



AGENDA FOR JULY 7TH, 2025
BALDWIN CITY COUNCIL REGULAR MEETING
7:00 p.m.
(Revised 07/03/2025)

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:

- Patricia Gruber – 13363 279th Avenue: Repairs on 279th Avenue
- Kristin Lokken – 9735 294th Avenue: Dangerous Dogs at Large in Her Neighborhood

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 Liquor License Renewal for Fairway Shores, Inc.
- Approve Liquor License Renewal for Ridgewood Bay
- Approve City Council Meeting Minutes for June 9th and June 23rd, 2025
- Approve Building Permits for April and May 2025
- Approve Sherburne County License Agreement

Fire Department Report:

- a. Discuss/Approve/Disapprove New Hire Firefighter, Alexander Schablitsky, Contingent on Pre-Employment Testing
- b. Discuss/Approve/Disapprove New Hire Firefighter, Christian Higgins, Contingent on Pre-Employment Testing
- c. Discuss/Approve/Disapprove New Hire Firefighter, Kelton Rintamaki, Contingent on Pre-Employment Testing

Planning Items:

- a. Discuss Code Enforcements
- b. Discuss/Approve/Disapprove City Code; Codification of City Ordinances
- c. Discuss/Approve/Disapprove Resolution 25-17 Appointments to Planning Commission

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.

- d. Discuss/Approve/Disapprove Second Driveway for PID# 01-00025-2401
- e. Discuss/Approve/Disapprove Sherburne County Zoning and Subdivision Ordinance Survey Submission
- f. Discuss/Approve/Disapprove Resolution 25-18; Clover Home Occupation Interim Use Permit

Park Committee Report – Tom Rush

- a. Discuss/Approve/Disapprove Expenditure of \$600.00 for a Split Rail Fence at Lake Helene
- b. Discuss/Approve/Disapprove Lake Diann Stormwater Contract

Cemetery Update – Tom Rush

Tabled Items:

- a. Discuss/Approve/Disapprove City Staff Health Insurance Annual Renewal - Clerk

New Business:

- a. Discuss/Approve/Disapprove Annexing North Portion of 136th Street – Jeff Holm
- b. Schedule Interviews for RFP for Frontier Trails Wastewater Operator – Jeff holm
- c. Schedule Proposed Budget, Truth in Taxation Public Comment Hearing Meeting and Final Tax Levy Approval Meetings – Scott Case
- d. Discuss/Approve/Disapprove Employee Health and Wellness Program Expenditure Fund – Scott Case
- e. Discuss/Approve/Disapprove Resolution 25-19; Amending the 2025 City Budget – Clerk
- f. Discuss/Approve/Disapprove West Branch Construction Increased Expenditure of \$1203.00 for 305th Avenue Culverts – Tom Rush

Announcements:

- a. City Council Budget Meeting Wednesday, July 9th, 2025 at 7:00 p.m.
- b. Special Planning Commission Meeting Wednesday, July 16th, 2025 at 7:00 p.m.
- c. Park Committee Meeting, Thursday, July 17th, 2025 at 7:00 p.m.
- d. Baldwin Fire Department Garage Sale July 17th – July 18th from 8:00 a.m. to 5:00 p.m. and Saturday, July 19th, 2025 from 8:00 a.m. to Noon
- e. Next City Council Meeting and 2024 Audit Presentation Monday, July 21st, 2025 at 7:00 p.m.
- f. Public Works Supervisor; Zac Good Out of the Office the Week of July 7th, 2025
- g. Public Works; Phil Fadden Out of the Office the Week of July 14th, 2025

Any Other Business:

Approve Bills for Payment:

Adjourn:

CITY OF BALDWIN

07/03/25 4:44 PM

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*Cash Balances

Cash Account: 10100

July 2025

Fund	Begin July 2025	Receipts	Disbursements	Transfers		JE Payroll	Balance No	Investments	Balance
				Rec/Dish	Journal Entries				
10100 - Bremer									
101 - General Fund	(\$986,511.37)	\$16,319.58	(\$64,561.95)	\$0.00	\$0.00	(\$399.84)	(\$1,035,153.58)	\$0.00	(\$1,035,153.58)
225 - Cemetery Fund	\$13,392.55			\$0.00	\$0.00	(\$107.65)	\$13,284.90		\$13,284.90
250 - Fire Operations	\$103,269.82	\$12,450.00	(\$4,516.87)	\$0.00	\$0.00	(\$3,229.50)	\$107,973.45		\$107,973.45
275 - Street Capital	\$255,508.67			\$0.00	\$0.00		\$255,508.67		\$255,508.67
301 - G.O. 2017A	\$743,919.64		(\$1,316.81)	\$0.00	\$0.00		\$742,602.83		\$742,602.83
302 - G.O. 2024A	\$17,335.91		(\$8,656.50)	\$0.00	\$0.00		\$8,679.41		\$8,679.41
401 - Capital Project Fund	\$150,987.85			\$0.00	\$0.00		\$150,987.85		\$150,987.85
402 - Fire Services	\$60,364.70			\$0.00	\$0.00		\$60,364.70		\$60,364.70
403 - Fire Infrastructure Fund	\$173,836.03			\$0.00	\$0.00		\$173,836.03		\$173,836.03
404 - Parks Capital Fund	\$102,872.83	\$80.00	(\$5,522.95)	\$0.00	\$0.00		\$97,429.88		\$97,429.88
602 - Sewer Fund	\$48,509.14	\$5,988.01	(\$6,385.37)	\$0.00	\$0.00		\$48,111.78		\$48,111.78
801 - Developers Account - Escrow	\$133,613.13	\$12,935.00	(\$4,690.00)	\$0.00	\$0.00		\$141,858.13		\$141,858.13
802 - Baldwin Estates Escrow	\$1,489.61			\$0.00	\$0.00		\$1,489.61		\$1,489.61
803 - Misty Hollow Escrow	\$0.00			\$0.00	\$0.00		\$0.00		\$0.00
804 - Buck Run Escrow	\$15,756.81			\$0.00	\$0.00		\$15,756.81		\$15,756.81
805 - Sumner Farms 1st Addt Escr	\$2,186.41			\$0.00	\$0.00		\$2,186.41		\$2,186.41
MTD Amounts	YTD Amounts			MTD Amounts	Begin + YTD				
Begin	\$836,531.73			\$975,411.07	\$1,093,183.34				
Receipt	\$47,772.59		Investments	\$0.00	\$0.00				
Disbursements	(\$95,650.45)		Petty Cash	\$0.00	\$0.00				
Transfers Rec/Dish	\$0.00		Savings	\$0.00	\$0.00				
Transfers JE	\$0.00		Money Market	\$0.00	\$0.00				
JE Payroll	(\$3,736.99)		Balance	\$764,916.88	In Balance				

THE CITY OF BALDWIN PUBLIC COMMENT REQUEST FORM

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

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

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

Thank you!

TO ALL PERSONS ADDRESSING THE CITY COUNCIL AT PUBLIC COMMENT:

In order to accurately record your name and address to the official minutes of this meeting, please complete the following and hand it into the clerk, before addressing the City Council.

DATE: 7-2-2025

NAME: Patricia Gruber

ADDRESS: 13363-279th Ave NW

PHONE: 763-370-4413

SUBJECT TO BE PRESENTED TO THE CITY COUNCIL:

sealcoating 279th Ave NW because aggregate is
so exposed.

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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: 7/7/25

NAME: Kristin Loken

ADDRESS: 9735 294th Ave NW

PHONE: 612-325-0803

SUBJECT TO BE PRESENTED TO THE CITY COUNCIL:

Dangerous dogs at large, Letter to resident
for dogs at large



Minnesota Department of Public Safety
Alcohol & Gambling Enforcement Division
445 Minnesota Street, 1600
St Paul, Minnesota 55101
651-201-7507

RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

No license will be approved or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code: ONSS License Period Ending: 8/18/2025 Iden: 8520
Issuing Authority: Baldwin
Licensee Name: Fairway Shores Inc.
Trade Name: Fairway Shores
Address: 28340 131st St
Zimmerman, MN 55398
Business Phone: 763-856-3334
License Fees: Off Sale: \$0.00 On Sale: ~~\$2,200.00~~ ^{\$2500.00} Sunday: ~~\$200.00~~ ^{\$200.00}

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period. Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$100,000 surety bond may be submitted in lieu of liquor liability. (3.2 liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

Licensee Signature: [Signature] DOB: 5/30/65 SSN: 310-78-6451 Date: 6-27-25
(Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/Auditor Signature: [Signature] Date: 6-27-25
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature: [Signature] Date: 6-27-25
County Board issued licenses only (Signature certifies licensee is eligible for license).

Police/Sheriff Signature: [Signature] Date: 6-27-25
Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.

Indicate below changes of corporate officers, partners, home addresses or telephone numbers:

NONE

Indicate below any direct or indirect interest in other liquor establishments:

NONE

Report below details of liquor law violations (civil or criminal) that have occurred within the last five years. (Dates, offenses fines or other penalties, including alcohol penalties):

NONE

Report below details involving any license rejections or revocations:

NONE

City/County Comments:



Minnesota Department of Public Safety
Alcohol & Gambling Enforcement Division
445 Minnesota Street, 1600
St Paul, Minnesota 55101
651-201-7507

RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

No license will be approved or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code: CMBS License Period Ending: 8/10/2025 Idem: 6689

Issuing Authority: Baldwin

Licensee Name: Ridgewood Bay Resort Inc.

Trade Name: Ridgewood Bay Resort

Address: 14255 286th Ave

Zimmerman, MN 55398

Business Phone: 763-309-3819

License Fees: Off Sale: \$500.00 On Sale: \$2,200.00 Sunday: \$200.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.002. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation Insurance will be kept in effect during the license period. Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$100,000 surety bond may be submitted in lieu of liquor liability. (3.2 liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

Licensee Signature: Isaac Schubert DOB: 12-20-1958 SSN: 398-64-7160 Date: 6-9-25
(Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/Auditor Signature: _____ Date: _____
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature: _____ Date: _____
County Board issued licenses only (Signature certifies licensee is eligible for license).

Police/Sheriff Signature: [Signature] Date: 6-27-25
Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.

Indicate below changes of corporate officers, partners, home addresses or telephone numbers:

Gregory A Sackett (President) 1425 1/2 288th ave, Zimmerman MN.
55398 PH. 320-217-4800

Indicate below any direct or indirect interest in other liquor establishments:

NONE

Report below details of liquor law violations (civil or criminal) that have occurred within the last five years, (Dates, offenses, fines or other penalties, including alcohol penalties):

NONE

7/28/22 - failed alcohol compliance check - Sherburne County Sheriff's Office

Case # 22-020342

Report below details involving any license rejections or revocations:

NONE

City/County Comments:



BALDWIN CITY COUNCIL REGULAR MEETING

JUNE 9TH, 2025

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

Jeff Holm arrived at 7:08 p.m.

Also Present – City Attorney: Bob Ruppe from Couri & Ruppe

Call to Order – The June 9th, 2025 regular meeting of the City of Baldwin was called to order by Mayor Jay Swanson at 7:00 p.m.

Pledge of Allegiance – All present recited the Pledge of Allegiance

Prayer Request from Delmas Hines

Additions/Corrections to Agenda

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

June 2025 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$317,740.00, Receipts of \$47,830.98, Disbursements of \$118,651.32 leaving an unaudited balance of \$246,919.66.

Sheriff's Report – Deputy Wilson reported 218 calls for service in May of 2025 for the City of Baldwin. These consisted of 2 thefts that were frauds and no burglaries. There were 24 medicals, 45 traffic stops, 7 motor vehicle accidents and the rest miscellaneous calls for service.

Public Comment Requests:

- Douglas Wark: 10124 277th Avenue – Water backing up in well pit due to beaver dam. Mayor Swanson will get a hold of the City Engineer to inspect. Baldwin Public Works will go out to the location and take pictures.
- Mark Mason: 30209 116th Street – Mark Mason is requesting a new commercial business sign on the intersection of County Road 38 and 116th Street. Swanson stated that the City ordinance does state we cannot have off premise signs for businesses. Swanson stated it cannot be in the road right-of-way and would need to be on private property. Swanson said that the other option would be to amend the current ordinance. This is being discussed later on in the meeting under Planning Items letter (c).
- Norm Behnke: 28123 Lake Diann Road – Norm is at the City Council meeting tonight asking for the status of enforcement for animals. Norm is also asking what Baldwin is trying to accomplish during the meeting with Sherburne County.

Mayor Swanson stated that the goal of the meeting would be to have clear direction for future enforcements. City Attorney, Ruppe, stated that there is some confusion on what authority the Sheriff's office has on citing people on city ordinances versus state law. Discussion will also be on responsibility of enforcing the ordinances.

- Kristi Miller – 14235 285th Avenue NW – Discussing curbing on 285th Avenue. Kristi stated that neighbors have not received letters regarding the curbing start date of construction.

Approval of Consent Agenda – Case/Walker unanimous to approve. Employee Handbook to be tabled until the June 23rd, 2025 City Council meeting.

- 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 – Assistant Chief, Robin Fischer, reported 42 calls for service in May of 2025. These calls consisted of 32 medicals, 2 vehicle fires, 2 structure fires, 2 mutual aid calls, 3 hazardous conditions, 1 grass fire. Of these calls, there were 7 calls for Blue Hill Township.

Discuss/Approve/Disapprove Blue Hill Township Fire Contract – This will be tabled until the June 23rd, 2025 City Council meeting for further revisions to be completed.

Discuss/Approve/Disapprove EMT Funding for Training – Assistant Fire Chief, Fischer, is requesting \$1900.00 for six firefighters. This would be to increase medical first responses for the Baldwin Fire Department firefighters. **Rush/Holm unanimous to approve \$11,400.00 expenditure. A friendly was given by Holm** to use public safety money and if additional funding is needed, it would come from the fire budget. Assistant Chief, Fischer, is also requesting pump operation class in running engines, pumping water at the scene and aerial operations for ladder trucks. This would be for four firefighters at \$600.00 for a total expenditure of \$2400.00. **Holm/Rush unanimous to approve \$2400.00 expenditure.** Rush stated that funds will come from the fire training fund.

Discuss/Approve/Disapprove Firefighter Leave of Absence for Christopher Decker – Holm/Rush unanimous to approve leave of absence for Christopher Decker.

Discuss/Approve/Disapprove Firefighter Leave of Absence for Jay Johnson – Holm/Rush unanimous to approve leave of absence for up to 6 months for Jay Johnson.

Mayor Swanson asked if the ladder truck was up and running. It is ready but Fire Chief Case said he is waiting until July 1st, 2025 for the remaining equipment.

Planning Items:

Discuss/Approve/Disapprove No Parking on 139th Street – City Staff received an email from a resident requesting no parking signs along the side of the road to ensure the resident can park on and in front of her property and not be blocked off by unauthorized vehicles. 139th Street is a privately maintained road by agreement but still exists as a public right-of-way. It would be possible for the City Council to consider establishing no parking zones due to the narrow roadway width. Mayor Swanson would like City Attorney to review. **Holm/Case unanimous to approve** City Attorney to review and bring the findings back to the June 23rd, 2025 city council meeting.

Discuss Code Enforcements – City Staff is requesting City Council approval for the following code enforcements:

PID# 01-00508-0114 – Failure to remove shipping container by June 1st, 2025 – **Holm/Walker unanimous to table** until the June 23rd City Council meeting. There is an outstanding bathroom remodeling at this PID.

PID# 01-00408-0322 – Failure to abate junk/debris, dog violation – **Rush/Case unanimous to approve** sending citation.

PID# 01-00404-0806 – RV trailer as dwelling Unit – **Rush/Case unanimous to approve** sending citation.

PID# 01-00009-3210 – Junk/debris – **Rush/Case unanimous to approve** sending administrative notice.

PID# 01-00415-0340 – Junk/debris – **Case/Rush unanimous to approve** sending administrative notice.

PID# 01-00404-0625 – Dogs at large – **Rush/Case unanimous to approve** sending first contact letter.

PID# 01-00015-1105 – Potential farm related retail business requiring CUP – **Case/Rush unanimous to approve** sending first contact letter

PID# 01-00404-0640 – ROW obstruction – **Case/Rush unanimous to approve** sending second citation.

PID# 01-00409-0420 – ROW obstruction – **Case/Walker unanimous to approve** sending second citation.

Discuss Amending the Zoning Ordinance to Allow Off-Premises Signs – Baldwin's current sign ordinance prohibits off-premise business signs. The two options would be for the business to apply for a variance for the off-premise sign. The challenge here

would be to meet 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-premise sign is neither unique nor does it deny the property a reasonable use. The second option would be to amend the zoning ordinance to allow off-premises signs. This would allow any potential business within the R1 District to have off-premises sign. 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 the resident apply. The City Attorney indicated if you amend the zoning ordinance, it needs to apply to all residents. Rush/Case would like this to be a case-by-case scenario and to have variances done. City Attorney, Ruppe, asked if the applicant would have to pay for the off-site variance. Dan Licht will direct the property owner to apply for a variance. **Case/Walker unanimous to approve** variances being completed for off-premise business signs.

Park Committee Report:

Discuss/Approve/Disapprove Goose Lake and Young Park Request for Proposals (RFP) for Parking Lots and 3 Additional Lights at Young Park – The Park Committees main goal is to propose adding parking to Young Park and 3 additional lights for the expansion of the parking lot. The Park Committee also discussed adding black top to Goose Lake Park. **Walker/Case unanimous to approve** going out for RFP for both projects.

Discuss/Approve/Disapprove Park Ordinance 2025-10 – Rush/Walker unanimous to approve Park Ordinance 2025-10.

Discuss DNR Grant – The recommendation from John Morast, Engineer, would be to do the wetland delineation for the entire site at Young Park. That way the city is covered for whatever needs to be done in the future. Morast was saying the wetland delineation is possibly good up to 5 years. There is a CatEx cost of around \$10,000 that needs to be completed before the DNR grant can be submitted. Case asked what the benefit would be in applying for the DNR grant since there is so much expense in completing the application. Rush stated he just wants to communicate to the Council the status of the DNR grant. John Morast, Engineer for the project, said that a wetland delineation might be needed for the parking lot expansion or any other project at Young Park. The request is to complete a No Loss Determination for under \$2000.00. A No Loss Determination is a DNR form that states there will be no significant wetland impact when doing any work on the trails at Young Park. **Case/Rush unanimous to approve** up to \$2000.00 for a No Loss Determination.

Cemetery Update:

Discuss Lower Cemetery Fence at County Road 38 and County Road 19 – Cemetery Sexton contacted Council Member Holm and stated that it would be a benefit to get a lower height fence at Baldwin cemetery. There is a safety concern with the high

bar on the top of the fence. There is a guard rail at this location and Rush asked if the city could get rid of the fence because of the guard rail. This would be along County Road 19. Rush made a motion to get rid of fencing along County Road 19 except 10 feet from guard rail. Mayor Swanson would like Public Works to take pictures of the location and bring them back to the June 23rd, 2025 City Council meeting.

Tabled Items:

Discuss/Approve/Disapprove First Amendment to Agreement for Building Official Services – Case/Rush unanimous to approve first amendment to the agreement for Building Official Services.

New Business:

Discuss Clean-Up Day 2025 – Rush went over 2025 clean-up day loss and the loss from previous years. Rush is going to propose in 2026 for the clean-up day hours to end at 11:00 a.m. This will help save money on labor.

Discuss/Approve/Disapprove Equipment Rental Quote for Culvert Work at Southern Pines and North Elk Lake Loop – This would be up to \$2000.00 for renting a back-hole and doing seeding. **Rush/Holm unanimous to approve \$2000.00 expenditure.**

Discuss City Council Meeting Night on Monday's – Rush to check with the Park Committee to see if another meeting night would work for the Park Committee Members. Case stated that there are a lot of Monday holidays and suggests Wednesday nights in 2026. Mayor Swanson is not available on Thursdays and is more adapt for Wednesday night City Council meetings.

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 – Case/Rush unanimous to approve Cal Schmock project request.

Discuss 123rd and 287th Overlay Project – **Rush/Case unanimous to table** until the June 23rd, 2025 City Council meeting.

Discuss Increased Traffic on 136th Street due to Highway 169 Construction – Holm is proposing to close this road to thru traffic during the Highway 169 construction. The City Attorney, Ruppe, stated that Baldwin City Council is the road authority. **Rush made a motion** for Holm to contact the MnDOT requesting this. **Swanson seconded the motion. Holm/Case disapproved; motion passed** for Holm to contact MnDOT.

Schedule a Workshop with Engineers on Roads – Rush would like to schedule a workshop to discuss the Baldwin road budget. City Attorney stated that the City Council should discuss how roads will be financed. Mayor Swanson stated that we will have a few budget meetings, and we can discuss this at the first budget meeting. Rush to

check with Engineer, Shane Nelson, on scheduling and figures on budget amounts for road projects.

Discuss/Approve/Disapprove Contract for Sandy Lake Project with an Expenditure of \$82,138.13 – Rush made a motion to go out for quotes on Sandy Lake project, Case second the motion, motion carried.

Discuss/Approve/Disapprove One Day On-Sale Liquor License Application for NE Sherburne Fire and Rescue Relief Association Fire Dance on August 16th, 2025 – Holm/Rush unanimous to approve one day on-sale liquor license.

Discuss/Approve/Disapprove One Day On-Sale Liquor License Application for Great Lakes Association of Musicians & Artists for an Event on September 6th, 2025 – Holm/Case unanimous to approve one day on-sale liquor license for Great Lakes Association.

Discuss/Approve/Disapprove One Day On-Sale Liquor License Application for Christ Our Light Parish for an Event on September 21st, 2025 – Holm/Rush unanimous to approve one day on-sale liquor license for Christ Our Light Parish.

Holm/Rush unanimous to approve one day liquor license to be put on the consent agenda moving forward.

Discuss/Approve/Disapprove Additional Soil Boring Quote for 305th Avenue –This would be on the south end last mile on the south end. It will be for 10 soil borings and 10 core samples for a total of \$10,220.00. **Swanson/Case unanimous to approve additional soil borings on 305th Avenue.**

Discuss Revisions to 2025 Crack Sealing addendum – Rush stated that there is a 2nd addendum to the crack sealing bid due to incorrect miles at 1 ½ and it should have been 14 miles. The bids were supposed to be opened tomorrow but Rush directed the engineers to do another addendum to change the opening of the bids until Thursday, June 12th, 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:

City Council attended the blessing of the new building at Christ Our Light Church.

The Clerk communicated that the City Council has on their table tonight, printouts of the expenditures and revenues for the upcoming budget meeting.

Ruppe, City Attorney, communicated to the City Council that when the liquor license ordinance was adopted, Sunday liquor was not voted on yet. Ordinance 2024-07 will need to be amended to add Sunday Liquor.

There was discussion on changing the renewal date of liquor licensing. This would make it consistent with surrounding areas. Swanson stated that since Baldwin only has 2 liquor licenses, would this be a huge issue? City Attorney, Ruppe, will also explore the impact on changing the renewal date for liquor licensing.

Swanson made a motion to have Ruppe work on amending the liquor license ordinance to include Sunday liquor and possibly changing the renewal date on liquor licensing, **Case seconded the motion, motion carried.**

Approve Bills for Payment – Rush/Walker unanimous to approve 4 EFT Payments for \$4576.44 and check numbers 28612 – 28653 for \$125,706.22 for a total of \$130,282.66.

Adjourn – Holm/Rush unanimous to adjourn at 9:16 p.m.

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

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

Date

Attendees: Doug and Ruby Wark, Norm Behnke, Delmas Hines, Curt & Chris Wark, Mark Mason, Anita Schneider, Christi Miller, Jeff Parent, Mike Graham, Vince Cruz, Rich Leininger, Baldwin Fire Department Assistant Chief, Robin Fischer, Bruce West, Cartrell Cooper.



BALDWIN CITY COUNCIL REGULAR MEETING

JUNE 23RD, 2025

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

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

Call to Order – The June 23rd, 2025 regular meeting of the City of Baldwin was called to order by Mayor Jay Swanson at 7:00 p.m.

Pledge of Allegiance – All present recited the Pledge of Allegiance

Prayer Request from Delmas Hines

Additions/Corrections to Agenda

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

May 2025 Final Treasurer's Report – Beginning balance of \$488,254.06, Receipts of \$43,544.73, Disbursements of \$213,359.17; Check Numbers 28542 – 28615 for \$200,431.49 and 12 EFT Payments for \$12,927.68 for a total of \$213,359.17 leaving an unaudited ending balance of \$318,439.62.

June 2025 Preliminary Treasurer's Report - The Clerk/Treasurer reported a beginning balance of \$318,439.62, Receipts of \$723,814.97, Disbursements of \$183,455.50 leaving an unaudited ending balance of \$858,799.09.

Public Comment Requests - None

Approval of Consent Agenda – Rush/Case unanimous to approve consent agenda. Rush asked for a thank you letter to be sent to Commissioner Bill McGowan.

- Approve Special City Council Meeting Minutes for May 13th, 2025, June 16th, 2025 and Employee Performance Review Meeting Minutes for June 17th, 2025
- Approve City Council Meeting Minutes for May 19th, 2025
- Approve Clerk Vacation Leave of June 27th, June 30th and July 1st, 2025
- Approve Landscape and Driveway Escrow Agreement for PID# 01-00605-0110
- Approve Bill McGowan Resignation as Planning Commissioner Effective June 17th, 2025

Engineering:

Discuss Project Management for Sandy Lake and Bid – Bid is for \$89,638.13 with authorized financial assistance from Sherburne County Soil and Water Conservation of \$7500.00. Rush is inquiring about who will be doing project management for this project. City Engineer, Sam Jochum, stated that the bid needs to go out so they can discuss this with the Contractor more. Jochum stated that since Bogart Pederson did project plans, the bidding and project management would be best left with Bogart Pederson. This would be inspecting and construction surveying also. Rush to reach out to Bogart Pederson to see if they'd do the bidding process and project management for Sandy Lake project.

Discuss/Approve/Disapprove Clear and Grub Quotes for 100th Street and 297th Avenue – At the May 19th, 2025, City Council meeting, it was discussed to get quotes for tree trimming and to bring this quote back to the June 23rd, 2025, City Council meeting. The City Council discussed that the quote should be put on hold to wait to see how many easements are received back from the residents. Rush is asking how many easements have been signed thus far. City Attorney, Ruppe, stated there have been about 17-18 signed easements. Rush stated that he is not in favor of the city replacing trees that are cut down due to the construction on these roads. Swanson asked if City Staff could reach out to the residents and ask their position on signing the easements. City Attorney, Ruppe, stated that City Staff should. Swanson spoke to City Engineer Sam Jochum, that the City Council should set up a meeting regarding MSA roads. Holm indicated that there is more outreach needed to the residents on this road project. **Swanson/Holm unanimous to table** until the first meeting in August. This agenda item is for discussion only at this time.

Discuss/Approve/Disapprove No Loss Application and Excavation at 278th Avenue NW Culvert – The findings for this project is consideration that the city would have to demonstrate that the proposed project would not constitute an improvement to the existing drainage conditions and instead provide proof that the project would only return the wetland to its historical drainage patterns. **Case/Walker unanimous to approve** no loss application and excavation.

Discuss Hakanson Anderson Memo Regarding Excavation at 123rd Street Culvert – The proposed excavation is intended to address high water levels in the wetlands to the east. Swanson stated that on 123rd street, there is a cul de sac which has some drainage. A previous City Engineer found some old pictures of this area. Swanson is requesting the City Engineer check with Sherburne County, Bogart Pederson and the tep panel on pictures and findings. City Attorney, Bob Ruppe, asked if there is historical documents. The City Engineer, Jochum, will check into this.

Discuss Updates on Work Completed on 285th Avenue Curb and 305th Avenue Culverts – The update on 285th Avenue Curb is that work has been completed, and the residents are very satisfied. Rush asked about erosion control and Jochum indicated this will be completed. City Engineer, Jochum, stated that 305th Avenue is finished, and

he just went out and completed some quantifies and wants to match these up with the invoice.

Discuss/Approve/Disapprove Quotes for Crack Sealing and Construction – A bid from Sealpros of \$150,054.00 was received by Baldwin's City Engineer, Hakanson Anderson. Hakanson Anderson requested references and received good references back since they have not worked with Sealpros in the past. Rush recommended the crack sealing management of the project be done in-house. **Holm/Case unanimous to approve** Sealpros bid of \$150,054.00. Rush asked for a start date and City Engineer indicated they were waiting for City Council approval first. **Swanson made a motion for contract/bid to be sent to Baldwin's City Attorney if there are any future changes. Rush seconded the motion, motion carried.**

Management/Observation – Proposal is for services to be invoiced at an hourly rate. IRS mileage would also be applied for a construction period of 2-3 weeks and the estimated at \$16,000 to \$24,000. Rush would like to keep project management in-house. City Engineer indicated that it is typical for Public Works to manage the project. **Holm made a motion to disapprove project management from Hakanson Anderson, Rush seconded the motion, motion carried.** Holm included in the motion for project management for the crack sealing and construction project management to be done by Baldwin's Public Works Department.

Frontier Trails Update – An email received from Wastewater Manager, Mike Gwynn, stated that the facility continues to run well and there is only usual maintenance needed. The financials for the month of May 2025 are \$3928.07 in revenues and \$2761.68 in expenditures leaving a balance of \$1166.39 for the month of May 2025. Rush asked when the RFP deadline is, and the Clerk stated it is July 1st, 2025.

Road Report:

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

Discuss Failed Driveway for PID# 01-00594-0120 – Driveway is from January of 2022. The driveway has been inspected by the City Engineer on 5/4/2023, 10/18/2024 and 5/19/2025 and failed inspection. The slopes are not 4-1 and the driveway is not 16 feet wide. Holm stated that the road has not been reconstructed and there are other driveways on this road that don't meet standards. City Engineer, Jochum, indicated there is quite a bit of drop on the slope of the driveway. Jochum stated that just the topsoil needs to be fixed. City Attorney, Ruppe, communicated that the corrections should be communicated to the homeowner by the City Engineer.

Discuss/Approve/Disapprove Road Maintenance Agreement By and Between Princeton Township and the City of Baldwin for 325th Avenue and 136th Street – Rush/Case unanimous to approve the road maintenance agreement.

Discuss Sludge on 100th Street at Homeowner Residents – Swanson would like this looked at to make sure it isn't coming from neighbor's sewer. Rush asked if SWCD did a soil sample in the area in the past. Swanson asked the City Engineer to check into this and bring a report back to the City Council.

Tabled Items:

Discuss/Approve/Disapprove Blue Hill Township Fire Contract – Case stated that the contract is dropping \$5000.00 from last year due to the formula. **Case/Walker unanimous to approve.** Holm asked why the contract price is dropping. Case explained that the elimination of the Fire Capital fund was taken out of the formula. The population and market value is growing faster in the City of Baldwin compared to Blue Hill Township. The next meeting on the Blue Hill Township fire contract will be February 2026.

Discuss/Approve/Disapprove Updated Employee Handbook – **Rush/Walker unanimous to approve** updated employee handbook.

Discuss No Parking on 139th Street – A Baldwin Resident requested a no parking sign be placed on 139th Street. City Attorney, Bob Ruppe, wrote and mailed a letter to the resident stating that the road was vacated in 1996, which means that the public's right-of-way is terminated, and the land reverts to the abutting property owners. This means that the road becomes private property again and the property owners can determine use of the property as they see fit. The City has no authority to regulate the use of 139th Street N.W. Case asked why this road was vacated and Baldwin's City Attorney, Ruppe, stated this was before Couri & Ruppe were the Attorney's for Baldwin so he is not sure.

Discuss/Approve/Disapprove Removal for Cemetery Fence at County Road 38 and County Road 19 – Baldwin Public Works Department took pictures of the existing fence at Baldwin Cemetery. The proposal is to get a lower fence to match the guard rail. **Rush made a motion** to remove the corner post on County Road 38 and 19 and remove the fence all the way down to the guard rail going north to south. This would be for public safety at the intersection of County Road 38 and County Road 19. **Holm seconded the motion, motion carried.** Swanson indicated that a skid loader should be rented. **Rush/Holm took this as a friendly.** Holm asked what should be done with the fencing and Case indicated that this should be brought back to City Hall.

New Business:

Discuss/Approve/Disapprove Renewal of Tobacco License for Ridgewood Bay Resort – **Case/Walker unanimous to approve** annual tobacco license for Ridgewood Bay Resort.

Discuss/Approve/Disapprove COLA Increase for Employees – Rush recommends doing a 4% COLA annual increase effective July 1st, 2025. **Rush/Walker unanimous to**

approve the 4% COLA increase for employees; Zac Good, Phil Fadden, Joan Heinen and Kayla Nielsen.

Schedule Budget Meeting – Rush/Walker unanimous to approve budget meeting on July 9th, 2025 at 7:00 p.m.

Discuss/Approve/Disapprove Ordinance 2025-11; Sunday Liquor and Update to Fee Schedule – Holm/Rush unanimous to approve ordinance 2025-11. A financial investigation will be conducted on renewals, transfers and new applications at the City Council's discretion only.

Discuss/Approve/Disapprove City Staff Health Insurance Annual Renewal – The current policy that the City has for staff has an increase of \$531.19 per month. The Clerk had a meeting with a new Insurance Broker that gave additional medical coverage options. Case would like feedback if the employees will use an HSA account. Case would like to know what the HSA maximum annual contribution is. The City Council has requested the Insurance Broker come to the City to meet with employees if needed. **Rush/Holm unanimous to table** until the July 7th, 2025 City Council meeting.

Discuss/Approve/Disapprove Ehler's Assisting with 2026 Budget – Case/Walker unanimous to approve Elizabeth from Ehler's participation in the July 9th Budget meeting. Due to Baldwin becoming a city and future road projects, this was recommended from Case. Swanson did a friendly that other budget meetings will be scheduled in the future if Ehler's cannot come to the July 9th, 2025 budget meeting.

Discuss/Approve/Disapprove EMT Assistance from Baldwin Fire Department at Elk River Landfill – Holm/Rush unanimous to approve.

Announcements:

- a. Infrastructure Committee Meeting Tour Tuesday, June 24th, 2025 at 1:00 p.m.
- b. City Council Road Tour Tuesday, June 24th, 2025 at 5:00 p.m.
- c. Planning Commission Meeting Wednesday, June 25th, 2025 at 7:00 p.m.
- d. Park Committee Meeting Thursday, June 26th, 2025 at 7:00 p.m.
- e. Baldwin Fire Department Pancake Breakfast Sunday, June 29th, 2025 from 8:30 a.m. to 12:30 p.m.
- f. City Hall Closed Friday, July 4th, 2025 in observance of Independence Day.
- g. Next City Council Meeting Monday, July 7th, 2025

Any Other Business – Swanson will not be at the July 7th, 2025 City Council meeting.

Approve Bill for Payment – Case/Rush unanimous to approve check numbers 28654 – 28687 for \$58,608.89 and 5 EFT payments for \$6195.29 for a total of \$64,804.18.

Adjourn – Holm/Rush unanimous to adjourn at 9:09 p.m.

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

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

Date

Attendees: Bruce West, Delmas Hines and Public Works Supervisor Zac Good.



Contract Area: City of Baldwin - April 2025

Permit #	Paid Date	Address	Project Description	Permit Portion	70% Billable	Plan Review	80% Billable	Project Fee
BA2025-033	4/15/2025	29725 138TH CIR NW	Addition	\$ 265.50	\$ 185.85	\$ 172.58	\$ 138.06	\$ 323.91
BA2025-050	4/10/2025	10629 296TH AVE NW	Accessory Structure	\$ 431.00	\$ 301.70	\$ 280.15	\$ 224.12	\$ 525.82
BA2025-057	4/9/2025	13438 295TH AVE NW	New Construction	\$ 2,104.65	\$ 1,473.26	\$ 1,368.02	\$ 1,094.42	\$ 2,567.67
BA2025-059	4/2/2025	14233 294TH AVE NW	New Construction	\$ 1,625.40	\$ 1,137.78	\$ 1,056.51	\$ 845.21	\$ 1,982.99
BA2025-062	4/15/2025	11516 300TH AVE NW	Accessory Structure	\$ 248.95	\$ 174.27	\$ 161.82	\$ 129.46	\$ 303.72
BA2025-065	4/25/2025	13495 295TH AVE NW	New Construction	\$ 2,550.15	\$ 1,785.11	\$ 1,657.60	\$ 1,326.08	\$ 3,111.19
BA2025-067	4/9/2025	12927 296TH AVE NW	New Construction	\$ 1,787.40	\$ 1,251.18	\$ 1,161.81	\$ 929.45	\$ 2,180.63
BA2025-069	4/1/2025	11375 313TH AVE NW	New Septic	\$ 350.00		\$ -	\$ -	\$ 350.00
BA2025-072	4/8/2025	12904 295TH AVE NW	New Construction	\$ 2,334.15	\$ 1,633.91	\$ 1,517.20	\$ 1,213.76	\$ 2,847.67
BA2025-076	4/14/2025	11538 312TH AVE NW	Replacement Septic	\$ 350.00		\$ -	\$ -	\$ 350.00
BA2025-077	4/8/2025	30686 137TH ST NW	New Construction	\$ 1,854.90	\$ 1,298.43	\$ 1,205.69	\$ 964.55	\$ 2,262.98
BA2025-078	4/11/2025	10858 305TH AVE NW	Accessory Structure	\$ 364.80	\$ 255.36	\$ 237.12	\$ 189.70	\$ 445.06
BA2025-079	4/10/2025	30104 100TH ST NW	Replacement Septic	\$ 350.00		\$ -	\$ -	\$ 350.00
BA2025-080	4/10/2025	10423 281ST AVE NW	Plumbing Alteration/Remodel	\$ 124.97	\$ 87.48	\$ -	\$ -	\$ 87.48
BA2025-081	4/28/2025	10423 281ST AVE NW	Alteration/Remodel	\$ 232.40	\$ 162.68	\$ 151.04	\$ 120.83	\$ 283.51
BA2025-083	4/16/2025	9621 305TH AVE NW	New Construction	\$ 1,740.15	\$ 1,218.11	\$ 1,131.10	\$ 904.88	\$ 2,122.99
BA2025-084	4/23/2025	12927 296TH AVE NW	New Septic	\$ 350.00		\$ -	\$ -	\$ 350.00
BA2025-085	4/4/2025	10525 281ST AVE NW	Window/Door	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2025-086	4/7/2025	12927 296TH AVE NW	Plumbing New Construction	\$ 150.00	\$ 105.00	\$ -	\$ -	\$ 105.00
BA2025-087	4/7/2025	12927 296TH AVE NW	Mechanical New Construction	\$ 150.00	\$ 105.00	\$ -	\$ -	\$ 105.00
BA2025-088	4/18/2025	14300 294TH AVE NW	Siding	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50



Contract Area: City of Baldwin - April 2025

Permit #	Paid Date	Address	Project Description	Permit Portion	70% Billable	Plan Review	80% Billable	Project Fee
BA2025-091	4/15/2025	11375 313TH AVE NW	Plumbing New Construction	\$ 150.00	\$ 105.00	\$ -	\$ -	\$ 105.00
BA2025-092	4/11/2025	14340 284 1/2 AVE NW	Replacement Septic	\$ 350.00	\$ -	\$ -	\$ -	\$ 350.00
BA2025-094	4/16/2025	30010 108TH ST NW	Replacement Septic	\$ 350.00	\$ -	\$ -	\$ -	\$ 350.00
BA2025-095	4/30/2025	13014 295TH AVE NW	Basement Finish	\$ 303.03	\$ 212.12	\$ 196.97	\$ 157.58	\$ 369.70
BA2025-096	4/16/2025	30686 137TH ST NW	New Septic	\$ 350.00	\$ -	\$ -	\$ -	\$ 350.00
BA2025-098	4/10/2025	31419 131ST ST NW	Window/Door	\$ 124.99	\$ 87.49	\$ -	\$ -	\$ 87.49
BA2025-099	4/11/2025	31585 124TH ST NW	Non-Residential Plumbing New Construction	\$ 364.80	\$ 255.36	\$ -	\$ -	\$ 255.36
BA2025-100	4/22/2025	31585 124TH ST NW	Non-Residential Mechanical New Construction	\$ 348.25	\$ 243.78	\$ 226.36	\$ 181.09	\$ 424.86
BA2025-102	4/14/2025	13813 283RD AVE NW	Roof	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2025-104	4/15/2025	30741 105TH ST NW	Roof	\$ 124.99	\$ 87.49	\$ -	\$ -	\$ 87.49
BA2025-106	4/15/2025	13438 295TH AVE NW	Plumbing New Construction	\$ 150.00	\$ 105.00	\$ -	\$ -	\$ 105.00
BA2025-107	4/15/2025	13438 295TH AVE NW	Mechanical New Construction	\$ 150.00	\$ 105.00	\$ -	\$ -	\$ 105.00
BA2025-108	4/16/2025	13013 282ND AVE NW	Siding	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2025-109	4/16/2025	13013 282ND AVE NW	Roof	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2025-110	4/16/2025	13013 282ND AVE NW	Window/Door	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2025-112	4/15/2025	30686 137TH ST NW	Mechanical New Construction	\$ 150.00	\$ 105.00	\$ -	\$ -	\$ 105.00
BA2025-113	4/15/2025	30686 137TH ST NW	Plumbing New Construction	\$ 150.00	\$ 105.00	\$ -	\$ -	\$ 105.00
BA2025-114	4/21/2025	13607 279TH AVE NW	Roof	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2025-119	4/22/2025	12932 282ND AVE NW	Water Heater	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50



Contract Area: City of Baldwin - April 2025

Permit #	Paid Date	Address	Project Description	Permit Portion	70% Billable	Plan Review	80% Billable	Project Fee
BA2025-120	4/29/2025	10605 297TH AVE NW	Replacement Septic	\$ 350.00		\$ -	\$ -	\$ 350.00
BA2025-121	4/28/2025	28811 120TH ST NW	Replacement Septic	\$ 350.00		\$ -	\$ -	\$ 350.00
BA2025-123	4/30/2025	11939 283RD AVE NW	Window/Door	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2025-124	4/28/2025	13014 295TH AVE NW	Mechanical Basement Finish	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2025-125	4/28/2025	13014 295TH AVE NW	Plumbing Basement Finish	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2025-126	4/28/2025	12935 302ND AVE NW	Roof	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
TOTAL				\$ 22,630.48	\$ 13,636.34	\$ 10,523.97	\$ 8,419.18	\$ 25,205.51

*Minimum Permit Fee \$75 / Plan Review \$50

Permit #	Paid Date	Address	Project Description	Permit Portion	85% Billable*	Plan Review	85% Billable	Project Fee
BA2025-020	4/2/2025	11700 293RD AVE NW	Non-Residential Fire Detection & Alarm System	\$ 300.00	\$ 300.00	\$ 151.06	\$ 128.40	\$ 428.40
TOTAL				\$ 300.00	\$ 300.00	\$ 151.06	\$ 128.40	\$ 428.40

*Special Delegation and Plan Review Services at 85%, minimum \$300 Permit Fee

COMBINED TOTALS	\$ 22,930.48	\$ 13,936.34	\$ 10,675.03	\$ 8,547.58	\$ 25,633.91
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Contract Area: City of Baldwin - May 2025

Permit #	Paid Date	Address	Project Description	Permit Portion	70% Billable	Plan Review	80% Billable	Project Fee
BA2024-111	5/16/25 Expired	10501 281st Ave NW	Alteration/Remodel - Expired due to Non-Payment. Plan Review Fee Still Due.	\$ -		\$ 97.27	\$ 77.82	\$ 77.82
BA2024-378	5/16/25 Cancelled	29150 142nd St NW	Accessory Structure - Cancelled after Plan Review Services were completed.	\$ -		\$ 108.06	\$ 86.45	\$ 86.45
BA2025-015	5/6/2025	31924 125TH ST NW	Non-Residential Alteration/Remodel	\$ 1,861.65	\$ 1,303.16	\$ 1,210.07	\$ 968.06	\$ 2,271.21
BA2025-089	5/27/2025	14040 301ST AVE NW	Accessory Structure	\$ 1,476.90	\$ 1,033.83	\$ 959.99	\$ 767.99	\$ 1,801.82
BA2025-093	5/23/2025	31322 104TH ST NW	Accessory Structure	\$ 199.30	\$ 139.51	\$ 129.55	\$ 103.64	\$ 243.15
BA2025-097	5/2/2025	10866 305TH AVE NW	Deck	\$ 215.85	\$ 151.10	\$ 140.30	\$ 112.24	\$ 263.34
BA2025-101	5/7/2025	10130 285TH LN NW	New Construction	\$ 2,070.90	\$ 1,449.63	\$ 1,346.09	\$ 1,076.87	\$ 2,526.50
BA2025-103	5/1/2025	28650 143RD ST NW	Window/Door	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2025-111	5/6/2025	13534 309TH AVE NW	Replacement Septic	\$ 350.00		\$ -	\$ -	\$ 350.00
BA2025-116	5/5/2025	30986 116TH ST NW	Miscellaneous Building	\$ 116.55	\$ 81.59	\$ 75.76	\$ 60.61	\$ 142.19
BA2025-117	5/9/2025	30892 103RD ST NW	Deck	\$ 149.65	\$ 104.76	\$ 97.27	\$ 77.82	\$ 182.57
BA2025-122	5/14/2025	12918 295TH AVE NW	Accessory Structure	\$ 364.80	\$ 255.36	\$ 237.12	\$ 189.70	\$ 445.06
BA2025-127	5/14/2025	30690 105TH ST NW	Swimming Pool	\$ 831.75	\$ 582.23	\$ 540.64	\$ 432.51	\$ 1,014.74
BA2025-129	5/21/2025 Cancelled	14219 285th Ave NW	Alteration/Remodel - Cancelled after Plan Review Services were completed.	\$ -		\$ 204.85	\$ 163.88	\$ 163.88
BA2025-130	5/21/2025 Cancelled	14219 285th Ave NW	Deck - Cancelled	\$ -	\$ -	\$ -	\$ -	\$ -



Contract Area: City of Baldwin - May 2025

Permit #	Paid Date	Address	Project Description	Permit Portion	70% Billable	Plan Review	80% Billable	Project Fee
BA2025-131	5/1/2025	13040 305TH AVE NW	Roof	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2025-133	5/5/2025	13014 295TH AVE NW	Gas Fireplace	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2025-134	5/6/2025	13495 295TH AVE NW	Plumbing New Construction	\$ 150.00	\$ 105.00	\$ -	\$ -	\$ 105.00
BA2025-135	5/6/2025	13495 295TH AVE NW	Mechanical New Construction	\$ 150.00	\$ 105.00	\$ -	\$ -	\$ 105.00
BA2025-136	5/14/2025	14276 290TH AVE NW	Replacement Septic	\$ 350.00	\$ -	\$ -	\$ -	\$ 350.00
BA2025-137	5/9/2025	31924 125TH ST NW	Non-Residential Plumbing Alteration/Remodel	\$ 331.70	\$ 232.19	\$ -	\$ -	\$ 232.19
BA2025-138	5/13/2025	30339 136TH ST NW	Alteration/Remodel	\$ 397.90	\$ 278.53	\$ 258.64	\$ 206.91	\$ 485.44
BA2025-139	5/8/2025	13945 305TH AVE NW	Siding	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2025-140	5/7/2025	9822 284TH AVE NW	Roof	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2025-141	5/12/2025	32223 104TH ST NW	Window/Door	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2025-142	5/7/2025	30828 US HIGHWAY 169 NW	A/C	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2025-143	5/15/2025	29527 125TH ST NW	Replacement Septic	\$ 350.00	\$ -	\$ -	\$ -	\$ 350.00
BA2025-145	5/8/2025	10365 308TH AVE NW	Roof	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2025-146	5/23/2025	13868 306TH AVE NW	Deck	\$ 215.85	\$ 151.10	\$ 140.30	\$ 112.24	\$ 263.34
BA2025-147	5/12/2025	14233 294TH AVE NW	Plumbing New Construction ** City Credit Card Processor Charged .01 Less Than Permit Fee	\$ 149.99	\$ 105.00	\$ -	\$ -	\$ 105.00
BA2025-152	5/19/2025	29610 126TH ST NW	Deck	\$ 182.75	\$ 127.93	\$ 118.79	\$ 95.03	\$ 222.96
BA2025-153	5/27/2025	30725 106TH ST NW	Replacement Septic	\$ 350.00	\$ -	\$ -	\$ -	\$ 350.00



Contract Area: City of Baldwin - May 2025

Permit #	Paid Date	Address	Project Description	Permit Portion	70% Billable	Plan Review	80% Billable	Project Fee
BA2025-155	5/16/2025	9851 283RD AVE NW	Roof	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2025-156	5/21/2025	13841 302ND AVE NW	Siding	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2025-157	5/20/2025	14274 296TH AVE NW	Window/Door	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2025-158	5/19/2025	10130 285TH LN NW	Plumbing New Construction	\$ 150.00	\$ 105.00	\$ -	\$ -	\$ 105.00
BA2025-161	5/21/2025	29605 128TH ST NW	Furnace & A/C	\$ 185.00	\$ 129.50	\$ -	\$ -	\$ 129.50
BA2025-162	5/21/2025	14053 290TH AVE NW	Roof	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2025-163	5/22/2025	12420 278TH AVE NW	Water Heater & Conditioner	\$ 185.00	\$ 129.50	\$ -	\$ -	\$ 129.50
BA2025-167	5/27/2025	9621 305TH AVE NW	Gas Fireplace ** City Credit Card Processor Charged .02 Less Than Permit Fee	\$ 124.98	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2025-168	5/27/2025	13945 305TH AVE NW	Roof	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2025-169	5/27/2025	13945 305TH AVE NW	Siding	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2025-170	5/27/2025	12904 295TH AVE NW	Plumbing New Construction	\$ 150.00	\$ 105.00	\$ -	\$ -	\$ 105.00
BA2025-171	5/28/2025	14040 301ST AVE NW	Plumbing Alteration/Remodel	\$ 185.00	\$ 129.50	\$ -	\$ -	\$ 129.50
BA2025-172	5/28/2025	27716 133RD ST NW	Water Conditioner	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2025-173	5/29/2025	13311 279TH AVE NW	Siding	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2025-174	5/29/2025	10334 310TH AVE NW	Water Conditioner	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
BA2025-176	5/30/2025	28316 139TH ST NW	A/C	\$ 125.00	\$ 87.50	\$ -	\$ -	\$ 87.50
TOTAL				\$ 13,495.52	\$ 8,466.89	\$ 5,664.70	\$ 4,531.76	\$ 14,398.65

*Minimum Permit Fee \$75 / Plan Review \$50

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

TEMPORARY LICENSE AGREEMENT

This Agreement is made this 7th day of July 2025, by and between the City of Baldwin, a municipal corporation under the laws of the State of Minnesota, the “City”, and Sherburne County, a body corporate and politic existing under the law of the State of Minnesota, the “County”.

RECITALS

WHEREAS, at the request of the County, the Sherburne County District Court has ordered the solid waste abatement for the property located in the City of Baldwin at 14307 286th Avenue NW, Zimmerman, Minnesota 55398 which is legally described as Lot 15, Block 6 Elk Lake Estates according to the plat of record as recorded in the Office of the Sherburne County Recorder, Sherburne County, Minnesota, the “Property”; and

WHEREAS, adjacent to the Property is City road right-of-way known as 286th Avenue NW, the “Road”; and

WHEREAS, the County and its contractors desire to store equipment including, but not limited to, a roll-off dumpster(s), car tailer(s), and a tow truck on the Road to execute the District Court’s Order, the “Equipment”; and

WHEREAS, the City is willing to permit the storage of the Equipment within the City’s road right-of-way subject to the terms and conditions of this Agreement.

AGREEMENT

In consideration of the foregoing and the mutual covenants herein, the parties agree as follows:

1. **PUBLIC PROPERTY.** The County acknowledges that the 286th Avenue NW is City public road right-of-way.
2. **USE OF PUBLIC PROPERTY.** The County and its contractors may use Road for the storage of Equipment for a period of five (5) days beginning on the first date that a piece of Equipment is stored on the Road. Thereafter, the right of the County to use the Road for the storage of Equipment shall terminate unless otherwise agreed to in writing by the City. Within three (3) days of the date of termination, the County shall remove so much of the Equipment and shall restore

the licensed premises to its original condition and any expense incurred in said removal and restoration shall be the obligation of the County. The County shall not be permitted to increase the amount or scope of the encroachment without the express written permission of the City.

3. **FAILURE TO REMOVE OR RESTORE.** If the County fails to timely remove the Equipment within the Road right-of-way and restore the licensed premises to its original condition; the City may remove the Equipment and restore the licensed premises to its original condition and any expenses incurred by the City in said removal, restoration or enforcement of this Agreement including, but not limited to, attorneys' fees shall be the obligation of the County. The County shall pay such costs within thirty (30) days after receipt of a bill for such costs from the City.
4. **INDEMNITY.** The County shall indemnify, defend and hold the City and its employees, contractors, agents, representatives, elected and appointed officials, and attorneys harmless from any and all claims, damages, losses, costs and expenses, including attorneys' fees, arising from, based on, or related to the County being allowed to use the Road for the storage of Equipment, including, but not limited to, any claim asserted against the City as a result of this Agreement, the installation, placement, building, erection, maintenance, occupation or use of the Road and/or failure of the County to repair or maintain the Road in such a condition as to prevent against injury to persons or property.
5. **INSURANCE.** County shall at County expense maintain in effect liability insurance with limits not less than the maximum liability limits for a municipality as provided in Minnesota Statutes Section 466.04; the City of Baldwin shall be a named insured.
6. **WAIVER OF CLAIMS.** The County acknowledges the City's ownership of the Road and knowingly and voluntarily waive and release any and all claims against the City arising from, based on, or related to County being permitted to maintain the encroachment of the Equipment on the Road as permitted by this Agreement, including but not limited to claims of abandonment, diminution in value, takings and contractual claims arising out of this Agreement, except any claims which are the result of the negligence or willful misconduct of the City or its employees or agents. The County acknowledges being represented by legal counsel in connection with this Agreement, and that the County has read and understands the terms of this Agreement.
7. **CONDITION OF ROAD.** The County acknowledges that the City has made no representations or warranties regarding the condition of the Road or its suitability for the uses permitted by this Agreement.

8. **NO VESTED RIGHTS.** This Agreement shall not constitute or be construed as creating or establishing any vested right of the County to the Road or area encroached upon.
9. **ENTIRE AGREEMENT.** This Agreement contains all the terms and conditions relating to the Agreement and replaces any oral agreements or other negotiations between the parties. No modifications of this Agreement shall be valid until they have been placed in writing and signed by all parties hereto.

SHERBURNE COUNTY

CITY OF BALDWIN

Gary Gray, County Board Chairperson

Jay Swanson, Mayor

Bruce Messelt, County Administrator

Joan Heinen, Clerk



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

MEMORANDUM

TO: Baldwin Mayor and City Council

FROM: D. Daniel Licht

DATE: 18 June 2025

RE: Baldwin – City Code; Codification

TPC FILE: 101.01

BACKGROUND

City staff is recommending the City Council authorize seeking quotes for codification of City ordinances.

Codification is the process to organize ordinances into one book by subject matter so it is accessible and convenient for uses. This process can be undertaken by existing City staff but many cities engage with a third-party firm to undertake the codification and host the City's code online. The codifier continues to work with the City after the initial project to update the City Code as new ordinances or amendments of existing ordinances are amended.

Codification of the City's ordinances would include the following tasks:

- Compiling all existing ordinances and amendments.
- Reviewing existing city ordinances for any omissions.
- Repealing or redrafting conflicting, inconsistent, unclear, outdated, or unconstitutional ordinance provisions.
- Indexing and cross-referencing and developing a system that facilitates access to the city code.
- Creating processes that allow for continuous updates.

The final deliverables of a codification project is a hardcopy book with the entire City Code to be kept on file by the City Clerk and an online version for use by City officials, staff, residents, businesses, and developers.

The League of Minnesota Cities works with American Legal Publishing to offer codification services to member cities. Information regarding the League of Minnesota Cities' services and examples of American Legal Publishing maintained City Codes are provided below:

- [LMC Codification Services](#)
- [City of Albertville](#)
- [City of Otsego](#)

Another codifier commonly used by cities is Municode Codification with the following example of their city code format and online access:

- [City of Elk River](#)

CONCLUSION

The City Council will discuss authorizing City staff to obtain quotes for codification services at their meeting on 7 July 2025.

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



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

MEMORANDUM

TO: Baldwin Mayor and City Council

FROM: D. Daniel Licht

DATE: 26 June 2025

RE: Baldwin – Planning Commission

TPC FILE: 269.01

BACKGROUND

The Planning Commission currently has three vacancies. Interviews were conducted at the Planning Commission Special Meeting on 18 June 2025 for applicants to the vacant positions. The following people were interviewed:

- | | |
|-------------------|---------------------|
| ▪ Mary Larson | ▪ Abby Newland |
| ▪ Teresa Barnes | ▪ Edward Stofferahn |
| ▪ Cartrell Cooper | ▪ Rose Mary Walker |

The interviews consisted individual sessions with each applicant using a preset list of 10 questions, with follow up questions from the Commissioners present. The Planning Commissioners present discussed the interviews at the conclusion of the meeting.

The Planning Commission had on the meeting agenda for 25 June 2025 to discuss recommending appointments to the City Council. The Planning Commission discussed the applicants and interviews and voted 4-0 to recommend the City Council appoint Teresa Barnes, Abby Newland, Edward Stofferahn.

The City Council will consider Planning Commission appointments at their meeting on 7 July 2025.

POSSIBLE ACTION

Motion to adopt Resolution 25-17 making appointments to the Planning Commission.

c. Joan Heinen, City Clerk/Treasurer

RESOLUTION NO: 25-17

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

APPOINTMENTS TO PLANNING COMMISSION

WHEREAS, the City has established a Planning Commission to advise the City Council; and

WHEREAS, individuals are appointed to serve on the Planning Commission in accordance with Ordinance No. 200 and the by the bylaws of Planning Commission; and

WHEREAS, there are three declared vacancies on the Planning Commissions requiring the City Council to make appointments to complete the vacant terms; and

WHEREAS, the Planning Commission interviewed applicants for appointment at their Special Meeting on 17 June 2025; and

WHEREAS, the Planning Commission at their meeting on 25 June 2025 voted to recommend the City Council individuals to be appointed to the Planning Commission.

NOWHEREFORE BE IT RESOLVED BY THE BALDWIN CITY COUNCIL THAT based on the foregoing information and applicable ordinances, the following individuals are hereby appointed to the Planning Commission:

1. Seat B (term ending 2027): Teresa Barnes
2. Seat C (term ending 2028): Abby Newland
3. Seat G (term ending 2027): Edward Stofferahn

(remainder of page intentionally blank signatures follow)

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

MOTION BY:

SECOND BY:

ALL IN FAVOR:

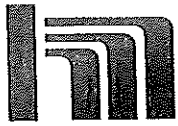
THOSE OPPOSED:

CITY OF BALDWIN

Jay Swanson, Mayor

ATTEST:

Joan Heinen, City Clerk/Treasurer



**Hakanson
Anderson**

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



MEMORANDUM

TO: Joan Henin, City Clerk
CC: Shane Nelson, Hakanson Anderson
FROM: Sam Jochum, Hakanson Anderson
DATE: 6/23/2025
RE: Second Driveway Review – 29010 100th Street

The purpose of the memo is to inform the City of Baldwin with Hakanson Anderson's findings in reviewing the permit for a second driveway at the property of 29010 100th Street NW.

Compliance with Ord. 100 Section 1.08 Part 2.c

The proposed second driveway access meets all the requirements of Ord. 100 Section 1.08 part 2.c except for one. Part 2.c (3) states that a second property access is not allowed on collector or arterial roadways designated by the city. 100th Street is designated as a municipal state aid route and is a collector street. Based off the ordinance, this property would not qualify for a second driveway access.

Although 100th Street is considered a collector, the average daily traffic is relatively low. Based on 2024 traffic counts, the average daily traffic is 286 vehicles per day. A collector receiving under 300 cars a day would be a better candidate for allowing properties to have a second access as compared to a collector that sees over 1,500 cars a day. Therefore, Hakanson Anderson would not be opposed to City Council accepting this driveway application even though it is on a collector street.

If the council does decide to make an exception for this property and accepts the driveway permit, we would require that the home owner constructs the driveway per Ord. 100 Section 1.08 Parts 4-8.

BALDWIN TOWNSHIP
30239 - 128th Street NW
Baldwin Township, MN 55371
Telephone: (763) 389-8931
Fax: (763) 389-2751

For Office Use Only

Permit # 25-01
Check deposited _____
Sent to Engineer _____
Initial Insp _____
Final Insp _____
Passed _____
Refund _____

PERMIT APPLICATION FOR SECOND ACCESS TO TOWNSHIP ROAD

NOTE: TOWNSHIP PERMIT IS NOT REQUIRED FOR ACCESS OFF OF A COUNTY ROAD OR STATE HIGHWAY. CHECK WITH COUNTY ZONING DEPARTMENT

Inspection Fee and Construction Deposit are payable at time of application.
Second driveways must have Planning Commission, Engineering and Town Board approval before construction can begin. The total \$300.00 fee is non-refundable if the request is not approved.

NOTE: Headwalls are not allowed at any access within road right-of-way

\$200.00 Administration Fee Cash _____ Check # 12356 Date 3/5/25 Paid by Jeff Luebesmier
\$100.00 Construction Deposit Cash _____ Check # 12366 Date 3/5/25 Paid by Jeff Luebesmier

If the work is not completed as outlined, costs incurred by the Township to remove or complete the construction will be deducted from the Construction Deposit.

PLEASE PRINT

Applicant Name: Jeff Luebesmier Phone: 763-350-1036 Fax: _____
Address: (Street, City, Zip) 29010 100th ST NW ZIMMERMAN MN 55398

Property Owner: Same Phone: _____
Address: (Street, City, Zip) _____

Proposed access location (Street name) 100th ST 930' miles/feet 0.8 N-E-S-W of intersecting
Street (Name) 289th Ave. N.W. / Co. 28

Legal Description: Located in _____ Quarter of Section 25 Township 35 Range 26 or
Located in Plat of (Name) _____ Lot _____ Block _____

Parcel Identification Number 01- 025-2401

Property Address 29010 100th ST NW ZIMMERMAN MN 55398

Access Purpose Residential ☒ Commercial _____

Number of present accesses 1 Date access will be installed May - 2026 (if not inspected by the date on the application the permittee will forfeit their construction deposit)

MORE THAN ONE DRIVEWAY ACCESS PER PROPERTY REQUIRES TOWNSHIP BOARD APPROVAL

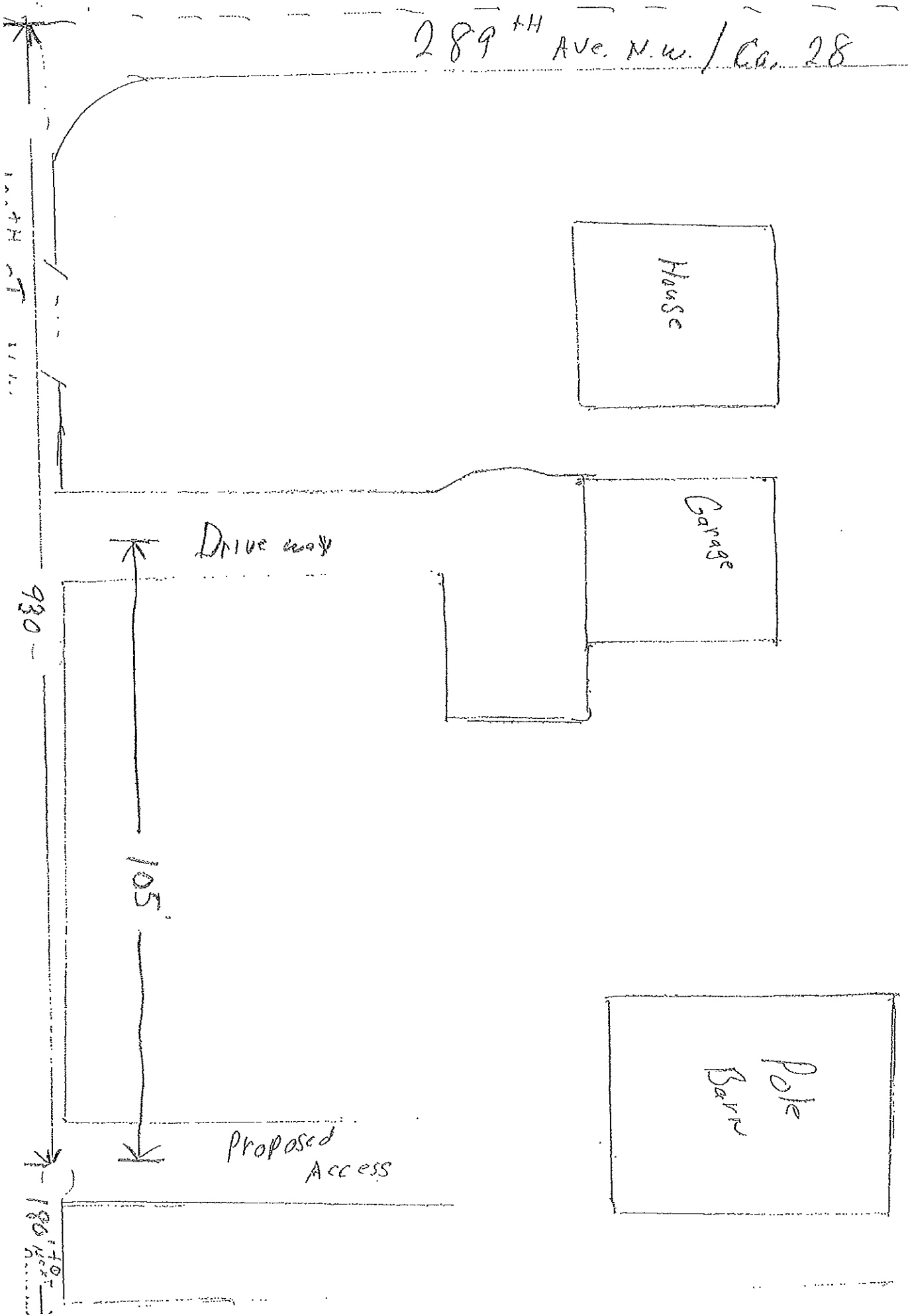
Attach a sketch of the property, present & proposed accesses in relation to intersecting roads
I (we) the undersigned, herewith make application for permission to construct the access at the above location, said access to be constructed to conform to current Township Engineering Standards. It is further agreed that no work in connection with this application will be started until the application is approved by the Board and the permit issued. We also understand if completion (if permitted) is not completed within 6 months the construction deposit will be forfeited. It is expressly understood that this permit is conditioned upon replacement or restoration of the Township Road to its original condition. Further, I (we) the undersigned, have received a copy of current Township Engineering Standards and Minnesota Statute 160.27 Particular uses of Right of Way; Subdivision 5, Misdemeanors.

Signed: Jeff Luebesmier Name (Print) Jeff Luebesmier
Date: 3-5-25 Address: 29010 100th ST NW ZIMMERMAN MN 55398

Revised 10-23-23

Approved by PC 6/25/25

289th Ave. N.W. / Co. 28



For Motor Home & Portool
Access

Sherburne County Zoning and Subdivision Ordinance Updates



In late 2023, Sherburne County updated its Comprehensive Land Use Plan.

The Comprehensive Land Use Plan is the guiding document that serves as the basis for the County's official controls (Zoning and Subdivision Ordinance) per MN Statute 394.27. This Plan established the values, goals, and policies for addressing land use and development issues for the County for the next 20 years. www.co.sherburne.mn.us/377/Comprehensive-Land-Use

The county is now in the process of reviewing and updating its zoning and subdivision ordinances. The county is asking **cities** to provide input on issues and opportunities that they would like to see addressed as part of this update process. The zoning Ordinance and county-wide zoning map is available online at: www.co.sherburne.mn.us/390/Zoning-Ordinance

Please complete this survey with input from your policy makers and staff by July 31, 2025.

If you have any questions, please contact Mitch Glines, Senior Planner, at Mitchell.Glines@co.sherburne.mn.us or (763) 765-4466

Name: _____

Title: _____

Community: _____

1. Sherburne County's 2023 [Future Land Use Map](#) establishes Growth Areas around many of cities. Do these areas accurately represent anticipated growth of your city? Y/N and please explain.

2. Does the city have any intergovernmental agreements, orderly annexation agreements or joint planning areas already in place? If so, please identify and email a copy to Mitchell.Glines@co.sherburne.mn.us

3. What types of development would you like to encourage or discourage surrounding your city?
4. Would the city support exploring areas where ghost plats or alternative subdivision standards to promote additional housing development on land in the surrounding township(s)?
5. Are there community concerns or priorities that should guide land uses or development on the land surrounding your city?
6. How would you prefer to coordinate with the county on zoning decisions in the extra-territorial area surrounding your city?
7. Do you have any other issues or suggestions you think should be addressed?



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

PLANNING REPORT

TO: Baldwin Mayor and City Council

FROM: D. Daniel Licht

REPORT DATE: 26 June 2025

60-DAY DATE: 3 August 2025

RE: Baldwin – Clover; Home Occupation Interim Use Permit

TPC FILE: 269.02

BACKGROUND

Jonathan and Megan Clover own the residential property at 28213 128th Street (PID 01-00033-2303), which includes their single family dwelling and a detached accessory building. The property owners are proposing to operate a consignment boat sales business from the property with an outdoor sales and display areas. The proposed home occupation is allowed within the R1, General Rural District with approval of an Interim Use Permit.

A public hearing to consider the property owner's application for an Interim Use Permit was held by the Planning Commission at their meeting on 25 June 2025. Mr. and Ms. Clover were present and agreed with the recommendations of City staff. Three residents adjacent to the subject property or Cantlin Lake with concerns about compatibility of the proposed use with surrounding properties and impacts to water quality for Cantlin Lake.

Exhibits:

- Site Location Map
- Site Plan
- Resolution 25-18

ANALYSIS

Comprehensive Plan. The Comprehensive Plan guides the property for rural uses. The Comprehensive Plan promotes establishment of land use patterns that will provide connections to existing public amenities and the natural landscape. Existing rural residential character is to be expanded without

adversely affecting scenery or open spaces. The Zoning Ordinance limits home occupations through performance standards intended to preserve rural character consistent with the Comprehensive Plan. That a proposed home occupation involving outdoor sales and display is consistent with the desired rural character of the City is a determination to be made by the Planning Commission and City Council.

Zoning. The property is zoned R1, General Rural District and within the Shoreland Overlay District of Cantlin Lake. Home occupations are allowed in the R1 District with approval of an Interim Use Permit subject to the standards set forth in Section 900-5-4.K of the Zoning Ordinance:

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

The proposed business involves outdoor display of board offered for sale by the applicant on a consignment basis. There will be no outside employees and sales are intended to be conducted on an appointment basis only. The outdoor display area is to be located along the south side of the driveway accessing the property from 128th Street (CR 45).

City staff recommended the Planning Commission establish a limit on the maximum number of boats that may be displayed, which the Planning Commission established as three. Through further discussion the, Planning Commission added additional limitations on the length of the boats and that consignment boats cannot be displayed or sold on the property from October 1 to May 1 to avoid the Interim Use Permit being used to allow seasonal boat storage.

License. Boat sales businesses within Minnesota requires issuance of a license by the Department of Public Safety. City staff recommends that maintenance of a State issued boat dealer license be included as a condition of approval.

Surrounding Uses. The subject property is located on the east side of 128th Street (CR 45) on the south side of Cantlin Lake. There are other rural residential dwellings to the south and south east of the subject property, as well as across 128th Street (CR 45) to the east. The Planning Commission did not recommended requiring plantings in addition to existing vegetation as necessary to screen the proposed outdoor display area from view of adjacent properties.

Lot Requirements. Lots with the R1 District are required to be a minimum of 2.5 acres in area and a minimum of 200 of width to an improved public street. The subject property is 21.45 acres in area and approximately 750 feet in width. The existing parcel complies with the lot requirements of the Zoning Ordinance.

Impervious Surface. Section 900-90-10.B.1 of the Zoning Ordinance limits impervious surface coverage within a lot subject to the Shoreland Overlay District standards to 25 percent of the lot area. Impervious surfaces include the footprint of the principal building and detached accessory building, any patios, walkways, and driveways, and the proposed outdoor sales display area that would prevent water from infiltrating directly into the ground. We recommend a condition of approval be included that impervious surfaces not exceed 25 percent of the lot area. The property owner will be required to provide an estimate of the area the area of the lot parcel the Ordinary High Water Level and area of all existing or impervious surface areas as a percentage of the lot area upon approval of the Interim Use Permit.

Setbacks. The table below outlines the R1 District setbacks applicable to the subject property as required by Section 900-51-8 and Section 900-90-7.B.1 of the Zoning Ordinance:

128 th St. (CR 45)	Side	Rear	OHWL
100ft.	20ft.	25ft.	150ft.

The proposed outdoor sales display area is subject to the setback requirements above. Based on the site plan provided by the applicant, the outdoor display area may be encroaching into the setback required from Cantlin Lake. It further appears that there is an ability to comply with the setback from Cantlin Lake, the south property line, and 128th Street (CR 45) by shifting the outdoor display area to the west.

Access. The subject property will be accessed via a driveway to 128th Street. No alteration of the existing driveway is proposed.

Hours of Operation. The Zoning Ordinance establishes limits on noise corresponding to Minnesota of Pollution Control Agency rules. More stringent night-time hours are in effect from 10:00PM to 7:00AM each day. The Planning Commission recommended imposing further limitations on the hours of operation for the proposed business use of the property from 8:00AM to 5:00PM Monday through Saturday with no business on Sundays. An exception to the limited hours were for sales visits between the hours of 5:00PM to 9:00PM Monday through Saturday.

Utilities. The property is to be served by an on-site well and Subsurface Sewage Treatment System. The proposed home occupation will not affect the existing utilities and will not require certification of the Subsurface Sewage Treatment System as no building permit is being sought.

Stormwater. The extent of the outdoor sales area does not trigger stormwater management requirements. The surface of the outdoor display area is not indicated. Long term display of boats may affect the health and maintenance of grass. We recommend that a Class-5 gravel surface be placed for the outdoor display area both to prevent dust and erosion and to define extent of the allowed outdoor sales area.

RECOMMENDATION

The Planning Commission voted 4-0 to recommend approval of an Interim Use Permit allowing a home occupation within the R1 District. City staff has drafted a resolution outlining findings of fact and conditions of approval for the Interim Use Permit as recommended by the Planning Commission. The City Council will consider approval of the application at their meeting on 7 July 2025.

c. Joan Heinen, Town Clerk/Treasurer

RESOLUTION NO: 25-18

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

**APPROVAL OF AN INTERIM USE PERMIT
PID 01-00033-2303**

WHEREAS, applicants Jonathan and Megan Clover are requesting an Interim Use Permit to allow a home occupation.

WHEREAS, the property is legally described by Exhibit A.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

WHEREAS, the planning report dated 26 July 2025 prepared by the City Planner, The Planning Company LLC, is incorporated herein.

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

1. The Interim Use Permit shall terminate upon happening of the following events, whichever occurs first:
 - a. Upon violation of conditions under which the interim use permit was issued.
 - b. Upon change in the Zoning Ordinance that renders the use nonconforming.
 - c. The redevelopment of the use and property upon which it is located to a permitted or conditional use as allowed within the respective zoning district.
 - d. Upon a change in ownership, whether pursuant to move, sale, transfer, assignment, or otherwise, the owner or proposed new owner must complete a new application subject to approval pursuant to the Zoning Ordinance.
2. The business shall be located on the homesteaded property of the business owner.
3. Shall be no employees other than members of the household residing on the premises.
4. The property owner shall obtain and possess boat dealer license issued by the Minnesota Department of Public Safety at all times that boats are offered for display from the property.
5. Outdoor sales and display upon the property shall be limited to three licensed and operable consigned boats under within a defined area that complies with the setback requirements of the R1 District and Shoreland Overlay District surfaced to with Class-5 materials.

6. Business hours of operation shall be limited to 8:00AM to 5:00PM on Monday through Saturday, except boat showings by appointment only between 5:00PM and 9:00PM; no work shall be allowed on Sunday.
7. No boats shall be displayed or stored within the display area between October 1 to May 1.
8. There may be no more than one non-illuminated business sign totaling not more than 12 square feet on the premises.
9. Any solid or liquid waste shall be handled and disposed of according to any applicable county or state regulations.
10. There may be no sandblasting, chemical/paint spraying, or similar activity associated with the business.
11. The applicant and/or property owner shall permit the Zoning Administrator to inspect the property at any time.

CONDITIONS HEREBY AGREED TO

BY _____
Jonathan Lee Clover

BY _____
Megan Clover

(remainder of page intentionally blank signatures follow)

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

MOTION BY:

SECOND BY:

ALL IN FAVOR:

THOSE OPPOSED:

CITY OF BALDWIN

Jay Swanson, Mayor

ATTEST:

Joan Heinen, City Clerk/Treasurer

PERCENT BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization: Sherburne SWCD	Contract Number: #2025-07-01	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. 32	1/4, 1/4 NE, SW
---------------------------------------	------------------------	----------------------	-----------------------	------------------------

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: 01-00416-0535

Conservation Practice

The primary practice for which assistance is requested is: **415M**

Practice standard(s) or eligible component(s)	Total Project Cost Estimate
Vegetated Swale	\$40,155.36

Technical Assessment and Cost Estimate

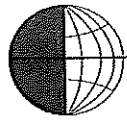
I have the appropriate technical expertise and have reviewed the site where the above-listed practice(s) will be installed and deem the practice(s) needed and that the estimated quantities and costs are practical and reasonable.

Date	Technical Assistance Provider
07/02/25	<u>Chris Dahn</u> Chris Dahn (Jul 2, 2025 10:45 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

**Bogart, Pederson
& Associates, Inc.**CIVIL ENGINEERING
LAND SURVEYING
ENVIRONMENTAL SERVICES*Traditional Values • Creative Solutions*Project Name: SWCD Diann Lake
Project Location: City of Baldwin
Project Number: 24-0468.00
Prepared By: DML
Checked By: CJD**Engineer Estimate for SWCD Diann Lake**

Contractor:

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	COST
300 Base Bid - Storm Sewer					
301	Mobilization - Storm Sewer	Lump Sum	1.00	\$3,000.00	\$3,000.00
302	Rain Guardian Turret	Each	1.00	\$3,000.00	\$3,000.00
Subtotal - Storm Sewer					\$6,000.00
500 Base Bid - Grading, Removals, & Erosion Control					
501	Mobilization - Grading, Removals, Erosion Control	Lump Sum	1.00	\$20,000.00	\$20,000.00
504	Sawcut Bituminous	Lin Ft	14.00	\$5.00	\$70.00
505	Remove Bituminous Pavement	Sq Ft	70.00	\$4.00	\$280.00
528	Rip Rap - Class 2	Cu Yd	4.00	\$200.00	\$800.00
532	Common Excavation (P)	Cu Yd	39.00	\$20.00	\$780.00
541	ScourStop Mat	Sq Ft	200.00	\$30.00	\$6,000.00
544	Sediment Control Log	Lin Ft	20.00	\$20.00	\$400.00
545	Silt Fence, Type MS	Lin Ft	71.00	\$2.00	\$142.00
548	Seeding (200%)	Acre	0.08	\$500.00	\$40.00
550	Seed Mixture 25-131 (200%)	Lb	16.80	\$10.00	\$168.00
552	Disk Anchoring (200%)	Acre	0.08	\$300.00	\$24.00
553	Fertilizer 22-5-10 (200%)	Lb	26.74	\$5.00	\$133.70
551	Mulch Material Type 3 (200%)	Ton	0.16	\$500.00	\$80.00
Subtotal - Grading, Removals & Eros. Con.					\$28,917.70
Contractor Notes:					
Subtotal - Sanitary Sewer					
Subtotal - Watermain					
Subtotal - Storm Sewer					\$6,000.00
Subtotal - Street Construction					
Subtotal - Grading, Removals & Eros. Con.					\$28,917.70
Base Bid Total					\$34,917.70
15% Contingency					\$5,237.66
					\$40,155.36

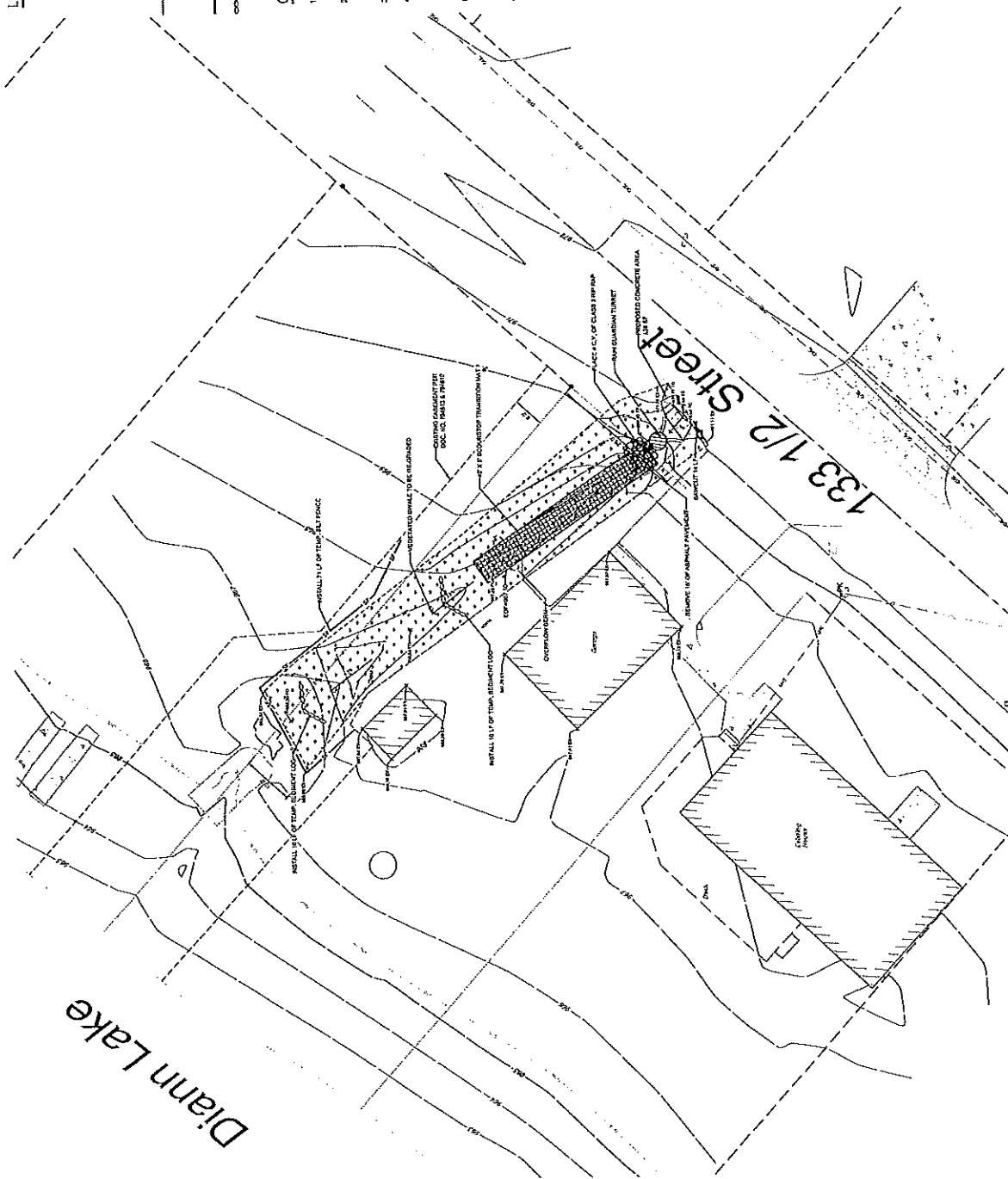
[illegible]

- LEGEND:**

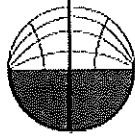
- PROPOSED R/R RAMP
NEW TOP-BACK OF CURB ELEVATION
NEW FLOW LINE OF CURB ELEVATION
NEW SIDEWALK ELEVATION
NEW TOP OF PAVEMENT ELEVATION
NEW TOP OF GRAVEL ELEVATION
NEW FINISHED GRAVEL ELEVATION
EXISTING ELEVATION
PROPOSED CONTOUR
PROPOSED SLOPE
EMERGENCY OVERTURN
GRADING LIMITS AND PROPOSED
TEMPORARY DIRT FENCE
FIREWORKS ROLLS

GRADING GENERAL NOTES:

1. THE CONTRACTOR SHALL NOT BE RESPONSIBLE FOR DETERMINING EXISTING CONDITIONS OF THE SITE REPRESENTED WITHIN THE PLANS AS SHOWN AND ALERT THE OWNER BEFORE BEGINNING THE PROJECT AND BEGINNING CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR DETERMINING EXISTING CONDITIONS AND SHALL ADVISE THE OWNER OF ANY CHANGES. CONTACT LOCAL UTILITY COMPANIES FOR EXACT LOCATIONS PRIOR TO BEGINNING THE PROJECT AND COMMENCEMENT OF WORK.
2. THE CONTRACTOR SHALL TAKE NECESSARY PRECAUTIONS TO PREVENT SLOPES AND SURROUNDING DRAINAGE DRAINING DOWNSIDE (E.G. AIR FENCE, DRAIN BARRIERS, ETC.)
3. CONTRACTOR SHALL VERIFY CRITICAL ELEVATIONS TO ENSURE COMPLIANCE WITH DRAINAGE PLAN PARTICULARS AND SURROUNDING DRAINAGE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR DRAINAGE DRAINING DOWNSIDE (E.G. AIR FENCE, DRAIN BARRIERS, ETC.)
4. CONTRACTOR SHALL BE RESPONSIBLE FOR DRAINAGE DRAINING DOWNSIDE (E.G. AIR FENCE, DRAIN BARRIERS, ETC.)
5. CONTRACTOR SHALL BE RESPONSIBLE FOR DRAINAGE DRAINING DOWNSIDE (E.G. AIR FENCE, DRAIN BARRIERS, ETC.)
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11. CONTRACTOR SHALL BE RESPONSIBLE FOR DRAINAGE DRAINING DOWNSIDE (E.G. AIR FENCE, DRAIN BARRIERS, ETC.)
12. CONTRACTOR SHALL BE RESPONSIBLE FOR DRAINAGE DRAINING DOWNSIDE (E.G. AIR FENCE, DRAIN BARRIERS, ETC.)
13. CONTRACTOR SHALL BE RESPONSIBLE FOR DRAINAGE DRAINING DOWNSIDE (E.G. AIR FENCE, DRAIN BARRIERS, ETC.)
14. CONTRACTOR SHALL BE RESPONSIBLE FOR DRAINAGE DRAINING DOWNSIDE (E.G. AIR FENCE, DRAIN BARRIERS, ETC.)
15. CONTRACTOR SHALL BE RESPONSIBLE FOR DRAINAGE DRAINING DOWNSIDE (E.G. AIR FENCE, DRAIN BARRIERS, ETC.)



D'Ann Lake



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

CIVIL ENGINEERING
LAND SURVEYING
ENVIRONMENTAL SERVICES

Traditional Values • Creative Solutions

Bid Schedule for SWCD Diann Lake

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	COST
300 Base Bid - Storm Sewer					
301	Mobilization - Storm Sewer	Lump Sum	1.00		
302	Rain Guardian Turret	Each	1.00		
Subtotal - Storm Sewer					
500 Base Bid - Grading, Removals, & Erosion Control					
501	Mobilization - Grading, Removals, Erosion Control	Lump Sum	1.00		
504	Sawcut Bituminous	Lin Ft	14.00		
505	Remove Bituminous Pavement	Sq Ft	70.00		
528	Rip Rap - Class 2	Cu Yd	4.00		
532	Common Excavation (P)	Cu Yd	39.00		
541	ScourStop Mat	Sq Ft	200.00		
544	Sediment Control Log	Lin Ft	20.00		
545	Silt Fence, Type MS	Lin Ft	71.00		
548	Seeding (200%)	Acre	0.08		
550	Seed Mixture 25-131 (200%)	Lb	16.80		
552	Disk Anchoring (200%)	Acre	0.08		
553	Fertilizer 22-5-10 (200%)	Lb	26.74		
551	Mulch Material Type 3 (200%)	Ton	0.16		
Subtotal - Grading, Removals & Eros. Con.					
Contractor Notes:					
Subtotal - Sanitary Sewer					
Subtotal - Watermain					
Subtotal - Storm Sewer					
Subtotal - Street Construction					
Subtotal - Grading, Removals & Eros. Con.					
Base Bid Total					

Project Name: SWCD Diann Lake
Project Location: City of Baldwin
Project Number: 24-0458.00
Prepared By: DMH
Checked By: CID

Contractor:

SWCD DRAINAGE TREATMENT		City of Baldwin, Sherburne County, MN		133 1/2 Street		QUANTITY TAKE-OFF	
SHEET NO. C3							
Bogart, Pederson & Associates, Inc.							
13300 Highway 101, Suite 100, Elk River, MN 55005							
DATE: 03/27/2024							
DRAWN BY: [Signature]							
CHECKED BY: [Signature]							
DATE: 03/27/2024							
PROJECT NO. 24-0458.00							
DESCRIPTION: SWCD DRAINAGE TREATMENT							



Benefits Proposal Prepared for: City of Baldwin

Effective Date: 8/1/2025 | Group Size: 4

Quote Id: 885469

6/18/25
Group SIC Code:
Number of Subscribers: 4
Number of Employees: 4
Group Zip/County: 55371, Sherburne

powered by **benefix**

Prepared by Todd Stead of IFC National Marketing
tstead@ifcnationalmarketing.com

City of Baldwin

Effective Date: 8/1/2025 | Group Size: 4

Medical Coverage Options

	HealthPartners \$4000-\$40 Gold SE Open Access Fully Insured View PDF	HealthPartners \$4000-\$40 Gold SE Open Access Fully Insured View PDF	HealthPartners \$6000-\$70 Silver SE Open Access Fully Insured View PDF	Medica Medica Choice Passport MN 4000- 35/150-40% Silver-Rx Copays Fully Insured View PDF
Benefits Summary	Current	Maple/Renewal	Alternate Option 1	Alternate Option 2
Network	HealthPartners - Open Access PPO N/A 4 / 4	HealthPartners - Open Access PPO N/A 4 / 4	HealthPartners - Open Access PPO N/A 4 / 4	Medica - Medica Choice Passport PPO N/A 4 / 4
Health Account Compatibility	N/A	N/A	N/A	N/A
Covered Employees / Total Employees	4 / 4	4 / 4	4 / 4	4 / 4
Embedded Deductible	Embedded	Embedded	Embedded	Embedded
Deductible Individual (IN / OON)	\$4,000 / \$10,000	\$4,000 / \$10,000	\$6,000 / \$10,000	\$4,000 / \$10,000
Deductible Family (IN / OON)	\$12,000 / \$20,000	\$12,000 / \$20,000	\$18,000 / \$20,000	\$12,000 / \$20,000
OOP Max Individual (IN / OON)	\$6,100 / \$30,000	\$6,100 / \$30,000	\$9,000 / \$30,000	\$8,500 / N/A
OOP Max Family (IN / OON)	\$12,200 / \$60,000	\$12,200 / \$60,000	\$18,000 / \$60,000	\$17,000 / N/A
Coinsurance (IN / OON)	30% / 50%	30% / 50%	30% / 50%	40% / 50%
PCP Visit Copay	\$40	\$40	\$70	\$35
Specialist Visit Copay	\$40	\$40	\$70	\$150
Telemedicine Copay	\$0	\$0	\$0	See Plan Document
Urgent Care Copay	\$40	\$40	\$70	\$35
ER Copay	30% after deductible	30% after deductible	30% after deductible	40% after deductible
Outpatient Diagnostic Labs / X-Ray	30% after deductible	30% after deductible	30% after deductible	40% after deductible
Outpatient Complex Imaging	30% after deductible	30% after deductible	30% after deductible	40% after deductible
Physical / Occupational Therapy	\$40	\$40	\$70	\$35
Inpatient Hospital	30% after deductible	30% after deductible	30% after deductible	40% after deductible
Outpatient Surgery	30% after deductible	30% after deductible	30% after deductible	40% after deductible
Durable Medical Equipment	30% after deductible	30% after deductible	30% after deductible	40% after deductible
Pediatric Dental	Preventive services: \$0 1 exam/12 months: \$0, 1 pair/12 months: 30% after deductible	Preventive services: \$0 1 exam/12 months: \$0, 1 pair/12 months: 30% after deductible	Preventive services: \$0 1 exam/12 months: \$0, 1 pair/12 months: 30% after deductible	N/A 1 exam/12 months: \$0, 1 pair/12 months: 40% after deductible
Pediatric Vision	In Network: None \$5/\$25/\$60/\$150 20%	In Network: None \$5/\$25/\$60/\$150 20%	In Network: None \$5/\$25/\$60/\$150 20%	In Network: None \$20/\$75/\$150 \$500/\$600/N/A/N/A \$40/\$150/\$320
Rx Deductible	\$3,177.77	\$3,708.96	\$3,354.36	\$3,002.72
Rx Retail	\$38,133.24	\$44,507.52	\$40,252.32	\$36,032.64
Rx Specialty		\$31.19	\$176.59	-\$175.05
Rx Mail Order		16.72%	5.56%	-5.51%
Cost Summary	Current	Maple/Renewal	Alternate Option 1	Alternate Option 2
Monthly Premium	\$3,177.77	\$3,708.96	\$3,354.36	\$3,002.72
Annual Premium	\$38,133.24	\$44,507.52	\$40,252.32	\$36,032.64
Monthly Premium Change			\$176.59	-\$175.05
Premium Change %		16.72%	5.56%	-5.51%
Employer Premium Contribution	\$3,177.77	\$3,708.96	\$3,354.36	\$3,002.72
Employee Premium Contribution	\$0.00	\$0.00	\$0.00	\$0.00

Rates are subject to change based on final enrollment.
 Programs are subject to change. This is a brief description of benefits provided for demonstration purposes only.
 Actual benefits, limitations and exclusions are set forth in the certificate of insurance issued to members.
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City of Baldwin

Effective Date: 8/1/2025 | Group Size: 4

Medical Coverage Options		HealthPartners	HealthPartners	BlueCross BlueShield of Minnesota
		\$4000-\$40 Gold SE Open Access Fully Insured View PDF	\$4000-\$40 Gold SE Open Access Fully Insured View PDF	BlueAccess Silver \$4200 Plan 626 Fully Insured View PDF
Benefits Summary		Current	Mapped Renewal	Alternate Option 3
Network		HealthPartners - Open Access PPO	HealthPartners - Open Access PPO	BCBS - Aware PPO
Health Account Compatibility		N/A	N/A	N/A
Covered Employees / Total Employees		4 / 4	4 / 4	4 / 4
Embedded Deductible		Embedded	Embedded	Embedded
Deductible Individual (IN / OON)		\$4,000 / \$10,000	\$4,000 / \$10,000	\$4,200 / \$10,000
Deductible Family (IN / OON)		\$12,000 / \$20,000	\$12,000 / \$20,000	\$8,400 / \$20,000
OOP Max Individual (IN / OON)		\$6,100 / \$30,000	\$6,100 / \$30,000	\$8,400 / \$30,000
OOP Max Family (IN / OON)		\$12,200 / \$60,000	\$12,200 / \$60,000	\$16,800 / \$60,000
Coinsurance (IN / OON)		30% / 50%	30% / 50%	40% / 50%
PCP Visit Copay		\$40	\$40	\$55
Specialist Visit Copay		\$40	\$40	\$110
Telemedicine Copay		\$0	\$0	PCP: \$0 first 5 visits, then \$55, SPC: \$110
Urgent Care Copay		\$40	\$40	PCP: \$55, SPC: \$110
ER Copay		30% after deductible	30% after deductible	40% after deductible
Outpatient Diagnostic Labs / X-Ray		30% after deductible	30% after deductible	40% after deductible
Outpatient Complex Imaging		30% after deductible	30% after deductible	40% after deductible
Physical / Occupational Therapy		\$40	\$40	Facility: 40% after deductible / Office: \$55
Inpatient Hospital		30% after deductible	30% after deductible	40% after deductible
Outpatient Surgery		30% after deductible	30% after deductible	40% after deductible
Durable Medical Equipment		30% after deductible	30% after deductible	40% after deductible
Pediatric Dental		Preventive services: \$0	Preventive services: \$0	N/A
Pediatric Vision		1 exam/12 months: \$0, 1 pair/12 months: 30% after deductible	1 exam/12 months: \$0, 1 pair/12 months: 30% after deductible	1 exam/12 months: \$0, 1 pair/12 months: 40% after deductible
Rx Deductible		In Network: None	In Network: None	In Network: None
Rx Retail		\$5/\$25/\$60/\$150	\$5/\$25/\$60/\$150	\$20/\$75/\$150
Rx Specialty		20%	20%	40%/N/A
Rx Mail Order		\$15/\$75/\$180/\$450	\$15/\$75/\$180/\$450	\$60/\$225/\$450
Cost Summary		Current	Mapped Renewal	Alternate Option 3
Monthly Premium		\$3,177.77	\$3,708.96	\$3,243.45
Annual Premium		\$38,133.24	\$44,507.52	\$38,921.40
Premium Change			\$531.19	\$65.68
Premium Change %			16.72%	2.07%
Employer Premium Contribution		\$3,177.77	\$3,708.96	\$3,243.45
Employee Premium Contribution		\$0.00	\$0.00	\$0.00

Rates are subject to change based on final enrollment.

Programs are subject to change. This is a brief description of benefits provided for demonstration purposes only.

Actual benefits, limitations and exclusions are set forth in the certificate of insurance issued to members.

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City of Baldwin

Effective Date: 8/1/2025 | Group Size: 4

Census Details				HealthPartners				HealthPartners				HealthPartners				Medica				
Contribution Model: Member: EE: 100% / CH: 0%				\$4000-\$40 Gold SE Open Access				\$4000-\$40 Gold SE Open Access				\$6000-\$70 Silver SE Open Access				Medica Choice Passport MN 4000-35/150-40% Silver-Rx Copays				
Pay Frequency: Monthly				Fully Insured				Fully Insured				Fully Insured				Fully Insured				
View PDF				View PDF				View PDF				View PDF				View PDF				
Composited Rates				Current				Mapped Ratable				Alternate Option 1				Alternate Option 2				
Employee				4				4				4				4				
Employee & Spouse				0				0				0				0				
Employee & Child				0				0				0				0				
Employee & Family				0				0				0				0				
Name	Type	Coverage	DOB	ZIP Code	Rate	Total Rate	ER	EE	Payroll Deduction	Ratio	Total Rate	Ratio	ER	EE	Payroll Deduction	Total Rate	Ratio	ER	EE	Payroll Deduction
Phillip Fadden	EE	EE	3/8/1962	55371	1,194.68	1,194.68	1,194.68	-	-	-	1,261.57	1,261.57	1,261.57	-	-	1,128.32	1,128.32	1,128.32	-	-
Zachary Good	EE	EE	12/7/1967	55371	514.80	514.80	514.80	-	-	-	532.49	532.49	532.49	-	-	476.67	476.67	476.67	-	-
Jean Helton	EE	EE	11/27/1967	55371	970.13	970.13	970.13	-	-	-	1,041.48	1,041.48	1,041.48	-	-	932.30	932.30	932.30	-	-
Kayla Nielsen	EE	EE	7/10/1991	55371	498.16	498.16	498.16	-	-	-	518.82	518.82	518.82	-	-	464.43	464.43	464.43	-	-
Cost Summary				Current				Mapped Ratable				Alternate Option 1				Alternate Option 2				
Monthly Premium				\$3,177.77				\$3,708.96				\$3,354.36				\$3,002.72				
Annual Premium				\$38,133.24				\$44,507.52				\$40,252.32				\$36,032.64				
Monthly Premium Change				\$3,177.77				\$531.19				\$176.59				-\$175.05				
Premium Change %				16.72%				16.72%				5.69%				-5.51%				
Employer Premium Contribution				\$0.00				\$3,708.96				\$3,354.36				\$3,002.72				
Employee Premium Contribution				\$0.00				\$0.00				\$0.00				\$0.00				

Rates are subject to change based on first enrollment.
 Programs are subject to change. This is a brief description of benefits provided for demonstration purposes only.
 Actual benefits, limitations and exclusions are set forth in the certificate of insurance issued to members.
 powered by benefit

City of Baldwin

Effective Date: 8/1/2025 | Group Size: 4

Census Details		HealthPartners \$4000-\$40 Gold SE Open Access Fully Insured View PDF		HealthPartners \$4000-\$40 Gold SE Open Access Fully Insured View PDF		BlueCross BlueShield of Minnesota BlueAccess Silver \$4200 Plan 626 Fully Insured View PDF	
Contribution Model: Member: EE: 100% / CH: 0% Pay Frequency: Monthly		Current		Mapped Renewal		Alternate Option 3	
Composite Rates		Current		Mapped Renewal		Alternate Option 3	
Name	Type	Coverage Tier	DOB	ZIP Code	Rate	Total Rate	Payroll Deduction
Phillip Fadden	EE	EE	3/8/1962	55371	1,194.68	1,194.68	1,194.68
Zachary Good	EE	EE	1/27/1987	55371	514.80	514.80	514.80
Joan Heinen	EE	EE	11/27/1967	55371	970.13	970.13	970.13
Kayla Nielsen	EE	EE	7/10/1991	55371	498.16	498.16	498.16
Cost Summary		Current		Mapped Renewal		Alternate Option 3	
Monthly Premium		\$3,177.77		\$3,708.96		\$3,243.45	
Annual Premium		\$38,133.24		\$44,507.52		\$38,921.40	
Monthly Premium Change %				\$531.19		\$95.69	
Employer Premium Contribution		\$3,177.77		16.72%		2.07%	
Employee Premium Contribution		\$0.00		\$0.00		\$3,243.45	
						\$0.00	

Rates are subject to change based on final enrollment.
 Programs are subject to change. This is a brief description of benefits provided for demonstration purposes only.
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AN INTEGRITY COMPANY

Benefits Proposal Prepared for: City of Baldwin

Effective Date: 8/1/2025 | Group Size: 4

Quote Id: 886653

6/18/25
Group SIC Code:
Number of Subscribers: 4
Number of Employees: 4
Group Zip/County: 55371, Sherburne

Prepared by Todd Stead of IFC National Marketing
tstead@ifcnationalmarketing.com

powered by **benefix**

City of Baldwin

Effective Date: 8/1/2025 | Group Size: 4

Medical Coverage Options		Medica	Medica
		Medica Choice Passport MN 4000-35/150-40% Silver-Rx Copays Fully Insured View PDF	Medica Choice Passport MN 6250-0% HSA Silver Fully Insured View PDF
Benefits Summary		Alternate Option 1	Alternate Option 2
Network		Medica - Medica Choice Passport PPO	Medica - Medica Choice Passport PPO
Health Account Compatibility		N/A	HSA Compatible
Covered Employees / Total Employees		4 / 4	4 / 4
Embedded Deductible		Embedded	Embedded
Deductible Individual (IN / OON)		\$4,000 / \$10,000	\$6,250 / \$10,000
Deductible Family (IN / OON)		\$12,000 / \$20,000	\$12,500 / \$20,000
OOP Max Individual (IN / OON)		\$8,500 / N/A	\$6,250 / N/A
OOP Max Family (IN / OON)		\$17,000 / N/A	\$12,500 / N/A
Coinurance (IN / OON)		40% / 50%	0% / 50%
PCP Visit Copay		\$35	\$0 after deductible
Specialist Visit Copay		\$150	\$0 after deductible
Telemedicine Copay		See Plan Document	See Plan Document
Urgent Care Copay		\$35	\$0 after deductible
ER Copay		40% after deductible	\$0 after deductible
Outpatient Diagnostic Labs / X-Ray		40% after deductible	\$0 after deductible
Outpatient Complex Imaging		40% after deductible	\$0 after deductible
Physical / Occupational Therapy		\$35	\$0 after deductible / Physician: \$0
Inpatient Hospital		40% after deductible	after deductible
Outpatient Surgery		40% after deductible	Facility: \$0 after deductible / Physician: \$0
Durable Medical Equipment		40% after deductible	after deductible
Pediatric Dental		N/A	N/A
Pediatric Vision		1 exam/12 months: \$0, 1 pair/12 months: 40% after deductible	1 exam/12 months: \$0, 1 pair/12 months: \$0 after deductible
Rx Deductible		In Network: None	In Network: Integrated
Rx Retail		\$20/\$75/\$160	\$0 after deductible
Rx Specialty		\$500/\$600/N/A/N/A	\$0/\$0/N/A/N/A after deductible
Rx Mail Order		\$40/\$150/\$320	\$0 after deductible
Cost Summary		Alternate Option 1	Alternate Option 2
Monthly Premium		\$3,002.72	\$3,203.19
Annual Premium		\$36,032.64	\$38,438.28
Employer Premium Contribution		\$3,002.72	\$3,203.19
Employee Premium Contribution		\$0.00	\$0.00

Rates are subject to change based on final enrollment.
 Programs are subject to change. This is a brief description of benefits provided for demonstration purposes only.
 Actual benefits, limitations and exclusions are set forth in the certificate of insurance issued to members.
 powered by benefix

City of Baldwin

Effective Date: 8/1/2025 | Group Size: 4

Census Details

Contribution Model: Member: EE: 100% / CH: 0%

Pay Frequency: Monthly

Medica

Medica Choice Passport MN 4000-35/150-40% Silver-Rx

Copays

Fully Insured

[View PDF](#)

Medica

Medica Choice Passport MN 6250-0% HSA Silver

Fully Insured

[View PDF](#)

Composite Rates

Employee	4
Employee & Spouse	0
Employee & Child	0
Employee & Children	0
Employee & Family	0

Alternate Option 2

Name	Type	Coverage Tier	DOB	ZIP Code	Rate	Total Rate	ER	EE	Payroll Deduction	Rate	Total Rate	ER	EE	Payroll Deduction
Phillip Fadden	EE	EE	3/8/1962	55371	1,129.32	1,129.32	1,129.32	-	-	1,204.72	1,204.72	1,204.72	-	-
Zachary Good	EE	EE	1/27/1987	55371	476.67	476.67	476.67	-	-	508.49	508.49	508.49	-	-
Joan Heinen	EE	EE	1/27/1967	55371	932.30	932.30	932.30	-	-	994.54	994.54	994.54	-	-
Kayla Nielsen	EE	EE	7/10/1991	55371	464.43	464.43	464.43	-	-	495.44	495.44	495.44	-	-

Cost Summary

Monthly Premium	\$3,002.72
Annual Premium	\$36,032.64
Employer Premium Contribution	\$3,002.72
Employee Premium Contribution	\$0.00

Alternate Option 2

Monthly Premium	\$3,203.19
Annual Premium	\$38,438.28
Employer Premium Contribution	\$3,203.19
Employee Premium Contribution	\$0.00

Rates are subject to change based on final enrollment.

Programs are subject to change. This is a brief description of benefits provided for demonstration purposes only. Actual benefits, limitations and exclusions are set forth in the certificate of insurance issued to members.

powered by benefix

**RESOLUTION 25-19
CITY OF BALDWIN MINNESOTA
COUNTY OF SHERBURNE
STATE OF MINNESOTA**

A RESOLUTION AMENDING THE 2025 CITY BUDGET

WHEREAS, the City Council of the City of Baldwin, Minnesota, adopted the original 2025 budget on December 2nd, 2024, and

WHEREAS, the Office of the State Auditor has issued a revised Uniform Chart of Accounts for Minnesota cities to improve financial transparency and reporting consistency statewide; and

WHEREAS, in response, the City of Baldwin has implemented a new chart of accounts effective January 1st including the renaming and repurposing of certain funds and reclassification of revenues and expenditures; and

WHEREAS, it is necessary to amend the adopted 2025 budget to reflect these changes for proper financial reporting and ongoing budgetary control;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Baldwin Minnesota:

SECTION 1. PURPOSE

That the purpose of this budget amendment is to align the City's fund and account structure with the newly implemented chart of accounts. This amendment is administrative in nature and does not alter the total approved levy that was adopted for the 2025 budget; however, it does include additional revenues and expenditures that were not originally included in the budget entered in the city's finance system.

SECTION 2. FUND AND ACCOUNT RECLASSIFICATION

That the City's 2025 budget shall be amended to reflect the changes in fund numbers, fund names, department codes, object codes, and updated budgeted amounts as outlined in **Exhibit A – Budget Amendments for Chart of Accounts Realignment**, which is attached hereto and incorporated by reference. A summary of the nature of the changes follows below:

- **General Fund (Fund 101)** – Changes relate to the inclusion of Street Department operating and maintenance activities that were previously carried out in the Road and Bridge Fund (under the township structure). The former Road and Bridge Fund will now be called the Streets Capital Fund, and will account for capital activity, while the maintenance and operating activities will be undertaken in the General Fund. Budget Amendments relate to the inclusion of the Municipal State Aid – Maintenance Revenue (\$143,697), and streets department operating expenses (\$195,430) being reclassified from the Streets Capital Fund to the General Fund.

- **Streets Capital Fund (Fund 275) (formerly known as Road and Bridge Fund)**
– Budget Amendments for the Streets Capital Fund are the same as discussed above for the General Fund Budget. These amendments relate to the removal of the Municipal State Aid – Maintenance Revenue (\$143,697), and streets operating expenses (\$195,430) being reclassified to the General Fund. This fund will only carry out capital activities in the future and no longer will contain operating nor maintenance expenses.
- **Fire Relief Special Revenue (Fund 200)** – The \$25,000 property tax levy will be brought directly into and passed through to the Fire Relief through the Fire Operating Fund (Fund 250) and therefore Fund 200 will be closed and no longer used.
- **Fire Operating Fund (Fund 250)** – The Fire Operating Fund budget will be amended to include the \$25,000 tax levy revenue that is passed through to the Fire Relief Association as an expense.
- **Blue Hill Fire Operating Fund (Fund 402)** – The budget will be amended to include the projected revenues from the Blue Hill Fire contract. No expenditures are budgeted for these funds, but transfers-out to the Fire Operating Fund (Fund 250) will occur periodically to account for the reimbursement of the Fire Department's operating expenses.
- **Debt Service 2024A Fund (Fund 302)** – The budget will be amended to show the proportionate tax levy and debt service expenditures for the 2024A Certificates. These are merely reclassing amendments as the original budget included only one debt service fund, whereas the new chart of accounts indicates a stand-alone debt service fund for each outstanding issuance.

A complete summary of these reclassifications and newly budgeted items is included in **Exhibit A – Budget Amendments for Chart of Accounts Realignment**, which is attached hereto and made a part of this resolution by reference.

Adopted by the City Council of the City of Baldwin, Minnesota, this 7TH day of July, 2025.

Mayor: _____
Jay Swanson, City of Baldwin

Attest:

City Clerk _____
Joan Heinen, City of Baldwin

EXHIBIT A – Budget Amendments for Chart of Accounts Realignment

General Fund (101)			
	Revenues	Expenditures	
Original	592,133.00	440,992.11	Revenue increase due to bringing in MSA Maintenance Rev
Amended	735,830.00	636,422.36	Bringing in operating expenses that used to be in Road & Bridge, but now General Fund
Total Adjustments	<u>143,697.00</u>	<u>195,430.25</u>	
Fire Relief Sp Rev (200)			
	Revenues	Expenditures	
Original	25,000.00	25,000.00	This levy will now come directly into Fund 250 to be passed to Relief Association
Amended	-	-	
Total Adjustments	<u>(25,000.00)</u>	<u>(25,000.00)</u>	
Fire Operating (250)			
	Revenues	Expenditures	
Original	223,490.00	247,267.82	Blue Hill Revenue will be brought into Fund 402, Reduction to levy budget amount per adopted 2025 tax levy Expenses increase for \$25,000 brought into Fund to be passed to Fire Relief
Amended	248,490.00	272,267.82	
Total Adjustments	<u>25,000.00</u>	<u>25,000.00</u>	
Streets Capital (275)			
	Revenues	Expenditures	
Original	851,509.00	463,786.00	Expenses moved into General Fund, offset by increase to Streets Capital Engineering Move MSA Maintenance Rev into General Fund, Reduction to levy budget amount per adopted 2025 tax levy
Amended	715,935.00	268,355.20	
Total Adjustments	<u>(135,574.00)</u>	<u>(195,430.80)</u>	
Debt Service 2017A			
	Revenues	Expenditures	
Original	25,000.00	202,057.00	
Amended	25,000.00	202,057.00	
Total Adjustments	<u>-</u>	<u>-</u>	
Debt Service 2024A			
	Revenues	Expenditures	
Original	-	-	Budget to include 2024A activity per debt schedule Increase to levy budget amount per adopted 2025 tax levy
Amended	97,650.00	31,592.00	
Total Adjustments	<u>97,650.00</u>	<u>31,592.00</u>	
City Capital Projects (401)			
	Revenues	Expenditures	
Original	55,000.00	-	Blue Hill activity is now Fund 402
Amended	-	-	
Total Adjustments	<u>(55,000.00)</u>	<u>-</u>	
Blue Hill Fire - Operating (402)			
	Revenues	Expenditures	
Original	-	-	No expenditure budget, but will absorb ~25% of Fire Operating Fund expenses Blue Hill Revenue now brought directly into Fund 402
Amended	55,000.00	-	
Total Adjustments	<u>55,000.00</u>	<u>-</u>	
Fire - Capital (403)			
	Revenues	Expenditures	
Original	-	-	Increase to levy budget amount per adopted 2025 tax levy
Amended	100,000.00	-	
Total Adjustments	<u>100,000.00</u>	<u>-</u>	

Whereas clauses pick up the Gen.

Budget Amendments Needed

General Fund (101) Original Amended Total Adjustments	Revenues	Expenditures	Revenue increase due to bringing in MSA Maintenance Rev Bringing in operating expenses that used to be in Road & Bridge, but now General Fund
	592,133.00	440,992.11	
	735,830.00	636,422.36	
	143,697.00	195,430.25	
Fire Relief Sp Rev (200) Original Amended Total Adjustments	Revenues	Expenditures	This levy will now come directly into Fund 250 to be passed to Relief Association
	25,000.00	25,000.00	
	(25,000.00)	(25,000.00)	
	-	-	
Fire Operating (250) Original Amended Total Adjustments	Revenues	Expenditures	Blue Hill Revenue will be brought into Fund 402, Reduction to levy budget amount per adopted 2025 tax levy Expenses increase for \$25,000 brought into Fund to be passed to Fire Relief
	223,490.00	247,267.82	
	248,490.00	272,267.82	
	25,000.00	25,000.00	
Streets Capital (275) Original Amended Total Adjustments	Revenues	Expenditures	Expenses moved into General Fund, offset by increase to Streets Capital Engineering Move MSA Maintenance Rev into General Fund, Reduction to levy budget amount per adopted 2025 tax levy
	851,509.00	463,786.00	
	715,935.00	268,355.20	
	(135,574.00)	(195,430.80)	
Dest Service 2017A Original Amended Total Adjustments	Revenues	Expenditures	Budget to include 2024A activity per debt schedule Increase to levy budget amount per adopted 2025 tax levy
	25,000.00	202,057.00	
	25,000.00	202,057.00	
	-	-	
Debt Service 2024A Original Amended Total Adjustments	Revenues	Expenditures	Blue Hill activity is now Fund 402
	97,650.00	31,592.00	
	97,650.00	31,592.00	
	-	-	
City Capital Projects (401) Original Amended Total Adjustments	Revenues	Expenditures	No expenditure budget, but will absorb ~25% of Fire Operating Fund expenses Blue Hill Revenue now brought directly into Fund 402
	55,000.00	-	
	-	-	
	(55,000.00)	-	
Blue Hill Fire - Operating (402) Original Amended Total Adjustments	Revenues	Expenditures	Increase to levy budget amount per adopted 2025 tax levy
	55,000.00	-	
	55,000.00	-	
	-	-	
Fire - Capital (403) Original Amended Total Adjustments	Revenues	Expenditures	
	100,000.00	-	
	100,000.00	-	
	-	-	
Original Budget Add fund 602 and 800 New DSF	1,862,132.00	1,441,931.46	
		137,243.00	
	1,862,132.00	31,592.00	
		1,610,766.46	
Rev Guideline WS (not Fd 602) Exp Guideline WS (not Fd 602)	2,059,782.00	1,473,523.00	
	(197,650.00)	(31,591.54)	
	197,650.00		
		31,592.00	

Rev Budget Entry

R 100-31000	520,000	
R 100-33400	3,000	
R 100-33620	11,600	
R 100-34000	8,200	
R 100-34107	600	
R 100-34109	22,000	
R 100-34140	800	
R 100-36205	7,700	
R 100-36210	100	
R 100-38054	2,033	
R 100-38055	16,100	
R 200-31000	25,000	
R 250-31000	200,000	
R 250-34000	8,240	
R 250-34210	10,000	
R 275-33610	135,574	
R 275-34000	6,180	
R 300-31000	25,000	
R 301-31000	97,650	
R 401-34202	55,000	
R 403-31000	100,000	
R 404-31000	90,000	
101-31010		520,000
101-33400		3,000
101-33620		11,600
101-34900		8,200
101-34107		600
101-34109		22,000
101-34140		800
101-36205		7,700
101-36210		100
101-38054		2,033
101-31810		16,100
250-33420		25,000
250-31010		200,000
250-34900		8,240
250-33415		10,000
101-33610		143,697
275-34900		6,180
301-31010		25,000
302-31010		97,650
402-34202		55,000
403-31010		100,000
404-31010		90,000

1,344,777 1,352,900

8,123 difference is budget MSA vs actual

Expense Budget Entry

CODE		DR	CR
100-41000-301	100		20,700.00
100-41000-341	100		378.56
100-41000-351	100		302.85
100-41000-352	100		1,297.92
100-41000-355	100		540.80
100-41000-433	100		3,244.80
100-41100-100	100		25,000.00
100-41100-311	100		135.20
100-41100-332	100		270.40
100-41120-200	100		3,120.00
100-41120-311	100		540.80
100-41120-332	100		108.16
100-41400-100	100		62,560.00
100-41400-131	100		4,100.00
100-41400-311	100		108.16
100-41400-332	100		162.24
100-41401-100	100		70,800.00
100-41401-121	100		5,300.00
100-41401-122	100		4,400.00
100-41401-125	100		1,000.00
100-41401-131	100		4,100.00
100-41401-311	100		108.16
100-41401-332	100		189.28
100-41410-100	100		8,000.00
100-41410-332	100		540.80
100-41410-354	100		108.16
100-41410-413	100		4,867.20
100-41415-100	100		5,820.00
100-41415-121	100		400.00
100-41415-122	100		350.00
100-41415-125	100		100.00
100-41550-300	100		35,000.00
100-41600-304	100		40,000.00
100-41620-300	100		2,000.00
100-41700-200	100		3,244.80
100-41700-208	100		432.64
100-41700-322	100		216.32
100-41700-413	100		5,948.80
100-41910-300	100		41,200.00
100-41910-332	100		540.80
100-41940-211	100		1,081.60
100-41940-217	100		5,408.00
100-41940-326	100		1,946.88
100-41940-334	100		140.61
100-41940-413	100		1,081.60
100-41940-432	100		2,704.00
100-43245-384	100		15,142.40
100-49240-361	100		2,379.52
100-49240-362	100		6,489.60
200-42290-124	200		25,000.00
225-41415-100	225		5,400.00



3527 Branch Rd
Princeton, MN 55371

Invoice

DATE	INVOICE #
6/19/2025	6030

BILL TO
City of Baldwin 30239 128th St Baldwin, MN 55371

DESCRIPTION	RATE	QUANTITY	U/M	AMOUNT	TERMS	PROJECT NAME/ PO NUMBER
						305th Ave NW Culverts 25
305th Ave NW Culvert and Ditch Grading						
Mobilization	700.00	1	LS	700.00		
Remove Metal Culvert	8.00	82	LF	656.00		
Sawing Bituminous Pavement- Full Depth	4.00	120	LF	480.00		
Remove Bituminous Driveway Pavement	5.00	109	SY	545.00		
Minor Grade- Ditch	2.00	190	LF	380.00		
Aggregate Base Class 5	30.00	16	TN	480.00		
Type SP 9.5 Wearing Course Mixture (2,B) 3.0"	30.00	109	SY	3,270.00		
15" CS Pipe Apron	290.00	6	EA	1,740.00		
15" CS Pipe Culvert	48.00	74	LF	3,552.00		
15" CS Pipe Culvert Fitting (20 Degree Bend)	1,400.00	1	EA	1,400.00		
Connect to Existing Culvert	200.00	2	EA	400.00		
Select Topsoil Borrow	60.00	36	CY	2,160.00		
Site Restoration (Seed, Fertilize, Erosion Control Blanket)	750.00	1	LS	750.00		
Thank You . We appreciate your business.					Sales Tax (7.375%) \$0.00	
					Total \$16,513.00	
We appreciate your prompt payment. Please remit a check to the above address or call our office at 763-389-2827 with any questions or concerns.					Payments/Credits \$0.00	
					Balance Due \$16,513.00	