, resignation, or other separation from employment with the Town of Baldwin, employees will not be paid for unused sick and safe time, nor will unused hours be paid out at the time of departure. However, if the employee returns to work for the Town of Baldwin within 180 days of separation, previously accrued sick and safe time may be reinstated.

Funeral Leave

Employees will be permitted to use up to three (3) consecutive working days, with pay, as funeral leave upon the death of an immediate family member: a parent, spouse, or child. Employees will be permitted to use one (1) working day, with pay, as funeral leave upon the death of a grandparent, grandchild, or sibling. This paid leave will not be deducted from the employee's vacation or sick leave balance.

The actual amount of time off, and funeral leave approved, will be determined by the supervisor or Town Board/City Council depending on individual circumstances (such as the closeness of the relative, arrangements to be made, distance to the funeral, etc.).

Commented [MA14]: This is the bare bones minimum requirements of ESST.

A couple of things to note:

1. You could just scrap your PTO and use ESST.
2. You can use your PTO to cover ESST so long as your accrual rate, carry over cap, and qualifying reasons to take the leave are just as generous or more generous than the requirements for the ESST law. (This would mean your accrual rate for newer employees would need to be upped as up to 48 hours every year, or 1 hour per 30 hours worked, is required by the ESST law and your PTO only affords them 5 days or 40 hours of PTO until they reach 5 years of employment.

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Commented [MA15]: Funeral leave is now redundant because ESST allows you to take time off for bereavement, which includes funerals and handling someone's estate and arrangements after their passing.

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Military Leave

State and federal laws provide protections and benefits to TownshipCity employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total of 15 days in any calendar year.

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The leave of absence is only in the event the employee returns to employment with the TownshipCity as required upon being relieved from service, or is prevented from returning by physical or mental disability or other cause not the fault of the employee, or is required by the proper authority to continue in military or naval service beyond the fifteen (15) day paid leave of absence. Employees on extended unpaid military leave will receive fifteen (15) days paid leave of absence in each calendar year, not to exceed five years.

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Where possible, notice is to be provided to the TownshipCity at least ten (10) working days in advance of the requested leave. If an employee has not yet used his/her fifteen (15) days of paid leave when called to active duty, any unused paid time will be allowed for the active-duty time, prior to the unpaid leave of absence.

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Employees returning from military service will be reemployed in the job that they would have attained had they not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of vacation leave and sick leave accruals.

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Eligibility for continuation of insurance coverage for employees on military leave beyond fifteen (15) days will follow the same procedures as for any employee on an unpaid leave of absence.

Jury Duty

Regular full-time and part-time employees will be granted paid leaves of absence for required jury duty. Such employees will be required to turn over any compensation they receive for jury duty, minus mileage reimbursement, to the Township in order City, to receive their regular wages for the period. Time spent on jury duty will not be counted as time worked in computing overtime.

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Employees excused or released from jury duty during their regular working hours will report to their regular work duties as soon as reasonably possible or will take accrued vacation or compensatory time to make up the difference.

Employees are required to notify their supervisor as soon as possible after receiving notice to report for jury duty. The employee will be responsible for ensuring that a report of time spent on jury duty and pay form is completed by the Clerk of Court so the TownshipCity will be able to determine the amount of compensation due for the period involved.

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Temporary and seasonal employees are generally not eligible for compensation for absences due to jury duty, but can take a leave without pay subject to department head approval. However, if a

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temporary or seasonal employee is classified as exempt, he/she will receive compensation for the jury duty time.

Court Appearances

Employees will be paid their regular wage to testify in court for ~~TownshipCity~~-related business. Any compensation received for court appearances (e.g. subpoena fees) arising out of or in connection with ~~TownshipCity~~ employment, minus mileage reimbursement, must be turned over to the ~~TownshipCity~~.

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Job Related Injury or Illness

All employees are required to report any job-related illnesses or injuries to their supervisor immediately (no matter how minor). If a supervisor is not available and the nature of injury or illness requires immediate treatment, the employee is to go to the nearest available medical facility for treatment and, as soon as possible, notify his/her supervisor of the action taken. In the case of a serious emergency, 911 should be called.

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If the injury is not of an emergency nature, but requires medical attention, the employee will report it to the supervisor and make arrangements for a medical appointment.

Worker's compensation benefits and procedures to return to work will be applied according to applicable state and federal laws.

Parenting Leave (state law requirement for cities with 21 or more employees required if City has 21 or more employees)

Employees who work twenty (20) hours or more per week and have been employed more than one year are entitled to take an unpaid leave of absence in connection with the birth or adoption of a child. The leave may not exceed six weeks and must begin within six (6) weeks after the birth or adoption of the child.

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Employees are not required to use sick leave during Parenting Leave but may use sick leave at their option for any period of this leave for which they are unable to work due to medical reasons.

The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave. Group insurance coverage will remain in effect during the six (6) week Parenting Leave.

Administrative Leave

Under special circumstances, an employee may be placed on an administrative leave pending the outcome of an internal or external investigation. The leave may be paid or unpaid, depending on the circumstances, as determined by the ~~Town-BoardCity Council~~.

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Victim or Witness Leave

An employee who is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony is entitled to reasonable time off from work to attend criminal proceedings related to the victim's case. Such time off to attend court shall be paid if the ~~TownshipCity~~ is a

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party to the case. If the ~~TownshipCity~~ is not a party to the case, the ~~Town-BoardCity Council~~ may, but shall not be required to, provide for payment of such time off if the testimony is related to ~~TownshipCity~~ business.

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Elections / Voting

An employee selected to serve as an election judge pursuant to Minnesota law, will be allowed time off without pay for purposes of serving as an election judge, provided that the employee gives the ~~TownshipCity~~ at least ten (10) days written notice.

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All employees eligible to vote at a State general election, at an election to fill a vacancy in the office of United States Senator or Representative, or in a Presidential primary, will be allowed time off with pay to vote during the morning of election day. Employees wanting to take advantage of such leave are required to work with their supervisors to avoid coverage issues.

Regular Leave without Pay

The ~~Town-BoardCity Council~~ may, in its discretion, authorize leave without pay for a period of time, ~~to a maximum of one (1) year.~~

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Normally employee benefits will not be earned by an employee while on leave without pay. However, the ~~Township'sCity's~~ contribution toward health, dental and life insurance may be continued, if approved by the ~~Town-BoardCity Council~~, for leaves of up to ninety (90) days when the leave is for medical reasons.

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If an employee is on a regular leave without pay and is not working any hours, the employee will not accrue (or be paid for) holidays, sick leave, or vacation leave. Employees who are working reduced hours while on this type of leave will receive holiday pay on a prorated basis and will accrue sick leave and vacation leave on a prorated basis based on actual hours worked.

Leave without pay hours will not count toward seniority and all accrued vacation leave and compensatory time must normally be used before an unpaid leave of absence will be approved.

To qualify for leave without pay, an employee need not have used all sick leave earned unless the leave is for medical reasons. (An employee absent for Parenting Leave is not required to use sick leave.) Leave without pay for purposes other than medical leave or work-related injuries will be at the convenience of the ~~TownshipCity~~.

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Employees returning from a leave without pay for a reason other than a qualified Parenting Leave, will be guaranteed return to the original position only for absences of thirty (30) calendar days or less.

Employees receiving leave without pay in excess of thirty (30) calendar days, for reasons other than qualified Parenting Leave, are not guaranteed return to their original position. If their original position or a position of similar or lesser status is available, it may be offered at the discretion of the ~~Town-BoardCity Council~~ subject to approval of the ~~Town-BoardCity Council~~.

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Light Duty/Modified Duty Assignment

This policy is to establish guidelines for temporary assignment of work to temporarily disabled employees who are medically unable to perform their regular work duties. Light duty is evaluated by the ~~Town Board~~City Council on a case-by-case basis. This policy does not guarantee assignment to light duty.

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Such assignments are for short-term, temporary disability-type purposes; assignment of light duty is at the discretion of the ~~Town Board~~City Council. The ~~Town Board~~City Council reserves the right to determine when and if light duty work will be assigned.

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When an employee is unable to perform the essential requirements of his/her job due to a temporary disability, he/she will notify the supervisor in writing as to the nature and extent of the disability and the reason why he/she is unable to perform the essential functions, duties, and requirements of the position. This notice **must** be accompanied by a physician's report containing a diagnosis, current treatment, and any work restrictions related to the temporary disability. The notice must include the expected time frame regarding return to work with no restrictions, meeting all essential requirements and functions of the ~~Township's~~City's job description along with a written request for light duty. Upon receipt of the written request, the supervisor is to forward a copy of the report to the ~~Town Board~~City Council.

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The ~~Township~~City may require a medical exam conducted by a physician selected by the ~~Township~~City to verify the diagnosis, current treatment, expected length of temporary disability, and work restrictions.

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It is at the discretion of the ~~Town Board~~City Council whether or not to assign light duty work to the employee. Although this policy is handled on a case-by-case basis, light duty will not generally be approved beyond six months.

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If the ~~Township~~City offers a light duty assignment to an employee who is out on worker's compensation leave, the employee may be subject to penalties if he/she refuses such work. The circumstances of each disabled employee performing light duty work will be reviewed regularly. Any light duty/modified work assignment may be discontinued at any time.

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Paid Family and Medical Leave

As of January 1, 2026, Minnesota will offer paid family and medical leave benefits. This program will allow eligible employees to take paid leave for an employee's own serious health condition, caring for a family member with a serious health condition, bonding with a new child, and addressing certain needs related to domestic violence, sexual assault, or stalking.

The City of Baldwin will comply with the Paid Family and Medical Leave Act when it takes effect. Until then, the City will continue to offer unpaid family and medical leave in accordance with the Family and Medical Leave Act (FMLA), if applicable. Employees and the City will contribute to the Paid Family and Medical Leave fund through payroll deductions starting in 2026.

[NOTE FOR CITY: Starting in January 2026, employers will contribute a minimum of 50 percent of the total premium, though they may choose to pay up to 100 percent of the premium. Employers will be able to deduct the remainder from employee pay, up to a maximum 50 percent of the premium.]

SEXUAL HARASSMENT PREVENTION

General

The ~~Township~~City of Baldwin is committed to creating and maintaining a ~~work place~~workplace free of harassment and discrimination. Such harassment is a violation of Title VII of the Civil Rights Act of 1964 and the Minnesota Human Rights Act.

In keeping with this commitment, the ~~Township~~City maintains a strict policy prohibiting unlawful harassment, including sexual harassment. This policy prohibits harassment in any form, including verbal and physical harassment.

This policy statement is intended to make all employees sensitive to the matter of sexual harassment, to express the ~~Township's~~City's strong disapproval of unlawful sexual harassment, to advise employees against this behavior and to inform them of their rights and obligations. The most effective way to address any sexual harassment issue is to bring it to the attention of management.

Definitions

To provide employees with a better understanding of what constitutes sexual harassment, the definition, based on Minnesota Statute § 363A.03, subdivision 43, is provided: sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature, when:

Commented [MA16]: We will need to address the updates to the State Paid Family Medical Leave Law. Highlights include:

1. To qualify for benefits under Minnesota's Paid Family and Medical Leave Law, an employee must have earned at least 5.3% of the state's average annual wage, rounded down to the nearest \$100. For 2025, this wage threshold is set at \$3,700.
2. 12 weeks of paid personal leave and 12 weeks of paid family leave, with a max use of 20 weeks in a year.
3. Family is anyone you are a care provider for without compensation.
4. The program is funded by a payroll tax of .88% for 2025. The legislature can increase the tax annually with the current cap set at 1.2%.
5. Traditionally, employers are responsible for 50% of the payroll tax and then the employer can decide whether it wants to cover any portion of the remaining 50% the employee is responsible for. There is a small employer break, that if your average employee salary is less than 150% of the state average annual wage and you employ 30 or fewer individuals, you are only responsible for 25% of the payroll tax with the state eating the remaining 25%.
6. Employees withholdings for any portion of the payroll tax they are responsible for should start on Jan 1. The City is responsible for quarterly payments to the state for the program.
7. Unless otherwise specified by the employer, state paid family medical leave will run consecutive with the federal paid family medical leave.

Steps for the City:

1. Determine what percent of the 50% the employee is responsible for, if any amount of it, the City would like to cover as a "benefit".
2. Specify that the state leave is to run concurrent with the federal leave.

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- submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment, public accommodations or public services, education, or housing; or
- submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment, public accommodations or public services, education, or housing; or
- that conduct or communication has the purpose or effect of substantially interfering with an individual's employment, public accommodations or public services, education, or housing, or creating an intimidating, hostile, or offensive employment, public accommodations, public services, educational, or housing environment.

Examples of inappropriate conduct include but are not limited to: unwanted physical contact; unwelcome sexual jokes or comments; sexually explicit posters or pinups; repeated and unwelcome requests for dates or sexual favors; sexual gestures or any indication, expressed or implied, that job security or any other condition of employment depends on submission to or rejection of unwelcome sexual requests or behavior. In summary, sexual harassment is the unwanted, unwelcome and repeated action of an individual against another individual, using sexual overtones as a means of creating stress.

Expectations

The ~~Township~~City of Baldwin recognizes the need to educate its employees ~~on the subject of about~~ sexual harassment and stands committed to providing information and training. All employees are expected to treat each other and the general public with respect and to assist in fostering an environment that is free from unwanted harassment. Violations of this policy may result in discipline, including possible termination. Each situation will be evaluated on a case-by-case basis.

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Employees who feel that they have been victims of sexual harassment, or employees who are aware of such harassment, should immediately report their concerns to any of the following:

1. Immediate Supervisor;
2. ~~Town Board~~;
2. ~~Town Board~~City Council;
3. ~~City Council~~ member.

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In addition to notifying one of the above persons and stating the nature of the harassment, the employee is also encouraged to take the following steps:

1. Make it clear to the harasser that the conduct is unwelcome and document that conversation;
2. Document the occurrences of harassment;
3. Submit the documented complaints to your supervisor, ~~Town Board~~City Council, or any member of the ~~Town Board~~City Council. Employees are strongly encouraged to put the complaint in writing.

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4. Document any further harassment or reprisals that occur after the initial complaint is made.

The ~~TownshipCity~~ urges that conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and immediate counseling, if appropriate.

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Management has the obligation to provide an environment free of sexual harassment. The ~~TownshipCity~~ is obligated to prevent and correct unlawful harassment in a manner which does not abridge the rights of the accused. To accomplish this task, the cooperation of all employees is required.

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The ~~TownshipCity~~ will take action to correct any and all reported harassment to the extent evidence is available to verify the alleged harassment and any related retaliation. All allegations will be investigated. Strict confidentiality is not possible in all cases of sexual harassment as the accused has the right to answer charges made against them; particularly if discipline is a possible outcome. Reasonable efforts will be made to respect the confidentiality of the individuals involved, to the extent possible.

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Any employee who makes a false complaint or provides false information during an investigation may be subject to disciplinary action, up to and including termination.

Retaliation

The ~~TownshipCity~~ of Baldwin will not tolerate retaliation or intimidation directed towards anyone who makes a complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. Any individual who retaliates against a person who testifies, assists, or participates in an investigation may be subject to disciplinary action up to and including termination.

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RESPECTFUL WORKPLACE POLICY (includes sexual harassment prevention)

The intent of this policy is to provide general guidelines about the conduct that is and is not appropriate in the workplace. The ~~TownshipCity~~, acknowledges that this policy cannot possibly predict all situations that might arise, and also recognizes that some employees are exposed to disrespectful behavior, and even violence, by the very nature of their jobs.

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Applicability

Maintaining a respectful work environment is a shared responsibility. This policy is applicable to all ~~TownshipCity~~ personnel including regular and temporary employees, volunteers, firefighters, and ~~Town-BoardCity Council~~ members.

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Abusive Customer Behavior

While the ~~TownshipCity~~ has a strong commitment to customer service, the ~~TownshipCity~~ does not expect that employees accept verbal abuse from any customer. An employee may request that a supervisor intervene when a customer is abusive, or they may defuse the situation themselves, including ending the contact.

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If there is a concern over the possibility of physical violence, a supervisor should be contacted immediately. When extreme conditions dictate, 911 may be called. Employees should leave the area immediately when violence is imminent unless their duties require them to remain. Employees must notify their supervisor about the incident as soon as possible.

Types of Disrespectful Behavior

The following types of behaviors cause a disruption in the workplace and are, in many instances, unlawful:

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Violent behavior includes the use of physical force, harassment, or intimidation.

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Discriminatory behavior includes inappropriate remarks about, or conduct related to a person's race, color, creed, religion, national origin, disability, sex, marital status, age, sexual orientation, or status with regard to public assistance.

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Offensive behavior may include such actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disrespectful language, or any other behavior regarded as offensive to a reasonable person. It is not possible to anticipate in this policy every example of offensive behavior. Accordingly, employees are encouraged to discuss with their fellow employees and supervisor what is regarded as offensive, ~~taking into account~~ considering the sensibilities of employees and the possibility of public reaction. Although the standard for how employees treat each other and the general public will be the same throughout the ~~TownshipCity~~, there may be differences between work groups about what is appropriate in other circumstances unique to a work group. If an employee is unsure whether a particular behavior is appropriate, the employee should request clarification from their supervisor or the ~~Town-BoardCity Council~~.

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Sexual harassment can consist of a wide range of unwanted and unwelcome sexually directed behavior such as unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature, when:

- submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment, public accommodations or public services, education, or housing; or
- submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment, public accommodations or public services, education, or housing; or
- that conduct or communication has the purpose or effect of substantially interfering with an individual's employment, public accommodations or public services, education, or housing, or creating an intimidating, hostile, or offensive employment, public accommodations, public services, educational, or housing environment.

Sexual harassment includes, but is not limited to, the following:

- Unwelcome or unwanted sexual advances. This means stalking, patting, pinching, brushing up against, hugging, cornering, kissing, fondling or any other similar physical contact considered unacceptable by another individual.
- Verbal or written abuse, kidding, or comments that are sexually-oriented and considered unacceptable by another individual. This includes comments about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes" or any other tasteless, sexually oriented comments, innuendos or actions that offend others.
- Requests or demands for sexual favors. This includes subtle or obvious expectations, pressures, or requests for any type of sexual favor, along with an implied or specific promise of favorable treatment (or negative consequence) concerning one's current or future job.

Possession and Use of Dangerous Weapons

~~Possession or use of a dangerous weapon (see attached definitions) is prohibited on Township property, in Township vehicles, or in any personal vehicle, which is being used for Township business. This policy applies to all Township employees, including those with valid permits to carry firearms.~~

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~~The following exceptions to the dangerous weapons prohibition are as follows:~~

- ~~Employees legally in possession of a firearm for which the employee holds a valid permit, if required, and said firearm is secured within an attended personal vehicle or concealed from view within a locked unattended personal vehicle while that person is working on Township property.~~
- ~~A person who is showing or transferring the weapon or firearm to a sheriff officer as part of an investigation.~~

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- ~~Sheriff officers and employees who are in possession of a weapon or firearm in the scope of their official duties.~~

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Employee Response to Disrespectful Workplace Behavior

Employees who believe that disrespectful behavior is occurring are encouraged to deal with the situation in one of the ways listed below. However, if the allegations involve violent behavior, sexual harassment, or discriminatory behavior, then the employee is responsible for taking one of the actions below. If employees see or overhear a violation of this policy, they are encouraged to follow the steps below.

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Step 1(a). Politely, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions. Politely request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.

Step 1(b). If you fear adverse consequences could result from telling the offender or if the matter is not resolved by direct contact, go to your supervisor or ~~Town Board~~City Council. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter no later than ten business days after your report.

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Step 1(c). In the case of violent behavior, all employees are required to report the incident immediately to their supervisor, ~~Town Board~~City Council or Sheriff Department. Any employee who observes sexual harassment or discriminatory behavior, or receives any reliable information about such conduct, must report it within two business days to a supervisor or the ~~Town Board~~City Council.

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Step 2. If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the ~~Town Board~~City Council.

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Supervisor's Response to Allegations of Disrespectful Workplace Behavior

Employees who have a complaint of disrespectful workplace behavior will be taken seriously.

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In the case of sexual harassment or discriminatory behavior, a supervisor must report the allegations within two business days to the ~~Town Board~~City Council, who will determine whether an investigation is warranted. A supervisor must act upon such a report even if requested otherwise by the victim. In situations other than sexual harassment and discriminatory behavior, supervisors will use the following guidelines when an allegation is reported:

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Step 1. If the nature of the allegations and the wishes of the victim warrant a simple intervention, the supervisor may choose to handle the matter informally. The supervisor may conduct a coaching session with the offender, explaining the impact of his/her actions and requiring that the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

Step 2. If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. The person being interviewed may have someone of his/her own choosing present during the interview. The investigator will obtain the following description of the incident, including date, time and place.

- Corroborating evidence.
- A list of witnesses.
- Identification of the offender.

Step 3. The supervisor must notify the ~~Town-BoardCity Council~~ about the allegations.

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Step 4. As soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations. The alleged violator will have the opportunity to answer questions and respond to the allegations.

Step 5. After adequate investigation and consultation with the appropriate personnel, a decision will be made regarding whether or not disciplinary action will be taken.

Step 6. The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable.

Special Reporting Requirements

When the supervisor is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the ~~Town-BoardCity Council~~ who will assume the responsibility for investigation and discipline.

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If the ~~Town-BoardCity Council~~ is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the ~~TownshipCity~~ Attorney who will confer with the ~~Town-BoardCity Council~~ regarding appropriate investigation and action.

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If a ~~Town-BoardCity Council~~ Member is perceived to be the cause of a disrespectful workplace behavior incident involving ~~TownshipCity~~ personnel, the report will be made to the ~~Town-BoardCity Council~~ and referred to the ~~TownshipCity~~ Attorney who will undertake the necessary investigation. The ~~TownshipCity~~ Attorney will report his/her findings to the ~~Town-BoardCity Council~~, which will take the action it deems appropriate.

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Pending completion of the investigation, the ~~Town-BoardCity Council~~ may at his/her discretion take appropriate action to protect the alleged victim, other employees, or citizens.

Confidentiality

A person reporting or witnessing a violation of this policy cannot be guaranteed anonymity. The person's name and statements may have to be provided to the alleged offender. All complaints and investigative materials will be contained in a file separate from the involved employees' personnel files. If disciplinary action does result from the investigation, the results of the disciplinary action will then become a part of the employee(s) personnel file(s).

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Retaliation

Consistent with the terms of applicable statutes and TownshipCity, personnel policies the TownshipCity may discipline any individual who retaliates against any person who reports alleged violations of this policy. The TownshipCity may also discipline any individual who retaliates against any participant in an investigation, proceeding or hearing relating to the report of alleged violations. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

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Possession and Use of Dangerous Weapons

Possession or use of a dangerous weapon (see attached definitions) is prohibited on City property, in City vehicles, or in any personal vehicle, which is being used for City business. This policy applies to all City employees, including those with valid permits to carry firearms.

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The following exceptions to the dangerous weapons prohibition are as follows:

- Employees legally in possession of a firearm for which the employee holds a valid permit, if required, and said firearm is secured within an attended personal vehicle or concealed from view within a locked unattended personal vehicle while that person is working on City property.
- A person who is showing or transferring the weapon or firearm to a sheriff officer as part of an investigation.
- Sheriff officers and employees who are in possession of a weapon or firearm in the scope of their official duties.

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SEPARATION FROM SERVICE

Resignations

Employees wishing to leave the ~~Township~~City service in good standing must provide a written resignation notice to their supervisor, at least ten (10) working days before leaving. Exempt employees must give thirty (30) calendar ~~days~~days' notice. The written resignation must state the effective date of the employee's resignation.

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~~Failure to comply with this procedure may be cause for denying the employee's severance pay and any future employment with the Township.~~

Severance Pay

~~Employees who leave the employ of the Township in good standing by retirement or resignation will receive pay for 100% of unused accrued vacation (annual leave).~~

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Vacation Pay

Upon resignation or termination of an employee on good terms, all accrued but unused vacation time shall be paid to the employee at the most recent pay rate.

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DISCIPLINE

General Policy

Supervisors are responsible for maintaining compliance with **TownshipCity** standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of the **TownshipCity** of Baldwin. **TownshipCity** employees will be subject to disciplinary action for failure to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable **TownshipCity** policies.

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Discipline will be administered in a non-discriminatory manner. An employee who believes that discipline applied was either unjust or disproportionate to the offense committed may pursue a remedy through the grievance procedures established in the **Township'sCity's** personnel policies. The supervisor and/or the **Town-BoardCity Council** will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

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No Contract Language Established

This policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.

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Process

The **TownshipCity** may elect to use progressive discipline with any employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that any **TownshipCity** employee has a property right to the job he/she performs.

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Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee.

The following are descriptions of the types of disciplinary actions:

Oral Reprimand

This measure will be used where informal discussions with the employee's supervisor have not resolved the matter. All supervisors ~~have the ability to can~~ issue oral reprimands without prior approval.

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Oral reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must be. The supervisor will document the oral reprimand including date(s) and a summary of discussion and corrective action needed.

Written Reprimand

A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected, or the behavior has not consistently improved in a reasonable period of time. Serious infractions may require skipping either the oral or written reprimand, or both. Written reprimands are issued by the supervisor with prior approval from the **Town-BoardCity Council**.

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A written reprimand will: (1) state what did happen; (2) state what should have happened; (3) identify the policy, directive or performance expectation that was not followed; (4) provide history, if any, on the issue; (5) state goals, including timetables, and expectations for the future; and (6) indicate consequences of recurrence.

Employees will be given a copy of the reprimand to sign acknowledging its receipt. Employees' signatures do not mean that they agree with the reprimand. Written reprimands will be placed in the employee's personnel file.

Suspension With or Without Pay

The ~~Town Board~~City Council may suspend an employee without pay for disciplinary reasons. Suspension without pay may be followed with immediate dismissal as deemed appropriate by the ~~Town Board~~City Council, except in the case of veterans. Qualified veterans will not be suspended without pay in conjunction with a termination.

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The employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee's personnel file.

An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay depending on ~~a number of several~~ factors including the nature of the allegations. If the allegation is proven false after the investigation, the relevant written documents will be removed from the employee's personnel file and the employee will receive any compensation and benefits due had the suspension not taken place.

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Demotion and/or Transfer

An employee may be demoted or transferred if attempts at resolving an issue have failed and the ~~Town Board~~City Council determines a demotion or transfer to be the best solution to the problem. The employee must be qualified for the position to which they are being demoted or transferred. The ~~Town Board~~City Council must approve this action.

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If the disciplinary action involves the demotion of a qualified veteran, the appropriate hearing notice will be provided if required by law and all rights will be afforded the veteran in accordance with Minnesota law.

Salary

An employee's salary increase may be withheld, or the salary may be decreased due to performance deficiencies.

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Dismissal

The ~~Town Board~~City Council may dismiss an employee for substandard work performance, serious misconduct, or behavior not in keeping with ~~Township~~City standards.

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If the disciplinary action involves the removal of a qualified veteran, the appropriate Veteran's Preference hearing notice will be provided, and all rights will be afforded the veteran in accordance with Minnesota lawStatutes §§ 197.447 to 197.481.

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Commented [MA17]: Just know if you are firing a veteran to contact us. There are requirements to fire a veteran and preferences they are still entitled to.

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GRIEVANCE PROCEDURE

Any dispute between an employee and the ~~TownshipCity~~ relative to the application, meaning or interpretation of these personnel policies will be settled in the following manner:

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Step 1: The employee must present the grievance in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the personnel policies allegedly violated and the remedy requested, to the proper supervisor within twenty-one (21) days after the alleged violation or dispute has occurred. The supervisor will respond to the employee in writing within seven (7) calendar days. If there is no immediate supervisor, Step 1 shall be skipped and the aggrieved employee shall follow the process set out in Step 2.

Step 2: If the grievance has not been settled in accordance with Step 1, it must be presented in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the Personnel Policies allegedly violated, and the remedy requested, by the employee to the ~~Town-BoardCity Council~~ within seven (7) days after the supervisor's response is due or within twenty-one (21) days after the alleged violation or dispute has occurred if there is no immediate supervisor. The ~~Town-BoardCity Council~~ or his/her designee will respond to the employee in writing within thirty (30) calendar days. The decision of the ~~Town-BoardCity Council~~ is final.

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Waiver

If a grievance is not presented within the time limits set forth above, it will be considered "waived." If a grievance is not appealed to the next step in the specified time limit or any agreed extension thereof, it will be considered settled based on the basis of the ~~Township'sCity's~~ last answer. If the ~~TownshipCity~~ does not answer a grievance or an appeal within the specified time limits, the employee may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the ~~TownshipCity~~ and the employee without prejudice to either party.

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The following actions are not grievable:

1. Performance evaluations;
2. Pay increases or lack thereof; and
3. Merit pay awards.

The above list is not meant to be all inclusive or exhaustive.

EMPLOYEE EDUCATION & TRAINING

The ~~Township~~City promotes staff development as an essential, ongoing function needed to maintain and improve cost effective quality service to residents. The purposes for staff development are to ensure that employees develop and maintain the knowledge and skills necessary for effective job performance and to provide employees with an opportunity for job enrichment and mobility.

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Policy

The ~~Township~~City will pay for the costs of an employee's participation in training and attendance at professional conferences, ~~provided that if~~ attendance is approved in advance under the following criteria and procedures:

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Job-Related Training & Conferences

The ~~Attendance at professional meetings costing the City, and the~~ subject matter of the training session or conference is directly job-related and relevant to the performance of the employee's work responsibilities. Responsibilities outlined in the job description, annual work program requirements and training goals and objectives that have been developed for the employee will be considered in determining if the request is job-related.

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Continuing education or similar courses taken by an employee ~~in order to~~ maintain licensing or other professional accreditation will not be eligible for payment under this policy unless the subject matter relates directly to the employee's duties, even though the employee may be required to maintain such licensing or accreditation as a condition of employment with the ~~Township~~City.

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The supervisor and the ~~Town-Board~~City Council are responsible for determining job-relatedness and approving or disapproving training and conference attendance.

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Job-Related Meetings

~~Attendance at professional meetings costing City of Baldwin Township, and directly related to the performance of the employee's work responsibilities, require the approval of the Town-Board~~City Council. Advance supervisor approval is ~~also~~ required to ensure adequate department coverage.

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Request for Participation in Training & Conferences

The request for participation in a training session or conference must be submitted in writing to the employee's supervisor on the appropriate form. All requests must include an estimate of the total cost (training session, travel, meals, etc.) and a statement of how the education or training is related to the performance of the employee's work responsibilities with the ~~Township~~City.

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Requests must be approved by the employee's supervisor and the ~~Town-Board~~City Council. Documentation approving conference or training attendance will be provided to the employee with a copy placed in the employee's personnel file.

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Payment information such as invoices, billing statements, etc., regarding the conference or training should be forwarded to accounting for prompt payment.

Out of State Travel

Attendance at training or conferences out of state may be approved only if the training or conference is not available locally. All requests for out of state travel are reviewed for approval/disapproval by the ~~Town-Board~~**City Council**. Approval of such travel shall be in the discretion of the ~~Town-Board~~**City Council**.

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Compensation for Travel & Training Time

Time spent traveling to and from, as well as time spent attending a training session or conference, will be compensated in accordance with the federal Fair Labor Standards Act.

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Travel and other related training expenses will be reimbursed subject to the employee providing necessary receipts and appropriate documentation.

Travel & Meal Allowance

If employees are required to travel outside of the area in performance of their duties as a ~~Township~~**City** employee, they will receive reimbursement of expenses for meals, lodging and necessary expenses incurred. However, the ~~Township~~**City** will not reimburse employees for meals connected with training or meetings within ~~Township~~**City** limits, unless the training or meeting is held as a breakfast, lunch or dinner meeting.

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Employees who find it necessary to use their private automobiles for ~~Township~~**City** travel and who do not receive a car allowance will be reimbursed at the prevailing mileage rate as established by the ~~Town-Board~~**City Council**, not to exceed the allowable IRS rate.

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Expenses for meals, including sales tax and gratuity, will be reimbursed according to this policy. No reimbursement will be made for alcoholic beverages. Meal expenses of up to **\$50.20.00 per day** will be allowed, provided the employee provides the ~~Township~~**City** with appropriate receipts for such meals.

Commented [RR18]: This should likely be raised. That barely covers lunch. i suggest detailing limits for breakfast, lunch and dinner as separate spending limits.

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A full reimbursement, over the maximum defined, may be authorized if a lower cost meal is not available when attending banquets, training sessions, or meetings of professional organizations.

Tuition Reimbursement

To be considered for tuition reimbursement the employee must be in good standing and have been employed by the ~~Township~~**City** for at least one year. All requests for tuition reimbursement will be considered on a case-by-case basis by the ~~Town-Board~~**City Council**, with final approval/disapproval provided by the ~~Town-Board~~**City Council** in its discretion.

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Courses taken for credit at an approved educational institution must meet the following criteria to be approved for reimbursement:

- Courses must be directly related to the employee's present position (whether required for a degree program or not); OR

- Courses must be directly related to a reasonable promotional opportunity in the same field of work as present position (whether part of a degree program or not).

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DRUG FREE WORKPLACE

A. In accordance with Federal Law, the ~~Township~~City of Baldwin has adopted the following policy on drugs in the workplace:

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A. Employees are expected and required to report to work on time and in appropriate mental and physical condition. It is the ~~Township's~~City's intent and obligation to provide a drug-free, safe and secure work environment.

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B. The unlawful manufacture, distribution, possession, or use of a controlled substance on ~~Township~~City property or while conducting ~~Township~~City business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.

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C. The ~~Township~~City recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plans, as appropriate.

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D. Employees must, as a condition of employment, abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting ~~Township~~City business. A report of the conviction must be made within five (5) days after the conviction as required by the Drug-Free Workplace Act of 1988.

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E. In accordance with State Law, the City of Baldwin may request or require a job applicant to undergo drug and alcohol testing provided a job offer has been made to the applicant and the same test is requested or required of all job applicants conditionally offered employment for that same position.

F. No employee may be impaired by alcohol, cannabis, THC, or any illegal drug when at work, nor may an employee ingest any of these substances while at work.

Commented [MA19]: Drug testing all new employees of a job class has been added, as well as a prohibition on the consumption of or impairment by alcohol, cannabis, THC or any illegal drug while at work.

DRUG AND ALCOHOL TESTING POLICY

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As part of its continuing effort to protect the health, safety and security of its employees and the public it serves, ~~City of Baldwin Township~~ has adopted a drug and alcohol testing policy in accordance with Minnesota law, as follows:

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A. The use, sale, possession or transfer of drugs or alcohol are strictly prohibited by all employees and job applicants on the premises of City of Baldwin Township, and at all times while TownshipCity property is in use.

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B. All employees and job applicants are subject to urinalysis testing for the presence of drugs and alcohol, in accordance with this policy.

C. Job applicants will be tested after an offer of employment has been made, in each case, contingent upon the applicant's successful completion of the testing, and after the applicant has reviewed and completed the Pre-Testing Acknowledgment form, which will be supplied by the TownshipCity.

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D. Any City of Baldwin Township employee occupying a position in which, in the opinion of the TownshipCity Board, an impairment caused by drug or alcohol usage would threaten the health or safety of any other person, will be subject to testing on a random selection basis, at the discretion of the TownshipCity Board.

E. All other City of Baldwin Township employees will be subject to testing when there is a reasonable suspicion that:

1. They are under the influence of drugs or alcohol; or
2. They have violated the policy set forth in Paragraph 1 above; or
3. They have sustained a personal injury, or they have caused another employee to sustain a personal injury; or
4. They have caused a work-related accident, or were operating or helping to operate any machinery, equipment or vehicle involved in a work-related accident.

F. City of Baldwin Township employees may be required to submit to testing on a random basis.

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G. Any employee or job applicant may refuse to submit to testing to be conducted pursuant to this policy, but refusal will result in the following consequences:

1. As to any job applicant: the TownshipCity Board will immediately withdraw the pending job offer;
2. As to any employee: the TownshipCity Board will discipline or terminate employment, at the sole discretion of the TownshipCity Board.

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H. All testing will be conducted in accordance with the following procedures:

1. Each person to be tested will complete, sign and date a Pre-Testing Acknowledgment form supplied by the TownshipCity, attached to this policy as Exhibit 1.
2. Each test will be conducted by a laboratory which is authorized by law to conduct such tests, and which confirms to City of Baldwin Township that its procedures are in accordance with Minnesota law.

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3. All samples which test "positive" on an initial screening test will be subjected to a confirmatory retest by the laboratory before the results are reported to the employee or job applicant.
4. Results will be reported to each employee and job applicant, in writing and on a form attached to this policy as Exhibit 2, within three (3) working days of the receipt of the results by the ~~TownshipCity~~.
5. Any employee or job applicant may submit additional information for the purpose of explaining such test results, or may request a confirmatory retest at his/her own expense. Any such additional information or request for a retest may be submitted in writing to the ~~Township-BoardCity Council~~ within five (5) working days after notice of the results of the test.
6. Any employee in a safety sensitive position, who tests positive and requests a retest may be suspended from employment or transferred at the same rate of pay pending the retest results, at the sole discretion of the ~~TownshipCity~~ Board.
7. A positive result on the final confirmatory retest pursuant to this policy will result in the following consequences:
 - i. As to an applicant, the ~~Township-BoardCity Council~~ will immediately revoke the pending offer of employment.
 - ii. As to an employee, when it is the first such occasion: the requirement, as a condition of employment, that the employee successfully complete the drug or alcohol counseling or rehabilitation program selected by the ~~Township-BoardCity Council~~, at the employee's expense or under an employee benefit coverage program.
 - iii. As to an employee, when it is the second or subsequent such occasion: discipline or termination from employment, at the sole discretion of the ~~Township-BoardCity Council~~.
8. All tested employees will be entitled to receive a copy of the laboratory document that certifies the test results.

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TOWNSHIPCITY DRIVING POLICY

This policy applies to all employees who drive a vehicle on ~~TownshipCity~~ business at least once per month, whether driving a ~~TownshipCity~~-owned vehicle or their own personal vehicle. It also applies to employees who drive less frequently but whose ability to drive is essential to their job due to the emergency nature of the job. The ~~TownshipCity~~ expects all employees who are required to drive as part of their job to drive safely and legally while on ~~TownshipCity~~ business and to maintain a good driving record.

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The ~~Township~~City will examine driving records at least once per year for all employees who are covered by this policy to determine compliance with this policy. Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate supervisor on the first ~~work day~~workday after any temporary, pending or permanent action is taken on their license and to keep their supervisor informed of any changes thereafter.

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The ~~Township~~City will determine appropriate action on a case-by-case basis.

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CELLULAR PHONE USE

This policy is intended to define acceptable and unacceptable uses of cellular telephones. Its application is to ~~insure~~ensure that cellular phone usage is consistent with the best interests of the ~~TownshipCity~~, without unnecessary restriction of employees in the conduct of their duties. This policy will be implemented to prevent the improper use or abuse of cellular phones and to ensure that ~~TownshipCity~~ employees exercise the highest standards of propriety in their use.

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General Policy

Cellular telephones are intended for the use of ~~TownshipCity~~ employees in the conduct of their work for the ~~TownshipCity~~. Supervisors are responsible for the cellular telephones assigned to their employees and will exercise discretion in their use. Nothing in this policy will limit supervisor discretion to allow reasonable and prudent personal use of such telephones or equipment provided that:

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- Its use in no way limits the conduct of work of the employee or other employees.
- No personal profit is gained or outside employment is served.

A supervisor may authorize an employee to use his/her own personal phone for ~~TownshipCity~~ business and be reimbursed by the ~~TownshipCity~~ for those calls. An employee will not be reimbursed for business-related calls without prior authorization from his/her supervisor. Supervisors may also prohibit employees from carrying their own personal cell phones during working hours if it interferes with the performance of their job duties.

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Use of public resources by ~~TownshipCity~~ employees for personal gain and/or private use including, but not limited to, outside employment or political campaign purposes, is prohibited and subject to disciplinary action which may include termination and/or criminal prosecution, depending on the circumstances. Incidental and occasional personal use may be permitted with the consent of the supervisor.

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All personal calls made by employees on a ~~TownshipCity~~-provided cellular phone must be paid for by the employee through reimbursement to the ~~TownshipCity~~ based on actual cost listed on the ~~TownshipCity's~~ phone bill. Personal calls will be made or received only when absolutely necessary. Such calls must not interfere with working operations and are to be completed as quickly as possible.

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Procedures

It is the objective of the ~~TownshipCity~~ of Baldwin to prevent and correct any abuse or misuse of cellular telephones through the application of this policy. Employees who abuse or misuse such telephones may be subject to disciplinary action.

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Responsibility

The ~~Town BoardCity Council~~, or designee, will have primary responsibility for implementation and coordination of this policy. All supervisors will be responsible for enforcement within their departments.

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SAFETY

The health and safety of each employee of the TownshipCity, and the prevention of occupational injuries and illnesses are of primary importance to the TownshipCity. To the greatest degree possible, management will maintain an environment free from unnecessary hazards and will establish safety policies and procedures for each department. Adherence to these policies is the responsibility of each employee. Overall administration of this policy is the responsibility of each supervisor.

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Reporting Accidents and Illnesses

Both Minnesota Worker's Compensation laws and the state and federal Occupational Safety and Health Acts require that all on the job injuries and illnesses be reported as soon as possible by the employee, or on behalf of the injured or ill employee, to his/her supervisor. The employee's immediate supervisor is required to complete a First Report of Injury and any other forms that may be necessary related to an injury or illness on the job.

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Safety Equipment/Gear

Where safety equipment is required by federal, state, or local rules and regulations, it is a condition of employment that such equipment be worn by the employee.

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Unsafe Behavior

Supervisors are authorized to send an employee home immediately when the employee's behavior violates the Township'sCity's personnel policies, department policies, or creates a potential health or safety issue for the employee or others.

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Remote Work Policy

The City of Baldwin does not support remote work for its employees, except under exceptional circumstances (such as a medical emergency or other valid reasons, subject to approval). All employees are expected to perform their duties at their designated workplace during scheduled work hours. The City believes that in-person presence fosters collaboration and better service to the community.

Employees seeking flexible work arrangements, including telecommuting, must submit a formal request to City Council who may approve such request by a majority vote of the Council. Each request will be considered on a case-by-case basis, but remote work is not the standard practice for employees of the City of Baldwin.

Commented [MA20]: Optional consideration for remote work policy.

Prohibition on Marijuana Use

Although marijuana is legal for adults in Minnesota, the City of Baldwin prohibits the use, possession, or being under the influence of marijuana during work hours, on the job, or while performing any City-related duties. Employees found violating this policy may be subject to disciplinary action, up to and including termination. Employees are expected to report to work in a condition that allows them to safely and effectively perform their job responsibilities. Use of marijuana or any other substance that impairs an employee's ability to perform their work is strictly prohibited.

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Commented [MA21]: Optional consideration to clarify smoking does not include cannabis, THC, marijuana.

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EXHIBIT 1

PRE-TESTING ACKNOWLEDGMENT

In accordance with the requirements of City of Baldwin Township, and in anticipation of the drug and alcohol test to which I am about to submit, I hereby acknowledge the following:

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1. I have read and understand the Drug and Alcohol Testing Policy of City of Baldwin Township, and am aware that it applies to any employee or applicant, including myself.

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2. The following constitutes a complete list of any over-the-counter or prescription medications which I am currently taking or have taken within the past six weeks.

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Medication	Date Taken	Time Taken
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3. Other information which I consider relevant to the reliability of my drug test, or which could explain a positive result, is the following:

Employee or Job Applicant

Date:

EXHIBIT 2

NOTICE OF THE RESULTS OF DRUG AND ALCOHOL TEST

DATE: _____

TO: _____

FROM: _____

On _____, 20____, you submitted to a test for the presence of drugs and alcohol, at the request of City of Baldwin Township. The results of that test, which was performed in accordance with the Township's City's Drug and Alcohol Test Policy of _____ (the "Policy"), were as follows:

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Positive/Negative (circle one)

You have the right to receive from City of Baldwin Township a copy of the test results report from the laboratory which performed the test. In addition, if the results were positive, you now have the following rights under Minnesota law:

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1. Within three (3) working days from the date of this Notice, you may submit to City of Baldwin Township any additional information which you consider relevant to explain the positive result. This information must be submitted in writing to the Township City Board.
2. Within five (5) working days from the date of this notice, you may submit to City of Baldwin Township a request for a confirmatory retest of the original sample, at your own expense. This request must be submitted in writing to the Township City Board. If the confirmatory retest fails to confirm the initial positive results, no adverse action will be taken against you by City of Baldwin Township based on the basis of the positive results.
3. The only adverse personnel actions which may be taken against you by City of Baldwin Township are as set forth in Paragraph 9(e) of the City of Baldwin's Drug and Alcohol Testing Policy.

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Optional provisions for the City Council's consideration:

Remote Work Policy

The City of Baldwin does not support remote work for its employees, except under exceptional circumstances (such as a medical emergency or other valid reasons, subject to approval). All employees are expected to perform their duties at their designated workplace during scheduled work hours. The City believes that in-person presence fosters collaboration and better service to the community.

Employees seeking flexible work arrangements, including telecommuting, must submit a formal request to their supervisor. Each request will be considered on a case-by-case basis, but remote work is not the standard practice for employees of the City of Baldwin.

Commented [MA22]: Optional consideration for remote work policy.

Prohibition on Marijuana Use

Although marijuana is legal for adults in Minnesota, the City of Baldwin prohibits the use, possession, or being under the influence of marijuana during work hours, on the job, or while performing any City-related duties. Employees found violating this policy may be subject to disciplinary action, up to and including termination. Employees are expected to report to work in a condition that allows them to safely and effectively perform their job responsibilities. Use of marijuana or any other substance that impairs an employee's ability to perform their work is strictly prohibited.

Commented [MA23]: Optional consideration to clarify smoking does not include cannabis, THC, marijuana.

[NOTE: The section permitting smoke breaks during lunch hours would need to be amended to clarify marijuana is not permitted to be smoked during work hours, even during breaks.]

#	EMS Signs 2025	Order date: N/A	ADDRESS	PID	INSTALL DATE	COMMENTS	TOTAL DUE	PERMIT #	DATE INVOICED
1	New Address		9621 305th Ave NW	01-00587-0145			Charge \$70.00		
2	Dan Peterson		28029 Elk Lake Rd E	01-00031-3115			Charge \$47.45 Sign & Post		
3	New Address		14236 314th Ave NW	01-00503-0030			Charge \$70.00		
4	New Address		14262 316th Ave NW	01-00503-0020			Charge \$70.00		
5	New Address		29848 126th St NW	01-00021-2401			Charge \$70.00		
6	Goose Lake Park		13398 285th Ave NW	01-00029-3200					
7	Lake Helene		13703 279th Ave NW	01-00412-0202					
8	Lake Diann		27914 133rd St NW	01-00406-0001					
9	Elk Lake North Access		14251 287th Ave NW	01-00404-0001					
10	Elk Lake South Access		28489 143rd St NW	01-00404-0001					
11	Sandy Lake Beach		9936 284th Ave NW	01-00407-0001					
12	Sandy Lake Boat Launch		28625 99 1/2 St NW	01-00025-0000					
13	Sandy Lake Canoe Area		9706 284th Ave NW	01-00407-0001					

City will pay \$560 for Park EMS Signs
Request to order a bundle (100) 6' posts: \$719

Kayla Nielsen

From: Karla Connelly <karla@mrsigncompany.com>
Sent: Tuesday, June 3, 2025 11:31 AM
To: Kayla Nielsen
Subject: RE: Baldwin/ EMS Sign Posts

Kayla
The delineator posts are 100 per bundle

Prices are for purchase of a FULL BUNDLE:

6' 1.12# Green at \$7.19 each x 100

7' 1.12# Green at \$8.84 each x 100

8' 1.12# Green at \$9.58 each x 100

Prices do not include shipping. Posts
Could also be picked up in Fergus Falls, MN
To avoid shipping costs.

Thanks, Karla



From: Kayla Nielsen <deputy.clerk@baldwinmn.gov>
Sent: Tuesday, June 3, 2025 10:33 AM
To: Karla Connelly <karla@mrsigncompany.com>
Subject: Baldwin/ EMS Sign Posts

Hi Karla -

The City of Baldwin is wondering if you sell bulk of the EMS Sign Posts and how much they would be.
Would you be able to provide me a quote for a bulk order?

Thank you

Kayla Nielsen
Deputy Clerk/Treasurer

Joan Heinen

From: D. DANIEL LICHT <ddl@planningco.com>
Sent: Monday, May 19, 2025 5:04 PM
To: Joan Heinen
Subject: Fwd: City of Baldwin - Private Road

FYI

DDL

Begin forwarded message:

From: "D. DANIEL LICHT" <ddl@planningco.com>
Date: May 15, 2025 at 1:52:00 PM CDT
To: Kim Romine <kimmer3200@gmail.com>
Subject: RE: City of Baldwin - Private Road

Hi Kim:

Thank you for your email. City staff will review the issue and get back to you. It appears that 139th Street is privately maintained by agreement but still exists as public right-of-way. If we confirm this, it would be possible for the City Council to consider establishing no parking zones due to the narrow roadway width.

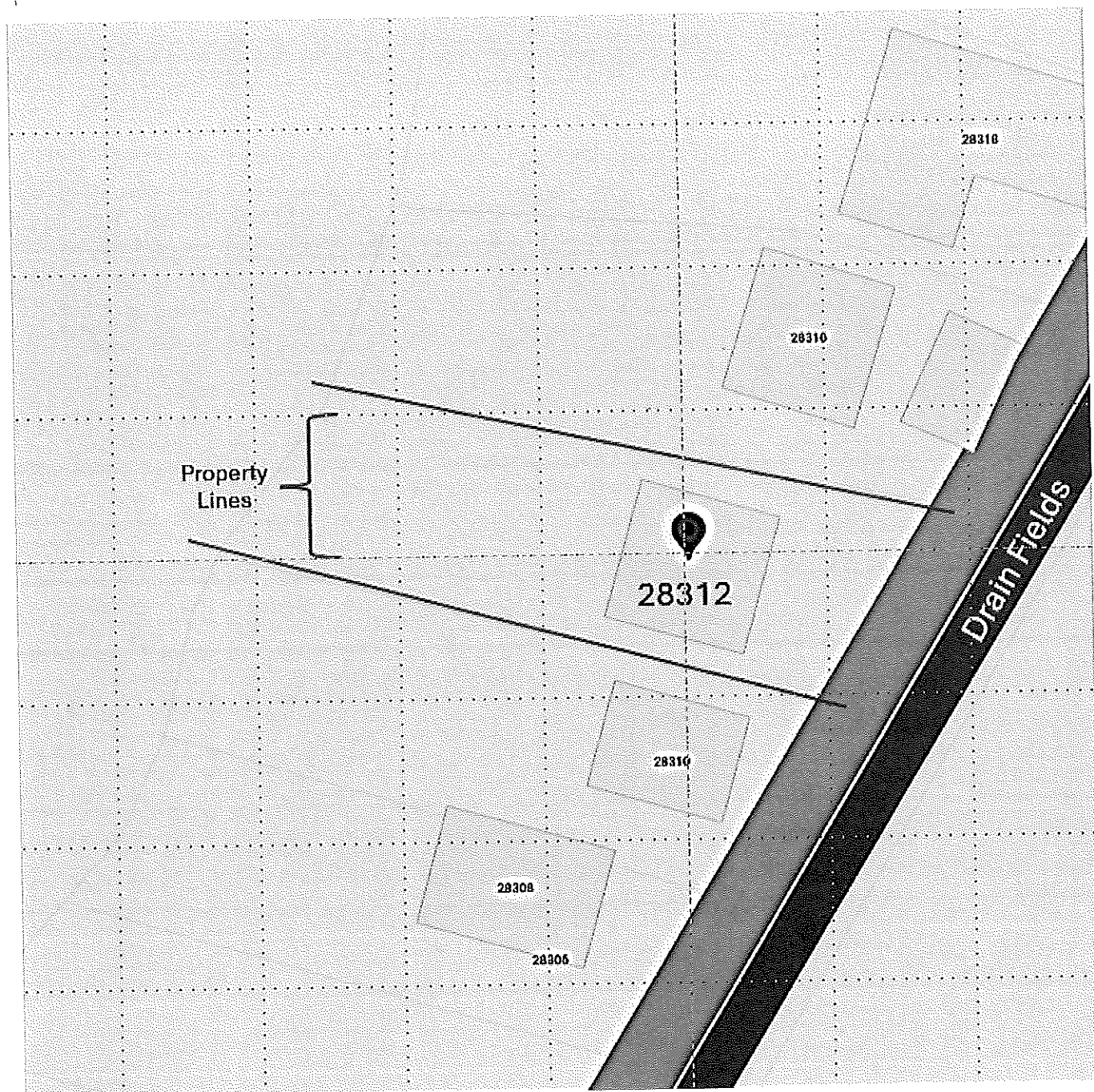
I'll follow up as soon as I have more information.

DDL

From: Kim Romine <kimmer3200@gmail.com>
Sent: Thursday, May 15, 2025 11:01 AM
To: D. DANIEL LICHT <ddl@planningco.com>
Subject: City of Baldwin - Private Road

Good morning, this email is a follow up to two (2) voice messages I previously left to inquire about any restrictions / allowances / ordinances for parking on a private road within the City of Baldwin limits.

I would like to install "No Parking" signs along the side of the road to ensure that I have the ability to park on / in front of my property, and to not be "blocked" by unauthorized vehicles.



Any information you can provide would be greatly appreciated.

Regards,
Kim Romine
kimmer3200@gmail.com
612-578-1771

Joan Heinen

From: D. DANIEL LICHT <ddl@planningco.com>
Sent: Monday, June 02, 2025 10:03 AM
To: Kayla Nielsen
Cc: Joan Heinen
Subject: RE: Baldwin/ Country Pup Kennel Sign Permit

Hi Kayla/Joan:

I believe when I'd discussed with Mark before he was proposing a sign that the County would allow within its ROW. Because the Sign Ordinance currently prohibits off-premises signs, Mark's options are:

1. Apply for a variance for the off-premises sign. Challenge here will be meeting the criteria for approval that the request is unique to the property and that if not approved, the property is left without reasonable use. The want of an off-premises sign is neither unique nor does it deny the property a reasonable use.
2. Apply to amend the Zoning Ordinance to allow off-premises signs. This would allow for any potential business within the R1 District to have off-premises signs. The Planning Commission and City Council would determine if a potential proliferation of commercial signs in rural areas is desirable in terms of community character. The City Council could also direct the Planning Commission to consider the issue instead of having Mark apply.

Let me know if you would like to discuss further.

DDL

From: Kayla Nielsen <deputy.clerk@baldwinmn.gov>
Sent: Tuesday, May 27, 2025 1:44 PM
To: D. DANIEL LICHT <ddl@planningco.com>
Cc: Joan Heinen <city.clerk@baldwinmn.gov>
Subject: Baldwin/ Country Pup Kennel Sign Permit

Hi Dan -

Mark Mason (763-242-2103) with Country Pup Kennels just called in asking if he could get a variance for an off-site sign. I know they have a sign application here and I know there was an email from you stating that he could not have an off-site sign. He stated that he has been talking with the State and the County trying to get a sign put up and they both said no. He asked to come to the Planning Commission meeting tomorrow to ask for a variance, but I let him know that we need to go through the proper channels first. He is adamant that he wants a sign up on county road 38 and 116th to make residents aware of where his business is. I am not sure where he needs to go so I figured I would reach out to you. Please let me know your thoughts on this.

Thank you

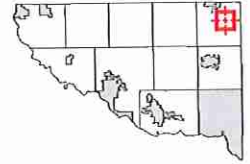
Kayla Nielsen
Deputy Clerk/Treasurer
Phone: (763) 389-8931
Fax: (763) 389-2751

**Beacon**TM

Sherburne County, MN



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

Young Park Expansion

Parcel ID 01-00014-3100
Sec/Twp/Rng 14-35-26
Property Address 11141 305TH AVE NW
PRINCETON

Alternate ID n/a
Class 776-Municipal - All Other
Acreage 81.56

Owner Address BALDWIN TOWNSHIP
30239 128TH ST NW
PRINCETON MN 55371

District BALDWIN CITY
Brief Tax Description n/a

(Note: Not to be used on legal documents)

Disclaimer: Every attempt has been made to ensure that the information contained on this web site is valid at the time of publication. Sherburne County reserves the right to make additions, changes, or corrections at any time and without notice. Additionally, Sherburne County disclaims any and all liability for damages incurred directly or indirectly as a result of errors, omissions or discrepancies and is not responsible for misuse or misinterpretation. Data is updated periodically. For the most current information contact the appropriate county department.

Disclaimer for St Cloud Parcels: Sherburne County information about St Cloud properties are limited to classification and value. Any questions regarding additional information please contact the City of St Cloud's assessor office.

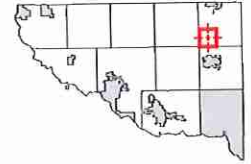
Date created: 5/12/2025
Last Data Uploaded: 5/12/2025 10:26:29 AM

Goose Lake Black Top

Beacon™ Sherburne County, MN



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
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Date created: 5/12/2025

Last Data Uploaded: 5/12/2025 10:26:29 AM

Developed by  **SCHNEIDER**
GEOSPATIAL

REGULATIONS

Revised by the Park Committee 4/19/2012
Approved by the Baldwin Town Board 6/4/12
Revised by the Park Committee 4/17/2025

CITY OF BALDWIN ~~BALDWIN TOWNSHIP~~ ~~SHERBURNE COUNTY~~ **ORDINANCE 2025-10**

*AN ORDINANCE GOVERNING PARKS
UNDER THE JURISDICTION OF THE
~~BALDWIN TOWN BOARD~~ **CITY OF BALDWIN***

Baldwin Township ~~City of Baldwin~~
30239 – 128th Street
PO Box 25
Princeton ~~Baldwin~~, MN 55371

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**THE BALDWIN TOWN BOARD OF SHERBURNE COUNTY ~~CITY COUNCIL~~ HEREBY
ORDAINS:**

SECTION 1: PURPOSE

The purpose of this Ordinance, which is enacted pursuant to Minnesota Statutes, is to secure the quiet, orderly and suitable use and enjoyment of public park reserves, county recreation areas, county-wide trail systems, wildlife sanctuaries, forest, historical sites, waysides and public access to lakes, rivers and streams in parks established by Baldwin Township, Sherburne County ~~the City of Baldwin~~ in the State of Minnesota, and to further the safety, health, comfort and welfare of all persons in the use thereof.

SECTION 2: JURISDICTION

This Ordinance shall apply to all of Baldwin Township ~~the City of Baldwin~~ Parks in the County of Sherburne.

SECTION 3: DEFINITIONS

For the purpose of this Ordinance, the terms defined in this section shall have the meanings given them in this section.

“Alcoholic Beverage” means any intoxicating beverage as defined by Minnesota Statutes and include, but is not limited to, intoxicating liquor, strong beer, 3.2 beer, and wine.

“Controlled Substance” means any substance defined as a controlled substance by Minnesota Statutes Chapter 152, or by other statutes or Federal law or regulations.

“Motorized Recreational Vehicles” means any self-propelled, off-the-road, or all terrain conveyance, including but not limited to, a snowmobile, mini-bike, amphibious vehicle, motorcycle, go-cart, trail bike or dune buggy.

“Park” means any government owned land or water area above the OHW mark, and all facilities thereon, established as a park by Baldwin Township ~~the City of Baldwin~~ pursuant to its authority under Minnesota Statutes.

~~“Park Administrator/Town Board”~~ **“City Council Liaison”** means the person designated by the Town Board ~~City Council~~ to serve as the chief administrative officer of the Baldwin Township ~~City of Baldwin~~ Park System or his/her designee and/or the person designated by the Baldwin Town Board ~~City Council~~ with the responsibility for the operation and management of a particular park or parks.

“Park Visitor” means any person, firm, partnership, association, corporation, governmental unit, company or organization of any kind within a park.

“Vehicle” means any motorized, self-propelled, animal-drawn, or human powered conveyance of persons or things.

“Weapon” means any device, including, but not limited to, firearms, bows and arrows, slings, and spring guns, pellet or BB guns, paint guns, and electronic weapons, from which a shot or projectile of any type is discharged or propelled by means of an explosive, gas, compressed air, or other means. An electronic weapon means a portable device which is designed, used, or intended to be used, offensively or defensively, to immobilize or incapacitate persons by the use of an electric current.

“Wildlife” means all living creatures, not humans, wild by nature, endowed with sensation and power or voluntary motion, including quadrupeds, mammals, birds, fish, amphibians, reptiles, crustaceans and mollusks.

“**City of Baldwin Township**” means the park organization or system in **the City of Baldwin Township** as set forth by the Baldwin Town Board **City Council**.

SECTION 4: REGULATIONS OF GENERAL CONDUCT

A. Possession and Use of Alcohol and Controlled Substances.

It shall be unlawful for any person to:

- Serve, possess or consume any non-prescription controlled substance within a park.
- Serve, possess or consume any alcoholic beverage ~~without a permit~~.

B. Public Nuisance – Breach of Peace.

It shall be unlawful for any person to:

- Disturb, harass, or interfere with any park visitor or a park visitor’s property.
- Gamble in a park (excluding bingo that is licensed by permit).
- Use loudspeakers or other amplifying systems in a park, ~~except by permit from the Park Administrator/Town Board.~~
- Urinate/defecate in any park except at designated restroom or portable restroom facilities.

C. Littering – Release of Foreign Substance.

It shall be unlawful for any person to:

- Deposit, scatter, drop or abandon in a park any bottles, cans, broken glass, sewage, waste, or other material, except in receptacles provided for such purposes. Said waste receptacles are to be used only by park visitors for such wastes as are created during use of the park for recreational activities. Other use of said waste receptacles is a violation of this Ordinance.

D. Fires.

It shall be unlawful for any person to:

- Start a fire in a park, except in a designated area, such as a fireplace or fire ring, ~~or as otherwise allowed by a permit from the Park Administrator/Town Board.~~
- Leave a fire unattended or fail to fully extinguish a fire.
- Drop, throw, otherwise leave unattended in a park, lighted matches, burning cigars, cigarettes, tobacco, paper, or other combustible material.
- Possess or use Fireworks within a park.

~~E. Possession and Use of Fireworks~~

~~F.~~ E. Possession and Use of Weapons.

It shall be unlawful for any person to:

- Discharge any weapon, including bow and arrow within a park. ~~without a permit obtained from the Park Administrator/Town Board.~~
- Conduct any form of hunting of wildlife or game within a park ~~without a permit obtained from Baldwin Township and with a permit, is only allowed in designated area of the park with the appropriate hunting license required of the State.~~

~~—G.~~ F. Commercial Use – Public Meetings and Assemblies.

The parks shall be used solely for use and enjoyment of families. There shall be no use of the parks for business or commercial enterprise or service. Any gathering that has greater than 10 persons shall need a written permit from the ~~Park Administrator/Town Board~~ to complete a rental agreement, see page 11, Young Park Pavillion Rental. and then only in areas designated by the permit.

H. Pets.

It shall be unlawful for any person to:

- Bring a dog, cat, or other animal into a park unless caged, kept on a leash not more than six feet in length or under the control of person by tether/rein or to tether any animal to a tree or other plant, unless referring to service oriented animals including those for law enforcement.
- Permit any dog, cat, or other animal to enter a beach area, nature center area, refuge area, picnic area, park building, or other unauthorized area within a park or into any park where their presence is prohibited by the Park Usage Plan. Comprehensive Plan.
- Permit a dog, cat, or other animal to disturb, harass, or interfere with any park visitor or a park visitor's property.
- To release an animal into the lands or waters that is not indigenous to the area.

- To allow an animal to defecate/urinate in an unauthorized area. Dog handlers shall clean up and dispose of the same.

I. Designated Trail Use.

It shall be unlawful for any person to:

- Use the trails that are not designated for a particular use, ~~except by permit from Park Administrator/Town Board.~~

SECTION 5: REGULATIONS FOR PROTECTION OF NATURAL RESOURCES AND WILDLIFE.

It shall be unlawful for any person to:

- Injure, destroy, or remove any tree, flower, shrub, plant, rock, soil, or mineral in a park.
- Kill, trap, hunt, pursue, or in any manner disturb or cause to be disturbed, any species of wildlife within a park, ~~except by permit.~~
- Remove any wildlife, living or dead, from a park, and any wildlife so removed or taken contrary to the provisions of this Ordinance or any laws of the State of Minnesota shall be considered contraband and subject to seizure and confiscation.
- Release within a park any plant, chemical, or other agent intentionally harmful to the vegetation or wildlife of the park.

SECTION 6: REGULATIONS OF RECREATIONAL ACTIVITIES

For each and all recreational activities conducted on ~~county~~ **city** park land, the activity is done at the users own risk.

A. Camping.

It shall be unlawful for any person **to camp in any city park.**

- ~~Camp in a park without a permit.~~
- ~~Camp in a park without a written permit from the Park Administrator/Town Board or his authorized representative.~~
- ~~Cause, create or make any noise which disturbs the peace, quiet and tranquility of the camping area.~~
- ~~Discharge water or any other wastes in a park except into designated containers, drains or dumping stations.~~
- ~~Dig trenches or make any other excavations in a park.~~

- ~~Occupy camp sites in a park contrary to a written permit. A permit may be revoked and the park visitor(s) expelled from the park if they violate the conditions of the permit, including but not limited to occupation of camp sites not listed in the permit or cause, create or make noise disturbing the quiet of the camping area.~~

B. Swimming

It shall be unlawful for any person to:

- Violate hours posted for swimming in a designated swim area. All persons are notified that if there are no lifeguards stationed at designated swim areas, they swim at their own risk.

C. Boating

It shall be unlawful for any person to:

- Launch or land any boat, yacht, canoe, raft or other watercraft upon any water, lagoon, lake, pond or slough within a park except at locations designated for that purpose.
- Leave unattended any boat or other watercraft except in areas designated for that purpose.
- Operate any watercraft in a designated swimming area.

D. Fishing

It shall be unlawful for any person to:

- Fish in a park area designated as a no fishing area.
- Leave, store, abandon, or otherwise cause to remain on any park property or access site, any fish house, dark house, portable shelter, or other structure. Any such structure left on park property without a permit for more than 72 hours will be confiscated and/or destroyed.

E. Horseback Riding.

It shall be unlawful for any person to:

- Ride, lead, or permit a horse to be within a park except in designated riding areas and at designated hours.
- Ride a horse in a reckless manner or to likely endanger the safety or property of any park visitor or the rider.

F. Dogsledding and Horsesledding.

It shall be unlawful for any person to dogsled or horsesled on any park unless done in locations designated for that use ~~unless a permit by Baldwin Township has been obtained.~~

G. Bicycling.

It shall be unlawful for any person to:

- Operate a bicycle except on park designated bikeways and roadways, and except as close to the right-hand side thereof as conditions will permit.
- Operate a mountain bike or similar cycle except on bike trails and roadways as permitted by the ~~Park Administrator/Town Board~~ **City Council Liaison/City Council**.
- Ride or operate a bicycle in a reckless or careless manner, or at speed faster than is reasonable and safe with regard to the safety of the operator and other persons in the immediate area.

H. Roller Skating/Rollerblading.

It shall be unlawful for any person to:

- Roller skate or rollerblade in a park, except on paved bike trails unless posted otherwise.
- Roller skate or rollerblade in a park in a reckless or careless manner, or at a speed faster than is reasonable and safe with regard to the safety of the operator and other persons in the immediate area.

I. Winter Activities.

It shall be unlawful for any person to:

- Skate **and** sled, ~~coast, snowshoe, or ski~~ in a park except at such times and at such places as may be designated therefore.

J. Use of Motorized Recreation Vehicles.

It shall be unlawful for any person to operate a motorized recreation vehicle within a park, except at such times and in such areas as designated by the ~~Park Administrator/Town Board~~ **City Council Liaison/City Council**.

K. Use of Aircraft.

It shall be unlawful for any person to:

- Use any land within a park for a starting or landing field for aircraft, hot air balloons, or parachutes, ~~without a permit from the Park Administrator/Town Board.~~
- Start, fly, or use any fuel powered model aircraft, model rocket, or like-powered toy or model, in a park ~~without a permit from the Park Administrator/Town Board.~~

SECTION 7: REGULATIONS OF VEHICLES

A. Operation.

It shall be unlawful for any person to:

- Operate any vehicle within a park except upon roadways, parking areas, or other designated locations thereof.
- Operate a vehicle in a park at a speed in excess of posted speed limits.

B. Parking.

It shall be unlawful for any person to:

- Park or leave a vehicle standing within a park except in a designated parking area.
- Park or leave a vehicle standing after posted closing hours without a valid camping permit or other special use permit from the Park Administrator/Town Board.

C. Wash and Repair.

It shall be unlawful for any person to wash, polish, grease, change oil or repair any vehicle in a park.

Nothing in this Ordinance shall prevent law enforcement personnel, emergency services personnel, or county city maintenance personnel from their required duties.

SECTION 8: PARK OPERATION.

A. Hours of Operation.

Parks shall be open to the public daily from one-half hour before sun up until one-half hour after sunset with the exception to Township City approved events. It shall be unlawful for a person to enter or remain in a park at any other time, except for campers in a designated camping area.

Any park or portion thereof may be declared closed to the public by the Park Administrator/Town Board City Council Liaison/City Council, by the Baldwin Town Board City Council, or by the Sherburne County Sheriff, at any time, and for any interval of time, for the protection of park property, for the protection of the public health, safety, or welfare, or as the Park Administrator/Town Board City Council Liaison/City Council, Baldwin Town Board City Council, or Sherburne County Sheriff shall find reasonably necessary.

B. Permits.

A person may be granted a permit by the Town Board or his/her authorized representative for special uses or activities within a park, or for temporary exclusive use of a reserved space within a park. Permits shall be required for any entertainment, tournament, exhibition, or any other special use or gathering which can reasonably be expected to involve 20 or more persons.

~~The Park Administrator/Town Board or his authorized representative may impose conditions upon use in connection with the granting of a permit. Any person, whether the permit applicant or not, who is using a park in accordance with a permit that has been granted, shall comply with the conditions of said permit. It shall be unlawful for a person to violate any condition of a permit.~~

~~Any permit granted pursuant to this Section may be revoked by the Park Administrator/Town Board or his authorized representative upon the violation by the permit holder of any portion of this Ordinance or any provision of state or federal law.~~

~~C. Park Fees.~~ B. Young Park Pavillion Rental

No permit rental agreement shall be issued until the fee for the same has been paid. The Park Administrator/Town Board City Council Liaison/City Council, for permits involving 15 or more persons, may will require insurance for the activity, a deposit to clean up and other monies to ensure that there is no destruction of park property.

Rental Fees

\$100 Deposit Fee (refundable)

\$75 Rental for 4 hours

\$125 Rental for 8 hours

Deposit Fee: Following the rental date, Young Park will be inspected by the Baldwin Public Works Department. The park must be in good condition, per the Rules and Regulations for Park Facilities Rental agreement. The renter will receive their deposit back if the Baldwin Public Works Department approves the conditions at the park.

~~D.~~ C. Liability.

The Township City of Baldwin and Sherburne County Parks shall not be liable for any loss, damage, or injury to property or persons sustained by any park visitor.

SECTION 9: ENFORCEMENT AND PENALTIES

A. Enforcement.

The Park Administrator/Town Board City Council Liaison/City Council and the Baldwin Town Board City Council shall have the right to issue administrative regulations for the purpose of administering this Ordinance.

The Sherburne County Sheriff's Office, other peace officers, DNR Conservation Officers, and designated City of Baldwin Township Parks Public Works employees, shall have the authority to enforce the provisions of this Ordinance and may eject from the park any persons acting in violation of this Ordinance or the permit issued.

Nothing in this Ordinance shall prevent ~~City of Baldwin Township Parks~~ employees from performing their assigned duties.

No person shall impersonate any ~~City of Baldwin Township Parks~~ employee, nor shall they interfere with, harass, or hinder any ~~City of Baldwin Township Parks~~ employee in the discharge of his/her duties.

B. Penalties.

A person guilty of violating any provision of this Ordinance shall be guilty of a misdemeanor.

The ~~Park Administrator/Town Board~~ ~~City Council Liaison/City Council~~ shall have the authority to revoke for good cause any ~~permit or reservation~~ ~~rental agreement~~ issued under this Ordinance.

SECTION 10: SEVERABILITY – REPEAL OF PRIOR ORDINANCES

A. Severability.

The provisions of this Ordinance shall be deemed to be severable. The invalidity or unenforceability of any provision shall not affect the validity or enforceability of any other provision of this Ordinance.

B. Repeal of Prior Ordinance.

Upon enactment of this Ordinance, pre-existing Parks Ordinances are hereby repealed.

SECTION 11: EFFECTIVE DATE.

This Ordinance shall be effective upon passage and publication to Minnesota Statutes. This Ordinance is hereby passed and approved this ~~9th day of June~~ ~~January, 2007,~~ ~~2025.~~

~~Baldwin Town Board~~ ~~City Council~~

By: ~~Bryan Lawrence~~ ~~Jay Swanson~~
~~Chairperson~~ ~~Mayor~~
~~Baldwin Town Board~~ ~~City Council~~

Attest: ~~Cathy Stevens~~ ~~Joan Heinen~~
~~City of Baldwin Township~~ Clerk/Treasurer

Joan Heinen

From: John Morast <John.Morast@mooreengineeringinc.com>
Sent: Tuesday, May 27, 2025 1:30 PM
To: Tom Rush
Cc: Joan Heinen; Baldwin Maintenance
Subject: RE: Baldwin/FW: Morast Contact Information for Zac

Good morning all and hope you all had a wonderful, thankful and safe holiday weekend!
Wanted to provide a quick update.

We reached out to the DNR and heard back from them late last week.
Here are their responses:

- CatEx is **needed** because MnDNR receives their money from the Federal Highway Administration (so a federalized process).
- The CatEx will be replacing the previous EAW that was completed at the site. Erin noted she will share with me some of this info if she can find it.
- Moore will need to complete the Cultural, noise, and threatened and endangered species review request form (Word) and submit to agencies for review. After review/comments are received, we compile them into the CatEx.
- MnDNR does have some Federal/State Threatened and Endangered species and Cultural Resource info on the site. Erin noted she will share with me some of this info if she can find it.
- CatEx form was last updated on October 2023 and has not been updated since recent Federal Executive orders, which has changed some of the NEPA requirements. Erin noted that DNR has not updated it at this time and noted we should continue using this form and guidance.
- Project's grant app had been previously revised in the award letter. Erin noted she will share with me some of this info if she can find it.

The CatEx is in the original application for \$10,000. The costs have risen to complete the CatEX. But, Moore will honor the original cost as to not place any additional, undue burden on the City.

We have another call into the DNR asking if the \$10K CatEx amount in the original application is an eligible reimbursable expense (ie. the City pays a consultant and then gets reimbursed), or a portion of the City's contribution for their required amount (ie. the City pays the consultant \$10k and that is part of the City's required 25% contribution of \$31,250, from the application).

Hopefully that all makes sense.
Will keep you posted but wanted to provide an update.

Thanks!!

John

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

FIRST AMENDMENT TO AGREEMENT FOR BUILDING OFFICIAL SERVICES

This Amendment is entered into on this _____ day of _____ 2025, by and between the City of Baldwin, a Minnesota municipality, 30239 128th Street NW, Baldwin, Minnesota 55371 ("Jurisdiction") and Rum River Ventures, LLC DBA Rum River Consultants, a Minnesota limited liability company, 23306 Cree Street NW, Suite 103, St. Francis, Minnesota 55070 ("Contractor"). The Jurisdiction and the Contractor may hereinafter be referred to separately as a "Party" or collectively as the "Parties."

RECITALS

The Agreement is modified to add Section 19 to read as follows:

19. During the term of this Agreement, Contractor and its employees shall not engage in business activities within the City which may interfere with the performance of Contractor's duties and responsibilities under this Agreement and create a potential conflict of interest. The following is an example of a potential conflict:
- **Financial Conflicts:** Having a financial interest in a property, project or company that is subject to the building official's oversight.
 - **Personal Conflicts:** Family relationship with individuals or companies involved in construction or development projects that are subject to the building official's oversight.
 - **Organizational Conflicts:** Being employed by or having affiliations with a company that could benefit from a particular decision or outcome subject to the building official's oversight.

All other terms and conditions of the original Agreement are hereby ratified and affirmed.

IN WITNESS WHEREOF, the Parties hereto have signed and executed this Agreement, both in duplicate, on the day and year first above written.

JURISDICTION

Jay Swanson, Mayor

ATTEST:

Joan M. Heinen, City Clerk/Treasurer

CONTRACTOR

Andy J. Schreder, Chief Building Official



Planning and Zoning Administration
Sherburne County Government Center
13880 Business Center Drive, Suite 100
Elk River, MN 55330-4668

2025 RECYCLING DAY REPORTING FORM

CITY / TOWNSHIP: Baldwin

NUMBER OF PARTICIPANTS: 189

Locations where materials were delivered for final disposal (recycled or landfilled) **MUST** be included.
Please submit a copy of ALL INVOICES (including garbage, labor costs, etc.) for conducting the event.

ITEM	Total Number or Weight Collected	Total \$ Revenue Generated from Gate Fees	Invoiced Amount and Credits (Enter Credits by Using -)	Hauler	Recycling Facility or Landfill each material was delivered to
Electronics (E-Waste)	72-TV/Monitor, Electronics-6	\$ 1,330.00	\$ 2,220.00	Jim's Mille Lacs Disposal	Crow Wing Recycling
Scrap Metal	2.3 tons	\$ 0.00	\$ 0.00	" "	Milaca Iron and Metal
Tractor/Truck Tire	54	\$ 903.00	\$ 903.00	" "	First State Tire in Isanti, MN
Car/Light Truck Tire	First 4 Free	\$ 555.00	\$ 3,064.00	" "	First State Tire in Isanti, MN
Fluorescent Bulbs	0	\$ 0.00	\$ 0.00		N/A
Appliances	71, Freon 34, 1-Free	\$ 1,020.00	\$ 1,730.00	" "	Milaca Iron & Metal
Automotive Batteries	Unknown	\$ 165.90	\$ 0.00	Baldwin Public Works	B & E Recycling, Elk River, MN
Household Batteries	0	\$ 0.00	\$ 0.00	" "	N/A
Mattresses/Box Springs	125	\$ 2,500.00	\$ 2,277.88	" "	Elk River Landfill
Propane Tanks	0	\$ 0.00	\$ 0.00		
Paper Shredding	N/A	\$ 0.00	\$ 0.00	N/A	N/A
Car Seats			\$ 304.49	N/A	SWM Tax
MSW (Misc. Garbage)			\$ 4,595.10		Trash Trucks-Skid Loader
Other Items			\$ 393.00		
• Ads / Publications					
• Staff Labor/ Salary			\$ 2,228.61		
• Food / Beverages			\$ 109.28		
• Additional supplies & Rental					
TOTAL (Collected Gate Fees):		\$ 6,473.90			
TOTAL (Invoiced Amount):			\$ 17,825.36		

Please submit completed reporting form and all invoices prior to JULY 31, 2025.



**Hakanson
Anderson**

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



MEMORANDUM

TO: Baldwin City Council

CC: Joan Heinen, City Clerk
Zac Good, Public Works Supervisor
Sam Jochum, Hakanson Anderson

FROM: Shane Nelson, Hakanson Anderson

DATE: June 6, 2025

RE: 1.5" Overlay Quote from Knife River
123rd Street and 278th Avenue

Please find attached the Quote / estimate from Knife River Corporation for constructing a 1.5" bituminous overlay on 123rd Street and 278th Avenue. This quote is in response to the May 28th site meeting with Knife River Corporation as a way to address hairline cracking on 278th Avenue that was observed this spring.

Please note that this item would be considered additional work (vs. corrective work). Knife River Corporation stated at the site meeting that they are not willing to perform this work at their cost.

The total cost for the additional work as shown in the Quote is \$35,260, which is a fair price for a 1.5" bituminous overlay. Therefore, we would recommend that the City accept the Quote if they are interested in adding additional strength to the road and closing this issue.

The other corrective paving work that was discussed at the site meeting was performed on May 29th. The corrective paving work was performed at Knife River Corporation's costs.

Please consider this Quote at your earliest convenience. Thank you.

Quote for Baldwin Twp - 123rd & 287th Overlay

KNIFE RIVER CORPORATION - NC Contact: Mike Puhalla
4787 Shadow Wood Drive NE
Sauk Rapids, MN 56379
mike.puhalla@kniferiver.com Cell: (320) 248-8730

Bid Date: 05/29/2025

Quote To:

Baldwin Twp
1.5 " Overlay Proposal

Phone:

Fax:
Email:

Quote is valid for 15 days.

Item	Description	Quantity	Unit	Unit Price	Extension
10	Mobilization - 123rd & 287th Ave NW	1.000	LS	7,200.000	7,200.00
20	Traffic Control - 123rd & 287th Ave NW	1.000	LS	1,300.000	1,300.00
30	Mill Bit Lap Joints	75.000	LF	12.000	900.00
40	Tack Coat	135.000	GL	3.000	405.00
50	SP 9.5 Wear Course Overlay (2,B)(1.5" Lift)	230.000	TN	102.000	23,460.00
60	Agg Base Class 5 - Shouldering	35.000	TN	57.000	1,995.00
Total Quote: \$					35,260.00

Inclusions/Exclusions:

NOTES:

1. All items Tied, unless approved by Estimator.
2. No Bond or Retainage to be held on this project.
3. Quote is valid for 15 days.
4. 1.5" Overlay proposal per Owners request.

PAYMENT TERMS:

1. To accept this proposal, sign and return a copy to Knife River Corp.
2. A valid credit account with Knife River Corp. is required before work will be scheduled.
3. No retainage is provided for in this quotation or per owner as required in plans and spec's. Any deducts due to material deficiencies must be in writing and Knife River Corp. notified prior to the invoice being due.
4. All work becomes due and payable within 30 days of the invoice. Balances beyond 30 days are subject to finance charges in accordance with the credit agreement.

ACCEPTANCE:

All material is guaranteed to be as specified. All work will be completed in a workmanlike manner according to standard practices.

Your signature indicates you agree to the prices, specifications and conditions as stated. It gives us authorization to do the work specified and payment will be made as outlined above.

Signature: _____

Signature: Mike Puhalla

Printed Name: _____

Printed Name: Mike Puhalla

Title: _____

Title: Estimator/Project Manager

Firm: _____

Firm: Knife River Corporation - North Central

Date: _____

Date: 5/29/25

Joan Heinen

From: Sam Jochum <samj@haa-inc.com>
Sent: Friday, May 30, 2025 3:05 PM
To: Joan Heinen
Cc: Baldwin Maintenance; Shane Nelson
Subject: 123rd Street and 278th Avenue Overlay Estimate
Attachments: Baldwin - 123rd & 287th Overlay Proposal.pdf

Joan,

We had a meeting on the punch list items for the 123rd and 278th culvert and paving project with the Knife River on Wednesday this past week. We asked Mike Puhalla with Knife River to come up with a price for a bituminous overlay. I have Mike's estimate attached. Would you be able to forward this information to council? Please also let me know if it is a topic they would like to discuss at the next council meeting on June 9th, or if they want to discuss it on the June 23rd meeting when I am there. Let me know if you have any questions.

Thanks,

Sam

Joan Heinen

From: Iron Shoe Farm <ironshoefarms@gmail.com>
Sent: Friday, May 23, 2025 3:46 PM
To: Joan Heinen
Subject: Re: Baldwin/May 13th Special City Council Meeting Agenda

We've had an excessive amount of traffic due to the holiday weekend. Perhaps the city would have some insight on placing speed signs up with the sheriff's department. Im sure it has to do with construction, however, we should have had a little more preparatory postings prior to the holiday. I nearly got hit driving my utv into our driveway from 136th St. This is just getting to be too much. We are almost ready to move.

On Tue, May 13, 2025, 7:12 AM Joan Heinen <city.clerk@baldwinmn.gov> wrote:

Hello,

Please find attached the agenda for the Special City Council meeting on May 13th, 2025, at 7:00 p.m.

Thank you.

Joan Heinen

Clerk/Treasurer

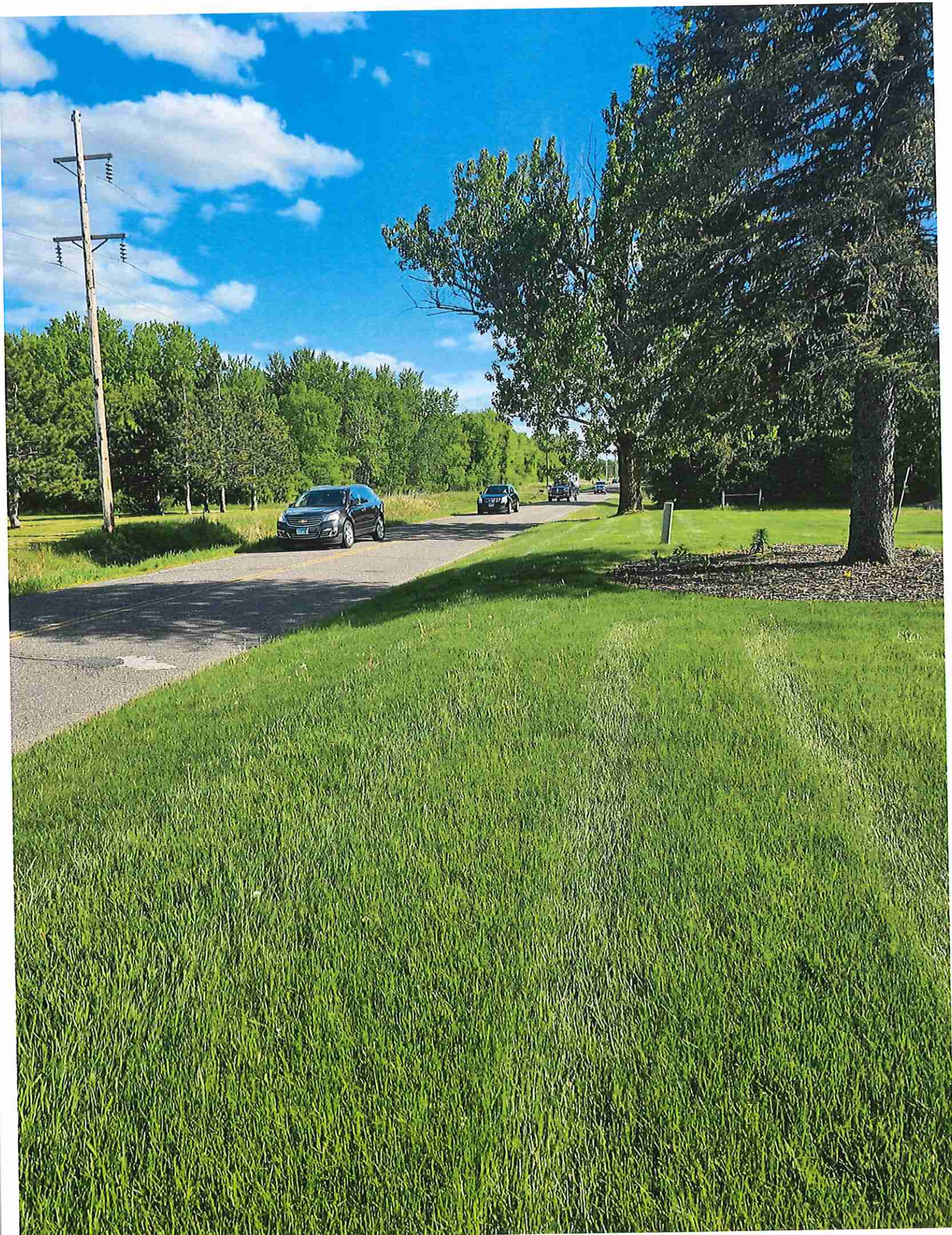
City of Baldwin

30239 128th Street NW

Baldwin, MN 55371

763-389-8931

city.clerk@baldwinmn.gov





PERCENT BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization: Sherburne SWCD	Contract Number: #2025-06-01	Amendment ☐ Board Meeting Date(s):	Canceled ☐ Board Meeting Date(s):
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*If contract amended, attach amendment form(s) to this contract.

Applicant

Land Occupier Name City of Baldwin	Address 30239 128th St NW	City/State Baldwin, MN	Zip Code 55371
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* If a group contract, this must be filed and signed by the group spokesperson as designated in the group agreement and the group agreement attached to this form.

Conservation Practice Location

Township Name: City of Baldwin	Township No: 35	Range No.: 26	Section No. 36	1/4, 1/4 Nw, NE
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Contract Information

I (we), the undersigned, do hereby request assistance to help defray the cost of installing the following practice(s) listed on the second page of this contract. It is understood that:

- The land occupier is responsible for full establishment, operation, and maintenance of practice(s) applied under this program to ensure that the conservation objectives are met and the effective life, a minimum of 10 years, is achieved. The specific operation and maintenance requirements for the conservation practice(s) listed are described in the Operation and Maintenance Plan prepared for this contract by the technical assistance provider.
- Should the land occupier fail to maintain the practice(s) during the effective life, the land occupier is liable to the organization for up to 150% of the amount of financial assistance received to install and establish the practice(s) unless the failure was caused by reasons beyond the land occupier's control, or if conservation practices are applied at the land occupier's expense that provide equivalent protection of the soil and water resources.
- If title to this land is transferred to another party before expiration of the aforementioned effective life, it shall be the responsibility of the landowner who signed this contract to advise the new owner that this contract is in force and to notify other parties to the contract of the transfer.
- Practice(s) must be planned and installed in accordance with technical standards and specifications of the:

EFOTG and the Minnesota Stormwater Manual
- Increases in the practice(s) units or cost must be approved by the organization through amendment of this contract as a condition to increase the financial assistance payments.

6. This contract, when approved by the organization, will remain in effect unless canceled or amended by mutual agreement. If the practice(s) covered by this contract have not been installed by 12/1/2025, this contract will be automatically terminated on that date.

7. Items of cost for which reimbursement is claimed are to be supported by invoices/receipts for payments and will be verified by the organization as practical and reasonable. The invoices/receipts must include: the name of the vendor; the materials, labor or equipment used; the component unit costs; and the date(s) the work was performed. The organization has the authority to make adjustments to the costs submitted for reimbursement. Reimbursement requests must also be supported by a completed Percent Based Voucher Form.

Applicant Signatures

The land occupier's signature indicates agreement to:

- Grant the organization's representative(s) access to the parcel(s) where the conservation practice(s) will be located.
- Have all required legal land rights, including but not limited to: access and authority to both construct and maintain the conservation practice(s) agreed upon in this contract for the effective life of the practice(s).
- Obtain any permits required in conjunction with the installation and establishment of the practice(s) prior to starting construction of the practice(s).
- Be responsible for the operation and maintenance of conservation practice(s) applied under this program in accordance with an Operation and Maintenance Plan prepared by the technical assistance provider.

5. Not accept financial assistance funds, from state sources in excess of 75 percent, or state and non-state sources that when combined are in excess of 100 percent of the total cost to establish the conservation practice(s).

6. provide copies of all forms and contracts pertinent to any other state or non-state programs that are contributing funds toward this project.

Date	Land Occupier
Date	Landowner, if different from applicant
	Address, if different from applicant information: PID: 01-00407-0001

Conservation Practice

The primary practice for which assistance is requested is: **812M**

Practice standard(s) or eligible component(s)	Total Project Cost Estimate
Screening, Straining or Hydrodynamic Separation	\$89,638.13

Technical Assessment and Cost Estimate

I have the appropriate technical expertise and have reviewed the site where the above-listed practice(s) will be installed and deem the practice(s) needed and that the estimated quantities and costs are practical and reasonable.

Date	Technical Assistance Provider
06/05/25	<u>Chris Dahn</u> Chris Dahn (Jun 5, 2025 08:09 CDT)

Amount Authorized for Financial Assistance

The organization has authorized the following for financial assistance, total not to exceed 75 percent of the total cost to establish the conservation practice.

Approval Date	Authorized Signature	Total Amount Authorized
		\$7,500.00



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization		Date of organization		Tax exempt number	
Great Lakes Association of Musicians & Artists		8-4-2021		87-2016602	
Organization Address (No PO Boxes)		City	State	Zip Code	
3449 Pilgrim LN		Plymouth	MN	55441	
Name of person making application		Business phone		Home phone	
Michael Graham		615-491-8863		615-491-8863	
Date(s) of event		Type of organization ☐ Microdistillery ☐ Small Brewer			
September 6, 2025		☐ Club ☐ Charitable ☐ Religious ☒ Other non-profit			
Organization officer's name		City	State	Zip Code	
Hannah Graham		Plymouth	MN	55441	
Organization officer's name		City	State	Zip Code	
Andrea Graham		Minneapolis	MN	55407	
Organization officer's name		City	State	Zip Code	
			MN		

Location where permit will be used. If an outdoor area, describe.

Private Ticketed Music and Arts Festival held on 5 acres of a 40 acre property at 27808 104th ST NW, Zimmerman MN

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
Merlin's/Fable Catering. 504 19th Ave N, Princeton MN 55371

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
West Bend Mutual Insurance Company - \$2,000,000

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Event in conjunction with a community festival ☐ Yes ☐ No	City or County E-mail Address
Current population of city	

Please Print Name of City Clerk or County Official

Signature City Clerk or County Official

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event

No Temp Applications faxed or mailed. Only emailed.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

**PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY
PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY
CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US**

April 29, 2025

To: City of Baldwin
30239 128th Street NW
Baldwin Township, MN 55371

From: Great Lakes Association of Musicians and Artists
c/o Mike Graham (615) 491-8863
27808 104th St NW
Zimmerman, MN 55398



Subject: Sandhill Crane Arts and Music Festival Fundraiser Alert

Dear Joan M. Heinen, Clerk/Treasurer,

I hope this letter finds you well. I am writing to inform you about an upcoming event that may be of interest to the city of Baldwin Minnesota. On September 6, 2025, the fifth annual Sandhill Crane Arts and Music Festival will be held at the Graham Family Farm 27808 104th St NW to raise funds for the Great Lakes Association of Musicians and Artists.

This festival promises to be a vibrant celebration of local talent, featuring live music performances, arts and crafts exhibits, food vendors, and various family-friendly activities. Not only does it serve as an opportunity for residents to come together and enjoy a day of entertainment, but it also supports our local artistic community and contributes to the cultural richness of our area.

Given the nature of the event and its potential impact on the community, I wanted to ensure that the city of Baldwin is aware of the festival and its fundraising purpose. Our neighbors have also been made aware of this event and we look forward to having them join us on the farm.

This event is a private, ticketed event. We have all parking and accommodations on-site on our property and assure that there is no parking or traffic obstruction on County Rd 19. Overnight parking is supported and encouraged (goal is to eliminate drinking and driving). The event is professionally managed to ensure amplified sound is not disturbing to neighbors. There will be a licensed bar serving on premises. The vendor for this year's event has not been selected and we are assuming that there will be a permit needed from the city of Baldwin. The event will also be covered by a specific liability insurance policy. Medical and a security team are also part of our festival staff.

The website <https://www.glama.org/events> contains information about our organization, our mission, our story. We have not yet publicly announced the 2025 festival. Should you have any questions or require further information, please do not hesitate to reach out to me directly.

Thank you for your support in making the Sandhill Crane Arts and Music Festival a memorable and successful event for our community.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/02/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER North Risk Partners 622 Roosevelt Road Suite 240 St Cloud MN 56301		CONTACT NAME: Leslie Seehusen PHONE (A/C, No, Ext): (320) 253-1122 FAX (A/C, No): (855) 927-6655 E-MAIL ADDRESS: leslie.seehusen@northriskpartners.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Secura Insurance Co	NAIC # 22543
		INSURER B: SFM Mutual Insurance Company	11347
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 25/26

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			BP3312960	02/28/2025	02/28/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ 2,000,000
	☐ AUTOMOBILE LIABILITY ANY AUTO ☐ OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			A3430156	02/28/2025	02/28/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$			CU3405791	02/28/2025	02/28/2026	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	☐ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) if yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	161281.203	02/28/2025	02/28/2026	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Liquor Liability			BP3312960	02/28/2025	02/28/2026	each common cause 1,000,000 aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

City of Baldwin 30239 128th St NW Princeton MN 55371	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555

**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization Christ Our Light Parish		Date of organization	Tax exempt number 1619218
Organization Address (No PO Boxes) 11700 293rd Ave. NW.	City Baldwin	State MN	Zip Code 55371
Name of person making application Christopher Anthony Rotz		Business phone 320-266-0169	Home phone
Date(s) of event 09/21/2025	Type of organization ☐ Microdistillery ☐ Small Brewer ☐ Club ☐ Charitable ☒ Religious ☐ Other non-profit		
Organization officer's name Christopher Anthony Rotz	City Zimmerman	State MN	Zip Code 55398
Organization officer's name	City	State MN	Zip Code
Organization officer's name	City	State MN	Zip Code

Location where permit will be used. If an outdoor area, describe.

It will be directly outside of the church in a grassy area near the festival grounds. In a popup tent location.

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

The Catholic Mutual Relief Society of America 10843 Old Mill Rd. Omaha, NE 68154.

Occurrence Each \$1,000,000

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Event in conjunction with a community festival ☐ Yes ☐ No	City or County E-mail Address
Current population of city	

Please Print Name of City Clerk or County Official

Signature City Clerk or County Official

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event

No Temp Applications faxed or mailed. Only emailed.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

**PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY
PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY
CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US**