



AGENDA FOR JULY 21ST, 2025
CITY OF BALDWIN REGULAR MEETING
7:00 p.m.
(Revised 7/17/2025)

7:00 p.m. Call to Order

- a. Pledge of Allegiance
- b. Additions/Corrections to Agenda
- c. Approval of Regular Meeting Agenda With/Without Additions/Corrections

Treasurer's Report:

Public Comment Requests:

- Todd Jackson – 14250 287th Avenue NW: Request to Buy PID# 01-00404-0001

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 City Council meeting minutes for July 7th, 2025
- Approve Building Permits for June 2025
- Approve Deputy Clerk Vacation Leave of July 24th, 25th and 28th, 2025

Presentation of 2024 City/Township Audit-Burkhardt & Burkhardt

Engineering:

- a. Discuss/Approve/Disapprove Soil Testing at PID# 01-00405-0040
- b. Discuss/Approve/Disapprove North Elk Lake Survey
- c. Discuss/Approve/Disapprove 123rd Street and 287th Avenue Quote
- d. Discuss Punch List and Wearing Course Paving for Oaks of Battle Brook Second Addition

Frontier Trails Update:

Road Report – Tom Rush

- a. Discuss Public Works Report
- b. Discuss Delinquencies of Builder Driveways
- c. Discuss Ditch Mowing Machinery – Alan Walker
- d. Discuss Cul De Sac Repair on 127th Street – Alan Walker
- e. Discuss/Approve/Disapprove Public Works Attending MN Fall Expo 2025 on October 1st and 2nd, 2025

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.

Tabled Items:

- a. Discuss/Approve/Disapprove City Staff Health Insurance Annual Renewal – Jay Swanson
- b. Discuss/Approve/Disapprove Annexing North Portion of 136th Street – Jeff Holm

New Business:

- a. Discuss Update on Elk Lake Excavation – Tom Rush
- b. Discuss TEDI Program – Jay Swanson
- c. Discuss/Approve/Disapprove Sending Letter to Residents on 100th Street and 297th Avenue – Tom Rush
- d. Discuss/Approve/Disapprove Legal Counsel at Future City Council Meetings – Jay Swanson
- e. Schedule Budget Meeting – Jay Swanson

Announcements:

- a. Planning Commission meeting Wednesday, July 23rd, 2025 at 7:00 p.m.
- b. Infrastructure Committee Meeting Thursday, July 24th, 2025 at 7:00 p.m.
- c. Next City Council Meeting Monday, August 4th, 2025 at 7:00 p.m.
- d. FunFest is Saturday, August 16th, 2025 from 11:00 a.m. to 3:00 p.m.
- e. Baldwin Fire Department Dance is Saturday, August 16th, 2025 Starting at 8:00 p.m.

Any Other Business:**Approve Bill for Payment:****Adjourn:**

CITY OF BALDWIN

*Cash Balances

Cash Account: 10100

July 2025

Fund	Begin July 2025	Transfers			Receipts	Disbursements	Rec/Disb	Journal Entries	JE Payroll	Balance No		Investments	Balance
										Investments			
10100 - Bremer													
101 - General Fund	(\$985,696.32)	\$226,340.09	(\$120,726.54)	\$0.00					\$9,675.01	(\$870,409.76)		\$0.00	In Bal
225 - Cemetery Fund	\$13,413.43	\$2,100.00	(\$24.12)	\$0.00					(\$107.65)	\$15,381.66			In Bal
250 - Fire Operations	\$103,484.69	\$46,200.00	(\$8,631.42)	\$0.00				\$15,764.16	(\$75,132.16)	\$81,685.27			In Bal
275 - Street Capital	\$255,508.67	\$105,000.00	(\$47,781.25)	\$0.00						\$312,727.42			In Bal
301 - G.O. 2017A	\$743,919.64	\$3,750.00	(\$1,316.81)	\$0.00						\$746,352.83			In Bal
302 - G.O. 2024A	\$17,335.91	\$14,647.50	(\$8,656.50)	\$0.00						\$23,326.91			In Bal
401 - Capital Project Fund	\$151,188.56			\$0.00						\$151,188.56			In Bal
402 - Fire Services	\$60,430.81			\$0.00				(\$15,764.16)		\$44,666.65			In Bal
403 - Fire Infrastructure Fund	\$174,034.96	\$15,000.00	(\$7,286.06)	\$0.00						\$181,748.90			In Bal
404 - Parks Capital Fund	\$102,985.71	\$13,585.00	(\$5,969.87)	\$0.00					(\$2,493.94)	\$108,106.90			In Bal
602 - Sewer Fund	\$48,575.22	\$5,988.01	(\$6,536.29)	\$0.00					(\$271.03)	\$47,755.91			In Bal
801 - Developers Account - Escrow	\$133,813.29	\$15,935.00	(\$16,400.50)	\$0.00						\$133,347.79			In Bal
803 - Misty Hollow Escrow	\$0.00			\$0.00						\$0.00			In Bal
805 - Sumser Farms 1st Addt Escr	\$2,186.41			\$0.00						\$2,186.41			In Bal
				MTD Amounts		YTD Amounts		Begin + YTD					
Begin	\$821,178.98	\$958,164.65	Investments	\$0.00				\$1,093,183.34					
Receipt	\$448,545.60	\$1,563,333.99	Petty Cash	\$0.00				\$0.00					
Disbursements	(\$223,329.36)	(\$1,317,447.41)	Savings	\$0.00				\$0.00					
Transfers Rec/Disb	\$0.00	\$0.00	Money Market	\$0.00				\$0.00					
Transfers JE	\$0.00	\$0.00											
JE Payroll	(\$68,329.77)	(\$225,985.78)	Balance	\$978,065.45				In Balance					



BALDWIN CITY COUNCIL REGULAR MEETING

JULY 7th, 2025

 **DRAFT**

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

Absent – Mayor Jay Swanson

Jeff Holm arrived at 8:17 p.m.

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

Call to Order – The July 7th, 2025 regular meeting of the City of Baldwin was called to order by Acting Mayor Tom Rush 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 - Case/Walker unanimous to approve as amended.

July 2025 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$836,531.73, Receipts of \$47,772.59, Disbursements of \$99,387.44, leaving an unaudited ending balance of \$784,916.88.

Sheriff's Report – Deputy Wilson reported 223 calls for service in the City of Baldwin for June 2025 with no burglaries. These calls consisted of 3 motor vehicle accidents, 23 medicals, 40 traffic stops, 15 additional patrols, one theft which was a cell phone, 4 dog complaints and 1 dog bite. The rest were miscellaneous calls for service.

Deputy Wilson communicated that the Park & Ride north of Baldwin is MnDOT's responsibility. Deputy Wilson gave information to the Clerk about getting signage regarding no overnight parking. This would make it enforceable if there was overnight parking at this location.

Public Comment Requests:

- Patricia Gruber – 13363 279th Avenue: Repairs on 279th Avenue – Road was paved 20 years ago, and homeowners were assessed by Sherburne County. Road has never been seal coated, and aggregate is exposed. Rush stated that the City Council is working on a preventative maintenance plan for city roads. Patricia discussed the yield sign on the curve of 133rd and a yield sign on 279th and Lake Diann Road. Patricia suggested replacing the yield sign with a stop sign.



- Kristin Lokken – 9735 294th Avenue: Dangerous Dogs at Large in Her Neighborhood – Kristin is fearful of dogs at large in her neighborhood. On June 24th, 2025, Kristin contacted Sherburne County Sheriff's office and was told they couldn't do anything because Baldwin does not have an ordinance renewed for dogs at large. City Planner, Dan Licht, stated that there was a meeting with Sherburne County Sheriff's Office and there is an ordinance for dogs at large. The ordinance for dogs at large is not enforceable by Sherburne County Sheriff's Office yet because the ordinance needs to be entered into a state database. The City enforces dogs at large, and they will contact the city's animal control officer for reports on dogs at large. Sherburne County Sheriff's Office will continue to enforce dangerous dogs. Deputy Wilson stated that what Ms. Lokken reported is accurate and the dogs were determined to be vicious propensity, and the dog owners were given paperwork on dangerous dogs. There would be civil recourse if the dogs came onto her property. **Rush/Case unanimous to approve** City Attorney, Ruppe, sending a letter to the resident with the dangerous dogs. Kristin to call City Hall and have animal control come to the location when dogs are at large.
- Jolynne Larson – 14322 284th Avenue – Cat nuisance, cruelty, overbearing. Has petition with 21 resident signatures. A neighbor has cats that aren't taken care of. The cats are getting into garbage cans, and they are spraying windows. Rush stated that the city does not have an ordinance on cats. City Planner, Licht, stated that it will be discussed with the Planning Commission and City Council if cats could be regulated.

Approval of Consent Agenda – Case/Walker unanimous to approve consent agenda

- 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:

Discuss/Approve/Disapprove New Hire Firefighter, Alexander Schablitsky, Contingent on Pre-Employment Testing – Walker/Rush unanimous to approve new hire Alexander Schablitsky contingent on pre-employment testing.

Discuss/Approve/Disapprove New Hire Firefighter, Christian Higgins, Contingent on Pre-Employment Testing - Walker/Rush unanimous to approve new hire Christian Higgins contingent on pre-employment testing.

Discuss/Approve/Disapprove New Hire Firefighter, Kelton Rintamaki, Contingent on Pre-Employment Testing – Walker/Rush unanimous to approve new hire Kelton Rintamaki contingent on pre-employment testing.



Rush asked how many firefighters the fire department currently has. Case stated there are 36 firefighters but 6 of these firefighters are on personal or medical leave at this time.

Discuss/Approve/Disapprove Leave of Absence for Lance Soderholm – Rush/Walker unanimous to approve LOA for Lance Soderholm.

Discuss/Approve/Disapprove Leave of Absence for Matt Sullivan – Rush/Walker unanimous to approve six-month LOA for Matt Sullivan.

Case stated that the Fire Department ladder truck was certified and was in service on July 1st, 2025 for training.

Fire Department Liaison, Rush, gave the Baldwin Fire Department monthly report for June 2025. There were a total of 38 calls. These calls consisted of 30 medicals, 2 structure fires, 1 hazardous condition, 2 grass/rubbish fires, 2 alarms, 1 rescue/citizen assist. Blue Hill Township had 7 calls for service in the month of June 2025. The next Fire Department Business meeting is August 12th, 2025. Rush also communicated that the fire department garage sale is July 17th – July 19th, 2025 and the fire department dance is August 16th, 2025.

Planning Items:

Discuss Code Enforcements - No new updates since the June 2025 meeting. City Zoning Administrator, Licht, stated there will be inspections next week at 114th Street running the farm retail business to sort out what zoning approvals are required. Licht will also follow up with a homeowner on Lake Diann and a track issue that Rush communicated to Licht on.

Discuss/Approve/Disapprove City Code; Codification of City Ordinances – 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 use. The tasks included in doing the codification would be compiling all existing ordinances and amendments, reviewing existing city ordinances for any omissions, repelling 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 and creating processes that allow for continuous updates. The City Council will discuss authorizing city staff to obtain quotes for codification services. **Case/Walker unanimous to approve** city staff going out for quotes on codification of city ordinances.

Discuss/Approve/Disapprove Resolution 25-17 Appointments to Planning Commission - **Case/Walker unanimous to approve** resolution 25-17 appointments to Planning Commission.

DRAFT

Discuss/Approve/Disapprove Second Driveway for PID# 01-00025-2401 – The proposed second driveway access meets all the requirements of Ordinance 100, Section 1.08 Part 2.c (3) per City Engineer review dated June 23rd, 2025. The Planning Commission also reviewed and approved the second driveway at their meeting on June 25th, 2025. **Case/Walker unanimous to approve** second driveway at PID# 01-00025-2401.

Discuss/Approve/Disapprove Sherburne County Zoning and Subdivision Ordinance Survey Submission – A survey was received from Sherburne County Planning and Zoning Department on July 2nd, 2025. The request was to participate in a City Survey to provide input on issues and opportunities that cities would like to see addressed as part of updating Sherburne Counties Zoning and Subdivision ordinance. City Planning and Zoning Administrator, Dan Licht, stated that it is Baldwin's intent for the large land area to remain rural and does not have potential utility service areas to protect. Sherburne County Comprehensive Land Use Plan is the guiding document that serves as the basis for the County's official controls per MN Statute 394.27. City Planner, Licht, recommends City Staff follow up acknowledging the survey but that the survey wouldn't affect Baldwin.

Case/Walker unanimous to approve city staff sending letter to Sherburne County Zoning with the above recommendation from City Planner, Licht.

Discuss/Approve/Disapprove Resolution 25-18; Clover Home Occupation Interim Use Permit – Full planning report on file in the Clerk's office. **Walker/Case unanimous to approve** Resolution 25-18.

Park Committee Report – The Park Committee met last month to discuss on portable toilets vs. permanent bathrooms at Young Park. The Park Committee is getting quotes on increasing the parking lot at Young Park and Goose Lake Park. FunFest has approximately 24 vendors. Sherburne County Public Works put buoys out at Sandy Lake. Cattails were cleared out at Sandy Lake. Rush approved some play sand at Sandy Lake. The sprinkler system was shut off by the baseball association and the main gate lock was busted off. Rush to reach out to the baseball association on the sprinkler system.

Discuss/Approve/Disapprove Expenditure of \$600.00 for a Split Rail Fence at Lake Helene – The goal of adding a split rail fence along the east side of Lake Helene public access is to better identify the property boundary in that area. **Case/Walker unanimous to approve** expenditure of \$600.00 for a split rail fence at Lake Helene.

Discuss/Approve/Disapprove Lake Diann Stormwater Contract - Rush/Walker unanimous to approve contract for \$40,155.36. Bogart Pederson will manage the project from start to finish and the bidding process. Bogart Pederson will be billing hourly for these services.

Cemetery Update - None

Tabled Items:

 **DRAFT**

Discuss/Approve/Disapprove City Staff Health Insurance Annual Renewal – Case/Walker unanimous to table until the July 21st, 2025, City Council meeting.

New Business:

Discuss/Approve/Disapprove Annexing North Portion of 136th Street – City Attorney, Ruppe, communicated with Princeton Township Town Board Supervisor on this agenda item. This would be annexing just the road right of way and not the land. The next step would be an orderly annexation agreement for this portion of the road. Case/Rush unanimous to table until the July 21st, 2025 City Council meeting.

Schedule Interviews for RFP for Frontier Trails Wastewater Operator – Rush communicated that Baldwin received one quote for a Wastewater Operator. Case and Swanson to interview candidate. Case stated that if Frontier Trail Residents have questions, they should submit the questions in writing. **Rush made a motion** for Swanson and Case to conduct an interview this week. **Walker seconded the motion, motion carried.**

Schedule Proposed Budget, Truth in Taxation Public Comment Hearing Meeting and Final Tax Levy Approval Meetings – Case proposed levy date of September 8th, 2025 City Council meeting and December 1st, 2025 City Council meeting for Truth-in-Taxation and approved levy. **Case/Walker unanimous to approve** these dates.

Discuss/Approve/Disapprove Employee Health and Wellness Program Expenditure Fund – Pricing will never change and has been locked in. **Case/Walker unanimous to approve** allocating expenditure from the cell tower rent.

Discuss/Approve/Disapprove Resolution 25-19; Amending the 2025 City Budget – 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. In response, the City of Baldwin has implemented a new chart of accounts effective January 1st, 2025. This included renaming, repurposing of certain funds and reclassification of revenues and expenditures which is necessary to amend the adopted 2025 budget approved on December 2nd, 2025. These changes are for proper financial reporting and ongoing budgetary controls. **Case/Walker unanimous to approve** resolution 25-19.

Discuss/Approve/Disapprove West Branch Construction Increased Expenditure of \$1203.00 for 305th Avenue Culverts – Rush/Walker unanimous to approve \$1203.00 additional expenditure.

Discuss/Approve/Disapprove Clerk Vacation Leave of Monday and Tuesday next week July 14th and July 15th, 2025. Case/Walker unanimous to approve.

 **DRAFT**

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 – None

Jeff Holm arrived at 8:17 p.m.

Approve Bills for Payment – Holm/Case unanimous to approve check numbers 28688 – 28736 for \$107,292.03 and 4 EFT payments of \$4795.31 for a total of \$112,087.34.

Adjourn – Holm/Walker unanimous to adjourn at 8:27 p.m.

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

Approved By: (s/) Tom Rush
Acting Mayor
City of Baldwin

Date

Attendees: Shelly Larson, Kam Selix, Jolynne Larson, Tom Gannon, Patti Gruber, Kristin Lokken, Jon & Megan Clover, Ed Stofferahn, Delmas Hines, Andy Schreder and Pat Brown



Contract Area: City of Baldwin - June 2025

Permit #	Paid Date	Address	Project Description	Permit Portion	70% Billable	Plan Review	80% Billable	Project Fee
BA2025-074	6/11/2025	32018 125TH ST NW	Non-Residential Mechanical Addition	\$ 149.65	\$ 104.76	\$ 97.27	\$ 77.82	\$ 182.57
BA2025-075	6/2/2025	28615 104TH ST NW	Solar	\$ 232.40	\$ 162.68	\$ 151.06	\$ 120.85	\$ 283.53
BA2025-090	6/2/2025	11375 313TH AVE NW	Mechanical New Construction	\$ 150.00	\$ 105.00		\$ -	\$ 105.00
BA2025-128	6/5/2025	13014 295TH AVE NW	Deck*	\$ 100.00	\$ 75.00	\$ 50.00	\$ 50.00	\$ 125.00
BA2025-144	6/5/2025	31340 125TH ST NW	Non-Residential Mechanical New Construction	\$ 199.30	\$ 139.51	\$ 64.78	\$ 51.82	\$ 191.33
BA2025-159	6/2/2025	11533 310TH AVE NW	Replacement Septic	\$ 350.00			\$ -	\$ 350.00
BA2025-160	6/24/2025	30824 119TH CIR NW	Deck	\$ 182.75	\$ 127.93	\$ 118.79	\$ 95.03	\$ 222.96
BA2025-164	6/9/2025	27938 104TH ST NW	Replacement Septic	\$ 350.00			\$ -	\$ 350.00
BA2025-175	6/2/2025	13051 289TH AVE NW	Window/Door	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2025-177	6/9/2025	30848 117TH ST NW	Accessory Structure	\$ 447.55	\$ 313.29	\$ 290.91	\$ 232.73	\$ 546.01
BA2025-178	6/4/2025	30840 141ST ST NW	Plumbing Alteration/Remodel	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2025-179	6/2/2025	10130 285TH LN NW	Boiler	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2025-180	6/16/2025	10331 310TH AVE NW	Replacement Septic	\$ 350.00			\$ -	\$ 350.00
BA2025-184	6/3/2025	9827 287TH AVE NW	Roof	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2025-185	6/4/2025	10831 286TH AVE NW	Plumbing Accessory Structure	\$ 62.50	\$ 43.75		\$ -	\$ 43.75
BA2025-186	6/4/2025	10831 286TH AVE NW	Mechanical Accessory Structure	\$ 62.50	\$ 43.75		\$ -	\$ 43.75
BA2025-187	6/23/2025	31475 116TH ST NW	New Construction	\$ 2,030.40	\$ 1,421.28	\$ 1,319.76	\$ 1,055.81	\$ 2,477.09
BA2025-188	6/5/2025	28127 PAR DR NW	Water Conditioner	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2025-189	6/5/2025	11607 290TH CT NW	Water Heater	\$ 125.00	\$ 87.50		\$ -	\$ 87.50



Contract Area: City of Baldwin - June 2025

Permit #	Paid Date	Address	Project Description	Permit Portion	70% Billable	Plan Review	80% Billable	Project Fee
BA2025-190	6/9/2025	28015 97TH ST NW	Furnace & A/C	\$ 185.00	\$ 129.50		\$ -	\$ 129.50
BA2025-191	Jun 16, 2025	30837 138TH CT NW	Roof	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2025-192	6/9/2025	14233 294TH AVE NW	Mechanical New Construction	\$ 150.00	\$ 105.00		\$ -	\$ 105.00
BA2025-193	6/9/2025	12904 295TH AVE NW	Mechanical New Construction	\$ 150.00	\$ 105.00		\$ -	\$ 105.00
BA2025-194	6/16/2025	29042 108TH ST NW	Replacement Septic	\$ 350.00			\$ -	\$ 350.00
BA2025-195	6/25/2025	13437 295TH AVE NW	New Construction	\$ 2,219.40	\$ 1,553.58	\$ 1,442.61	\$ 1,154.09	\$ 2,707.67
BA2025-196	6/10/2025	10544 302ND AVE NW	Window/Door	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2025-197	6/26/2025	13282 295TH AVE NW	New Construction	\$ 2,037.15	\$ 1,426.01	\$ 1,324.15	\$ 1,059.32	\$ 2,485.33
BA2025-198	Jun 25, 2025	9621 305TH AVE NW	New Septic	\$ 350.00			\$ -	\$ 350.00
BA2025-199	Jun 10, 2025	9621 305TH AVE NW	Plumbing New Construction	\$ 150.00	\$ 105.00		\$ -	\$ 105.00
BA2025-200	Jun 10, 2025	9621 305TH AVE NW	Mechanical New Construction	\$ 150.00	\$ 105.00		\$ -	\$ 105.00
BA2025-204	Jun 26, 2025	12774 299TH AVE NW	Furnace	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2025-208	Jun 23, 2025	12507 280TH AVE NW	Roof	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2025-213	Jun 24, 2025	32315 104TH ST NW	Furnace & A/C	\$ 185.00	\$ 129.50		\$ -	\$ 129.50
BA2025-214	Jun 30, 2025	14008 301ST AVE NW	Tank Replacement Septic	\$ 175.00			\$ -	\$ 175.00
BA2025-217	Jun 30, 2025	10331 310TH AVE NW	Window/Door	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
TOTAL				\$ 12,143.60	\$ 7,158.02	\$ 4,859.33	\$ 3,897.46	\$ 12,980.48

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

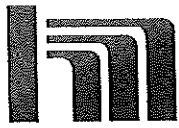
Rum River Consultants - City of Baldwin Administration Hourly Log



Contact Information: Andy Schreder
 Email: permits@rumrivercc.com
 Office/Scheduling: 763-331-7722

Month Served: June 2025

Permit #/ Address/ Project	Date	Project/Description	Time (Tenths of an Hour)
28119 120th St NW	6/4/25 to 6/7/25	SSTS Compliance Concern Correspondence and Inspections	1.2
		TOTAL	1.2
		@ 85.00 per hour	\$102.00



**Hakanson
Anderson**

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



MEMORANDUM

TO: Joan Heinen, City Clerk
CC: Zac Good, Public Works Supervisor
FROM: Sam Jochum, City Engineer
DATE: 7/16/2025
RE: Soil Testing Summary for PID 01-00405-0040

The purpose of this memo is to summarize Hakanson Andersons work on looking into soil testing for PID 01-00405-0040 to help council in determining a decision.

Hakanson Anderson has reached out to the SWCD for testing options as the SWCD stated that they would not do testing. The SWCD informed us that the best option would be to take two samples of each area and then use the University of Minnesota for the soil testing.

Based off the University of Minnesota Soils Laboratory website, the cost per sample would roughly be between \$30-\$100.

Joan Heinen

From: Sam Jochum <samj@haa-inc.com>
Sent: Wednesday, July 09, 2025 3:19 PM
To: Joan Heinen
Cc: Baldwin Maintenance; Robert Ruppe
Subject: North Elk Lake Loop Encroachment Agreements

Hi Joan,

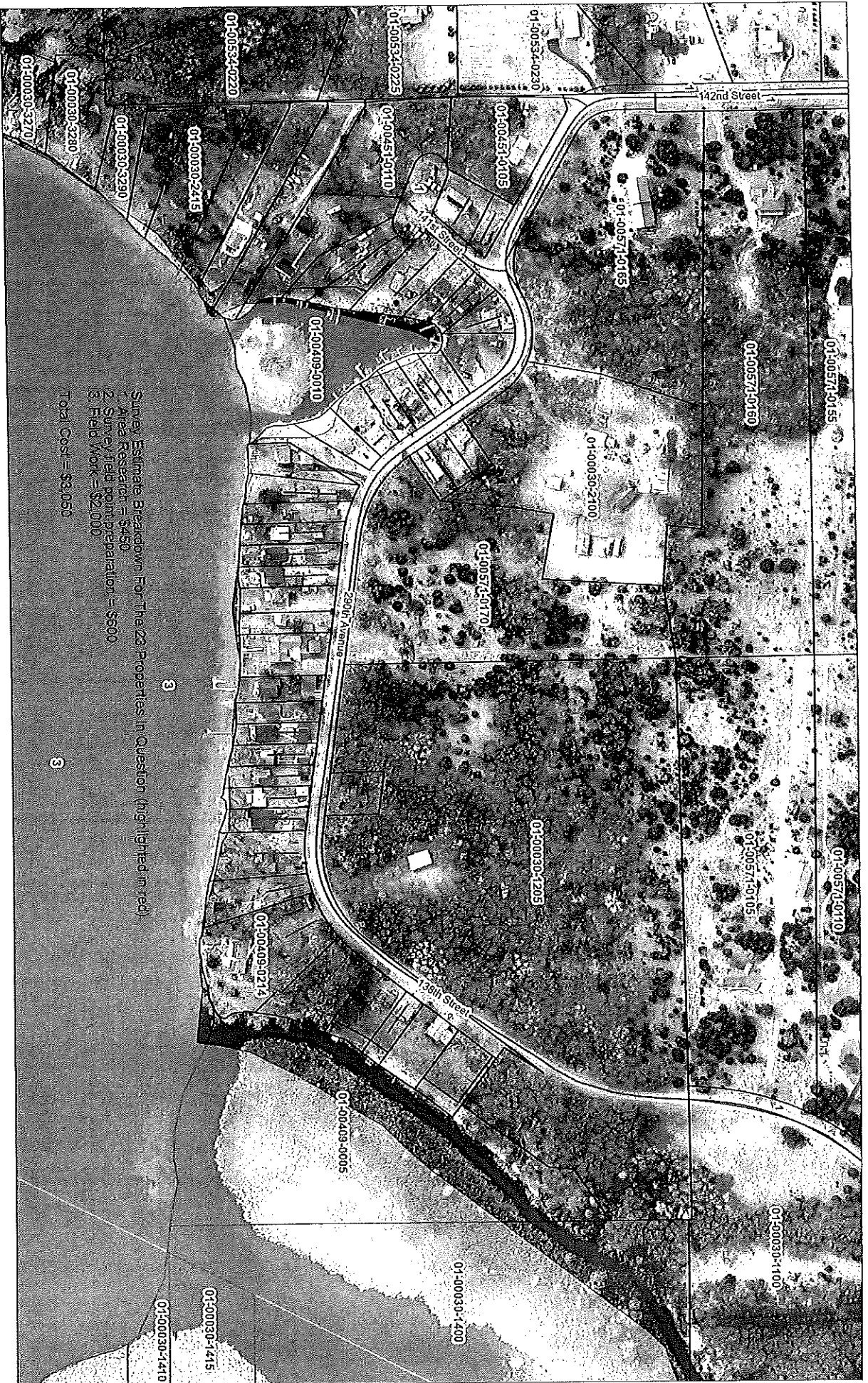
I have done a preliminary walkthrough of North Elk Lake Loop checking for lots that may need an encroachment agreement. I have identified 23 possible lots. The next step now would be to have our survey department mark the front property line for these lots. That way we will know accurately if the resident has an object within the city right of way that would require an encroachment agreement.

I received a quote from our survey department for how much this work would be. They quoted this work to be \$3,050. Can you please forward this to council? I would like to get there approval on this before giving my survey department to OK to proceed on this.

Please let me know if you have any questions.

Thanks,

Sam



Quote for Baldwin Twp - 123rd & 287th Overlay

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

Bid Date: 07/16/2025

Quote To:
Baldwin Twp
1.5 " Overlay Proposal

Phone:
Fax:
Email:

Quote is valid for 15 days.

Item	Description	Quantity	Unit	Unit Price	Extension
10	Mobilization - 123rd & 287th Ave NW	1.000	LS	3,600.000	3,600.00
20	Traffic Control - 123rd & 287th Ave NW	1.000	LS	1,300.000	1,300.00
30	Mill Bit Lap Joints	75.000	LF	12.000	900.00
40	Tack Coat	135.000	GL	3.000	405.00
50	SP 9.5 Wear Course Overlay (2,B)(1.5" Lift)	230.000	TN	102.000	23,460.00
60	Agg Base Class 5 - Shouldering	35.000	TN	57.000	1,995.00
Total Quote: \$					31,660.00

Inclusions/Exclusions:

NOTES: REVISED QUOTE

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

PAYMENT TERMS:

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

ACCEPTANCE:

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

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

Signature: _____

Printed Name: _____

Title: _____

Firm: _____

Date: _____

Signature: _____

Printed Name: Mike Puhalla

Title: Estimator/Project Manager

Firm: Knife River Corporation - North Central

Date: _____

Quote for Baldwin Twp - 123rd & 287th Overlay

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

Bid Date: 05/29/2025

Quote To:
Baldwin Twp
1.5 " Overlay Proposal

Phone:
Fax:
Email:

Quote is valid for 15 days.

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

Inclusions/Exclusions: NOTES:

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

PAYMENT TERMS:

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

ACCEPTANCE:

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

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

Signature: _____

Printed Name: _____

Title: _____

Firm: _____

Date: _____

Signature: Mike Puhalla

Printed Name: Mike Puhalla

Title: Estimator/Project Manager

Firm: Knife River Corporation - North Central

Date: 5/29/25

OLD
Quote

PROJECT REVIEW REPORT #1

By:



3601 Thurston Avenue
Anoka, MN 55303
Phone: 763-427-5860

Date of Report: 07/16/2025
Date of Review: 07/16/2025

Project: Oaks Of Battle Brook 2nd Addition

HAI# BD201

Reviewed by: Andy Evans/Sam Jochum

The following is not necessarily a complete listing. Completion of these items does not in any way relieve the Contractor of the responsibility to complete the project in accordance with all Contract Documents.

The Contractor shall complete all work herein, initial, date and return with any necessary remarks. **Any work completed without notification and/or observation will be subject to additional testing and may not be accepted.** Please notify Sam Jochum (612-270-6284) 48 hours prior to performing the work.

Item	Reference	Description	By Contractor	
			Date	Initial
1	Storm Sewer	Clean/remove sediment from all culverts		
2	Grading / Turf Establishment	Clean out sediment from pond at Infiltration basin P1 due to washout and erosion. Repair washouts, add topsoil, re-seed and mulch and/or blanket as necessary to establish turf.		
3	Grading / Turf Establishment	Clean out sediment from pond at Infiltration basin P2 due to washout and erosion. Repair washouts, add topsoil, re-seed and mulch and/or blanket as necessary to establish turf.		
4	Grading / Turf Establishment	Re-grade ditches from both sides of the roads from STA-4+50 to STA-10+00 on 295 th Ave. Add topsoil, re-seed and mulch and/or blanket as necessary to establish turf.		
5	Grading / Turf Establishment	Clean out sediment from pond at Infiltration basin P3 due to washout and erosion (North and South sides of the pond). Repair washouts, add topsoil, re-seed and mulch and/or blanket as necessary to establish turf.		
6	Grading / Turf Establishment	Clean out sediment from pond at Infiltration basin P4 due to washout and erosion. Repair washouts, add topsoil, re-seed and mulch and/or blanket as necessary to establish turf.		
7	Grading / Turf Establishment	Clean out sediment from pond at Infiltration basin P5 due to washout and erosion. Add topsoil, re-seed and mulch and/or blanket as necessary to establish turf.		
8	Grading / Turf Establishment	Regrade ditches and stabilize around cul-de-sac at STA 25+00 to end of cul-de-sac due to washout		

		and erosion. Add topsoil, re-seed and mulch and/or blanket as necessary to establish turf.		
9	Erosion Control	Silt fence on the west side of basin P2 near FES 109 needs to be repaired.		
10	Erosion Control	Silt fence on basin P1 near FES 113 needs to be repaired.		
11	Erosion Control	Silt fence on the north and east sides of basin P3 need to be repaired.		
12	Erosion Control	Silt fence on the north side of 295 th Avenue at Station 19+50 to 23+75 needs to be cleaned out.		
13	Erosion Control	Silt fence on the north side of basin P4 needs to be cleaned out and repaired.		
14	Erosion Control	Riprap along road down slope and ditch bottom on the south side of 295 th Avenue from stations 21+75 to 22+50 needs to be removed. Washouts need to be repaired. Once repaired, add topsoil, re-seed and mulch and/or blanket as necessary to establish turf.		
15	Erosion Control	Riprap along road down slope and ditch bottom on the north side of 295 th Avenue from stations 25+50 to 26+50 needs to be removed. Washouts need to be repaired. Once repaired, add topsoil, re-seed and mulch and/or blanket as necessary to establish turf.		
16	Streets	Provide a smooth pavement transition at the north end of 131 st Street, where the new road connects to the existing cul-de-sac. Remove wings and/or entire cul-de-sac to provide smooth road transition conforming to City standards. Do NOT pave wear course until the pavement transition has been corrected.		
17	Streets	After all grading and erosions repairs have been completed, pave wear course of bituminous. Do NOT pave wear course until all grading and restoration items have been completed such that the new surface is not damaged.		
18	Site Clean Up	After turf has been established, remove all development installed silt fence.		
19	Street Signs	Street signs need to be installed.		
20	As-Builts	Submit as-builts for review.		

Contractor's Endorsement: The above items have been completed and/or corrected.

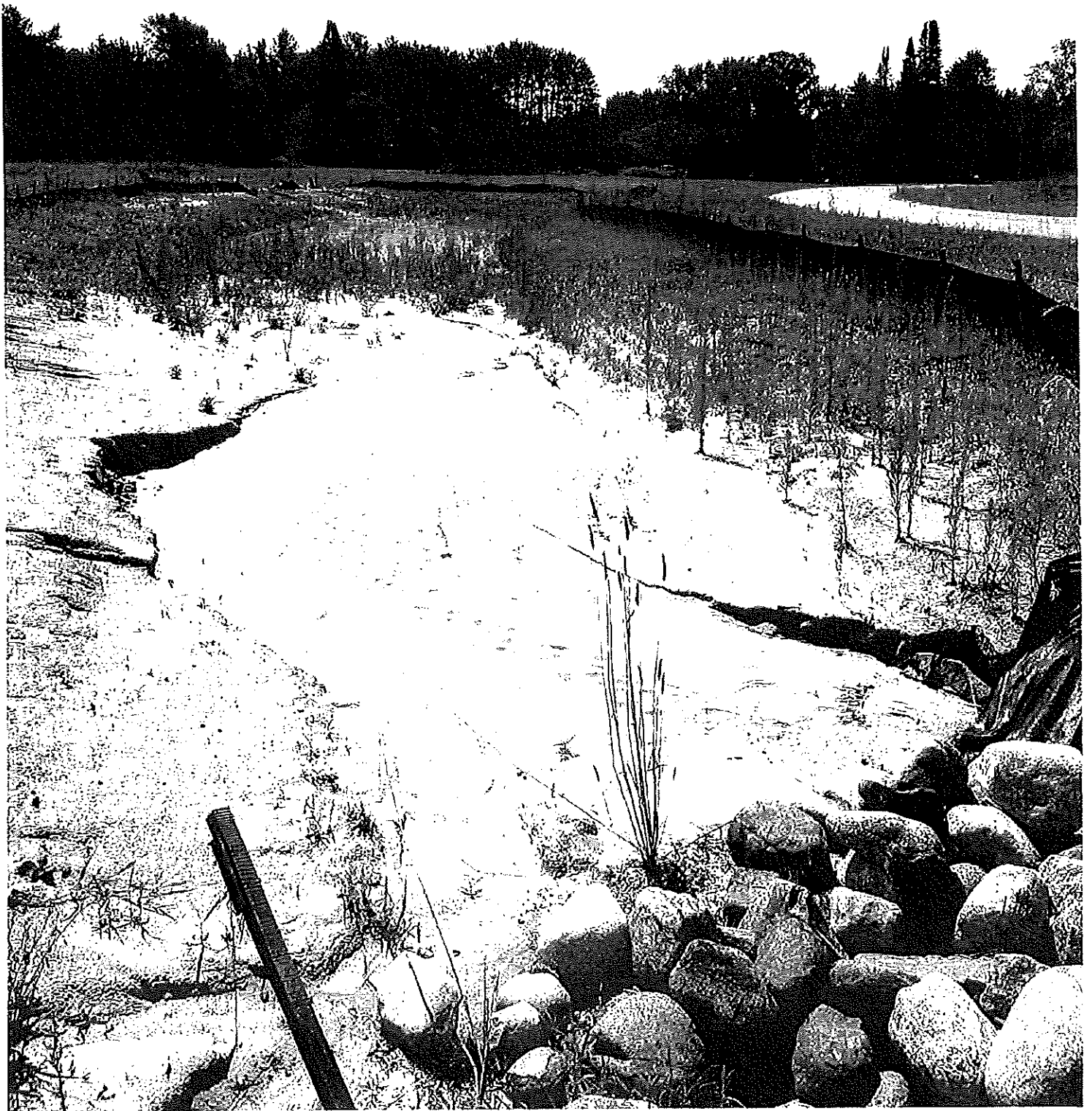
Contractor: Jason Betzler

Contractor's Signature

Date

cc: Shane Nelson, Hakanson Anderson
Joan Heinen, City Clerk
Zac Good, Public Works Supervisor
Joss Jondahl, Betzler Builders Inc.





Joan Heinen

From: mike gwynn <mggwynn@gmail.com>
Sent: Wednesday, July 02, 2025 4:08 PM
To: Joan Heinen
Subject: frontier trails dmr
Attachments: june dmr ft 2025.xlsx

Joan, Everything seems to be running well. We got the bad float fixed the other day. We are not planning on any major maintenance since you will have a new company running the facility soon.

PERMITEE
NAME/ADDRESS:
Baldwin Township
30235 128th St
Princeton, MN 55371

WASTEWATER TREATMENT
DISCHARGE MONITORING REPORT

PERMIT #	LIMIT STATUS	FORMER #
MIN0064459	Phase 2	

MONITORING PERIOD	
YEAR MO DAY	YEAR MO DAY
2025-06-01	2025-06-30

FROM:

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

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

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

PARAMETER	QUANTITY		UNITS	CONCENTRATION		UNITS	FREQUENCY OF ANALYSIS	SAMPLE TYPE	Exception
	SAMPLE VALUE PERMIT	REQ		SAMPLE VALUE PERMIT	REQ				
BOD, Carbonaceous 05 Day (20 Deg C) 80082	*****	*****		*****	55	*****	twice per month	Grab	
	*****	*****		*****	REPORT calendar month average	*****	twice per month	Grab	
	*****	*****		*****	857	*****	twice per month	Grab	
Chloride, Total 00940	*****	*****		*****	REPORT calendar month average	*****	twice per month	Grab	
	*****	*****		*****	.1	*****	twice per month	Grab	
	*****	*****		*****	REPORT calendar month average	*****	twice per month	Grab	
Nitrite Plus Nitrate, Total (as N) 00630	*****	*****		*****	8.18	*****	twice per month	Grab	
	*****	*****		*****	REPORT calendar month average	*****	twice per month	Grab	
	*****	*****		*****	8.3	*****	twice per month	Grab	
Nitrogen, Kjeldahl, Total 00625	*****	*****		*****	10.0	*****	twice per month	Grab	
	*****	*****		*****	REPORT calendar month average	*****	twice per month	Grab	
	*****	*****		*****	34	*****	twice per month	Grab	
Nitrogen, Total (as N) 00600	*****	*****		*****	REPORT calendar month average	*****	twice per month	Grab	
	*****	*****		*****	34	*****	twice per month	Grab	
	*****	*****		*****	REPORT calendar month average	*****	twice per month	Grab	
Solids, Total Suspended (TSS) 00330	*****	*****		*****	34	*****	twice per month	Grab	
	*****	*****		*****	REPORT calendar month average	*****	twice per month	Grab	
	*****	*****		*****	34	*****	twice per month	Grab	

COMMENTS:

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

WASTEWATER TREATMENT
DISCHARGE MONITORING REPORT

PERMIT #	LIMIT STATUS	FORMER #
MND064459		

MONITORING PERIOD	
YEAR MO DAY	YEAR MO DAY
2025-06-01	2025-06-30

FROM:

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

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

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

PARAMETER		QUANTITY		UNITS	CONCENTRATION		UNITS	FREQUENCY OF ANALYSIS	SAMPLE TYPE	Exception
BOD, Carbonaceous 05 Day (20 Deg C) 80082	SAMPLE VALUE	*****	*****		*****	27	*****	twice per month	Grab	
	PERMIT	*****	*****		*****	REPORT calendar month average	*****	twice per month	Grab	
	REQ				*****			once per day	Measurement, Continuous	
	SAMPLE VALUE	*****	.0967		*****	.00322	.00348	once per day	Measurement, Continuous	
Flow 50050	PERMIT	*****	REPORT calendar month total	Mgal	*****	0.00682	0.01023	once per day	Measurement, Continuous	
	REQ				*****	REPORT calendar month average	daily maximum	twice per month	Grab	
	SAMPLE VALUE	*****	*****		6.6	*****	6.9	twice per month	Grab	
	PERMIT	*****	*****		REPORT calendar month minimum	*****	REPORT calendar month maximum	twice per month	Grab	
Precipitation 00193	REQ				*****	*****	*****	once per day	Measurement	
	SAMPLE VALUE	*****	6.2	ln	*****	*****	*****	once per day	Measurement	
	PERMIT	*****	REPORT calendar month total		*****	*****	*****	twice per month	Grab	
	REQ				*****	*****	*****	twice per month	Grab	
Solids, Total Suspended (TSS) 00330	SAMPLE VALUE	*****	*****		*****	18	*****	twice per month	Grab	
	PERMIT	*****	*****		*****	REPORT calendar month average	*****	twice per month	Grab	
	REQ				*****	*****	*****	twice per month	Grab	
	REQ				*****	*****	*****	twice per month	Grab	

COMMENTS:

Public Works Report – July 21st, 2025

Frontier Trails

- 15.5 hours invested over the past 19 working days (June 23 – July 21).
- Mowed inside fence area (North & South).
- Northside float – replacement complete.
- South site – Advantex laterals and nozzles cleaned (per Mike G.) due to high ammonia levels.

Parks

- South Sandy Lake Beach:
 - Swimming buoys installed with Sherburne County Sheriff's Water Patrol.
 - Cattails cleared and hauled to compost.
 - Sand delivered Sandy beach.
- Young Park:
 - Mowed three times.
 - Southwest picnic table vandalized (broken) and dumped off West boardwalk.
 - Portable restrooms vandalized (2 incidents).
 - Portable restrooms are installed at Sandy Lake Beach & Young Park.
 - Ball field gate lock was destroyed and replaced.
- Other Areas:
 - Goose Lake – mowed.
 - Lake Helene – mowed.
 - Elk Lake Rain Garden – mowed & drainage swale cleaned.
 - Elk Lake canoe access & open areas – mowed.
 - Sandy Lake Boat Launch – mowed.
 - Sandy Lake Beach – mowed and cleared stormwater ditches & catch basins.

Roads

- Total road patching material for 2025 season: U.P.M. & hot patch – 19.5 tons + 15 cold patch bags.
- Large repair completed at 290th Ave (North Elk Lake Loop).
- Streets swept: North Elk Lake Loop, West Elk Lake area, Lake Diann, South Sandy.
- Trees down on roads – cleaned up over 2 days.
- Cul-de-sac repair needed: 289th Ave & 127th St.
- Mailbox replacements from snowplow conflict have been satisfied.

Cemetery

- Mowed and trimmed.

Trucks / Equipment

- Case loader – front right tire repaired.
- Open trailer – welding repairs completed.

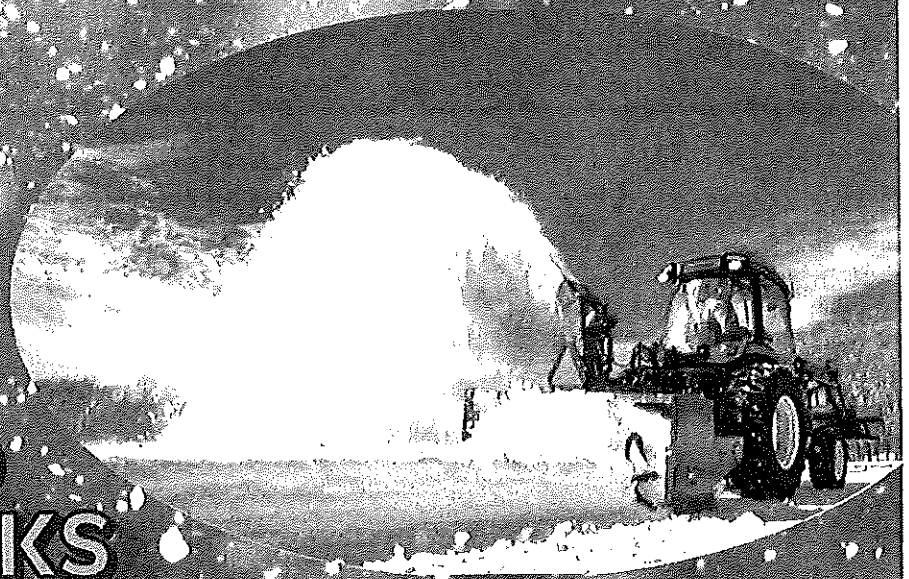
MN FALL EXPO 2025

**OCTOBER
1ST & 2ND
2025**

**REGISTRATION
NOW OPEN!!!!**



**ST. CLOUD
PUBLIC WORKS**



MNFALLEXPO.COM



AN INTEGRITY COMPANY

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

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		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	HealthPartners - Open Access PPO	HealthPartners - Open Access PPO	Medica - Medica Choice Passport PPO
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
Coinurance (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/\$160 \$500/\$600/N/A/N/A \$40/\$150/\$320
Rx Deductible					
Rx Retail					
Rx Specialty					
Rx Mail Order					
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			\$531.19	\$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.
 powered by benefix

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
Monthly 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.
 powered by benefix

City of Baldwin

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

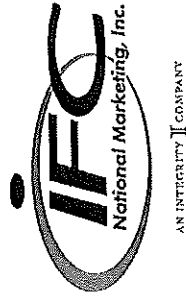
Census Details										HealthPartners				HealthPartners				Medica			
Contribution Model: Member: EE: 100% / CH: 0%										\$4000-\$40 Gold SE Open Access				\$4000-\$70 Silver SE Open Access				Medica Choice Passport MN 4000-35/150-40% Silver-Rx Copays			
Pay Frequency: Monthly										Fully Insured				Fully Insured				Fully Insured			
View PDF										View PDF				View PDF				View PDF			
Compositional Rates										Maple Ridge				Altamira Option 1				Altamira Option 2			
Employee										4											
Employee & Spouse										0											
Employee & Child										0											
Employee & Children										0											
Employee & Family										0											
Name	Type	Coverage	DOB	ZIP Code	Rate	Total Rate	EE	ER	Payroll Deduction	Rate	Total Rate	EE	ER	Payroll Deduction	Rate	Total Rate	EE	ER	Payroll Deduction		
Phillip Fadden	EE	EE	3/8/1952	55371	1,194.68	1,194.68	-	1,194.68	-	1,394.94	1,394.94	-	1,261.57	1,261.57	1,129.32	1,129.32	1,129.32	-	-	-	
Zachary Good	EE	EE	1/27/1997	55371	574.90	574.90	-	574.90	-	589.78	589.78	-	532.49	532.49	476.67	476.67	476.67	-	-	-	
Jean Heinen	EE	EE	11/27/1957	55371	970.13	970.13	-	970.13	-	1,151.58	1,151.58	-	1,041.48	1,041.48	932.30	932.30	932.30	-	-	-	
Kayla Nielsen	EE	EE	7/19/1994	55371	498.16	498.16	-	498.16	-	573.66	573.66	-	518.82	518.82	464.43	464.43	464.43	-	-	-	
Cost Summary										Current				Altamira Option 1				Altamira Option 2			
Monthly Premium										\$2,177.77				\$3,354.36				\$3,002.72			
Annual Premium										\$26,177.77				\$40,252.32				\$36,032.64			
Monthly Premium Change %										-\$31.18				5.58%				-\$175.05			
Premium Change %										-16.72%								-5.51%			
Employer Premium Contribution										\$3,177.77				\$3,354.36				\$3,002.72			
Employee Premium Contribution										\$0.00				\$0.00				\$0.00			

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	Alternate Option 3	Alternate Option 3
Composite Rates				Current	Alternate Option 3	Alternate Option 3
Name	Type	Coverage Tier	DOB	ZIP Code	Rate	Rate
Employee	EE	EE	3/8/1962	55371	1,194.68	1,194.68
Employee & Spouse	EE	EE	1/27/1987	55371	514.80	514.80
Employee & Child	EE	EE	11/27/1967	55371	970.13	970.13
Employee & Children	EE	EE	7/10/1991	55371	498.16	498.16
Employee & Family	EE	EE			498.16	498.16
Cost Summary				Current	Alternate Option 3	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	\$531.19	\$65.68
Premium Change %				16.72%	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.
 powered by benefix



Benefits Proposal Prepared for: City of Baldwin

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

Quote Id: 886653

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

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

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
Coinsurance (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
Inpatient Hospital		40% after deductible	Facility: \$0 after deductible / Physician: \$0 after deductible
Outpatient Surgery		40% after deductible	Facility: \$0 after deductible / Physician: \$0 after deductible
Durable Medical Equipment		40% after deductible	\$0 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

Type	Coverage	Tier	DOB	ZIP Code	Count
Employee					4
Employee & Spouse					0
Employee & Child					0
Employee & Children					0
Employee & Family					0

Alternate Option 1

Name	Type	Coverage	Tier	DOB	ZIP Code	Count
Phillip Fadden	EE	EE		3/8/1962	55371	1
Zachary Good	EE	EE		1/27/1987	55371	1
Joan Heinen	EE	EE		11/27/1967	55371	1
Kayla Nielsen	EE	EE		7/10/1991	55371	1

Alternate Option 2

Name	Type	Coverage	Tier	DOB	ZIP Code	Count
Phillip Fadden	EE	EE		3/8/1962	55371	1
Zachary Good	EE	EE		1/27/1987	55371	1
Joan Heinen	EE	EE		11/27/1967	55371	1
Kayla Nielsen	EE	EE		7/10/1991	55371	1

Alternate Option 1

Name	Type	Coverage	Tier	DOB	ZIP Code	Count	Rate	Total Rate	ER	EE	Payroll Deduction
Phillip Fadden	EE	EE		3/8/1962	55371	1	1,129.32	1,129.32	1,129.32	-	-
Zachary Good	EE	EE		1/27/1987	55371	1	476.67	476.67	476.67	-	-
Joan Heinen	EE	EE		11/27/1967	55371	1	932.30	932.30	932.30	-	-
Kayla Nielsen	EE	EE		7/10/1991	55371	1	464.43	464.43	464.43	-	-

Alternate Option 2

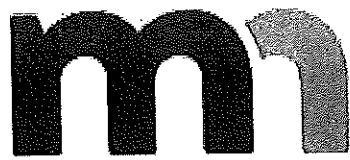
Name	Type	Coverage	Tier	DOB	ZIP Code	Count	Rate	Total Rate	ER	EE	Payroll Deduction
Phillip Fadden	EE	EE		3/8/1962	55371	1	1,204.72	1,204.72	1,204.72	-	-
Zachary Good	EE	EE		1/27/1987	55371	1	508.49	508.49	508.49	-	-
Joan Heinen	EE	EE		11/27/1967	55371	1	994.54	994.54	994.54	-	-
Kayla Nielsen	EE	EE		7/10/1991	55371	1	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

\$3,203.19
\$38,438.28
\$3,203.19
\$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 benefitx



**EMPLOYMENT AND
ECONOMIC DEVELOPMENT**

Transportation Economic Development Infrastructure (TEDI) Program

- **Program Concept and Application Instructions**
 - **Application**

Minnesota Statute 116J.436

Transportation Economic Development Infrastructure (TEDI) Program Program Concept and Application Instructions

AUTHORIZING LEGISLATION

Minnesota Statute 116J.436

BACKGROUND/PURPOSE

The Transportation Economic Development Infrastructure (TEDI) program is created to foster interagency coordination between the Departments of Transportation and Employment and Economic Development to finance infrastructure to create economic development opportunities, jobs, and improve all types of transportation systems statewide.

ELIGIBLE PROJECTS

Funds appropriated for the program must be used to fund predesign, design, acquisition of land, construction, reconstruction, and infrastructure improvements that will promote economic development, increase employment, and improve transportation systems to accommodate private investment and job creation.

Money in the program shall not be used on trunk highway improvements but can be used for needed infrastructure improvements and nontrunk highway improvements in coordination with trunk highway improvement projects undertaken by the Department of Transportation.

ELIGIBLE APPLICANTS

Eligible Applicants for the Transportation Economic Development Infrastructure (TEDI) Program are local units of government.

TYPES OF FUNDING AVAILABLE

DEED provides funds as a grant.

APPLICATION DEADLINE

September 29, 2025

FUNDS AVAILABLE

TEDI - \$1,762,400

DEED has other public infrastructure grant programs such as the Greater Minnesota Business Development Public Infrastructure (BDPI) program available through a separate application.

The Department of Transportation has additional funds available for trunk highway costs. Those funds and funding are coordinated with the TEDI program. The MnDOT Transportation Economic Development program (TED) funds are awarded through a separate application.

MAXIMUM AWARD

There are no funding limits for proposals requesting funds from the TEDI Program. However, program funding must find appropriate geographical balance between the metropolitan area and greater Minnesota.

MATCH REQUIREMENT

There is no match requirement, however major components of scoring in the competitive process are the level of private investment and the leverage of nonstate funds. Applications with little or no leverage will likely be uncompetitive.

A local governmental unit's resolution certifying that the match being pledged in the application is in place is required. A sample resolution is attached.

SELECTION CRITERIA

The TEDI Program applications will be evaluated on the following criteria:

1. Job creation (25 points)
2. Increase in local tax base (20 points)
3. Level of private investment (15 points)
4. Leverage of nonstate funds (15 points)
5. Improvement to the transportation system to serve the project area (25 points)
6. Appropriate geographical balance between the metropolitan area and greater Minnesota (lower scoring applications can bump high scoring applications if DEED deems it necessary for geographic balance)

Please note, an application must receive a minimum of 50 points to be eligible for funding.

The most competitive applications are those that can demonstrate within their request the following:

- A strong, well-documented need and an effective solution. This would include documented financial costs, reasonable budgets, secured leverage resources.
- How the proposal addresses the goal of the application.
- Committed business(es), number of full-time jobs created or being created and their salaries.
- Project Readiness – will the project be started soon after DEED approval.
- Evidence that the Eligible Applicant is able to perform and complete the tasks stated within the application.

DEED DISBURSEMENT REQUIREMENTS

When requesting payments, grantees can only request up to the percentage of funds that matches the percentage of TEDI funding in the project. Supporting documentation (including invoices and canceled checks) for all incurred costs (including the required match) must be included with each pay request for DEED to process payment. DEED will only reimburse for completed work that has been paid for by the grantee.

TIMETABLE FOR COMPLETION OF AWARDS

Projects should be completed within three (3) years of execution of the funding agreement, unless an extension is requested by the awarded community in writing and approved by DEED. If the project has not proceeded in a timely manner (i.e. within six (6) months of scheduled construction start date), DEED has the authority to cancel the award.

APPLICATION REQUIREMENTS/TIMETABLE

Please submit an electronic application to DEED, the approving authority.

The tentative schedule for selecting projects will be as follows:

- June 30, 2025: Solicitation announcement distributed
- June 30- September 29, 2025: Applications prepared (DEED and MnDOT offer guidance)
- July 10, 2025: TED/TEDI informational session (see information below)
- September 29, 2025: Applications due to DEED for TEDI and MnDOT for TED
- December 2025: Projects selected and approved

PROGRAM/APPLICATION INFORMATIONAL SESSION

An informational session will be held via Microsoft Teams

Date	Link to Meeting	Time
July 10	Click here to join the meeting Meeting link also available on the DEED website	10:00 AM – 11:00 AM

If you cannot make this session, the presentation will be on the DEED website.

REPORTING REQUIREMENTS

DEED will provide each grantee with the necessary annual reporting documents. Reports must be provided to DEED upon request.

APPLICATION SUBMITTAL

Eligible applicants must email their application to Jeremy.lacroix@state.mn.us . Application format should meet the following requirements:

- One PDF file for application and attachments
- All pages in application should be 8.5" x 11"
- Maximum file size of under 5MB

Applications must be received by DEED by 4:00 pm on September 29, 2025. You will receive an email confirmation that your application was received. If you do not receive a confirmation, you should assume the application was not received.

CONTACTS

Jeremy LaCroix

651-259-7457

Jeremy.lacroix@state.mn.us

APPLICATION INSTRUCTIONS

Eligible Applicants may apply for assistance from the TEDI Grant Program using the TEDI Application if they have an Eligible Project.

DEED Community Finance staff shall analyze all applications and base their funding decision on the information provided within each application. There may be instances when staff will require additional information prior to making a funding decision. The DEED Commissioner will provide final approval.

Please do not submit Program Concept and Application Instructions with your application.

Please answer all questions. Failure to do so will affect application scoring.

If the proposal submitted is not eligible for DEED's funding, DEED may recommend alternative funding resources.

PUBLIC DATA

Per Minn. Stat. § 13.599:

- Names and addresses of grant applicants, and amount requested will be public data once proposal responses are opened.
- All remaining data in proposal responses (except trade secret data as defined and classified in §13.37) will be public data after the evaluation process is completed (for the purposes of this grant, when all grant agreements have been fully executed).
- All data created or maintained by the Department as part of the evaluation process (except trade secret data as defined and classified in §13.37) will be public data after the evaluation process is completed (for the purposes of this grant, when all grant agreements have been fully executed).



EMPLOYMENT AND
ECONOMIC DEVELOPMENT

Transportation Economic Development Infrastructure (TEDI) Program Application Cover Sheet

The Cover Sheet must be completed by all applicants requesting financial assistance.

Project Name:

Project Address
Or Location:

DEED TEDI Request		MN House District	
Total Project Costs (not trunk highway)		MN Congressional District	

Applicant:
Project Contact Person:
Title:
Email address:
Address:
Phone:
City:
MN, Zip Code:
Minnesota Tax Identification Number:
Federal Tax Identification Number:

Are trunk highway funds being requested for a correlated trunk highway project through the Minnesota Department of Transportation (MnDOT) Transportation Economic Development (TED) Program?

If so, please complete the table below

MnDOT TED Request	
Total Project Costs (trunk highway)	

Transportation Economic Development Infrastructure (TEDI) Program Application

Project Summary

Provide a brief Project Summary that, at a minimum, includes the following:

- Briefly describe the proposed project and justification for the need for funding. Please indicate how your project meets program purpose and eligibility requirements.

Job Creation

- Will the proposed project lead to private investment in job creation and/or job retention? Please explain.
- Does the proposed project result in new jobs to the state as a whole as opposed to relocating from one region of the state to another? If relocating within the state, please explain.
- Provide a narrative and complete the table below detailing what companies will be creating jobs, how many full-time equivalent jobs, types of positions, wages of the new jobs, and timing of job creation. Additionally, provide information on building and equipment investments.
- Provide information on any current operations the business(es) has in Minnesota. Include a brief history of the business(es).

TABLE A

Company	# of Jobs (FTEs) in 2021	# of Jobs (FTEs) in by 2026	# of Jobs (FTEs) long-term	Types of Positions added	Avg. Wages	Building & Equipment Cost	Building & Equipment Completion Timing
<i>Minnesota Manufacturing Inc.</i>	<i>100</i>	<i>200</i>	<i>300</i>	<i>Engineers</i>	<i>\$85,000 per year</i>	<i>\$5,000,000</i>	<i>12/31/14</i>
TOTALS							

- Explain how this infrastructure project correlates and is essential to attracting new businesses or expanding/preserving jobs of existing businesses.
- Assess and describe the level of confidence that the jobs projected to be created or retained will occur and on what timeframe.
- Provide support letters for businesses creating jobs that detail plans for growth.
- What opportunities will be lost if the proposed infrastructure project is delayed or rejected?

Improvement to the Transportation System to Serve the Project Area

- Describe how the proposed infrastructure project enhances the safety of the transportation system.
- Describe how the infrastructure project improves the movement of people and goods.
- What is the current and projected average daily traffic at the site of the proposed project for all vehicles?
- What is the current and projected average daily traffic at the site of the proposed project for heavy commercial vehicles?
- Describe how this project directly correlates to described job creation and increase in tax base.

- Is the proposed project consistent with relevant local, regional, state, and federal transportation planning guidelines and standards? (Applicants are encouraged to consult with MnDOT regional staff, Area Transportation Partnerships and/or Metropolitan Planning Organizations in developing proposals.)
- How ready is the project to proceed? Explain status of engineering, permitting, right of way acquisition, and other required necessary preconstruction tasks.

Increase in Local Tax Base

- Describe how the project will increase the community's tax base. Please include a total projected tax base increase and how long it will take to accomplish that growth. Provide evidence (letters from city/county assessor) and amounts and comparison from previous tax year. Tax base increase should be calculated with projected businesses in place and not with bare lots.

Tax base increase is the difference between the previous property taxes collected prior to (re)development and the increased amount of taxes collected after (re)development. Please do not use the increased value of the property in the original base amount. Multiply that increased value by tax rate and subtract the previous property taxes collected. Do not subtract taxes abated or used for TIF from this calculation.

Private Investment

- What amount of private investment is being made by the businesses locating or expanding (not including investment in public infrastructure project)? These figures should match those from TABLE A.
- What level of private investment is being made in the actual transportation/public infrastructure project? Please provide what form that private investment is being made (Examples include cash, land donation). Please provide status of the private investment that includes commitment letters and other documentation.
- What percentage of the project is being funded by private sources?

Leverage of Nonstate Funds

- What nonstate funds are being invested in the transportation/public infrastructure project (outside of the trunk highway)? Are those funds committed? If not, please explain the process and timing of that commitment.
- What percentage of the infrastructure project is being funded by nonstate funds?
- Is there a funding gap? If so provide an explanation of how that funding gap will be filled and the level of confidence in that plan.

Project Budget

Please fill out TABLE B and include all costs for the non-trunk public infrastructure costs. Please include the source of each expenditure and if the source is committed. Provide an additional narrative of the commitment level and timing of commitments. Provide documentation of funding commitments. If this project is part of a larger project that includes trunk highway work, please keep that budget separate. If needed, complete TABLE C if there is an aligned project in the trunk highway.

TABLE B – Non-trunk Highway Project Budget

Improvement Cost	Amount	Source	Committed
Right of Way			
Design Engineering			
Environmental Review/Permitting			
Construction Engineering			
Streets			
Sewer			
Water Supply Systems			
Wastewater Treatment			
Utility Extensions			
SUB TOTAL			

TABLE C – Trunk Highway Project Budget

Improvement Cost	Amount	Source	Committed
Right of Way			
Design Engineering			
Environmental Review/Permitting			
Construction Engineering			
Construction			
SUB TOTAL			

Please provide the following:

- A resolution from the local unit of government authorizing the application and pledging necessary leverage. If possible, be specific of what account the funds will come from:
- Provide maps showing city boundaries, the location of the proposed development, the location of the proposed public infrastructure improvements, including types of improvements, etc.;
- Provide evidence that all permit approvals and/or status from necessary agencies (i.e. MN Pollution Control, Department of Health, Department of Natural Resources, etc.,) have been obtained.
- Provide status of engineering documents.
- Construction start and end dates of the project.
- If site is not owned at time of application, provide date of acquisition or annexation. Provide letters of commitments to acquire and/or annex the site.
- Letters of commitment from the new or expanding business.
- Contact information for the business and/or businesses: (name, title, address and phone/fax number, etc.). If there is a parent company, provide evidence that they support the expansion.

Provide Evidence of Community Support/Permitting

- This would include, but is not limited to, neighborhood meetings, planning commission approval, city council approval, and MnDOT support.

- Provide documentation (including zoning map) indicating the project is consistent with all applicable comprehensive plans, zoning ordinances, etc.

Project Timetable

Please provide a projected timetable to complete the road and infrastructure project in a format equivalent to TABLE D.

TABLE D – Project Timetable

Activity	Start mm/yy	Finish mm/yy
Initial Engineering	3/25	6/25
Easements Acquired	3/25	6/25
Resolution Approved	9/25	9/25
Declaration for Public Property	3/26	3/26
Permits Acquired	7/26	7/26
Project Specifications	5/26	8/26
Out for Bid	8/26	12/26
Bid Close	12/26	12/26
Award Contract/Notice to Proceed	12/26	12/26
Project Construction	4/27	9/27

Additional Required Program Information

- **Resolutions:** A resolution indicating city's approval and the commitment of local matching funds from the governing body of the municipality in which the site is located. (A blank resolution has been attached for your convenience). You may choose to re-format this resolution but make sure to include all the statements that appear in the resolution. If possible, be specific of what account the funds are coming from.
NOTE: Statutory Cities must authorize the mayor and clerk to execute all contracts on the resolution. (Attachment 1).

- **Conflict of Interest Disclosure Form:** Please have the Mayor or County Board Chair sign this form disclosing any actual or potential conflict of interest.

- **State Prevailing Wages:** As per Minnesota Statute 116J.871, Subdivision 4, "Notification: A state agency shall notify any person applying for financial assistance from the state agency of the requirements under subdivision 2 and of the penalties under subdivision 3."

Subdivision 2 reads, "Prevailing wage required. A state agency may provide financial assistance to a person only if the person receiving or benefiting from the financial assistance certifies to the commissioner of labor and industry that laborers and mechanics at the project site during construction, installation, remodeling, and repairs for which the financial assistance was provided will be paid the prevailing wage rate as defined in section 177.42, subdivision 6."

Subdivision 3 reads, "Prevailing wage; penalty. It is a misdemeanor for a person who has certified that prevailing wages will be paid to laborers and mechanics under subdivision 2 to subsequently fail to pay the prevailing wage. Each day a violation of this subdivision continues is a separate offense."

Sample Resolution
and
Conflict of Interest Disclosure Form

LOCAL GOVERNMENT RESOLUTION
TRANSPORTATION ECONOMIC DEVELOPMENT
INFRASTRUCTURE (TEDI) PROGRAM APPLICATION

Applicants must adopt and submit the following resolution. This resolution must be adopted prior to submission of the forms package.

BE IT RESOLVED that _____ (Applicant) act as the legal sponsor for project(s) contained in the Transportation Economic Development Infrastructure (TEDI) Program Application to be submitted on _____ and that _____ (Title of First Authorized Official) and _____ (Title of Second Authorized Official) are hereby authorized to apply to the Department of Employment and Economic Development for funding of this project on behalf of _____ (Applicant).

BE IT FURTHER RESOLVED that _____ (Applicant) has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure matching funds, adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that _____ (Applicant) has not violated any Federal, State or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the state, _____, (Applicant) may enter into an agreement with the State of Minnesota for the above-referenced project(s), and that it will comply with all applicable laws and regulations as stated in all contract agreements.

BE IT FURTHER RESOLVED that, _____, (Applicant) has committed \$ _____ towards the local match requirement.

BE IT FURTHER RESOLVED that the sources of the Applicant's matching funds shall be the _____ fund which has adequate funding to cover the commitment.

BE IT FURTHER RESOLVED that, _____ (Applicant) confirms that all funding necessary for the project is secured and _____ will provide funds to complete the project.

BE IT FURTHER RESOLVED that _____ (Applicant) will the repay the grant if milestones are not realized by the completion date identified in the Application.

_____ (Applicant) certifies that it will comply with all applicable laws, regulations, and rules of the Application.

BE IT FURTHER RESOLVED that the sources and uses, private investors, equity, and other financing commitments represented in the attached document are accurate.

NOW, THEREFORE BE IT RESOLVED that _____ (Title of First Authorized Official) and _____ (Second Authorized Official), or their successors in office, are hereby authorized to execute such agreements, and amendments thereto, as are necessary to implement the project(s) on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the _____ (City Council) of _____ (Applicant) on _____ (Date).

SIGNED:

(Authorized Official)

WITNESSED:

(Signature)

(Title)

(Date)

(Title)

(Date)

Conflict of Interest Disclosure Form

This form gives applicants and grantees an opportunity to disclose any actual or potential conflicts of interest that may exist when receiving a grant. It is the applicant/grantee's obligation to be familiar with the Office of Grants Management (OGM) Policy 08-01, Conflict of Interest Policy for State Grant-Making and to disclose any conflicts of interest accordingly.

All grant applicants must complete and sign a conflict of interest disclosure form.

☐ I or my grant organization do NOT have an ACTUAL or POTENTIAL conflict of interest.

If at any time after submission of this form, I or my grant organization discover any conflict of interest(s), I or my grant organization will disclose that conflict immediately to the appropriate agency or grant program personnel.

☐ I or my grant organization have an ACTUAL or POTENTIAL conflict of interest. (*Please describe below*):

If at any time after submission of this form, I or my grant organization discover any additional conflict of interest(s), I or my grant organization will disclose that conflict immediately to the appropriate agency or grant program personnel.

Printed Name of Mayor or County Board Chair:

Signature:

Name of City/County:

Date: