



AGENDA FOR AUGUST 4TH, 2025
BALDWIN CITY COUNCIL REGULAR MEETING
7:00 p.m.
(Revised 7/31/2025)

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:

Fire Department Report:

- a. Discuss Fire Department Training for a Live Burn at PID# 01-00421-0175
- b. Discuss/Approve/Disapprove Event Held at Fire Department – Tom Rush

Public Comment Requests

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

- Approve Clerk Vacation Leave of August 7th, 8th and 11th, 2025
- Approve Summons and Complaint for PID# 01-00486-0215
- Approve Special City Council Meeting Minutes for July 9th, 2025
- Approve City Council Meeting Minutes for July 21st, 2025
- Approve Expenditure of \$70.00 for Clerk Attending Municipal Clerks and Finance Officers Association Seminar Thursday, August 21st, 2025
- Approve Baldwin Newsletter for August – September 2025
- Approve Ordinance 2025-12 an Ordinance Amending the Zoning Ordinance Regarding Fences
- Approve Ordinance# 2025-13; Ordinance Amending Ordinance No. 100 Regulating City Public Right-Of-Way

Planning Items:

- a. Discuss/Approve/Disapprove Issuing Request for Proposals for Municipal Liquor Feasibility Study
- b. Discuss/Approve/Disapprove Resolution 25-20; AT&T Wireless Conditional Use Permit

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

- c. Discuss/Approve/Disapprove Update on Infrastructure Committee:
 - 1. Authorize City Staff to Obtain Quotes for Deferred Maintenance of City Facilities
 - 2. Authorize Brunton Architects to Provide Additional/Updated Cost Estimates
 - 3. Authorize Ehlers to Provide Finance Information
 - 4. Authorize Additional Meetings for the Infrastructure Committee
- d. Discuss Code Enforcements for Zoning
- e. Discuss Building Permits for Above Ground Temporary Pools
- f. Discuss/Approve/Approve Code Enforcement Process for Building
- g. Discuss Code Enforcements for Building

Park Committee Report – Tom Rush

Cemetery Update – Tom Rush

- a. Discuss/Approve/Disapprove Cemetery GIS Map Expenditure of Approximately \$3500.00

Tabled Items:

New Business:

- a. Discuss Volunteer Committee – Tom Rush
- b. Discuss/Approve/Disapprove Clear and Grubbing for 100th Street and 297th Avenue - Tom Rush
- c. Schedule Clean-Up Day for 2026 – Tom Rush
- d. Discuss Micro Surfacing – Tom Rush
- e. Discuss City Staff Attending City Council Meetings Remote – Tom Rush
- f. Discuss/Schedule Workshop with Vendors – Tom Rush

Announcements:

- a. Special City Council/Budget Meeting Wednesday, August 13th, 2025 at 7:00 p.m.
- b. Baldwin FunFest Saturday, August 16th, 2025 from 11:00 a.m. to 3:00 p.m.
- c. Baldwin Fire Department Dance Saturday, August 16th, 2025 Starting at 8:00 p.m.
- d. Next City Council Meeting Monday, August 18th, 2025 at 7:00 p.m.

Any Other Business:

Approve Bills for Payment:

Adjourn:

CITY OF BALDWIN

*Cash Balances

Cash Account: 10100

August 2025

Fund	Begin August 2025	Transfers		Receipts	Disbursements	Rec/Disb	Journal Entries		JE Payroll	Balance No		Investments	Balance
										Investments			
10100 - Bremer													
101 - General Fund	(\$891,956.06)			\$0.00	(\$39,256.19)	\$0.00	\$0.00	\$0.00	(\$1,445.43)	(\$932,657.68)		\$0.00	In Bal
225 - Cemetery Fund	\$14,998.20			\$0.00		\$0.00	\$0.00	\$0.00	(\$107.65)	\$14,890.55			In Bal
250 - Fire Operations	\$82,255.27			\$0.00	(\$3,122.13)	\$0.00	\$0.00	\$0.00	(\$3,229.50)	\$75,903.64			In Bal
275 - Street Capital	\$312,727.42			\$0.00		\$0.00	\$0.00	\$0.00		\$312,727.42			In Bal
301 - G.O. 2017A	\$746,352.83			\$0.00		\$0.00	\$0.00	\$0.00		\$746,352.83			In Bal
302 - G.O. 2024A	\$23,326.91			\$0.00		\$0.00	\$0.00	\$0.00		\$23,326.91			In Bal
401 - Capital Project Fund	\$151,188.56			\$0.00		\$0.00	\$0.00	\$0.00		\$151,188.56			In Bal
402 - Fire Services	\$44,666.65			\$0.00		\$0.00	\$0.00	\$0.00		\$44,666.65			In Bal
403 - Fire Infrastructure Fund	\$181,748.90			\$0.00		\$0.00	\$0.00	\$0.00		\$181,748.90			In Bal
404 - Parks Capital Fund	\$106,649.71			\$0.00	(\$85.26)	\$0.00	\$0.00	\$0.00		\$106,564.45			In Bal
602 - Sewer Fund	\$67,273.88			\$0.00	(\$3,963.16)	\$0.00	\$0.00	\$0.00		\$63,310.72			In Bal
801 - Developers Account - Escrow	\$133,347.79			\$0.00		\$0.00	\$0.00	\$0.00		\$133,347.79			In Bal
803 - Misty Hollow Escrow	\$0.00			\$0.00		\$0.00	\$0.00	\$0.00		\$0.00			In Bal
805 - Sumser Farms 1st Addt Escr	\$2,186.41			\$0.00		\$0.00	\$0.00	\$0.00		\$2,186.41			In Bal
				MTD Amounts		YTD Amounts		Begin + YTD					
Begin	\$974,766.47			Investments		\$958,164.65		\$1,093,183.34					
Receipt	\$0.00			Petty Cash		\$1,572,993.24		\$0.00					
Disbursements	(\$46,426.74)			Savings		(\$1,369,029.97)		\$0.00					
Transfers Rec/Disb	\$0.00			Money Market		\$0.00		\$0.00					
Transfers JE	\$0.00					\$0.00							
JE Payroll	(\$4,782.58)			Balance		(\$238,570.77)		In Balance					
				\$923,557.15									



Sherburne County Sheriff
13880 Business Center Dr
Elk River MN 55330
Ph: (763) 765-3500

CAD Summary Report - City of Baldwin July 2025

Printed On: 08/04/25 09:49

Sherburne County Sheriff

	07/25	Total
90600 THEFT	3	3
90900 ASSAULT	1	1
91600 DISTURBING THE PEACE	9	9
91650 HARASSMENT	1	1
91800 PROPERTY DAMAGE	4	4
9201 DAR/DAS/DAC	1	1
92700 TRESPASS	1	1
92750 FRAUD COMPLAINT	2	2
9302 ANIMAL LOST	1	1
9304 MISSING PERSON	1	1
9312 ANIMAL FOUND	2	2
9314 ABANDONED VEHICLE	2	2
9440 ACCIDENT-MV-PROPERTY DAM	2	2
9450 ACCIDENT-MV-PRP DM HR	2	2
9462 ACCIDENT-VEHICLE VS ANIMA	2	2
9560 ANIMAL COMPLAINT	3	3
9562 DOG COMPLAINT	7	7
9563 DOG BITE	1	1
9601 FIRE-DWELLING	1	1
9603 FIRE-VEHICLE	1	1
9612 ALARM-CARBON MONOXIDE	2	2
9720 DEATH	1	1
9730 MEDICAL	16	16
9740 MENTAL CASE	2	2
9762 ALARM-MEDICAL	2	2
9800 MISCELLANEOUS PUBLIC	1	1
9801 DOMESTIC	1	1
9802 PUBLIC ASSIST	3	3
9803 AGENCY ASSIST	4	4
9804 ALARM-SECURITY	2	2
9805 CIVIL COMPLAINT	7	7
9807 TRAFFIC STOP	58	58
9808 TRAFFIC COMPLAINT	5	5
9811 SUSPICIOUS PERSON	4	4
9813 JUVENILE COMPLAINT	1	1



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13880 Business Center Dr
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CAD Summary Report - City of Baldwin July 2025

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9817 SECURITY CHECK	17	17
9818 EXTRA PATROL	10	10
9819 LOUD MUSIC COMPLAINT	1	1
9823 CHECK THE WELFARE	10	10
9825 BOATING COMPLAINT	2	2
9826 ATV COMPLAINT	2	2
9827 SHOOTING COMPLAINT	1	1
9828 REPOSSESSION	1	1
9829 FIREWORKS COMPLAINT	1	1
9834 PARKING COMPLAINT	1	1
9850 PAPER SERVICE	12	12
9853 SUSPICIOUS ACTIVITY	4	4
9863 HAZARDOUS ROAD	1	1
9900 MISCELLANEOUS OFFICER	3	3
9904 WARRANT ARREST	3	3
9937 911 HANG UP	5	5
Park Patrol	1	1
Public lift assist	1	1
VEHICLE LOCKOUT	1	1
Vehicle Off Road	1	1
Total	234	234

Prior Months Calls- 30

Medicals- 22

Vehicle Fires- 1

Structure Fires- 2

Mutual Aid - 1

Hazardous Conditions- 2

MVC- 1

Grass/Rubbish Fires-

Alarm- 0

Rescue/Citizen Assist- 1

Blue Hill- 7

Duty Officer-0

A. House Burn

B. Mike Brimwall Celebration of Life

Scott

JUL 21 2025

Michael C. Couri*
Robert T. Ruppe**
Mark S. Allseits

**Also Licensed in Illinois*

***Also Licensed in California*

Attorneys at law
705 Central Avenue East
PO Box 369
St. Michael, MN 55376-0369
(763) 497-1930
(763) 497-2599 (FAX)
www.couriruppe.com

July 18, 2025

Sherburne County Sheriff's Office
Attn: Civil Division
13880 Business Center Drive NW
Suite 100
Elk River, MN 55330-4668

Re: Civil Process Service; City of Baldwin vs. Joshua Andersen

Dear County Sheriff:

Enclosed please find a Summons and Complaint on behalf of the City of Baldwin to be served upon the following individual:

Joshua Andersen
14108 294th Avenue NW
Baldwin, MN 55371

Also enclosed is a check in the amount of \$80.00 for your service process fee deposit. Please send us an invoice for any additional costs incurred for serving these documents. Please also send the Certificate of Service to our office once service has been completed or attempted. If you have any questions, please do not hesitate to call. Thank you.

Sincerely,

Kathleen Budish

Kathleen Budish
Couri & Ruppe, P.L.L.P.

Enclosures

STATE OF MINNESOTA

DISTRICT COURT

COUNTY OF SHERBURNE

TENTH JUDICIAL DISTRICT
Other Civil - Ordinance Violation

City of Baldwin, a political subdivision
of the State of Minnesota,

Court File No. _____

Plaintiff

vs.

SUMMONS

Joshua Andersen,

Defendant

THIS SUMMONS IS DIRECTED TO THE ABOVE-NAMED DEFENDANTS:

1. **YOU ARE BEING SUED.** The Plaintiff has started a lawsuit against you. The Plaintiff's Complaint against you is attached to this Summons. Do not throw these papers away. They are official papers that affect your rights. You must respond to this lawsuit even though it may not yet be filed with the Court and there may be no court file number on this Summons.

2. **YOU MUST REPLY WITHIN 20 DAYS TO PROTECT YOUR RIGHTS.** You must give or mail to the person who signed this Summons a written response called an Answer within 20 days of the date on which you received the Summons. You must send a copy of your Answer to the person who signed this Summons located at Couri & Ruppe Law Office, P.O. Box 369, St. Michael, MN 55376.

3. **YOU MUST RESPOND TO EACH CLAIM.** The Answer is your written response to the Plaintiff's Complaint. In your Answer you must state whether you agree or disagree with each paragraph of the Complaint. If you believe the Plaintiff should not be given everything asked for in the Complaint, you must say so in your Answer.

4. **YOU WILL LOSE YOUR CASE IF YOU DO NOT SEND A WRITTEN RESPONSE TO THE COMPLAINT TO THE PERSON WHO SIGNED THIS SUMMONS.** If you do not Answer within 20 days, you will lose this case. You will not

get to tell your side of the story, and the Court may decide against you and award the Plaintiff everything asked for in the Complaint. If you do not want to contest the claims stated in the Complaint, you do not need to respond. A default judgment can then be entered against you for the relief requested in the Complaint.

5. **LEGAL ASSISTANCE.** You may wish to get legal help from a lawyer. If you do not have a lawyer, the Court Administrator may have information about places where you can get legal assistance. Even if you cannot get legal help, you must still provide a written Answer to protect your rights or you may lose the case.

6. **ALTERNATIVE DISPUTE RESOLUTION.** The parties may agree to or be ordered to participate in an alternative dispute resolution process under Rule 114 of the Minnesota General Rules of Practice. You must still send your written response to the Complaint even if you use alternative means of resolving this dispute.

Dated: July 18, 2025

COURI & RUPPE, P.L.L.P.



Mark S. Allseits (ARN 0403231)
Couri & Ruppe Law Office
705 Central Avenue East
P.O. Box 369
St Michael, MN 55376
(763) 497-1930
mark@couriruppe.com
ATTORNEY FOR PLAINTIFF

STATE OF MINNESOTA
COUNTY OF SHERBURNE

DISTRICT COURT
TENTH JUDICIAL DISTRICT
Other Civil - Ordinance Violation

City of Baldwin, a political subdivision
of the State of Minnesota,

Court File No. _____

Plaintiff

vs.

COMPLAINT

Joshua Andersen,

Defendant

Plaintiff City of Baldwin ("City"), for its complaint against Joshua Andersen, states:

COUNT I

Violation of Minnesota State Building Code - Deck and Stairs Without Permit

1. At all times relevant to this Complaint, the City's Building Code Ordinance and Minnesota State Building Code were and remain applicable to all properties within the boundaries of the City.
2. Chapter 2 of the City of Baldwin Zoning Ordinance has adopted and incorporated "The Minnesota State Building Code...including all of the amendments, rules and regulations established, adopted, and published from time to time by the Minnesota Commissioner of Labor and Industry, through the Building Codes and Standards Division." Per Minn. Admin. R. 1309.0010, the

Minnesota State Building Code adopted by the City of Baldwin also incorporates by reference the 2018 edition of the International Residential Code.

3. Defendant is the owner of the property at 14108 294th Ave. N.W., City of Baldwin, Minnesota 55371, Defendant's Property herein.
4. Sometime after June 2024, the City became aware of an external deck and stairs fixed to the rear side of the second story of Defendant's residence at Defendant's Property. A photograph depicting such deck and stairs is attached hereto as Exhibit 1 and incorporated herein. The deck and stairs remain in the same condition to date.
5. Minnesota State Building Code, through Minn. Admin. R. 1300.0120, subp. 1 requires an owner or authorized agent who constructs, erects, installs, or causes such work to be done to a building or structure to first apply to the building official and obtain the required permit. Minn. R. 1300.0120, subp. 4(A)(7) makes clear that permit exemptions apply only to "decks and platforms not more than 30 inches above adjacent grade and not attached to a structure with frost footings and which is not part of an accessible route."
6. City of Baldwin's Building Ordinance Chapter 2, Section XX-2-3(C)(1) states, "Site and construction plans will be required and shall be submitted to and approved by the building official prior to the issuance of any building permit."
7. City of Baldwin's Building Ordinance Chapter 2, Section XX-2-3(C)(3) furthers, "No construction shall proceed except in accordance with the approved plans."

8. As shown in Exhibit 1, the stairs and deck attached to the residence located on Defendant's Property is more than 30 inches above the adjacent grade below and therefore the construction of the deck and stairs first requires that the Defendant obtain a building permit for such construction from the City.
9. The City has no record reflecting that a building permit was applied for or issued by the City for the construction of the deck and stairs at Defendant's Property.
10. Also as shown in Exhibit 1, the deck and stairs provide direct access to the residence through a sliding glass door, thereby making the deck and stairs an accessible route and again necessitating a building permit.
11. On June 24, 2024, the City's Building Official sent a letter to Defendant informing him that he must obtain a building permit for the deck and stairs and bring them into compliance with the Minnesota State Building Code by July 1, 2024, or else an enforcement action will be brought. The June 24, 2024, letter is attached hereto as Exhibit 2 and incorporated herein.
12. Defendant has admitted to the Building Official that the deck is not in good condition but refuses to bring it into compliance.
13. To date, Defendant has not applied for or received a building permit for said external deck and stairs located on Defendant's Property.
14. Defendant is in violation of the Minnesota State Building Code through Minn. Admin. R. 1300.0120, subp. 1 for constructing the deck and stairs without first obtaining a building permit for such construction.

COUNT II

Minnesota State Building Code– Deck and Stairs Without Railings or Guards

15. Plaintiff incorporates paragraphs 1 through 15 of the Complaint with respect to Count 2.
16. International Building Code R312.1.1-4, which is incorporated by reference into Minnesota State Building Code enforced by the City of Baldwin, requires decks and stairs more than 30 inches above the floor or grade below to have a guard railing at least 36 inches high with less than 4-inch-wide vertical openings throughout the railing.
17. Furthermore, International Building Code R311.7.8, which is incorporated by reference into Minnesota State Building Code enforced by the City of Baldwin, requires handrails shall be provided on not less than one side of each flight of stairs with four or more risers.
18. As shown in Exhibit 1, the deck and stairs attached to the rear of the residence on Defendant's Property does not have any guard railings.
19. After the City Building Official notified Defendant of the lack of deck railing via a letter on June 24, 2024, attached hereto as Exhibit 2, Defendant has refused to bring the deck into compliance to date.
20. Defendant is in violation of the Minnesota State Building Code for constructing a deck without the railings required by the Minnesota State Building Code Section R311.7 and 312.1.1-4.

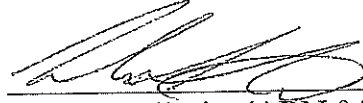
PRAYER FOR RELIEF

WHEREFORE, Plaintiff City of Baldwin prays for relief by this Court as follows:

1. Judgment against Defendant declaring the deck and stairs at Defendant's Property to be in violation of the Minnesota State Building Code and the City's Building Code Ordinance for failing to receive a permit for the deck and stairs, erecting a deck without proper guards and railings.
2. That an order issue from this Court requiring Defendant to obtain a building permit permitting the deck and stairs depicted in Exhibit 1 attached to the Complaint and bringing said deck and stairs into compliance with the Minnesota State Building Code and the City's Ordinances within 30 days of the Court's order.
3. That the Court's order further requires that if Defendant fails to obtain a building permit within 30 days of the Court's Order, that Defendant is required to remove the deck and stairs attached to Defendant's residence as depicted in Exhibit 1 attached to the Complaint within 60 days of the date of the Court's order.
4. That if Defendant fails to obtain a building permit and bring the deck and stairs into compliance with the Minnesota State Building Code or fails to remove the deck and stairs within 60 days of the date of the Court's order, that the City be authorized by the Court to enter upon the Defendant's Property and remove and dispose of the entirety of the deck and stairs depicted in Exhibit 1 attached to the Complaint.
5. That the Court issue Judgment awarding Plaintiff its costs, attorney's fees, disbursements and expenses arising from the litigation of this action and for any corrective action the City may take on the Defendants' Property consistent with the Court's order; and

6. Such other and further relief as this Court deems just and proper.

Dated: July 18, 2025.

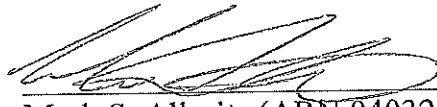


Mark S. Allseits (ARN 0403231)
Michael C. Couri (ARN 214887)
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mark@couriruppe.com

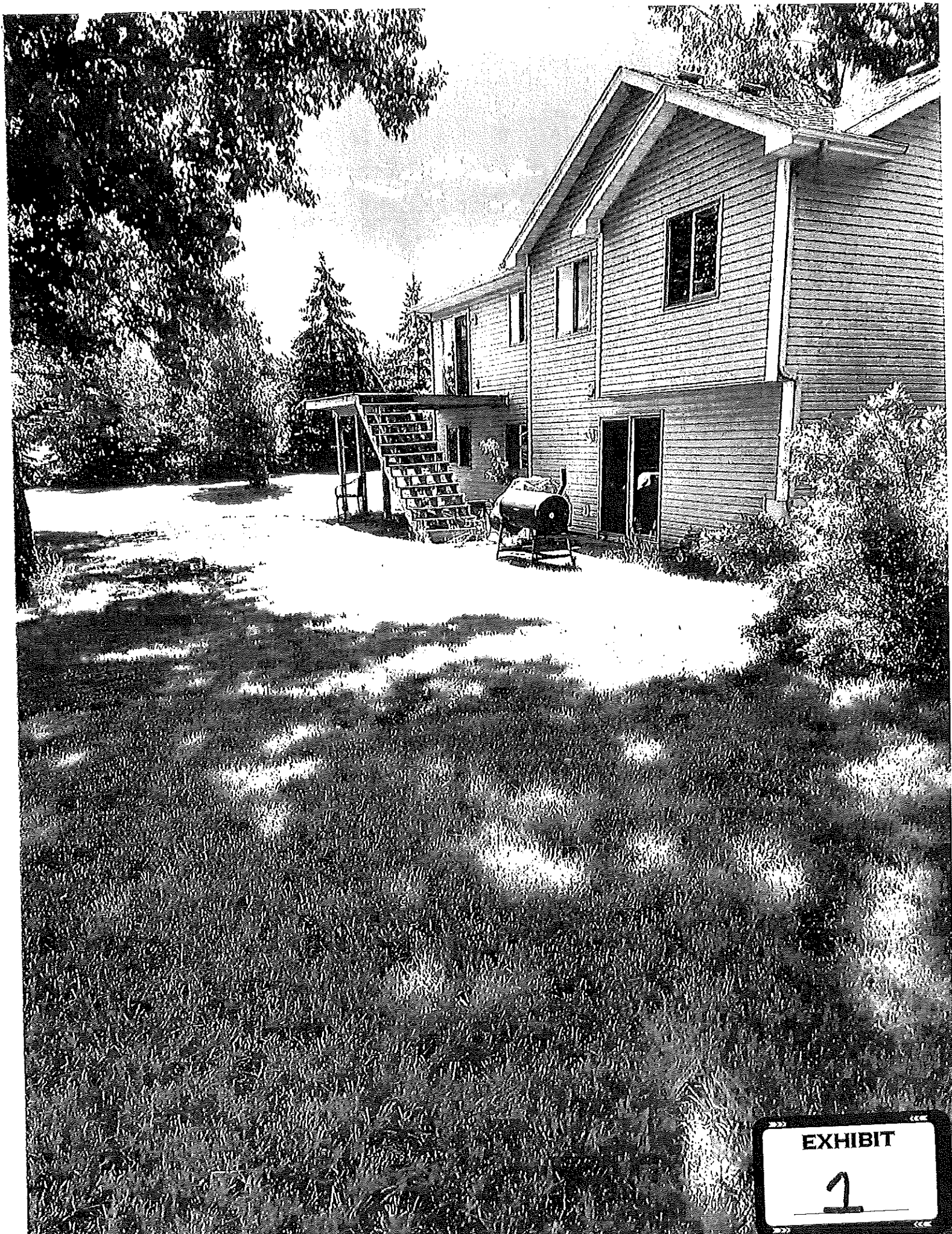
ACKNOWLEDGEMENT

The undersigned hereby acknowledges that costs, disbursements, and reasonable attorney and witness fees may be awarded should this pleading be found in violation of Minnesota Statutes section 549.211, subdivision 2.

Dated July 18, 2025



Mark S. Allseits (ARN 0403231)
Michael C. Couri (ARN 214887)
Robert Ruppe (ARN 0301644)
Couri & Ruppe Law Office
P.O. Box 369
St. Michael, MN 55376
(763) 497-1930
mark@couriruppe.com





June 24, 2024

Joshua Andersen or Current Owner
14108 294th Ave NW
Baldwin Township, MN 55371

P10 01-00486-0215

RE: 14108 294th Ave NW, Baldwin Twp
Unpermitted Construction Activities - Permit Application Required

To Whom It May Concern,

We are writing to you in our capacity as the designated Building Official for Baldwin Twp, representing Rum River Consultants. It has been brought to our attention that there is a deck attached to the property referenced above, without any guards, which is required by law for safety. Additionally, we do not show an active permit on file.

Permits are vital to ensure that the construction work adheres to the safety standards and regulations established to protect both individuals and properties. As per Minnesota Rules 1300.0140, it is a legal requirement for any individual, firm, or corporation engaging in construction activities to strictly abide by the Minnesota State Building Code.

In the future, if you are unsure if the project you are working on requires a permit feel free to email our office at permits@rumrivercc.com.

If work is being performed, we kindly request that you visit our website at www.rumrivercc.com to download the required application form(s) or you can apply online at <https://rrc.baselinegov.com/>. If you have a contractor perform the work, they should apply for the permit.

If we do not receive a permit application by **July 1, 2024**, to rectify the unsafe situation, we will have no alternative but to engage in additional enforcement.

If you believe there is an error or misunderstanding regarding this matter, please do not hesitate to contact us. Your prompt attention to this matter is not only legally required but contributes to the safety and integrity of the community of Baldwin Twp. Thank you for your understanding and cooperation.

Respectfully,

Kelli D, Permitting Department
Rum River Consultants

C: Chief Building Official, Andy Schreder
Joan Heinan, Clerk, Baldwin Township

Enc: Resident Decks and Handrail 2020 IRC Informational Handout

Residential Decks

2020 IRC Informational Handout

Building Permit: Is required when deck is attached to a structure or if the deck is more than 30" above grade. A permit application must include a site plan or survey and plan details.

Site Plan or Survey: Show the deck and all distances to property lines structures and streets.

Design and Construction: Decks shall support a minimum 50 pound per square foot load and shall be positively anchored to the primary structure with approved fasteners not subject to withdraw. *At least two tension hold-down devices (tension ties) are required.*

Ledger Boards: Must be attached with approved fasteners to solid wood framing members into a rim board, floor truss ends or bearing wall studs. If a deck supported on a house cantilever cannot be verified, the deck shall be self-supporting or provide a special design.

Overhanging Decks: Deck beams can cantilever over a post, up to one-fourth the allowable beam span per Table R507.5. Joists can cantilever over a beam up the maximum cantilever length shown in Table R507.6.

Materials: The type of deck materials used must be shown on the plans. All exposed wood must be approved treated wood or naturally resistant to decay. *The use of composite decking materials requires prior approval.*

Special Fasteners: Using pressure-treated wood requires fasteners and hardware that are compatible with the chemical treatment of the wood.

Frost Footings: Required when deck is attached to a structure with frost footings. Minimum depth is 42" or 60" below grade depending on climate zone. The bottom diameter of the footing is sized according to design loads. Future plans for roof and wall loads should be considered.

Guards: Required when deck is more than 30" above floor or grade below. They shall be at least 36" high with less than 4" openings and support a 200-pound force anywhere along the top. Guards at open sides of stairs shall be at least 34" high with less than 4 3/8" openings.

Stairs and Handrails: Refer to attached handouts for code requirements.

Weather Protection: Flash and caulk all connections between deck and dwelling.

Safety: Call Gopher One (811) before digging holes. They will locate buried lines at no cost.

Inspections: All documents issued with permit shall be on site for inspections. Required inspections are: **Site/Footing** before pouring concrete and **Framing/Final** after completed.



Accuracy-Efficiency-Uniformity



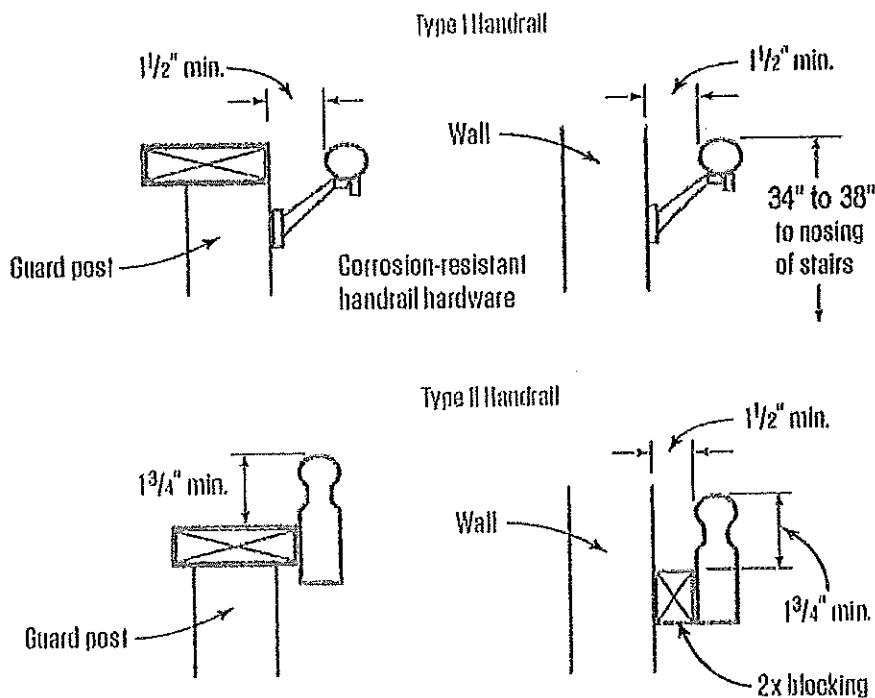
Residential Handrail Requirements

2020 MN Residential Code R311.7.8

Handrails:

- Required on at least one side of stairs with four or more risers.
- Shall be continuous for the full length of the stairs and have no sharp edges.
- Ends must return to a wall or post and have no open ends.
- Height shall be 34 inches to 38 inches measured vertically above nosing of treads.
- Shall not project more than 4½ inches on either side of stairway.
- Require a minimum 1½ inch space between it and what it is mounted to.
- Must support a 200-pound force applied at any point along the top.
- The hand grip portion shall be Type I, with a circular cross section diameter of 1 ¼" to 2" or Type II with a minimum width above a recessed area on both sides of 1 ¼" to 2 ¾". *or provide equivalent graspability.* Handrails must be graspable.

Handrail Mounting



Note: A 2x4 or 2x6 is not acceptable without recessed areas on both sides as shown above.

Handrails must be graspable



Accuracy – Efficiency – Uniformity





BALDWIN CITY COUNCIL SPECIAL MEETING

JULY 9th, 2025

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

Jeff Holm arrived at 7:53 p.m.

Also Present – City Finance Consultant; Elizabeth Diaz from Ehlers

Call to Order – The July 9th, 2025 special 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

Review 2025 Budgets/Line Items for Each Fund and Establish 2026 Budgets/Line Items for Each Fund – Swanson requested an update on the last budget meeting since he was absent. Rush explained that the City Council reviewed up to the fire fund. Elizabeth at Ehlers recommends doing a contingency starting in 2026 – 2030. This would provide sufficient cash amounts because rating agencies look at this for bonding. Elizabeth from Ehlers went over the Financial Management Plan with the City Council. This was developed when Baldwin was going through Incorporation and will be a tool that the city keeps adding to. Case asked what the quantity of single-family homes were used in the projections of the budget amounts. Elizabeth from Ehler's stated that population is not in the formula. The general fund needs to be watched closely. Elizabeth recommends doing a quarterly budget report to track the general fund budget. Elizabeth stated that capital projects need to be discussed in order to capture all the future needs for the city. Elizabeth recommends doing a capital project meeting to determine the city's future needs. This should be a 5-year plan and is typically done in August by the City Council. The City Council reviewed the expenditures received from Elizabeth from Ehlers.

Jeff Holm arrived at 7:53 p.m.

Discussion on Frontier Trails budget and what the monthly utility billing needs to be in 2026.

Approve/Disapprove Proposed 2026 Line-Item Budget- This is for discussion only at this time.

Adjourn – Holm/Case unanimous to adjourn at 9:06 p.m.

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

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

Date

Attendees: None



BALDWIN CITY COUNCIL REGULAR MEETING

JULY 21ST, 2025

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

Jeff Holm arrived at 7:31 p.m.

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

Call to Order – The July 21st, 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 Final Treasurer's Report – Beginning balance of \$291,149.74, receipts of \$726,273.14, disbursements of \$196,243.90; check numbers 28616 – 28692 and 10 EFT payments leaving an unaudited ending balance of \$821,178.98.

July 2025 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$821,178.98, receipts of \$448,545.60, disbursements of \$291,659.13 leaving an unaudited ending balance of \$978,065.45.

Public Comment Requests:

- Todd Jackson – 14250 287th Avenue NW: Request to Buy PID# 01-00404-0001. Jackson is requesting the city owned property at PID# 01-00404-0001 be sold to a private property. Jackson went on to say that the sale of this lot would free up city resources, increase the tax base, and support better management of the existing, valuable public lands. Mayor Swanson stated that the City Council is not prepared to answer this question tonight nor is the city ready to sell the property at this time.

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

- 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

Jeff Holm arrived at 7:31 p.m.

Presentation of 2024 City/Township Audit-Burkhardt & Burkhardt

Engineering:

Discuss/Approve/Disapprove Soil Testing at PID# 01-00405-0040 – City Engineer, Sam Jochum, from Hakanson Anderson reached out to Sherburne County Soil Water Conservation District (SWCD) for testing options. SWCD informed Sam at Hakanson Anderson that they would not do testing in this area. SWCD does not do testing for private landowners unless it is part of a targeted study, which this situation does not fall under. SWCD informed our City Engineer that the best option would be to take two samples of each area and send them to the University of Minnesota for soil testing. The cost per sample would be roughly \$30.00 - \$100.00. Rush stated that he has spoken to Dan at SWCD and Dan has talked to this resident quite a few times. The observation from SWCD for the discoloration of the soil is due to the amount of rain we have had this summer. Swanson would like to move forward with the soil testing. Swanson would like answers on what this discoloration is from. Jochum stated that there should be 2 tests done at both locations for a total of 4 tests. One of the locations is under a city road and in the road right-of-way. Jochum, City Engineer, will research if samples can be mailed. Rush stated that Hakanson Anderson has been to the site twice and has already incurred expenses. **Swanson made a motion** to find out if samples can be shipped and to proceed with testing, Case stated that the testing protects the city. **Case seconded the motion, Rush disapproved, motion carried.**

Discuss/Approve/Disapprove North Elk Lake Survey – City Engineer, Sam Jochum, from Hakanson Anderson did a preliminary walkthrough of North Elk Lake loop checking for lots that may need an encroachment agreement. Jochum has identified 23 possible lots. The next step would be to have a survey to mark the front property line for these lots. That way the Engineer will know accurately if the resident has an object within the city right of way that would require an encroachment agreement. City Attorney, Ruppe, stated that an encroachment agreement is a contract due to an obstruction in the road right of way which would shift liability to the property owner instead of the city. The expenditure for this survey is \$3050.00. City Attorney, Ruppe, stated that the expense will be a lot because encroachment agreements need to be drawn up, recorded along with City Staff time. Rush asked if some of these could be grandfathered because the encroachment has been at the location for so long. Ruppe stated no since the lots are already platted.

Case/Walker made a motion to approve survey for \$3050.00. Holm/Rush disapproved, Swanson approved, motion carried.

Discuss/Approve/Disapprove 123rd Street and 287th Avenue Quote – Knife River Corporation did a proposal for constructing a 1.5" bituminous overlay on 123rd Street and 278th Avenue. Knife River previously did work, and the city is addressing corrective work. The city observed hairline cracking on 278th Avenue and is looking to add additional strength to both roads. Mayor Swanson asked for a reduction in mobilization

of 50% and this was honored by Knife River. The previous quote from Knife River dated May 29th, 2025 was for \$35,260.00. With the 50% reduction in mobilization, the quote dated July 16th, 2025, is \$31,660.00. Rush would like to get another quote. Swanson stated that the thickness of the road would be added. City Attorney, Ruppe, stated that two quotes should be received. **Case/Rush unanimous to approve** going out for two additional quotes.

Discuss Punch List and Wearing Course Paving for Oaks of Battle Brook Second Addition

– City Engineer, Jochum, provided a punch list of items that need to be completed prior to the wear course paving completion for the Oaks of Battle Brook Second Addition. The 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. Case asked if the developer is aware of the punch list and City Engineer stated that the developer is aware. Swanson asked how long we should give the developer and City Engineer, Jochum, stated they should be able to get completed yet this year. Rush and Swanson stated that October 1st, 2025, is a realistic date. **Rush made a motion** to have October 1st, 2025 be the deadline to complete the 20-item punch list including sawcutting. **Case seconded the motion, motion carried.**

Frontier Trails Update – The Clerk received an email from Mike Gwynn, Wastewater Manager for Frontier Trails. Gwynn stated that everything is running well and there was a bad float fixed last week. Major maintenance will be done when a new company starts managing the system at Frontier Trails.

Swanson discussed the RFP for Frontier Trails. Pump repairs, pumping and any repairs are not included in the quote that was received from NSU. Rush questioned the Public Works duties and Swanson stated it would be snowplowing, mowing and installing the concrete blankets.

Swanson read the financials for June 2025. There was \$5534.07 in revenues, \$6914.04 in expenditures, leaving a negative balance for the month of June 2025 of \$1379.97. Swanson stated that when budgeting is done, the utility rates will need to increase.

Road Report:

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

Discuss Delinquencies of Builder Driveways – There are currently 11 driveways that need inspection, and 8 new driveway applications needed from a builder in the City of Baldwin. Case stated that the city should give the builder until 9/1/2025 or the city will make the corrections. City Attorney, Ruppe, asked if the ordinance states that the city will make corrections if not done in a timely manner. **Rush/Walker unanimous to approve** updating ordinance and bringing back to the August 4th, 2025 City Council meeting to include city making corrections if driveway corrections aren't done in a timely manner.

Case left the meeting at 8:24 p.m. due to a fire call.

Discuss Ditch Mowing Machinery – Walker stated that ditch mowing could be done timelier and more efficient if the city had ditch mowing machinery. Walker stated that the brush isn't done by the tree line due to the current contractor not having an extension. Rush asked if the city should buy or rent and Walker stated the city should purchase. Swanson stated that it would be beneficial if the Public Works Department put together a list of areas that need brush cut down and extended mowing in the ditch and go out for quotes. Holm stated that Public Works could check out equipment at the MN Fall Expo 2025 to investigate pricing. Holm also suggested contacting a couple of contractors for pricing.

Case returned to the meeting at 8:29 p.m.

Discuss Cul De Sac Repair on 127th Street – Walker stated that the cul de sac on 127th Street is really pushing up and needs to be repaired. Walker suggested that quotes be submitted directly to the city. Rush made a motion for 2 contractors to quote the cul de sac on 127th Street. Swanson stated that someone should write up the scope of work needed on this cul de sac repair. Walker said he will work on writing up a project scope for the repairs needed on 127th Street cul de sac.

Discuss/Approve/Disapprove Public Works Attending MN Fall Expo 2025 on October 1st and 2nd, 2025. Holm/Rush unanimous to approve Baldwin Public Works attending MN Fall Expo.

Discuss Surface Treatment – Rush stated that crack sealing/poly fiber would be about \$175,000.00 to \$225,000.00. Micro surfacing would be \$53,000.00 a mile. Mill and overlay and reclaim will also be added. Case asked what the annual cost would be for a fifth of the roads in Baldwin for a 5-year plan. Rush stated the annual cost would be \$795,000 for micro surfacing for a year, crack sealing and poly fiber would be approximately \$200,000, so around a million per year. Swanson stated that this will be discussed at the next budget meeting. City Engineer, Jochum, stated that 313th Avenue going east/west and 126th street would be a good candidate for micro surfacing to see what it looks like in the spring. Jochum stated construction only would be \$44,000.00 for these two roads. **Rush made a motion** to get quotes for these two roads, **Case seconded the motion, motion carried.**

Tabled Items:

Discuss/Approve/Disapprove City Staff Health Insurance Annual Renewal – **Walker made a motion** to keep the health insurance plan that the city currently has. Walker stated that the current plan has really good coverage. Case stated that Medica is a good company and has a good plan at a cheaper rate. **Rush seconded the motion, motion carried.**

Discuss/Approve/Disapprove Annexing North Portion of 136th Street – Holm made a motion for City Attorney, Ruppe, to draw up a road right of way agreement and discuss agreement with Princeton Township to make sure the Township is in favor of

the agreement. **Motion was changed** by Holm for City Attorney, Ruppe, to contact Princeton Township to discuss before an agreement is drawn up. **Case seconded the motion, motion carried.**

New Business:

Discuss Update on Elk Lake Excavation – The 1.6 acres is needed to complete the work for Elk Lake Excavation on 297th Avenue and discussion on the land swap. Mr. Jackson has also requested to buy the property. City Attorney, Ruppe, stated that steps need to be provided by the DNR on what needs to be accomplished on the project. Ruppe stated that the land swap can be done with a legal description drawn up and an agreement. Swanson stated a plan needs to be developed for the project and how much the city will pay going forward. Ruppe stated that a legal description is easy to draw up.

Discuss TEDI Program – The City of Baldwin received an application for the Transportation Economic Development Infrastructure Program (TEDI.) The purpose of the program is to foster interagency coordination between the Department of Transportation and Employment and Economic Development to finance infrastructure to create economic development opportunities, jobs and improve all types of transportation systems statewide. The City Council will need to determine a project for the submission of the TEDI application. **Rush/Walker unanimous to table until the August 18th, 2025, City Council meeting.**

Discuss/Approve/Disapprove Sending Letter to Residents on 100th Street and 297th Avenue – The City Council discussed trees and fencing reimbursements to the property owners on these roads. **Holm/Case unanimous to approve** City Engineer, Jochum, to research trees that need to be taken down and trees that can stay with an estimate cost. This information will be brought back to the August 18th, 2025 City Council meeting, **Rush disapproved, motion carried.**

Swanson/Holm unanimous to approve City Attorney working with Clerk on a letter to send to the residents on 100th Street and 297th Avenue. **Friendly given by Holm** to include in the letter requesting input from the residents on why they don't want to sign their easement.

Discuss/Approve/Disapprove Legal Counsel at Future City Council Meetings – Holm made a motion to continue legal counsels' attendance at both monthly City Council meetings until the end of 2025 and review for ongoing need at that time. **Case seconded the motion, Rush disapproved, motion carried.**

Schedule Budget Meeting – Case asked if this was the capital project meeting and Swanson stated it was. **Holm/Rush unanimous to approve** August 12th, 2025 at 7:00 p.m. Case stated that the fire department business meeting is on August 12th. **Holm/Rush took a friendly to change the date to August 13th, 2025 at 7:00 p.m.**

Brad Schumacher, Sherburne County Commissioner, was at the meeting to discuss the ordinance for tobacco licensing. Ordinance for tobacco licensing could change to a City responsibility in the future. County Road 28 detour to re-route hospital traffic through Baldwin was also discussed by Schumacher. Rush asked about Baldwin 2025 clean-up day additional grant. Schumacher stated that he has advocated to the fullest to show the Governor of the State of Minnesota that Sherburne County Health and Human Service is the best in the 87 counties in Minnesota. Schumacher discussed that he will be participating in the County budget meeting tomorrow. Mayor Swanson asked about emergency sirens. Schumacher stated that the County sirens will be moved to a Township/City responsibility. Most municipalities are moving to a text or paying on their own. Schumacher stated this is a burden to smaller Townships and will be discussed further.

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:

Holm asked where FunFest would be held, and it was stated that it would be at Eternity Church on 303rd Avenue by City Hall.

Holm discussed parking for Ruff Start Rescue events in the future.

Rush discussed Young Park vandalism. The Park Committee approved 2 trail cams to be purchased. **Holm made a motion** to approve purchasing 2 trail cams up to \$600.00 in addition to a subscription for notifications. Notifications will be sent to Fire Chief, Clerk and Public Works Supervisor cell phone. **Rush seconded the motion, motion carried.**

Approve Bill for Payment – Case/Rush unanimous to approve 34 ACH Payments for Fire Department payroll of \$54,794.67, 6 EFT Payments of \$21,573.56, Check Numbers 28737 – 28776 for \$115,903.46 for a total of \$192,271.69.

Adjourn – Rush/Holm unanimous to adjourn at 10:24 p.m.

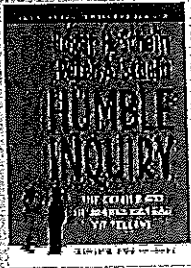
Submitted By: (s/) Joan Heinen
Clerk/Treasurer
City of Baldwin

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

Date

Attendees: Scott Schmidt, Delmas Hines, Tony Grant, Todd Jackson, Teresa Barnes,
Sherburne County Commissioner District 5; Brad Schumacher; Public Works
Supervisor; Zac Good.

Athenian Dialogue
Humble Inquiry – The Gentle Art of Asking Instead of Telling
Second Edition, Revised and Expanded
By Edgar H. Schein and Peter A. Schein



Date: Thursday, August 21, 2025

Time: 9:00 AM – 3:30 PM

Location: Albertville City Hall, 5959 Main Ave NE, Albertville, MN 55301

Facilitator: Ellen Freeman-Wakefield, MPA
University of Nebraska at Omaha

Cost: \$70 MCFOA Members or \$80 Non MCFOA members (includes lunch)

DOES NOT INCLUDE BOOK PURCHASE

Participant must purchase & read book prior to dialogue

Book is available through Amazon (about \$19.95)

We live, say Edgar and Peter Schein, in a culture of "tell". All too often we tell others what we think they need to know or should do. But whether we are leading or following, what matters most is we get to the truth. We have to develop a commitment to sharing vital facts and identifying faulty assumptions - it can mean the difference between success and failure. This is why we need *Humble Inquiry* more than ever.

The Scheins define Humble Inquiry as "the gentle art of drawing someone out, of asking questions to which you do not know the answer, of building relationships based on curiosity and interest in the other person". It was inspired by Edgar's 20 years of work in high-hazard industries and the healthcare system, where honest communication can literally mean the difference between life and death.

In this new edition the authors look at how Humble Inquiry differs from other kinds of inquiry, offer examples of it in action, and show how to overcome the barriers that keep us telling when we should be asking. This edition offers a deepening and broadening of this concept, seeing it as not just a way of posing questions but an entire attitude that includes better listening, better responding to what others are trying to tell us, and better revealing of ourselves. Packed with case examples and a full chapter of exercises and simulations, this is a major contribution to how we see human conversational dynamics and relationships, presented in a compact, personal, and eminently practical way.

Athenian Leadership Dialogue

Leadership Dialogues are conversations that exceed the usual knowledge recall and application process familiar to all Municipal Clerks in training seminars. They explore leadership principles and practices, drawing on the insights contained in a book that all participants have read. Dialogues focus on helping develop critical thinking skills and increasing leadership ability. See the IIMC website, www.iimc.com, for more information on this unique program.

POINTS (with completion of mandatory assessment):
3 CMC Education Points; or
3 MMC Advanced Education Points

Additional Information

Please make check payable to MCFOA and return registration form on next page to:

MCFOA
c/o City of Otsego, Audra Etzel
13400 90th Street NE
Otsego, MN 55330

For additional information contact Audra Etzel,
AEtzel@otsego.mn.gov, or by phone at 612-258-2906



CITY OF BALDWIN

30239 128th Street NW, Baldwin, MN 55371

NEWSLETTER

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

Office Hours
Mon-Thurs: 8:00 a.m. to 4:30 p.m.
Closed for Lunch: 12:30 p.m.-1:00 p.m.
Friday: 8:00 a.m. to 12:00 p.m.

Phone: 763-389-8931
Email: city.clerk@baldwinmn.gov

CITY COUNCIL

Jay Swanson, Mayor —763-631-8545
mayor@baldwinmn.gov
Tom Rush—763-389-8931
councilmemberD@baldwinmn.gov
Scott Case—763-350-0374
councilmemberB@baldwinmn.gov
Jeff Holm—763-389-8931
CouncilmemberA@baldwinmn.gov
Alan Walker—763-389-8931
councilmemberC@baldwinmn.gov

CITY CLERK / TREASURER

Joan Heinen—Clerk/Treasurer
Kayla Nielsen—Deputy Clerk/Treasurer

FIRE STATION

****EMERGENCY DIAL 911****

Scott Case, Fire Chief
763-350-0374

PUBLIC WORKS DEPARTMENT

Zachary Good, Supervisor
Phil Fadden, Maintenance Technician
763-389-8931

CITY OF BALDWIN WEBSITE:

www.baldwinmn.gov

CITY OF BALDWIN FACEBOOK:

[www.facebook.com/
CityofBaldwinMinnesota](http://www.facebook.com/CityofBaldwinMinnesota)

August—September 2025

Calendar of Events for 2025

(unless otherwise noted all meetings start at 7:00 p.m.)

August 4	City Council Meeting
August 16	Baldwin FunFest 11 am - 3 pm
August 16	Baldwin Fire Dance 7 pm - 12 am
August 18	City Council Meeting
August 20	Special Planning Commission Meeting
August 21	Park Committee Meeting
August 27	Planning Commission Meeting
September 1	Labor Day - OFFICE CLOSED
September 8	City Council Meeting
September 13	Baldwin Fire Open House 11 am- 3 pm
September 17	Special Planning Commission Meeting
September 18	Park Committee Meeting
September 22	City Council Meeting
September 24	Planning Commission Meeting

**Burning Permits are available at City Hall or
online at www.dnr.state.mn.us.**

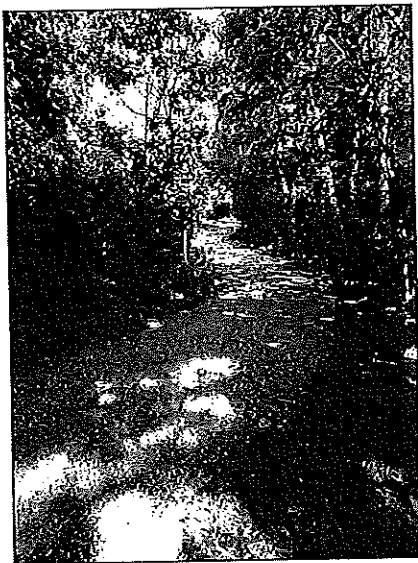
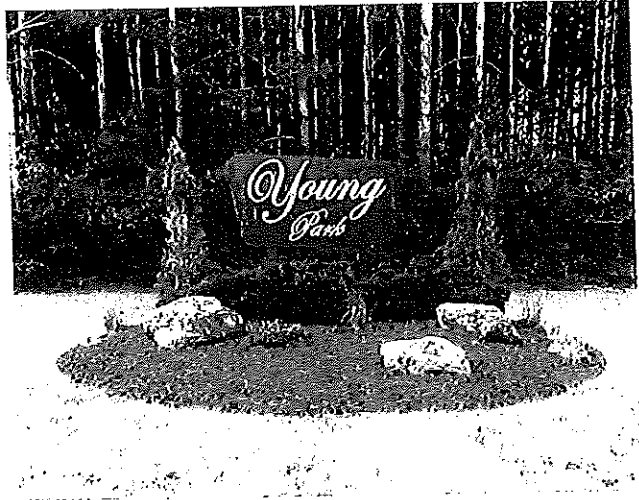


**The City of Baldwin is looking for
volunteers to help with FunFest and other
events! Contact City Hall at 763-389-8931 if
this is something you are interested in!**

PARKS

Young Park

The 80-acre Young Park is located at 11141 305th Avenue NW, Baldwin, MN 55371. There is approximately 5 miles of boardwalks with crushed granite walking trails. A baseball field, basketball court, gaga pit, horseshoe pit, and playground area are all situated on the property. The pavilion is equipped with stand up grills and picnic tables. Young Park's pavilion can be rented for \$75 for 4 hours or \$125 for the entire day.



Goose Lake Park

The 37-acre Goose Lake Park is located at 13398 285th Avenue NW, Baldwin, MN 55398. Goose Lake Park has 32 acres of water and has 1 mile of crushed granite walking trails with park benches and a picnic table.

Vandalism at Young Park has recently increased. If you have any information about past vandalism or notice any suspicious activity, please call the non-emergency Sheriff's Office at 763-765-3500 or City Hall at 763-389-8931 to report it. Visit our website at www.baldwinmn.gov/ordinances, and select Ordinance Number 2025-10 (Governing Parks under the jurisdiction of the City of Baldwin) if you have any questions about park regulations. Thank you for helping to keep Young Park safe.

PLANNING COMMISSION

Recognizing Our Outgoing Planning Commission Members

The Planning Commission consists of 7 members. Beginning in May of this year, three of our Planning Commissioners, Sherry Newman, Bill McGowan, and Joy Johnson, submitted their resignations due to family/personal reasons.

We would like to extend our thanks and appreciation to them for their dedication and hard work during their time on the Planning Commission. Their commitment, thoughtful input, and genuine care for our community have made a lasting impact, and their contributions will be felt for years to come. They will be greatly missed, and we wish them the very best!

Introducing Our New Planning Commission Members

Interviews were conducted to fill these three vacancies. Teresa Barnes, Abby Newland, and Ed Stofferahn were selected and sworn in. We would like to introduce our new Planning Commissioners. Each of these individuals brings a wealth of experience and a passion for serving our community, and we are confident that their contributions will help guide our work in meaningful ways.



Teresa Barnes - Teresa has been a resident of our community for the past four years. She has spent 1 ½ of those years renovating her dream home and deepening her connection to the area. With twenty years of experience in civil engineering, specializing in development, Teresa is excited to bring both professional expertise and a genuine love for the community to the table. She looks forward to being part of helping guide our growth while ensuring Baldwin continues to be a wonderful place to call home.

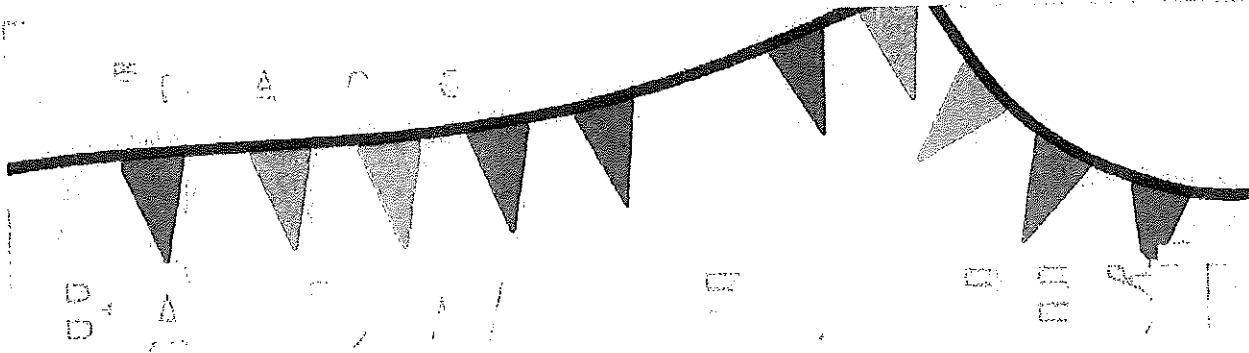


Abby Newland - Abby has lived in Baldwin for about two and a half years. She is a local realtor, bringing a unique perspective on how growth, infrastructure, and zoning regulations influence the long-term success of a city and the well-being of its residents. Passionate about giving back to the community, as well as fostering connections and helping people find where they belong, whether through homeownership, community events, or simply being a good neighbor. Abby is dedicated to listening, learning, and working collaboratively to help guide smart, sustainable decisions that will benefit everyone who calls Baldwin their home.

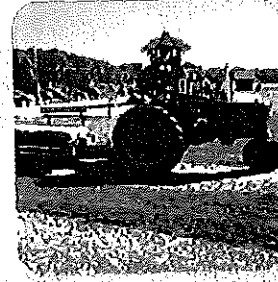
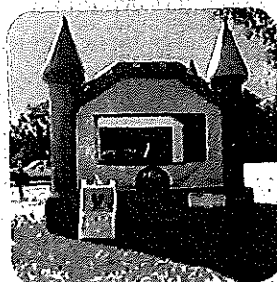


Ed Stofferahn - Ed has been a resident of Baldwin since 2005. He was drawn to our community for its slower pace and rural charm—something Ed hopes to help preserve while serving on the Planning Commission. With a career background in electrical, mechanical, and automation systems, he brings a wealth of technical expertise, along with the perspective of a college-educated combat veteran and small business owner. Having also served as an election judge, he is deeply committed to civic engagement and is eager to contribute to the thoughtful growth of our community.

BALDWIN FUNFEST



Join us for a family fun filled day
with a car show, food trucks,
vendors, and more!



NEW LOCATION!

**The Grounds at Eternity Church
12564 303rd Avenue NW
Baldwin, MN 55371**



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BALDWIN FIRE

21⁺

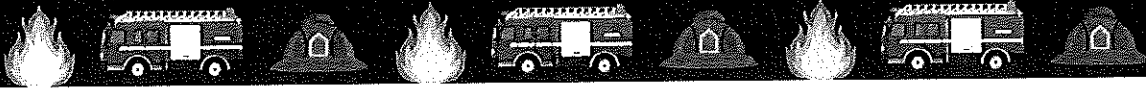
BALDWIN FIRE FIREMAN'S DANCE



AUGUST 16TH, 2025
7PM TO 12AM

ROCK GODZ @ 8PM

FOOD TRUCKS & MORE-
STAY TUNED!



Come Join Us!

Baldwin Fire Department Open House

Spend the afternoon with us at the Fire Station for our 2025 Open House!

When: Saturday September 13th

11:00am – 3:00pm

30239 128th St (County Rd 45) Princeton

Come for a FREE Hot Dog Lunch & check out all of these exciting activities:

- Tour the Station
- Spray water from the Engine
- Get a ride on a Fire Truck
- Try on Firefighting Gear
- Visit the Smoke Trailer & Kitchen fire prop



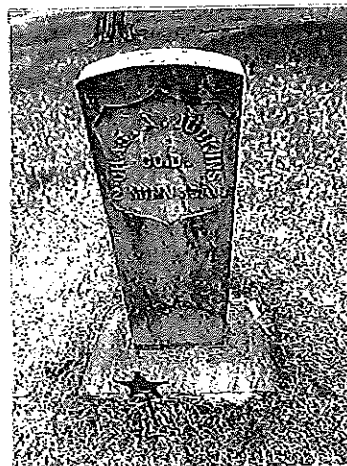
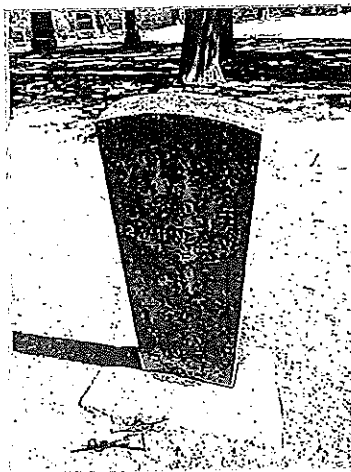
The City of Baldwin Fire Department received a \$10,000 grant from the Federal Home Loan Bank of Des Moines awarded by Bank of Elk River. Pictured below: Fire Chief; Scott Case, Bank of Elk River, Director of Marketing and Communications; Julia Schreifels, Firefighter; Conner Loscheider, Mayor; Jay Swanson, and Bank of Elk River, Chief Financial Officer; LeRoy Lindenfelser



BALDWIN CEMETERY

In April, Becky Rittenour, a Baldwin resident, was given permission by the City Council to clean the gravestones of 3 Civil War Veterans at the Baldwin Cemetery. Becky used a D2 Biological Solution to clean the headstones.

Thank you Becky!



ORDINANCE NO.: 2025-12

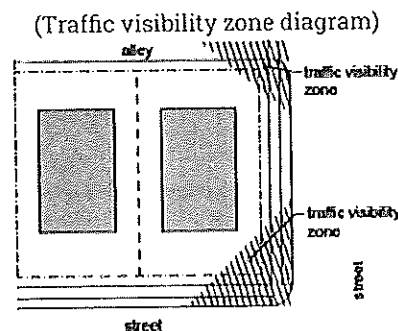
CITY OF BALDWIN
SHERBURNE COUNTY, MINNESOTA

AN ORDINANCE AMENDING THE ZONING ORDINANCE
REGARDING FENCES.

THE BALDWIN CITY COUNCIL ORDAINS:

Section 1. Chapter 16 of Ordinance 900 (Zoning Ordinance – General Performance Standards) is hereby amended to include the following provisions with subsequent sections renumbered accordingly:

900-16-8: TRAFFIC VISIBILITY: Visibility from any street or driveway shall be unobstructed above a height of two feet and less than eight feet, except for fences allowed by Section 900-19-4 of this ordinance, measured from where both street or driveway centerlines intersect within the triangle described as beginning at the intersection of the projected edge of shoulders for rural section streets or curb line of two intersecting streets or drives, then 50 feet along one curb line, then diagonally to a point 50 feet from the point of beginning along the other curb line.



Section 2. Chapter 19 of Ordinance 900 (Zoning Ordinance – Landscaping, Screening, and Fences) is hereby amended to include the following provisions with subsequent sections renumbered accordingly:

900-19-4: FENCES:

A. Approval Required:

1. An administrative permit approved by the zoning administrator in accordance with section 900-8-3 of this ordinance shall be required for construction of any fence less than seven feet in height within a front yard or within the setbacks required for principal buildings (required yard).
2. A building permit approved by the building official shall be required for construction of

- any fence seven feet in height or greater.
3. The approvals required under this subsection shall not apply to fences to be constructed for agricultural purposes as defined by this ordinance.

B. Information Submission:

1. Each application shall include a site plan drawn to scale showing the location of:
 - a. Existing buildings(s), structures(s), and other improvements within the lot.
 - b. The location of the fencing proposed to be erected, altered, or relocated.
2. The owner of the property on which a fence exists or is proposed to be constructed shall be responsible for verifying the property lines by:
 - a. Locating the property monuments; or
 - b. If the property lines cannot be located:
 - (1) The zoning administrator or the building official may require the owner of property upon which a fence now exists, or may require any property owner proposing to construct a fence, to establish the boundary lines of the property by a Certificate of Survey thereof to be made by a registered land surveyor; or
 - (2) The owner of property upon which a fence now exists, or the property owner on which the fence is to be constructed, and the owner(s) of the adjoining properties enter into an agreement regarding the location of the fence to be recorded with the titles of the respective properties.

C. All fences within the city shall be located in accordance with the following provisions

1. All fences shall be located entirely upon the property of the person constructing or causing the construction of such fence.
2. No fences shall be placed on or extend into the public rights-of-way.
3. Fences abutting a public right-of-way shall be setback a minimum of 12 feet from the lot line.
4. Fences shall not be allowed within drainage and utility easements except as approved by the city engineer subject to the following conditions:
 - a. The fence or a portion thereof may be removed by the city at any time for the purpose of utilizing the easement, and such action shall be at the property owner's expense.
 - b. For encroachment into a drainage and utility easement allowed by the city

engineer, except for standard drainage and utility easements required at the perimeter of a lot by the Subdivision Ordinance, the property owner shall execute an encroachment agreement that is to be recorded by the city at Sherburne County with the title of the property.

D. Construction Standards:

1. All man-made fences shall be constructed of materials comparable in grade and quality to the following:
 - a. Brick, stone, or rock face block.
 - b. Metal rod or chain link.
 - c. Wood, provided the surfaces are finished for exterior use, or wood of proven durability is used, such as cedar, redwood, white oak, or treated wood.
 - d. Metal; not including galvanized or unfinished steel or aluminum.
 - e. Vinyl.
2. Use of barbed wire or charging by electrical systems shall only be allowed:
 - a. For agricultural purposes as defined by this ordinance.
 - b. For the keeping of farm animals on residential properties as allowed by this ordinance.
 - c. Within commercial and industrial districts for security purposes when installed at a minimum height of seven feet above grade.
3. Height: The allowed height of a fence measured from the highest projection of a fence structure or support post to the adjacent finished grade shall be:
 - a. Rural Districts: 7 feet
 - b. Commercial and Industrial Districts: 12 feet
4. Fences located within a required yard abutting a local street right-of-way as designated by the comprehensive plan shall exceed five feet in height and be not less than 75 percent open.
5. A Fence on riparian lots within the Shoreland Overlay District constructed within the shoreland impact zone shall not exceed four feet in height and shall be not less than 75 percent open.
6. All fences shall not obstruct natural stormwater runoff and drainage.

7. All fences shall be provided with a gate which affords reasonable and convenient access for public safety and allows maintenance of portion of the lot, including boulevards, outside of the area enclosed by the fence.
 8. That side of any fence considered to be its "face" (i.e., the finished side having no structural supports) shall face abutting property.
 9. Both sides of any fence shall be maintained in a condition of reasonable repair and appearance by its owner and shall not be allowed to become and remain in a condition of disrepair or danger, or constitute a nuisance, public or private.
- E. Special Purpose Fences: Fences for special purposes and fences differing in construction as required by this section may be permitted by the City by issuance of an interim use permit in accordance with section 900-5-3 of this ordinance upon a finding by the City Council that the fence is necessary to protect, buffer, or improve the premises for which such fence is intended.

Section 3. This ordinance shall be in full effect upon adoption and publication.

(remainder of page intentionally blank signatures follow)

ADOPTED by the Baldwin City Council this 4th day of August, 2025.

MOTION BY:
SECONDED BY:
IN FAVOR:
OPPOSED:

CITY OF BALDWIN

Jay Swanson, Mayor

ATTEST:

Joan Heinen, City Clerk/Treasurer

CITY OF BALDWIN
SHERBURNE COUNTY
STATE OF MINNESOTA

ORDINANCE NO. 2025-13

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

The City Council for the City of Baldwin hereby ordains:

Section 1. Amendment of Section 1.08, Subpart 1(b). Section 1.08, Subpart 1(b) of Ordinance No. 100 is hereby amended to state:

- (b) **Fee.** An application shall be accompanied by a non-refundable fee as provided in the City's fee schedule. An additional fee as determined by the City Council shall be required if the applicant for property owner installs the driveway, field approach or culvert prior to obtaining a permit or scheduling an inspection by the City. This additional nonrefundable permit application fee is to cover the City's additional inspection and administrative costs.

Escrow. At the time the application is submitted, applicant or property owner shall also establish with the City an escrow fund for any costs incurred by the City relating to the construction of the driveway or field approach and installation of the culvert, if necessary, including, but not limited to, repairing damage to any roadways as a result of the construction of the driveway or field approach and the installation of the culvert, turf establishment and removing an unacceptable driveway. The escrow amount shall be collected even if there is an existing driveway or field approach on the property. The amount of the initial escrow shall be as provided in the City's fee schedule and shall be accompanied by a signed escrow agreement.

Separate Escrow, Delayed Construction. Applicant or property owner may also be required to establish with the City a separate escrow fund, if requested by City staff, for any costs incurred by the City relating to any additional costs anticipated to be incurred by the City relating to the construction of the driveway and installation of the culvert, if necessary, if the driveway is not completed with the house construction due to season, weather, or other delays. This separate escrow shall be collected at issuance of a building permit. The amount of the escrow shall be determined by City staff on a case-by-case basis depending on the work to be performed and shall be accompanied by a signed escrow agreement.

Additional Escrow, if Required. If additional escrow is required or bills incurred beyond the escrow amount, applicant shall be billed directly for such costs and applicant or property owner agrees to furnish additional monies as requested by City staff. Any amounts not utilized from the escrow fund shall be returned to the

applicant or property owner, without interest, when all driveway or field approach improvements have been completed, all financial obligations to the City have been satisfied, and the City Council or its designee has approved the final inspection.

Section 2. Amendment of Section 1.08, Subpart 7. Section 1.08, Subpart 7 of Ordinance No. 100 is hereby amended to add the following language:

- (d) No work under this Article is to be started until the City Council or its designee approves the access driveway or field approach permit application and all applicable fees and escrow deposits have been received by the City.
- (e) All work performed by the applicant or property owner covered by this Section shall comply with all "Driveway Permit Requirements" as contained in the permit application form and any additional requirements of the City Engineer. If the event of a conflict between the terms and conditions of this Article and the terms and condition of the "Driveway Permit Requirements", the conditions of the permit as required by the City Engineer shall control.
- (f) No driveway or field approach shall impact a wetland unless the wetland permit has first been obtained.
- (g) No obstructions shall be constructed or planted in the City right-of-way. Obstructions include but are not limited to; retaining structures, rip rap, posts, trees, shrubs and other such items. Mailboxes and support posts may be located within the City right-of-way as provided by this Article.
- (h) The applicant and property owner shall allow such persons, as the City Council shall designate to enter onto their property for inspection purposes prior to the issuance of the permit, during the progress of the work, after the permitted work has been completed, and for any abatement work deemed necessary by the City.
- (i) Unless a written extension of time has been granted by the City Council or its designate, if work is not completed within thirty (30) days of the date stated in permit (date access will be installed), any driveway or field approach permit, which has been granted under this Article, is null and void and applicant must reapply for a permit and pay the required fee should they wish to continue with work covered under this Article.
- (j) If required by the City Council or its designate, the applicant or property owner shall provide and install the necessary pipe and aprons for the driveway or field approach pursuant to the City's specifications and Subpart 6 of this Section and any requirements of the City Engineer.
- (k) Where work on the traveled roadway is necessary during construction, traffic must be protected and signing and proper barricades must be utilized pursuant to the Minnesota Manual of Uniform Traffic Control Devices.

- (l) Dirt or debris from access or field approach construction activities are NOT ALLOWED on City roads and shall be removed within twenty four (24) hours of placement or within three (3) hours' notice to do so by the City or its designee, whichever is earlier. If an applicant or property owner fails to comply with this subpart, the City Council may immediately remove the dirt or debris itself and charge the cost of clean-up to the applicant or property owner pursuant to subpart 9 of this Section.
- (m) Unless otherwise directed by the City Council or its designee, the roadside must be cleaned after work is completed and restored to a condition similar to that prior to construction.
- (n) Prior to construction of the driveway or field approach and installation of the culvert, the applicant or property owner shall meet with the City Council or its designee at the site to inspect the site, to determine the location of the driveway or field approach, and to determine the scope of the work to be performed. Every new driveway or field approach shall also be required to have an inspection after the construction work is completed.
- (o) Applicant or property owner must place stakes in the exact location of the proposed driveway or field approach prior to review by the City Council or its designee, and again prior to culvert delivery. The applicant or property owner shall notify the City that the stakes have been placed and the site is ready for initial inspection. Applicant or property owner shall relocate the proposed driveway or field approach as required by the City or its designee.
- (p) Every new access or field approach shall be required to have an inspection after the construction work is completed. After construction is completed, the applicant or property owner shall notify the City that the work on the access or field approach has been completed and is ready for final inspection and approval by the City Council or its designee.
- (q) All construction work on the access or field approach under this Section shall be completed within thirty (30) days of permit issuance unless otherwise agreed to in writing by the City Council or its designee.
- (r) No changes or alterations in the approved construction for the access or field approach may be made at any time without the written consent of the City Council or its designee.

Section 3. Amendment of Section 1.08, Subpart 9. Section 1.08, Subpart 9 of Ordinance No. 100 is hereby amended to state as follows:

- 9. **Enforcement.** In addition to the provisions of Section 1.20, a violation of this Section shall be grounds for the immediate revocation of the access driveway or field approach permit. Further, applicants or owners of properties with accesses

that fail to comply with the provisions of this Section may be required to remove and/or reconstruct such accesses at their expense, including responsibility for all costs incurred by the City related to enforcement of this Ordinance and abatement of the violation.

Section 4. Amendment of Section 1.20. Section 1.20 of Ordinance No. 100 is hereby amended to state as follows:

Section 1.20. Enforcement and Penalty.

1. **Violation.** A violation of any section or requirement of this Article is prohibited, shall constitute a public nuisance and shall be grounds for the immediate revocation of the access driveway or field approach permit. The person or persons violating this Article shall be subject to the penalties provided herein and shall be responsible for abating the nuisance, including the reimbursement of all costs the City may incur to abate or otherwise respond to the nuisance.
2. **Correction Order.** Upon discovery of a violation of this Article, the City Council may issue a correction order to the applicant or property owner, in person or by U.S. Mail, ordering the person to correct the violation by a time certain. If the address of the applicant or property owner is not known, or if the property is not occupied, the City Council will provide notice of the order by posting same on the property. If the applicant or property owner fails to comply with the correction order by the time indicated in the order, which in no case shall exceed 30 days, the City Council may provide for the correction of the violation. However, if the City Council determines that the violation creates an immediate threat to public safety the City Council may provide for the correction of the violation as it determines is appropriate. Issuance of a correction order does not preclude imposition of the penalties or other remedies available to the City as set forth in this Article.
3. **Cost of Correction.** In the event of a violation of this Article, the City Council may institute appropriate actions or proceedings, including requesting injunctive relief to prevent, restrain, correct or abate such violations. Should the City determine to correct or abate such violations, the applicant or property owner shall be invoiced for the City's costs not covered by the escrow deposit which shall be paid within 30 days of the date of the invoice, should the applicant or property owner not reimburse the City within said time, the City shall be authorized to certify said unreimbursed costs to the County Auditor for payment with the property owner's property taxes pursuant to Minn. Stat. §§ 429.101, 366.012 or any other relevant statute.
4. **Penalty.** Any person who violates this Article shall be guilty of a misdemeanor and subject to the penalties for such as provided in State law. Each day of existence of such violation shall constitute a separate offense. If convicted, the

person may be assessed the costs of prosecution as allowed by Minn. Stat. § 366.01, subd. 10.

Section 5. Revisions to Reflect Incorporation as a City. Ordinance 100 has been adopted in form and shall be amended by the City Clerk as necessary to revise references to “Baldwin City”, the “Town”, “Town” officials, “Town” staff or “Road” or other relevant terms to address the City’s incorporation as the City of Baldwin.

Section 6. Validity and Separability. Whenever any provision of this Ordinance is more restrictive than provisions of existing laws or ordinances, the provision of this Ordinance shall govern. Should any section, clause or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the Ordinance as a whole or any part thereof, except that part so declared to be invalid.

Section 7. Incorporation of Amendments. The City Clerk is hereby authorized and directed to incorporate the amendments made by this Ordinance into Ordinance No. 100 Regulating Town Road Right-of-Way and such updated version shall constitute the official Ordinance.

Section 6. Effective Date. This Ordinance shall take effect upon its passage and publication.

Approved and adopted by the City of Baldwin City Council this 4th day of August 2025.

CITY OF BALDWIN

Jay Swanson, Mayor

Attested by:

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: 31 July 2025

RE: Baldwin – Municipal Liquor; Feasibility Study RFP

TPC FILE: 269.01

BACKGROUND

The City Council has discussed its interest in establishing a municipal retail liquor store. In order to evaluate the potential benefits to the City of municipal liquor store operations, a need to undertake a feasibility study has been determined.

Completion of a feasibility study would require contracting with a consultant with past experience and expertise in locating and operating municipal retail liquor stores. City staff has obtained a list of recommended consultants that have completed municipal retail liquor feasibility studies for other cities within Minnesota. As a professional service, it is not necessary for the City to bid the feasibility study project or accept the lowest cost proposal.

City staff has however drafted the attached Request for Proposals to complete a municipal retail liquor study to obtain competitive proposals. City staff proposes to send this Request for Proposal to the list of consultants previously identified, publish on the City's website, and list on the League of Minnesota Cities Marketplace website.

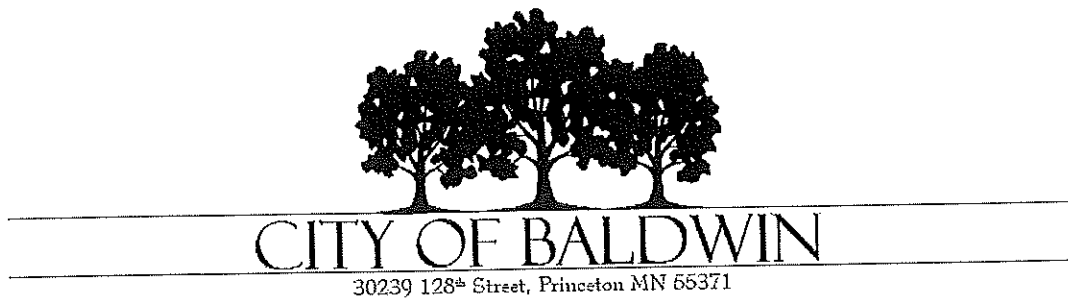
Exhibits:

- Draft Request for Proposals

CONCLUSION

The City Council will consider the proposed Municipal Retail Liquor Feasibility Study Request for Proposals at its meeting on 4 August 2025. City staff is requesting approval to issue the Request for Proposals based on the schedule outlined therein.

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



**REQUEST FOR PROPOSALS
MUNCIPAL LIQUOR STORE FEASIBILITY STUDY**

Draft - August 4, 2025 - Draft

Contact:

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

Phone: 763.389.8931

Email: City.Clerk@BaldwinMN.gov

Responses Due:

No later than 4:30p.m. on September 22, 2025

Introduction

The City of Baldwin is currently accepting written proposals from firms interested in providing a market study to assist the City in determining the feasibility for the construction of a municipal liquor store within the City.

Community Background

The City of Baldwin encompasses 21,887 acres situated in the northeast corner of Sherburne County, Minnesota. Baldwin Township is adjacent to the City of Princeton in its northeast portion and the City of Zimmerman is located to the south of the City. US Highway 169 bisects the City and provides access to and from the Twin Cities Metropolitan Area and surrounding region. The City was incorporated on November 18, 2024 as a result of a several years effort to address to ongoing residential development and potential for future residential, commercial, and industrial development.

The Minnesota State Demographic Office estimates Baldwin's 2024 population as 7,087 persons. Baldwin is the fourth largest City in Sherburne County after St. Cloud (part), Elk River, and Big Lake. The population of the City is larger than 721 of the 856 cities in Minnesota, including the Cities of Princeton and Zimmerman, which places it in the upper 84th percentile of all cities in Minnesota. The rate of residential development within the City is consistent with that of communities to the south, as well as Sherburne County overall, indicating the influence of US Highway 169 as a major growth corridor to the northwest of the Twin Cities Metropolitan Area.

There are established commercial and industrial properties in the north portion of the City developed with a range of retail, office, service, or manufacturing and assembly businesses. A total of 133 acres, or 0.6 percent of the City area is zoned for commercial and industrial uses. Future commercial areas are being planned for locations along the US Highway 169 corridor as part of an update of the Baldwin Comprehensive Plan.

The Baldwin City Council is the legislative and policy making body of the City and is composed of the Mayor and four Council members. The Baldwin City Council is the final review and approval authority regarding all contracts, payments, plans, improvements, policies, procedures and other business of the City.

Scope of Study

A preliminary scope of the feasibility study to be undertaken regarding establishment of municipal retail liquor operation will include the following:

1. Complete a market study evaluating potential for establishment of liquor store(s) within the City.
2. Provide recommendations on the timing, size, and location for liquor store(s) within the City and whether such store(s) should be stand-alone or connected with other retail uses.
3. Outline estimated costs associated with establishment of municipal liquor store(s) within the City including, land, building, staff, product and inventory, and other expenditures.
4. Identify opportunities, challenges or any other factors that need to be considered by the City regarding establishing municipal liquor store operations.

Proposed Schedule

The following is a tentative schedule for acceptance and review of the proposals for the project:

- Issue request for proposals: August 15, 2025
- Proposal submittal due date: September 19, 2025
- Review proposals/conduct interviews: September 22 – October 10, 2025
- City Council approve contract with firm: October 20, 2025

Submittal of Proposals

Proposals are to be emailed to City Clerk/Treasurer Joan Heinen at City.Clerk@BaldwinMN.gov **no later than 4:30 p.m. on September 19, 2025**. Emailing a link to a shared file site or multiple emails are acceptable if required for file size.

Organization of Proposals

Proposals should include responses to each of the following items. Please construct your proposal with responses in the same order as listed below to facilitate review and comparison of proposals:

1. Provide a general profile of the firm.
2. Demonstrate your experience working with cities that have comparable characteristics to the City of Baldwin.
3. Outline your firm's experience in providing the services described above.
4. Identify the professional staff who will be specifically assigned to work with the City, indicating lead representative. Include resumes for each individual listing professional experience, qualifications, education, and relevant professional licenses and certifications. The description of professional experience should specifically list the number of years and type of experience directly in the field of public finance.
5. Please include a reference list of municipal or business clients where related services were provided by the professional staff proposed along with the name and telephone number of a person who may be contacted.
6. Include a list of previous or current services provided to the City of Baldwin, if any.
7. Include a list of any overlapping and adjacent governmental units for whom work has been performed within the past three (3) years, the specific activities performed and the name of a person who may be contacted at the municipality.
8. Explain any other relevant qualifications and experience.
9. All proposals must include evidence of professional liability insurance.

Fees

A schedule of fees must be submitted with the proposal. The proposed fee must be inclusive of all fees and costs associated with the preparation of the market study including mileage, research, lodging, meals, etc. The City is interested in selecting firms that provide the City with optimal services in the highest professional manner yet are cost effective.

Interviews

The City may select two or more firms for oral presentations. Each firm will have the opportunity to give a 15-minute presentation summarizing their qualifications and their approach to completing the market study. The presentation will be followed by a question and answer period. The individuals who will be assigned to the project will be expected to make the oral presentation.

Evaluation of Proposals

An evaluation committee shall be used to evaluate the proposals and conduct interviews based upon the following criteria:

1. Quality of the statements and completeness of response to the RFP.
2. Experience of personnel assigned to the project.
3. Experience and creativity in providing the same services to cities of comparable characteristics to the City of Baldwin.
4. References.

Terms and Conditions

By submitting a proposal in response to this request, proposers agree to the following terms and conditions:

1. The City reserves the right to reject any or all proposals. If the successful firm does not execute a contract within thirty (30) days after the award of the proposal, the City may award the contract to the next most qualified firm(s).
2. All proposals shall become the property of the City.
3. The City may, at its option, request interviews/oral presentations prior to selection. No public bid opening will be held. A listing of firms presenting proposals will be available. As primary contact, City Clerk Heinen will coordinate appointments with staff and/or the selection committee to answer any questions or set up interviews. Communications with other City staff or elected officials of the City will constitute automatic rejection of that firm's proposal.

4. The City reserves the right to request clarification of the information submitted and to request additional information of one or more applicants.
5. Any proposal may be withdrawn up to the proposal deadline.
6. If, through any cause, the firm shall fail to fulfill in a timely and proper manner the obligations agreed to, the City shall have the right to terminate its contract by specifying the date of termination in a written notice to the firm at least thirty (30) working days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory work completed.
7. Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied by or approved by the City and shall contain, at a minimum, applicable provisions of the request for proposals. The City reserves the right to reject any agreement that does not conform to the request for proposals or any City requirements for agreements and contracts.
8. The selected firm(s) shall not subcontract or assign any interest in the contract and shall not transfer any interest in the contract without prior written consent of the City.
9. No reports, information, or data given to or prepared by the firm under contract shall be made available to any individual or organization by the firm without the prior written approval of the City.
10. All data, documents and other information provided to the City by the firm as a result of this request for proposals shall become the property of the City.
11. All costs associated with the preparation of a proposal in response to the request for proposals shall be the responsibility of the firm submitting the proposal.
12. The consultant will be expected to meet with City officials at City Hall as needed during the course of service engagements.
13. The City expects the consultants to respond to routine questions on the phone or by email that do not require considerable research on a complimentary basis.

14. As this is a Request for Proposals and not a bid, the City reserves the right to negotiate with any party and on any matter, including requests for modifications to the scope of work.
15. The proposer agrees that if the contract is awarded to their firm, the firm shall defend, indemnify and hold harmless the City, as appropriate, and its officials, agents, and employees from and against all claims, damages, losses and expenses, including attorney's fees arising out of or resulting from the proposer's execution of or performance of the services provided under the contract and agrees to defend at its sole cost and expense any action or proceeding commenced for the purpose of asserting any claim of whatsoever character arising under the contract. Proposer's indemnification obligation shall apply to its officers, subcontractor(s) or anyone directly or indirectly employed or hired by proposer, or anyone for whose acts proposer may be liable.
16. If the contract is awarded to the proposer they must secure and maintain such insurance as will protect proposer from claims under the Worker's Compensation Act, and from claims for bodily injury, death or property damage which may arise from the performance of services under this agreement, by a company that is licensed or approved by the State of Minnesota to do business in Minnesota. Such insurance shall be written for amounts not less than:
 - Commercial General Liability \$1,000,000 each occurrence/aggregate
 - Professional Liability \$1,000,000 each claim
 - Automobile Liability \$1,000,000 combined single limit (CSL)

The City shall be named as an additional insured on the general liability policy on a primary and noncontributory basis. A certificate of insurance must be submitted to the City before any work may begin under the contract. All such certificates shall state that the insurance company shall give the City thirty (30) days written notice of cancellation, or ten (10) days notice for non-payment of premium.

RESOLUTION NO: 25-20

CITY OF BALDWIN
COUNTY OF SHERBURNE, MINNESOTA

APPROVAL OF A CONDITONAL USE PERMIT
PID 01-00025-3000

WHEREAS, applicant New Cingular Wireless PCS, LLC (d/b/a AT&T Mobility); and

WHEREAS, the property is subject property is PID 01-025-3000 legally described by Exhibit A; and

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

WHEREAS, the property is zoned R1, General Rural District and is also partially located within the Shoreland Overlay District of Sandy Lake; and

WHEREAS, the applicant is requesting approval of a Conditional Use Permit to allow for construction of a communication tower in accordance with Chapter 27 of the Zoning Ordinance; and

WHEREAS, the Town Board approved a Conditional Use Permit for the proposed use on 15 May 2023 that expired in accordance with Section 900-4-9 of the Zoning Ordinance.

WHEREAS, the Planning Commission considered the application at a public hearing held during their meeting on 23 July 2025, those wishing to speak were heard by the Planning Commission and the public hearing was closed; and

WHEREAS, the Planning Commission voted 6-0 to adopt Findings of Fact recommending City Council approval of the application; and

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

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

Finding: The proposed tower will improve communication services within the area benefiting local users, as well as transient users on US Highway 169, essential and incidental to human activity.

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

Finding: The proposed tower complies with the design standards established by the Zoning Ordinance to mitigate compatibility issues with existing and planned land uses in the area surrounding the subject site.

- 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 construction of the proposed tower will not impact existing natural resources within the subject site.

- D. The proposed use's conformity with all performance standards contained within this ordinance and other town ordinances.

Finding: The proposed tower complies with the requirements of the Zoning Ordinance.

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

Finding: The traffic generated by the proposed tower can be accommodate by existing roads serving the subject site.

WHEREAS, the planning report dated 31 July 2025 prepared by the City Planner, The Planning Company LLC, is incorporated herein.

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

1. The subject site shall be developed in accordance with the site and building plans submitted to the City subject to the stipulations, limitations, and conditions as approved by the City Council in accordance with Section 900-9-6 of the Zoning Ordinance.
2. All new plants shall be guaranteed for 12 months from the time planting has been completed and be alive, in good health, of good quality and structural condition, and insect and disease free at the end of the warranty period or be replaced, subject to review and approval of the Zoning Administrator.
3. Access to 289th Avenue (CSAH 28) shall be subject to review and approval of Sherburne County.
4. All signs shall comply with Section 900-27-2.B of the Zoning Ordinance.
5. The tower owner shall maintain the insurance for \$1,000,000.00 of coverage for personal property damage and provide evidence of such coverage to the Zoning Administrator annually.
6. The applicant shall provide documentation to the Zoning Administrator that the lease for the communication facility location, including revisions or renewals, provides that any unused equipment must be removed within 12 months after operations cease.

(remainder of page intentionally blank signatures follow)

ADOPTED by the Baldwin City Council this 4th day of August, 2025.

MOTION BY:

SECOND BY:

ALL IN FAVOR:

THOSE OPPOSED:

CITY OF BALDWIN

Jay Swanson, Mayor

ATTEST:

Joan Heinen, City Clerk/Treasurer

EXHIBIT A
LEGAL DESCRIPTION



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

MEMORANDUM

TO: Baldwin Mayor and City Council

FROM: D. Daniel Licht

DATE: 27 July 2025

RE: Baldwin – Infrastructure Committee; Progress update

TPC FILE: 269.01

BACKGROUND

The City Council appointed a Committee of residents to advise on issues related to space needs, maintenance, and potential construction of facilities for City Administration, Public Works, and Fire Department. The City Council authorized a total of seven meetings, of which, five have been held to date. The purpose of this memorandum is to summarize the work accomplished to date and outline next steps.

BACKGROUND

The Infrastructure Committee has held five meetings to date, with the agenda of each meeting summarized below. The agendas and minutes of the Infrastructure Committee are also available on the City website.

- **Meeting 1.** The first meeting of 27 March 2025 consisted of Committee organization and tour of existing facilities led by City administration, streets, and Fire Department staff.
- **Meeting 2.** The second meeting on 24 April 2025 involved defining a mission statement for the Committee and discussion of the facility tour. The Committee requested an evaluation of the existing facilities by the Building Official and population and household data and forecasts for the City to be discussed at a future meeting.
- **Meeting 3.** The third meeting was held on 29 May 2025. Agenda items included discussion of population and household forecasts and review of the space needs study and site and building prepared by Brunton Architects for construction of a City Hall/Fire Hall facility on the City property at 293rd Avenue (CSAH 9) and 128th Street (CR 45).

- **Meeting 4.** For the fourth meeting on 24 June 2025, the Committee toured St. Francis City Hall and Fire Department, Nowthen City Hall/Public Works, Elk River Twin Lakes Fire Station, and Zimmerman Fire Department/Community Center.
- **Meeting 5.** At the fifth meeting on 24 July 2025, the committed discussed individual impressions of the facilities tours relative to existing and proposed Baldwin Facilities. The Committee also discussed the next steps that should be undertaken for the Committee to complete its work and make recommendations to the City Council.

The Committee and City staff discussed the next steps of work for future meetings:

- **Existing City Facilities.** Obtain contractor quotes for minimum improvements to existing facilities to address the issued identified by the Building Official. City staff is requesting authorization to seek these quotes for review by the Committee. The only anticipated cost for this action would be City staff time to solicit bids.
- **Proposed Facilities.** The Committee made a number of recommendations for changes to the plans for the proposed City Hall/Fire Hall prepared by Brunton. This includes a preliminary cost estimate for additional space to be constructed on the second floor to allow for future needs as well as updating the detailed cost estimate spreadsheet and outlining potential phasing options. Obtaining this information can be expected to incur additional costs for work necessary by Brunton.
- **Financial Impacts.** The Committee is interested in consisting the improvement of the existing facilities and/or construction of new facilities as a one-time project or in phases. This evaluation involves not only the project costs, but time-money concepts and financing. One factor the Committee wants to specifically consider is a cost-per-household estimate to evaluate the direct impact to residents of options being considered by the City for improvement and/or construction of City facilities. City staff would propose working with the City's financial advisors at Ehlers to develop information about the financial costs of options for future facility improvements, which would incur costs.

The next Infrastructure Committee meeting is scheduled for 18 September 2025 to allow time for the City Council to authorize the work requested above and for these tasks to be completed. Based on the work to be completed, we would expect the following schedule for the Infrastructure Committee to complete its efforts and forward a recommendation to the City Council:

- **Meeting 6.** Review quotes for improvement of existing facilities, phasing options and updated costs for the proposed City Hall/Fire Hall, and financial implications and make preliminary recommendations as to an approach for future City facilities.
- **Meeting 7.** City staff will prepare a report to the Infrastructure Committee summarizing its efforts, data, and recommendations for review, discussion, and modification. City staff will finalize the Committee report in preliminary form based on the discussions at this meeting.
- **Meeting 8.** Conduct an open house provide access/tours of existing City facilities and present the preliminary Committee report regarding future City facilities needs and recommendations for implementation.

- **Meeting 9.** The Committee will need to meet to review feedback from the public open house and consider any modifications to its preliminary report and recommendations.
- **Meeting 10.** The Committee will hold a final meeting to consider approval of the final report and make recommendation to the City Council. This meeting could be noticed in the form of a Public Hearing if desired by the City Council as a final opportunity for public input that would be forwarded to the City Council with the Committee report and recommendation.

Meetings 8, 9, and 10 have not been authorized by the City Council and would require their approval both to conduct the meeting and the topic purpose of each meeting.

CONCLUSION

The City Council is requested to authorize next steps for the Infrastructure Committee at their meeting on 4 August 2025:

- Approve City staff obtaining quotes for improvement to existing facilities.
- Approve City staff/Brunton Architects to update building plans and cost estimate spreadsheet, outline phasing options.
- Approve City staff/Ehlers to outline finance options and implications for improvements to existing facilities and/or proposed City facilities
- Authorize the Committee to hold up to 10 total meetings, including:
 - Public open house
 - Public hearing to consider final recommendations

c. Joan Heinen, City Clerk/Treasurer

Baldwin Code Enforcement Summary

4 August 2025

(Projects listed in reverse chronological order by date of complaint)

Address	Owner	PID #	Complaint Date	Date of Site Visit(s)	Ordinance Violation (if a complaint is not valid or no violation exists put NA)	Step 1 Date	Notice Date	Citation Date	Comments/Status/Action Plan
ACTIVE									
31516 136 th St.; 55371	Travis/Nikaela Nietz	01-00007-1105	email	1 Aug 25	Animal kennel (more than 10 dogs)	5 Aug 25			
10507 302 nd Ave.; 55371	Joshua Little/Breanna Kammerer	01-00487-0330		1 Aug 25	Storage containers, business	5 Aug 25			
28512 127 th St.	James G. Bursch 26310 112 th St. NW Zimmerman, MN 55398	01-00028-3312		16 Aug 25	Business Second driveway	5 Aug 25			
30549 114 th St.	Samantha/Justin Mikel	01-00015-1105	2 Jun 25	25 Jul 25	Potential farm related retail business requiring CUP.				Spoke with SM on 25 Jul 25 Follow up call with JM on 1 Aug 25 Request to send First Contact letter
14308 285 th 1/2 Ave.; 55398	Ryan Eggink	01-00404-0625	21 May 25	1 Aug 25	Dogs at large (non-dangerous)	1 Aug 25			
31232 127 th St.; 55371	April R. Sagstetter	01-00009-3210	21 Apr 25	1 Aug 25	Junk/Debris		5 Aug 25		
9604 285 1/2 Ave.; 55398	Makayla Carey	01-00415-0340	27 Mar 25		Junk and debris; burning garbage Unlicensed vehicle		5 Aug 25		
30107 116 th St.; 55371	Westen Hierlmaier	01-00015-4402	28 Jan 25	Feb 25 1 Aug	Storage container	14 Feb 24	5 Aug 25		Property owner responded to Step 1, waiting for better weather.
14336 286 th Ave/ 55371	Samantha Rockstroh	01-00404-0806	14 Jan 25	7 Apr 25 1 Aug 25	Inoperable vehicles, parking not on driveway, junk/debris		14 Feb 25	5 Aug 25	Step 1 letter sent. Phone conversation with property owner. Extension to end of March granted. Reinspect property week of April 7. Extension to August granted.
11511 290 th St.	Rebecca Krause	01-00535-0130	21 Jan 25		Building Code/RV as dwelling		11 Feb 25	5 Aug 25	AN sent Feb 11
13910 277 th Ave	Joseph/Barbara Spaude	01-00031-4300			Headwall in ROW	13 Sep 24	5 Aug 25		Spoke with property owner; ZG site visit
14215 278 th Ave	Glen Peterson/Wendy Beck	01-00545-0210			Headwall in ROW	13 Sep 24	5 Aug 25		
27934 133-1/2 St.	Nathanael/Anne/Lonne Nelson	01-00406-0510	Jul 1		Dog at large, animal feces, garbage, public nuisance conditions	6 Jan 26			Reinspect after Jul 1.
Top Notch Tree		01-00015-4300			Interim Use Permit				Site meeting held Dec 12.
28209 Lake Diann Rd	Phillip E. Stueve, Jr.	01-00408-0322	6 Jun 24	1 Aug 25 1 Aug 25	Fire Code: fuel tank barrier Junk/debris		5 Aug 25 Jun 25	5 Aug 25	Site conditions OK; Temporary barrier in place at fuel tanks, property owner to install permanent barrier Spring 2025; Emailled owner July 23; Reinspect week of Jan 6. Inspected Feb 17.
13020 289 th Ave	Jerald and Anne Albrecht	01-004240235	25 April 24		Junk cars/debris		Jun 25		Reinspect week of Jan 6. Reinspect after Mar 1.
31015 103 rd St	Blaze Graves	01-466-0330	16 Oct 23		Abandoned vehicles ZO XX-21-3-E		Jun 25	Feb 18	Illegal outdoor storage Reinspect week of Jan 6. Inspected Feb 17.
32033 124 th St.	Bell Trucking Inc.	01-0044225	NA	6 Aug 24 16 Oct 24 1 Aug 25	# of vehicles allowed by CUP		Jun 25		
30840 141 st St.	Jocelyn Damiano	01-508-0114	4 May 23		ZO XX-18-2-G		Jun 25		TB on Sep 19 suspended enforcement until PC makes recommendations. Active building permit until September 2025.
CLOSED									
11638 308 th Ave	Matthew Seha	01-00405-0415		1 Aug 25	Dog training/home business				No evidence.
30840 141 st St.	Jocelyn Damiano	01-00508-0114	23 Apr 25		Private race track				No action required.
10636 305 th Ave	Morales Salas, David Elias	01-00014-1310	3 Sep 24		Fence construction				
28331 98-1/2 St.	Terese Kaiser	01-00407-0630	Jul 25		Use of RV for dwelling				AN sent Jan 6. Met with property owner Feb 27 to discuss construction of a dwelling upon the property. Owner is residing with family off-site and agreed to not occupy the RV trailer as a dwelling.
30870 103rd St	Adam & Amanda Jellison	01-00553-0225	Aug 20		Motor cycle track				Step 1 sent Sep 13
30870 103rd St	Adam & Amanda Jellison	01-00553-0225	Aug 20		Motor cycle track				Step 1 sent Sep 13
31611 127 th St.	Timothy D. Olson	01-00418-0125	Aug 26		Junk/Debris/Outdoor storage			Feb 18	Step 1 sent Sep 13; AN sent Jan 6 Inspected Feb 17; Follow up w/ property owner after Jul 1.

Address	Owner	PID #	Complaint Date	Date of Site Visit(s)	Ordinance Violation (if a complaint is not valid or no violation exists put NA)	Step 1 Date	Notice Date	Citation Date	Comments/Status/Action Plan
30867 103 rd 13027 290th Ave	Cory and Alison Deelstra Dylan Witt	01-00553-0305 01-00474-0220	NA 25 Jun 24 27 Mar 25		Motorcycles/Track Motorcycles/ATV				No response. No further action required. No response. No further action required.
9912 300 th Ave NW	Bernie O. Carlson 16553 Oster Point Rd Cold Spring MN 55320	01-00467-0165	13 Mar 25		RV as dwelling unit; junk and debris				No occupancy evident.
32226 108 th St	Christine Fager	01-0573-0110	29 May 24		Dog barking/at large		Jun 26		Spoke with dog owner.
14122 294th Ave	Joshua Webber	01-00486-0210	13 May 24		Motorcycles/ATV		Jun 25		Direction from TB needed to contact property owner re: required approvals.
11004 305 th Ave	Derek R and Michon M Nelson	01-000142200	26 Jan 24		Home occupation/rural tourism				Direction from TB needed to contact dog owner.
14106 296 th Cir	Michael Bakker Rikki Whitlock	01-00524-0325	12 Dec 23		Dog(s) at large				TB directed no action on 11 Dec 23
31540 125-1/2 St.	Anthony Flander	01-00455-0105			RV as dwelling unit				
14275 292 nd Ave.	Brandon and Kyleigh Stanek	01-534-255	16 Aug 23		ZO Chapter 31		Jun 25		SCSO issued citation, Sherburne County Attorney dismissed without authority to prosecute.
28209 Lake Diann Rd	Phillip Stueve, Jr.	01-408-0322	25 Jul 23		Habitually barking dog 400-1-4-A.2				

Joan Heinen

From: Lori Blomquist <lori@rumrivercc.com>
Sent: Thursday, July 03, 2025 11:58 AM
To: ddl
Cc: Andy Schreder; Joan Heinen
Subject: Re: Baldwin/RE: Permit 2025-211

Dan,

Here is the language from Minnesota Administrative Rules:

§ 1 Subp. 4. ~~Work exempt from permit.~~ Exemptions from permit requirements of the code do not authorize work to be done in any manner in violation of the code or any other laws or ordinances of this jurisdiction. Permits shall not be required for the following:

§ A. Building:

- (1) one-story detached accessory structures, used as tool and storage sheds, playhouses, and similar uses, provided the floor area does not exceed 200 square feet (18.58 m²);
- (2) fences not over seven feet (2,134 mm) high;
- (3) oil derricks;
- (4) retaining walls that are not over four feet (1,219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II, or III-A liquids;
- § (5) water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons (18,927 L) and the ratio of height to diameter or width does not exceed 2 to 1;
- (6) sidewalks and driveways that are not part of an accessible route;
- (7) decks and platforms not more than 30 inches (762 mm) above adjacent grade and not attached to a structure with frost footings and which is not part of an accessible route;
- (8) painting, papering, tiling, carpeting, cabinets, countertops, and similar finish work;
- (9) temporary motion picture, television, and theater stage sets and scenery;
- (10) prefabricated swimming pools installed entirely above ground accessory to dwelling units constructed to the provisions of the International Residential Code or R-3 occupancies constructed to the provisions of the International Building Code, which do not exceed both 5,000 gallons in capacity (18,925 L) and a 24-inch (610 mm) depth;
- (11) window awnings supported by an exterior wall that do not project more than 54 inches (1,372 mm)

Lori

On Thu, Jul 3, 2025 at 11:51 AM D. DANIEL LICHT <ddl@planningco.com> wrote:
Hi Andy/Lori:

What is the threshold for above ground or in ground pools for requiring a building permit?

Thanks in advance.

DDL

Begin forwarded message:

From: Joan Heinen <city.clerk@baldwinmn.gov>
Date: July 3, 2025 at 7:41:30 AM CDT



To: Honorable Mayor and City Council Members
From: Andy Schreder, Chief Building Official, Rum River Consultants
Subject: Noncompliant Septic Systems and Building Safety Code Compliance Case
Meeting Date: August 4, 2025

Overview

This memo addresses two code compliance issues currently affecting properties within the City of Baldwin:

1. Ongoing noncompliance with septic system regulations
 2. A building safety concern involving an improperly constructed residential deck
-

1. Noncompliant Septic Systems

- Exceeding Deadlines:

Rum River Consultants (RRC) has identified two properties within the City containing a total of three septic systems that have been officially reported as noncompliant. These systems have exceeded their deadlines for corrective action as required by Baldwin City Code Chapter 4-5 D. 2. and Minnesota Rules 7080.1500. RRC issued two notices on behalf of the City to the property owners, informing them of the violations and required timelines for compliance. As of this date, no response or corrective action has been received. Due to this inaction, RRC recommends escalating the matter to the City Attorney for enforcement.

- Administration of Baldwin's Septic Ordinance:

Since late 2022, RRC has maintained septic system compliance records and supported the City in monitoring and enforcement. In 2025, we began tracking staff time related to noncompliant system monitoring, including letter preparation and follow-up as well as annual reporting activities required by the MPCA. RRC recommends implementing an hourly billing structure for these services and seeks discussion and approval of this proposed change in process.

2. Building Safety Code Violation

City staff recently reported a code compliance issue involving a residential deck constructed without required safety railings. This condition presents a safety hazard and violates applicable building code standards. As the City's Building Official, RRC recommends handling this code enforcement issue by contacting the property owner and making the owner(s) aware of the safety issue and of current code standards.

Next Steps

RRC respectfully requests City approval for the following actions:

- **Legal Coordination:** Approval for RRC to coordinate with the City Attorney and proceed with enforcement actions for the three noncompliant septic system cases exceeding their compliance deadlines, billed at the hourly rate.
- **Deck Safety Violation:** Approval for RRC to engage the affected property owner regarding the deck violation and oversee corrective measures, also billed hourly.
- **Billing Authorization:** Consideration of invoice for 15.6 hours recorded from January 1, to July 1, 2025 related to septic system noncompliance monitoring of nineteen systems. Additionally, RRC requests direction on how to proceed with hourly billing for future septic system noncompliance monitoring. (Contract amount of \$85.00 per hour for this service.)

Baldwin Code Compliance Tracking Sheet

Case#	Address or PIN	Violation	Status	Last Action	Last Action Date	Next Action	Notes
BA2025-001	12823 289th Ave	Septic Compliance	Pending City Council	Final Letter	6/14/2025	City Council Direction	Noncompliant Report HOME dated 1/8/24 Notice of Noncompliance Letter sent 1/31/24 - Deadline to come into compliance 7/9/2025 Notice of Unaddressed Noncompliance sent 6/14/2025
BA2025-002	12823 289th Ave	Septic Compliance	Pending City Council	Final Letter	6/14/2025	City Council Direction	Noncompliant Report SHOP dated 1/8/24 Notice of Noncompliance Letter sent 1/31/24 - Deadline to come into compliance 7/9/2025 Notice of Unaddressed Noncompliance sent 6/14/2025
BA2025-003	12224 278th Ave NW	Septic Compliance	Pending City Council	Final Letter	4/20/2025	City Council Direction	Noncompliant Report dated 11/17/2023 Notice of Noncompliance Letter sent 11/19/2023 - Deadline to come into compliance 5/18/2025 Notice of Unaddressed Noncompliance sent 4/20/2025
BA2025-004	29404 139th St NW	Building Safety	Pending City Council	RRR Communication	7/10/2025	City Council Direction	Email from City of Baldwin on 7/10/2025 reporting this property does not have deck railings and included a photo from Sherburne County GIS that shows the deck without railings since 2018

Joan Heinen

From: Sam Jochum <samj@haa-inc.com>
Sent: Wednesday, July 09, 2025 3:44 PM
To: Joan Heinen
Cc: Baldwin Maintenance; Shane Nelson
Subject: Baldwin Cemetery GIS Map Trial

Hi Joan,

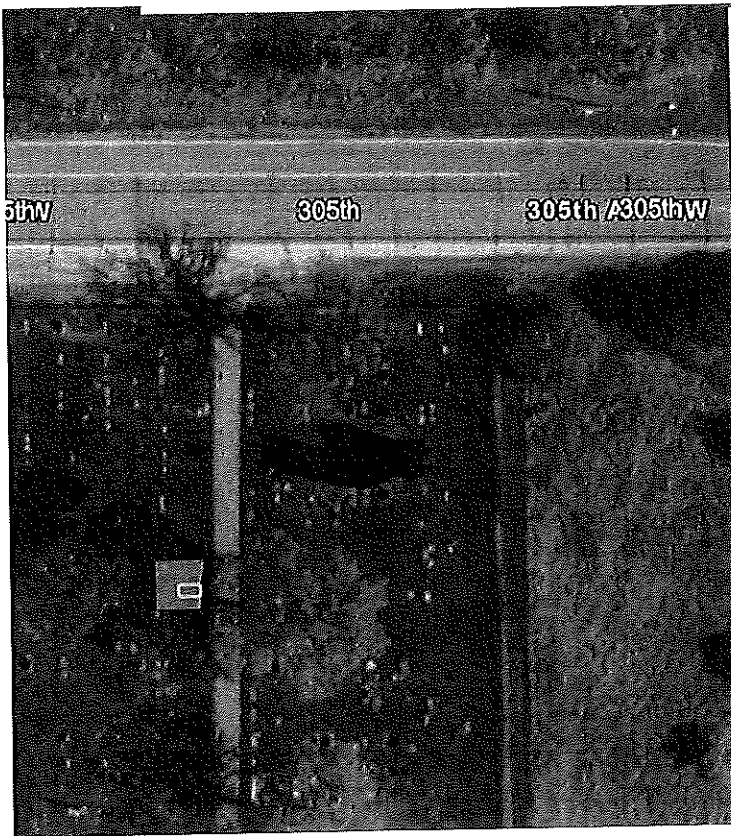
Below is a link that will bring you to a GIS map set up for the Baldwin Cemetery:

<https://haa-inc.maps.arcgis.com/apps/instant/media/index.html?appid=8480709705734457b02bff2948fac731>

Can you please forward this to council? This GIS map shows 8 lots within the cemetery. If you click on one, it will show you all of the information the cemetery spreadsheet has. For us to create a map for the entire cemetery, it would cost approximately \$3,500. We wanted to do just these 8 lots on the map first, and then see what the council thinks before we complete the entire map. Please let me know if you have any questions.

Thanks,

Sam



Block_1_Lot1:



^

Zoom to

Block	1
Lot	1
Site	G
LastName	
FirstName	
M_I	
DOB	
DOD	
Bur_Date	

Print

Joan Heinen

From: Sam Jochum <samj@haa-inc.com>
Sent: Friday, July 25, 2025 4:11 PM
To: Tom Rush; Robert Ruppe
Cc: Jay Swanson - External; Jay Swanson; Joan Heinen; Shane Nelson
Subject: Baldwin Micro-Surfacing 313th Avenue and 125th 1/2 Street
Attachments: CT340 CONSTRUCTION PLANS 4-18-25 Bid Set.pdf

Tom,

Please find attached an example plan set that we have prepared for another community for a micro-surfacing project. This plan is fairly simple and was done 100% in the office. Meaning no survey or field work was needed in order to prepare these plans. The benefit of having a plan set for a job like this is that it shows exact starting and stopping locations. Also, as shown on sheet 2, there are two types of micro-surfacing methods we performed. One would be where we perform an initial scratch micro-surfacing course, then followed by a final micro-surfacing course. The other method would be installing only one micro-surfacing course. It also lays out proposed striping on sheets 6-8.

For the City of Baldwin's project, it would be a good idea to have plan sheets that show the exact beginning and end for the micro-surfacing. The north end of 125th 1/2 Street is curved so it could be an issue knowing where to start or stop along the curve if it is not shown on a plan sheet. We would recommend that the city requires a scratch course on 313th Avenue because it is further degraded than 125th 1/2 Street. A scratch course will help fill in the fine cracks and depressions. 125th 1/2 Street is in better condition and would not require the scratch course, in our opinion. Having a plan set will help the contractor in knowing which type of work is needed per street and reduces the chances of unnecessary errors during construction. Also, we can depict the striping on 125th 1/2 Street and 313th Avenue on the plan set, if the City would like these roads restriped. We would estimate that this would take us 2-3 working days to complete a plan set like this for Baldwin's micro-surfacing job. This would roughly cost \$2,500.

In addition, if the City would like us to prepare a project manual (which would include technical specifications, insurance requirements, a contract, requirements for performance and payment bonds, and requirements for responsible contractor forms) it would take us another 2-3 additional working days to complete that.

As I stated in the July 21st Council meeting, I estimated off the top of my head that this project would cost roughly \$44,000 to construct. However, after spending a little more time with the roads this afternoon as well as adding on the scratch course for 313th Avenue and striping both roads, I believe the project would cost closer to \$65,000 to construct.

Bob, can you please weigh in on whether or not it would be a good idea to create a project manual for a project in this price range?

Please let me know if anyone has any questions and I hope everyone has a good weekend.

Thanks,

Joan Heinen

From: Robert Ruppe <bob@couriruppe.com>
Sent: Monday, July 28, 2025 5:26 PM
To: Sam Jochum; Tom Rush
Cc: Jay Swanson - External; Jay Swanson; Joan Heinen; Shane Nelson
Subject: Re: Baldwin Micro-Surfacing 313th Avenue and 125th 1/2 Street

Tom,

Given the recent communication issues that the City has had with both its recent contractors and engineers. The proposed \$2,500 project manual would make sure that everyone is on the same page regarding the proposed project by providing detailed specifications and guidelines for construction. This would ensure that all necessary project information is covered and make it easier to hold the Contractor accountable. Just my thoughts...

Please call with any questions.

Robert T. Ruppe
Couri & Ruppe, P.L.L.P.
P.O. Box 369
705 Central Avenue East
St. Michael, MN 55376
(763) 497-1930 Office
(612) 210-8679 Cell
(763) 497-2599 Fax

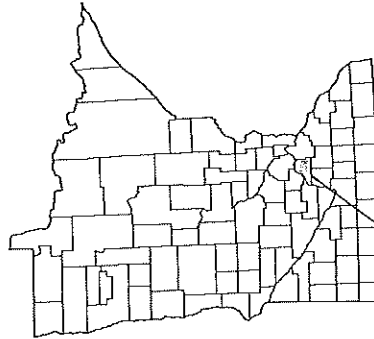
From: Sam Jochum <samj@haa-inc.com>
Date: Friday, July 25, 2025 at 4:11 PM
To: Tom Rush <councilmemberd@baldwinmn.gov>, Bob Ruppe <bob@couriruppe.com>
Cc: Jay Swanson <swantec@nsatel.net>, Jay Swanson <mayor@baldwinmn.gov>, Joan Heinen <city.clerk@baldwinmn.gov>, Shane Nelson <shanen@haa-inc.com>
Subject: Baldwin Micro-Surfacing 313th Avenue and 125th 1/2 Street

Tom,

Please find attached an example plan set that we have prepared for another community for a micro-surfacing project. This plan is fairly simple and was done 100% in the office. Meaning no survey or field work was needed in order to prepare these plans. The benefit of having a plan set for a job like this is that it shows exact starting and stopping locations. Also, as shown on sheet 2, there are two types of micro-surfacing methods we performed. One would be where we perform an initial scratch micro-surfacing course, then followed by a final micro-surfacing course. The other method would be installing only one micro-surfacing course. It also lays out proposed striping on sheets 6-8.

For the City of Baldwin's project, it would be a good idea to have plan sheets that show the exact beginning and end for the micro-surfacing. The north end of 125th 1/2 Street is curved so it could be an issue knowing where to start or stop along the curve if it is not shown on a plan sheet. We would

CITY OF CREDIT RIVER, MINNESOTA



CITY OF CREDIT RIVER,
SCOTT COUNTY, MINNESOTA

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-2, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."



**Hakanson
Anderson**
Civil Engineers and Land Surveyors
38501 Thurston Ave., Anoka, Minnesota 55303
763-427-3880 FAX 763-427-0128

THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR CONSTRUCTION SHALL APPLY.

ALL FEDERAL, STATE AND LOCAL LAWS, REGULATIONS, AND ORDINANCES SHALL BE COMPLIED WITH IN THE CONSTRUCTION OF THIS PROJECT.

ALL TRAFFIC CONTROL DEVICES AND FURNISH SHALL CONFORM TO THE LATEST EDITION OF THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE LATEST FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

ALL REQUIREMENTS OF THE PROJECT MANUAL FOR THE 2025 STREET MURKINSUPAVING PROJECT.

THIS PLAN CONTAINS 12 SHEETS

SHEET NO.	DESCRIPTION
1	TITLE SHEET
2	ESTIMATED QUANTITIES AND DETAILS
3-12	CONSTRUCTION PLANS

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

DATE 04/01/25

[illegible]

SHEET 1 OF 12 SHEETS

CONSTRUCTION NOTES

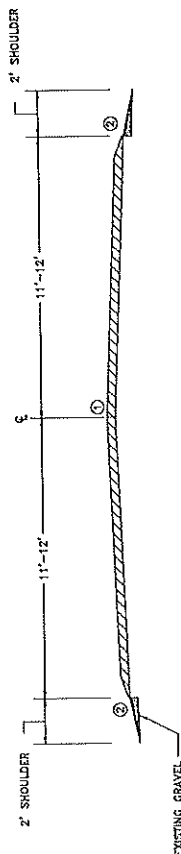
- TRAFFIC CONTROL AND MICRO-SURFACING STAGING PLANS SHALL BE APPROVED BY THE ENGINEER PRIOR TO ANY WORK BEING STARTED.
- THE ROADWAY SURFACE SHALL BE SWEEPED CLEAN WITH A POWER BROOM PRIOR TO THE PLACEMENT OF THE MICRO-SURFACING SURFACE BY THE CONTRACTOR.
- PERMANENT PAVEMENT MARKINGS SHALL NOT BE STARTED UNTIL THE MICRO-SURFACING HAS CURED FOR A MINIMUM OF 30 DAYS.
- PROTECT DRAINAGE STRUCTURES, CULVERTS, MANHOLE BOXES, AND WATER SHUT-OFFS DURING THE APPLICATION OF THE MICRO-SURFACING.
- CONTRACTOR SHALL USE A RUBBER TIRE ROLLER TO SMOOTH OUT OVERLAP IN GULCH SACS.

REFERENCE NOTES:

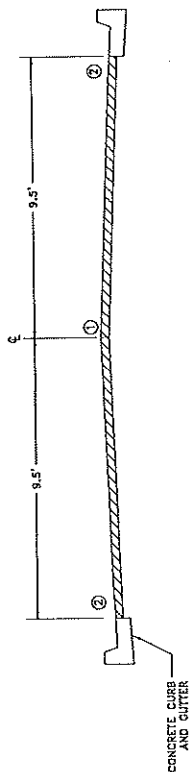
- CONTRACTOR IS RESPONSIBLE FOR PLACING TABS FOR THE EXISTING PAVEMENT MARKINGS IN AREAS THAT WILL BE COVERED BY THE MICRO-SURFACING.
- THE OUTSIDE EDGES OF THE MICRO-SURFACING SHALL BE TAPERED OUT TO LESS THAN 0.05".

ESTIMATED QUANTITIES			
ITEM NO.	MINI/OT SPEC NO.	ITEM DESCRIPTION	UNIT QUANTITY
1	2021.501	MOBILIZATION	LS 1
2	2034.506	BITUMINOUS MATERIAL FOR MICRO-SURFACING	TON 10,591
3	2034.509	MICRO-SURFACING SURFACE COURSE	TON 260
4	2034.509	MICRO-SURFACING SCRATCH COURSE	TON 100
5	2054.001	TRAFFIC CONTROL	LS 1
6	2482.503	1" SOLID LINE MULTI-COMPONENT	LS 0.840
7	2482.503	1" DOUBLE SOLID LINE MULTI-COMPONENT	LS 3.280

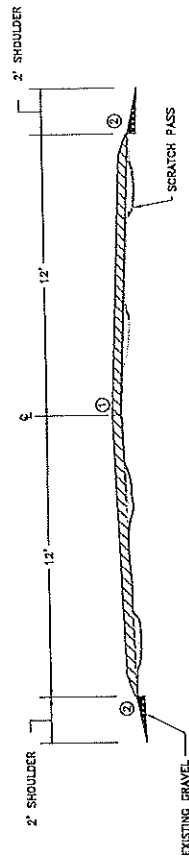
BASIS OF ESTIMATED QUANTITIES	
BITUMINOUS MATERIAL FOR MICRO-SURFACING (SCRATCH + SURFACE MATERIAL)	31 gallon
MICRO-SURFACING AGGREGATE SURFACE MATERIAL	15 bag/cyd



1
2
TYPICAL RURAL MICRO-SURFACE SECTION
NOT TO SCALE
170TH STREET E, BIRCH ROAD, WHITEWOOD AVENUE (STA 0+12 TO STA 21+18)



2
2
TYPICAL URBAN MICRO-SURFACE SECTION
NOT TO SCALE
WHITEWOOD AVENUE (STA 21+18 TO STA 25+83)



3
2
TYPICAL MICRO-SURFACE WITH SCRATCH COURSE SECTION
NOT TO SCALE
CASEY PARKWAY, KILLARNEY AVENUE

Hakanson Anderson
Civil Engineers and Land Surveyors
3601 Thompson Avenue, Suite 3303
St. Paul, MN 55118
763-977-8866 FAX 763-427-0520
www.hakanson-anderson.com



DATE: 06/01/25
REVISION: 1
1. Update plan sheet to show mobilization and staging area.
2. Add a note to the plan sheet to indicate that the plan sheet is a preliminary design and that the contractor is responsible for verifying the accuracy of the plan sheet.
SHANE NELSON, P.E.
Lic. No. 45361

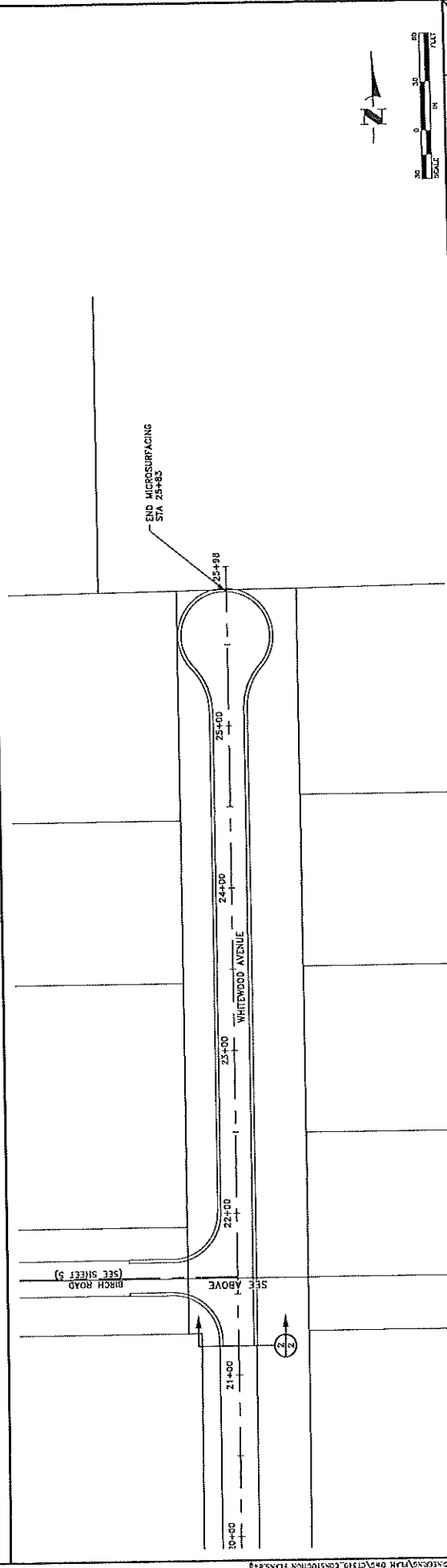
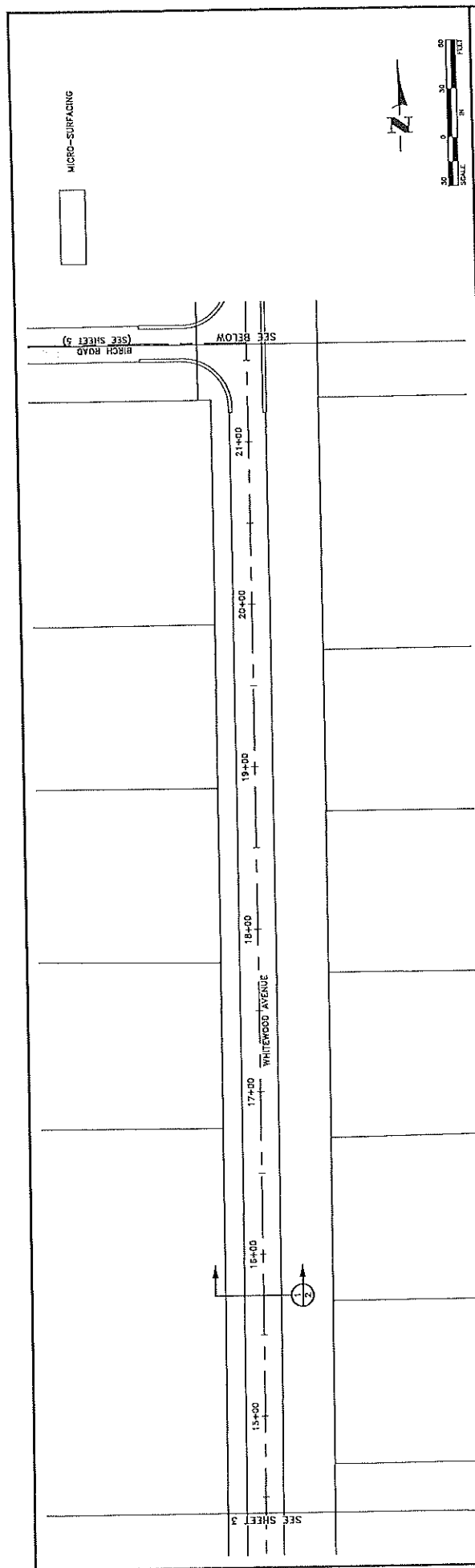
QUANTITIES & DETAILS

2025 STREET MICROSURFACING PROJECT

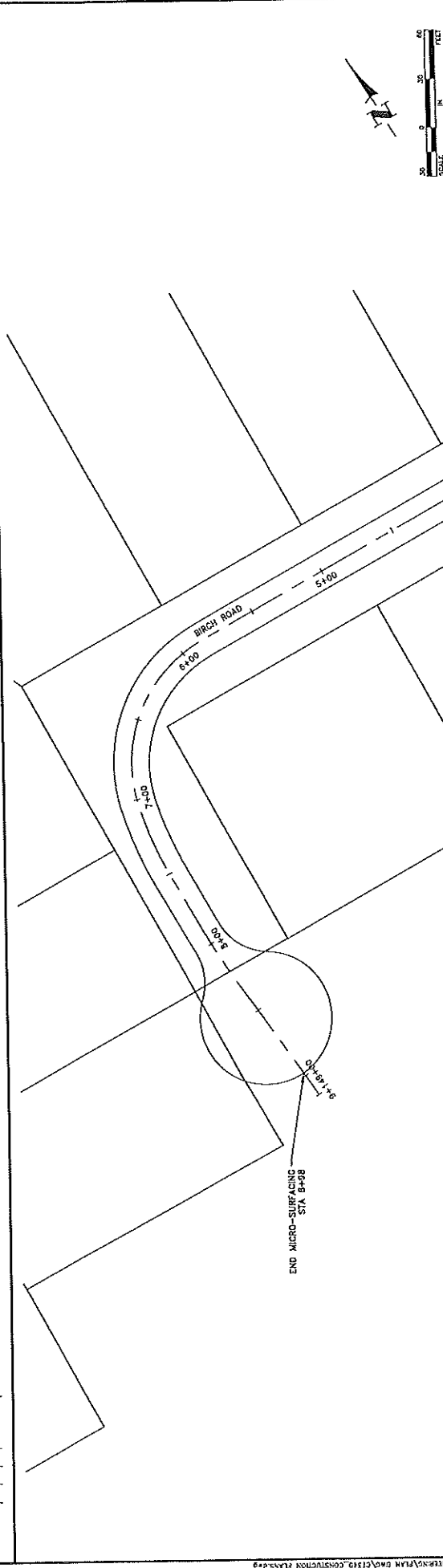
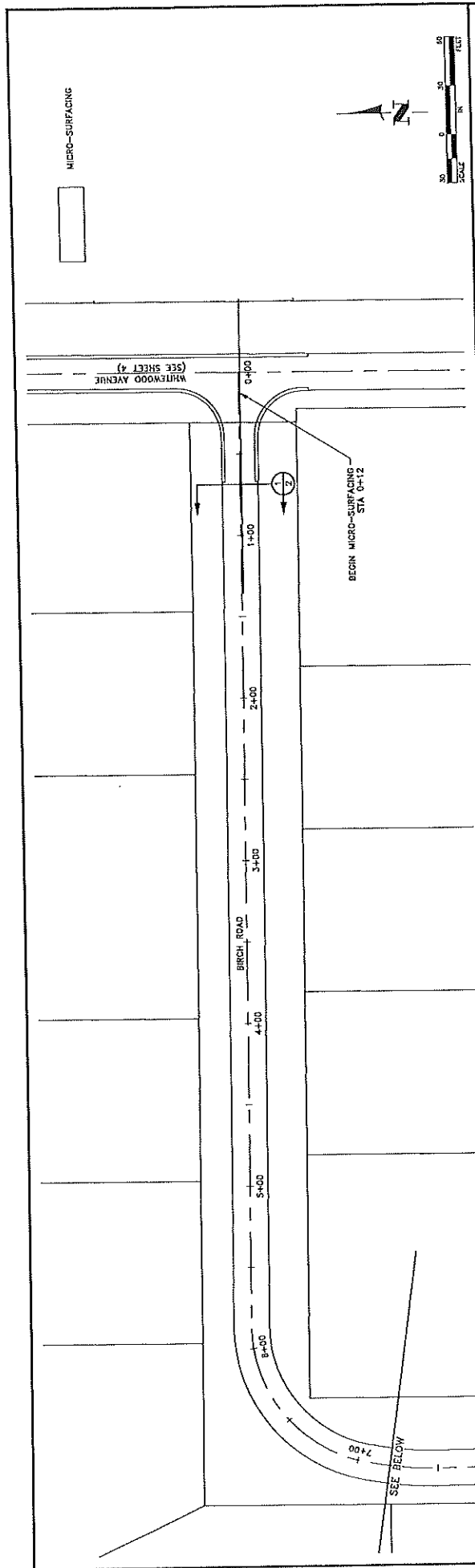
CITY OF CREDIT RIVER, MINNESOTA

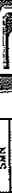
SHEET 2 OF 12
12 SHEETS

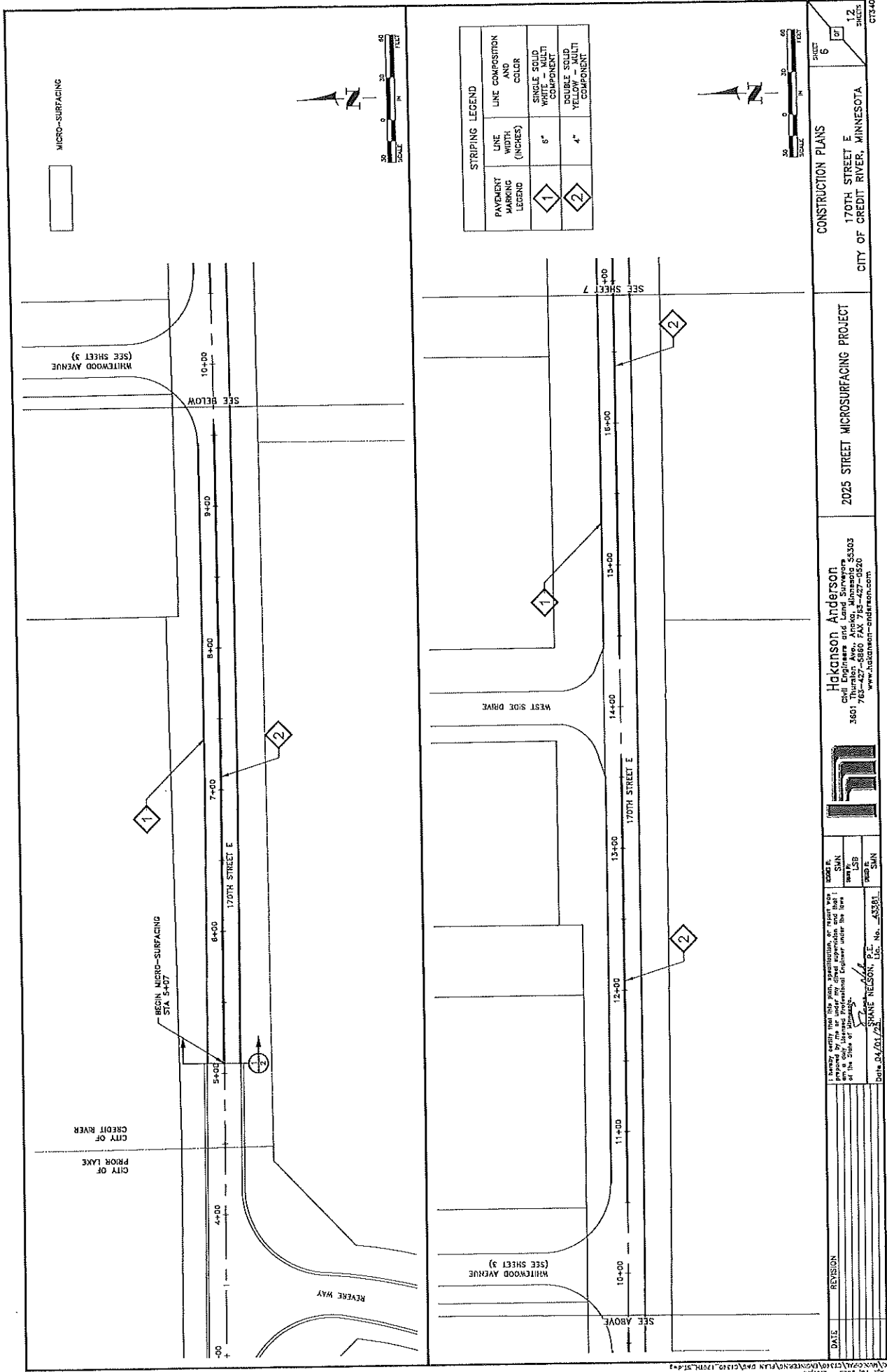
CT3040



DATE	REVISION	I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota. 	Hokanson Anderson Civil Engineers and Land Surveyors 3601 Thurston Ave., Ancker, Minnesota 55303 763-427-5860 FAX 763-427-0520 www.hokanson-anderson.com	2025 STREET MICROSURFACING PROJECT	CONSTRUCTION PLANS WHITEWOOD AVENUE CITY OF CREDIT RIVER, MINNESOTA	12 SHEETS 01 OF 12 CTS-40

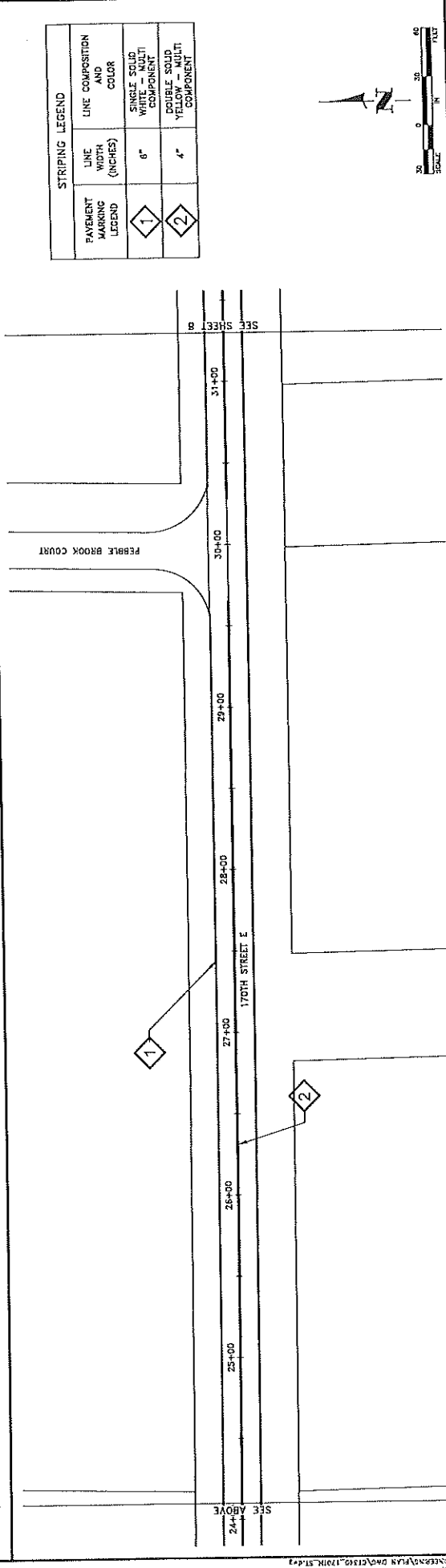
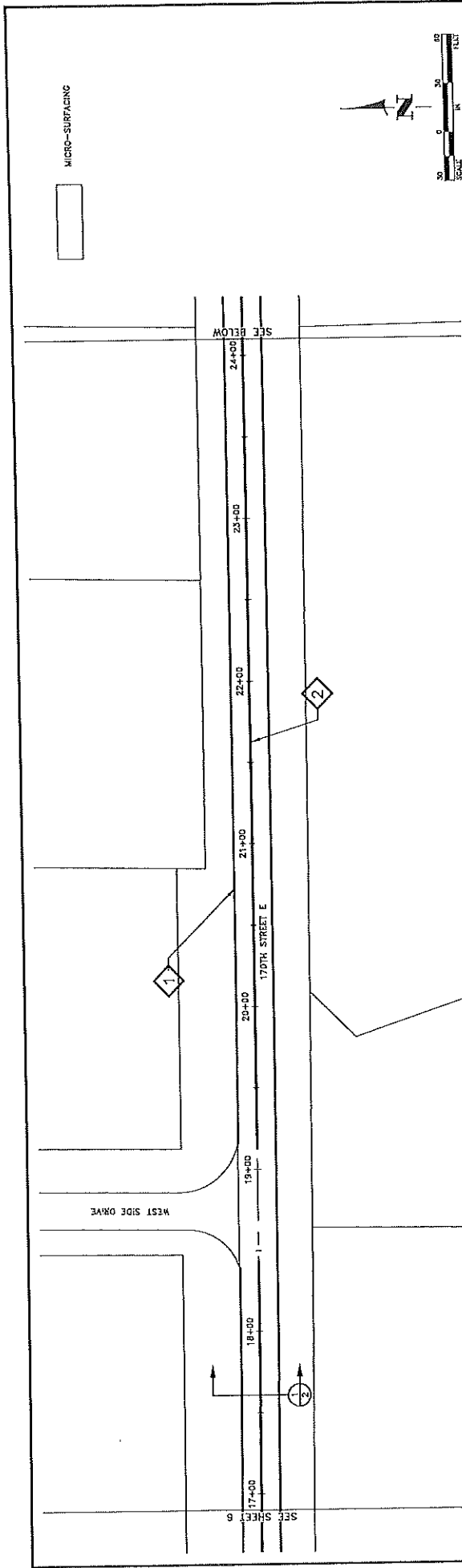


DATE	REVISION	I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota. <i>Shane Nelson</i> Date: <u>06/01/25</u>			Hokanson Anderson Civil Engineers and Surveyors 36601 Third Avenue North Appleby, Minnesota 55303 763-427-5860 FAX 763-427-0320 www.hokanson-anderson.com	2025 STREET MICROSURFACING PROJECT CITY OF CREDIT RIVER, MINNESOTA	CONSTRUCTION PLANS BIRCH ROAD CITY OF CREDIT RIVER, MINNESOTA	SHEET 5	12 OF SHEET SHEET GT34



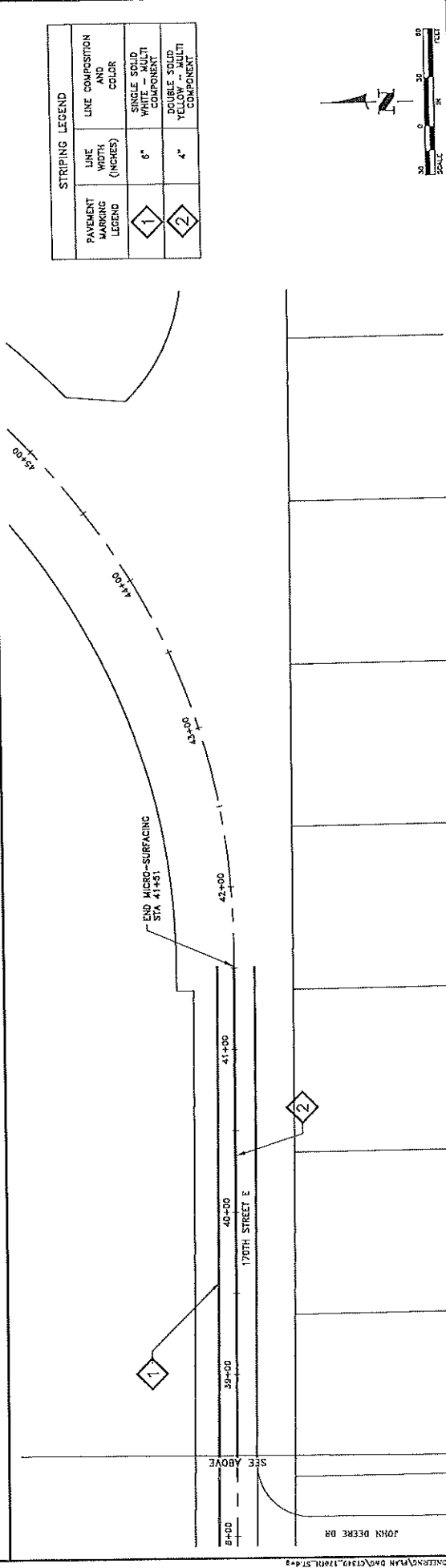
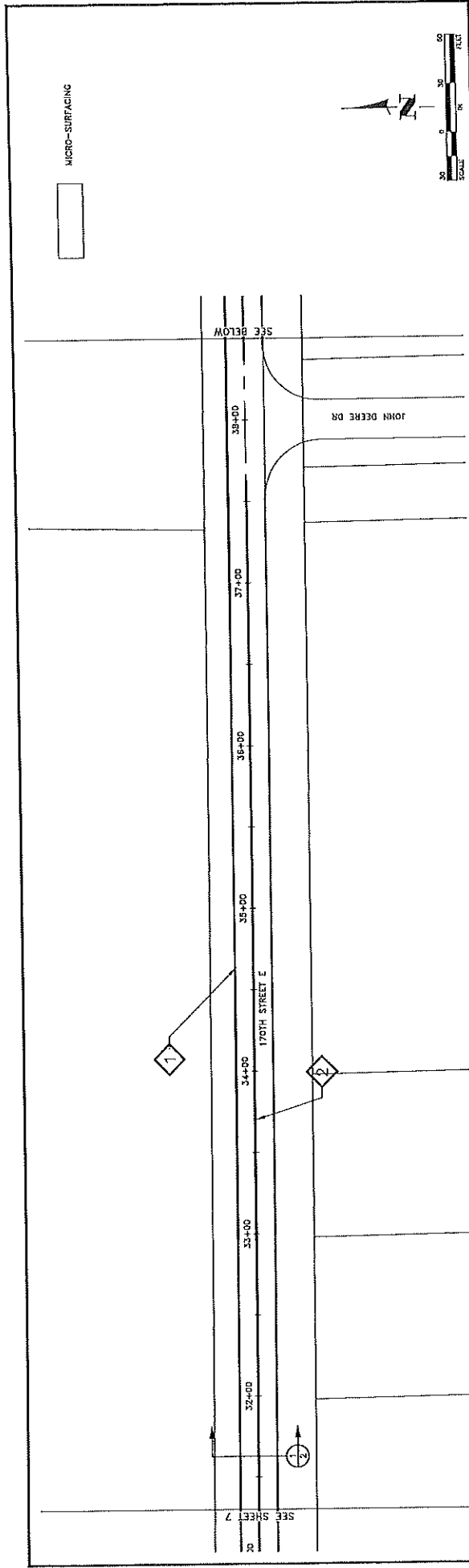
STRIPING LEGEND		
PAYMENT MARKING LEGEND	LINE WIDTH (INCHES)	LINE COMPOSITION AND COLOR
1	6"	SINGLE SOLID WHITE - MULTI COMPONENT
2	4"	DOUBLE SOLID YELLOW - MULTI COMPONENT

DATE		REVISION	I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.	
SHANE NELSON, P.E.		DATE: 04/01/24	Licensure No. 45381 Licensure State: MN	
HAKONSON ANDERSON Civil Engineers and Land Surveyors 3607 7th Avenue S.W. Minneapolis, MN 55412 Phone: 612-427-4860 FAX: 612-427-0520 www.hakonson-anderson.com		2025 STREET MICROSURFACING PROJECT CITY OF CREDIT RIVER, MINNESOTA		
SHEET 6		170TH STREET E CITY OF CREDIT RIVER, MINNESOTA 12 SHEETS CT340		



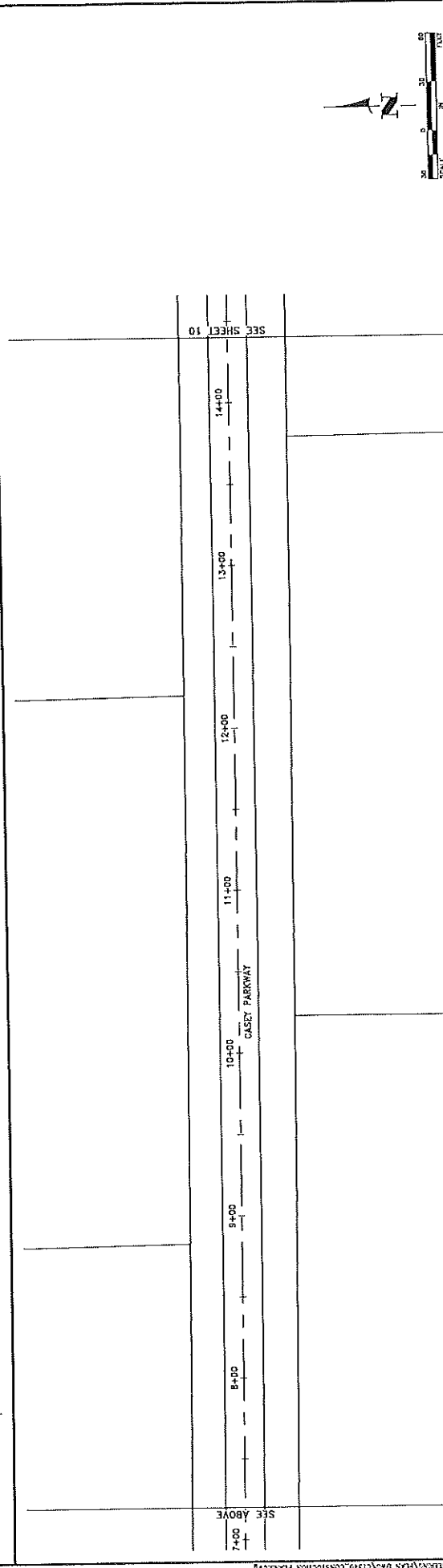
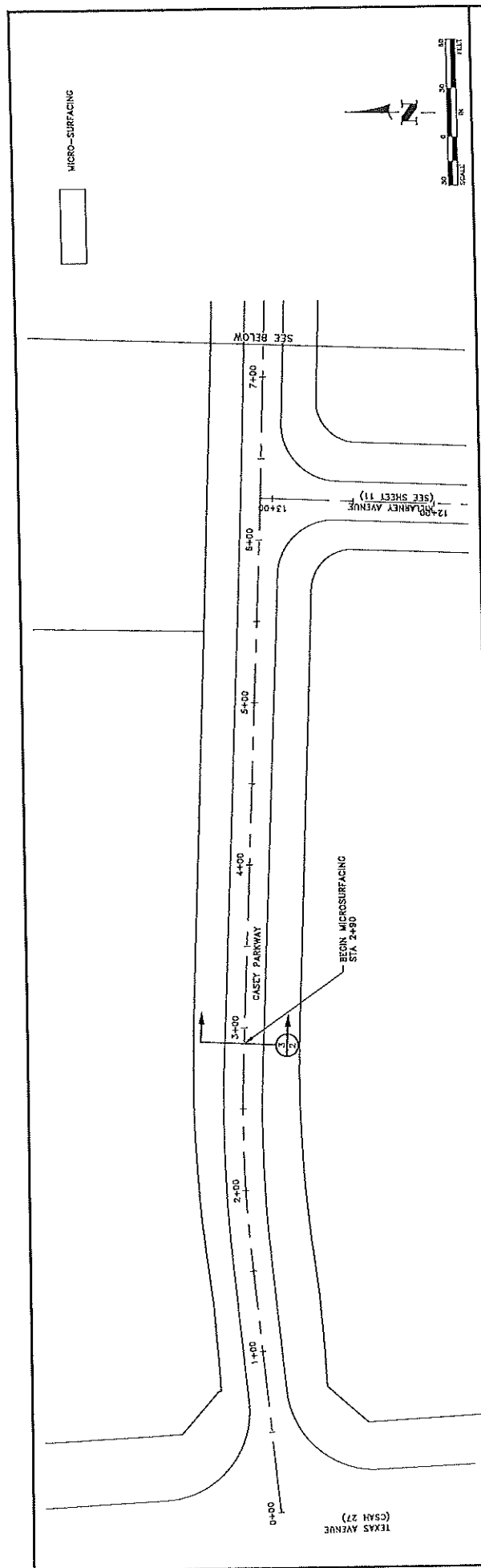
STRIPING LEGEND		
PAYMENT MARKING LEGEND	LINE WIDTH (INCHES)	LINE COMPOSITION AND COLOR
1	6"	SINGLE SOLID WHITE - MULTI COMPONENT
2	4"	DOUBLE SOLID YELLOW - MULTI COMPONENT

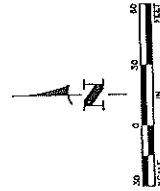
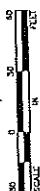
DATE: _____ REVISION: _____ SHEET: 7 OF 12		CONSTRUCTION PLANS 170TH STREET E CITY OF CREDIT RIVER, MINNESOTA	
2025 STREET MICROSURFACING PROJECT		HDKINSON ANDERSON Civil Engineers and Land Surveyors 3801 Hennepin Avenue, Suite 100 Minneapolis, MN 55412 763-427-4800 FAX 763-427-0520 www.hdkinson-anderson.com	
SHANE NELSON, P.E. License No. 45381 Date 04/01/25		I am a duly Licensed Professional Engineer under the laws of the State of Minnesota. I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.	



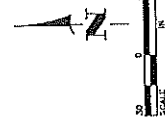
STRIPING LEGEND		
PAVEMENT MARKING LEGEND	LINE WIDTH (INCHES)	LINE COMPOSITION AND COLOR
1	6"	SINGLE SOLID WHITE - MULTI COMPONENT
2	4"	DOUBLE SOLID YELLOW - MULTI COMPONENT

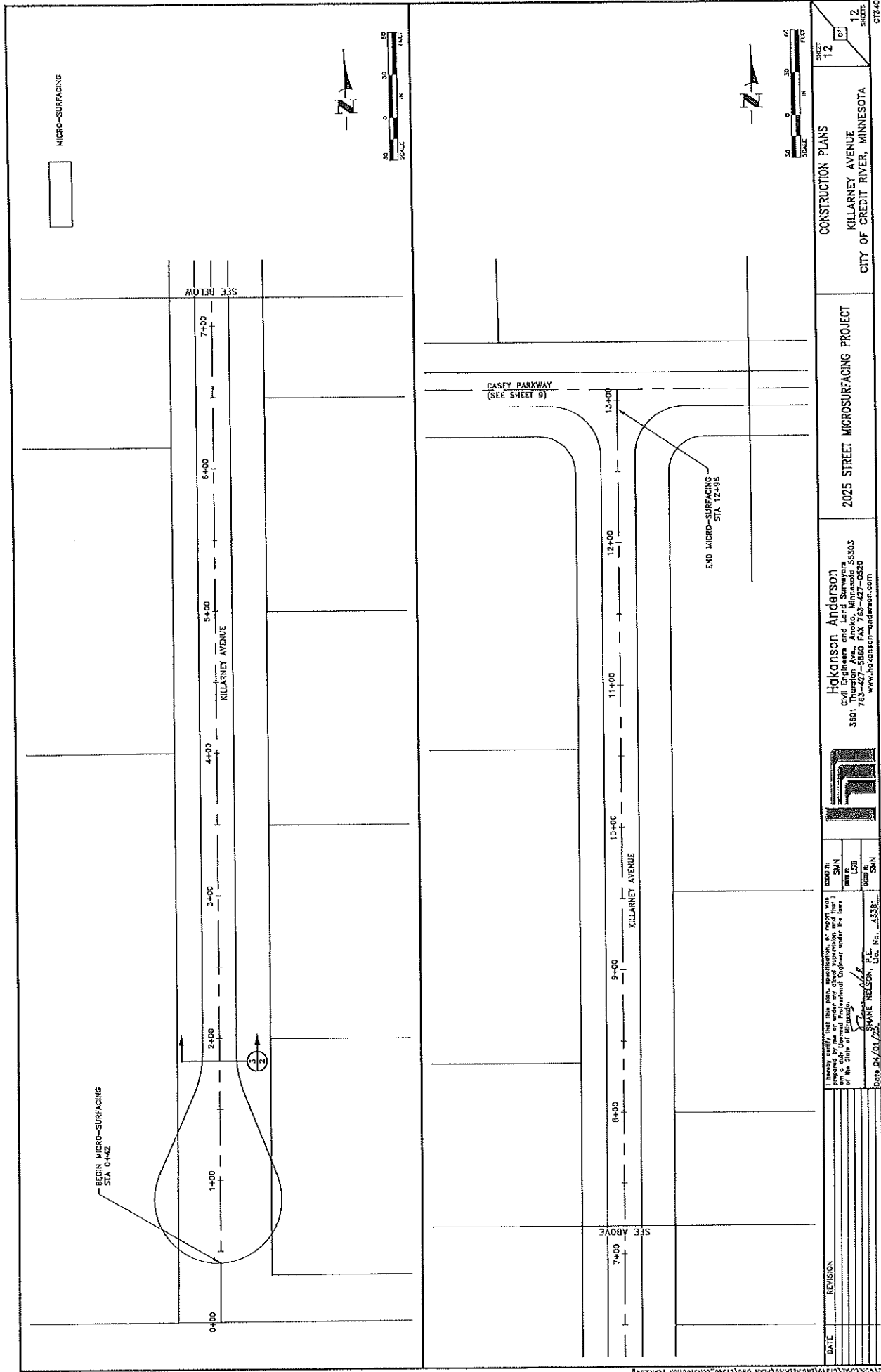
DATE: _____ REVISION: _____ APPROVED BY: _____ DATE: _____		2025 STREET MICROSURFACING PROJECT CITY OF CREDIT RIVER, MINNESOTA	CONSTRUCTION PLANS 170TH STREET E CITY OF CREDIT RIVER, MINNESOTA	SHEET 8 OF 12 SUCCESSION
HAKONSON ANDERSON Civil Engineers and Land Surveyors 3801 Hennepin Avenue, Suite 200 Minneapolis, MN 55412 763-437-4900 FAX 763-427-0300 www.hakonson-anderson.com		SHANE NELSON, P.E. No. 43381 Date 04/01/25		

[illegible]



DATE		REVISION		I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.				Hakanson Anderson Civil Engineers and Land Surveyors 3501 Thurston Ave., Anoka, Minnesota 55303 763-427-5560 FAX 763-427-0520 www.hakanson-anderson.com		2025 STREET MICROSURFACING PROJECT		CONSTRUCTION PLANS		SHEET 10 OF 12 SHEETS		CITY OF CREDIT RIVER, MINNESOTA CASEY PARKWAY	
						SHANE NELSON, P.E. License No. 437881											





DATE		REVISION	I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.		DATE	
			SHANE NELSON, P.E.		04/01/22	
			U.S. No. 43381			
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Repair Order

CITY OF BALDWIN 000-000-0000
 08 FORD F550 WHITE
 1FDAF57R48EA94754 929813

LPM C

RO # 16468797 150DB
 Tag # / Mileage 443 108419
 Service Writer Jeff Collins
 Date Opened 08/01/25

Opt*	Ln Description	Hours	Rate	Exten
1	406: APPOINTMENT MADE BY ROGER Pay Meth: MR Customer Pay Stat: F-150 Est	.00	.00	
2	INFO: INFORMATION ONLY. CONTACT PHIL DRIVER 763-350-1948, HOURS HELD 8-1 OR ZAC (BOSS) 763-286-3394-- CALL ZAC WITH REPAIR NEEDS Pay Meth: MR Customer Pay Stat: F-150 Est	.00	.00	
3	CF99P: QUALITYCARE MULTI-POINT INSPECTION REPORT CARD Pay Meth: MR Customer Pay Stat: F-150 Est Correction: found right front rotor damaged appears to be hammer marks on the outside face of rotor. found noise from under vehicle, bearing type noise.	.00	.00	
Previous		Next		

Function*

Total Estimate

Display Totals

Service History

Customer Information

Gross Profit

GL Transactions

Repair Order

CITY OF BALDWIN 000-000-0000

08 FORD F550 WHITE

1FDAF57R48EA94754 929813

LPM C

RO # 16468797 150DB

Tag # / Mileage 443 108419

Service Writer Jeff Collins

Date Opened 08/01/25

Opt*	Ln Description	Hours	Rate	Exten
	recommend tire rotation.			
④ 4	S180: HEATING AND AIR CONDITIONING CUST STATES A/C PERFORMANCE ISNT VERY GOOD, INSPECT AND ADVISE Pay Meth: MR Customer Pay Stat: H-150 Est .00 .00 Correction: found system low on charge. charged and inspected for leaks. found ac evaporator leaking. recommend new. extra time for p/w wiring and pto.			
⑤ 5	S130: SUSPENSION/STEERING CUST STATES THEY WOULD LIKE THE FRONT END INSPECTED, SEEMS TO BE WEARING FRONT TIRES,			
	◀ Previous		Next ▶	

Function*

Total Estimate

Display Totals

Service History

Customer Information

Gross Profit

GL Transactions

Repair Order

CITY OF BALDWIN 000-000-0000

08 FORD F550 WHITE

1FDAF57R48EA94754 929813

LPM C

RO # 16468797 150DB

Tag # / Mileage 443 108419

Service Writer Jeff Collins

Date Opened 08/01/25

Opt*	Ln Description	Hours	Rate	Exten
	INSPECT AND ADVISE			
	Pay Meth: MR Customer Pay Stat: H-150 Est .00 .00			
	Correction: inspected for loose parts. found right lower tie rod end loose. recommend tie rod end. and align			
6	S150: ELECTRICAL			
	CUST STATES THE CHECK ENGINE LIGHT IS ON, INSPECT AND ADVISE			
	Pay Meth: MR Customer Pay Stat: F-150 Est .00 .00			
	Correction: found light currently not on. eec tested, retrieved code p2263. performed pinpoint test ka. all systems working normally at this time. road tested and monitored mpg. ok. retested for codes.			
	◀ Previous	Next ▶		

Function*

Total Estimate

Display Totals

Service History

Customer Information

Gross Profit

GL Transactions

Repair Order

CITY OF BALDWIN 000-000-0000

08 FORD F550 WHITE

1FDAF57R48EA94754 929813

LPM C

RO # 16468797 150DB

Tag # / Mileage 443 108419

Service Writer Jeff Collins

Date Opened 08/01/25

Opt*	Ln Description	Hours	Rate	Exten
	ok. need further diag when concern is more present.			

① Promo Messages: Dear valued Customer, You may receive a survey.

◀ Previous

Next ▶

Function*

Total Estimate

Display Totals

Service History

Customer Information

Gross Profit

GL Transactions

Repair Estimate

PREPARED FOR
CITY OF BALDWIN

Service Advisor
Jeff Collins (173)
jcollins@cornerstoneauto.com

Date 08/04/2025 07:31 AM
2008 FORDHD F550
VIN 1FDAF57R48EA94754
Mileage 108,419
RO# 16468797

Service Name	Price
[Primary]: INFO - INFORMATION ONLY. INFORMATION ONLY. CONTACT PHIL DRIVER 763-350-1948, HOURS HELD 8-1 OR ZAC (BOSS) 763-286-3394-- CALL ZAC WITH REPAIR NEEEDS	\$0.00
[Primary]: 406 - APPOINTMENT MADE BY ROGER APPOINTMENT MADE BY ROGER	\$0.00
[Primary]: CF99P - QUALITYCARE MULTI-POINT INSPECTION REPORT CARD QUALITYCARE MULTI-POINT INSPECTION REPORT CARD	\$0.00
[Primary]: S180 - HEATING AND AIR CONDITIONING HEATING AND AIR CONDITIONING CUST STATES A/C PERFORMANCE ISNT VERY GOOD, INSPECT AND ADVISE	\$0.00
[Primary]: S130 - SUSPENSION/STEERING SUSPENSION/STEERING CUST STATES THEY WOULD LIKE THE FRONT END INSPECTED, SEEMS TO BE WEARING FRONT TIRES, INSPECT AND ADVISE	\$0.00
[Primary]: S150 - ELECTRICAL ELECTRICAL CUST STATES THE CHECK ENGINE LIGHT IS ON, INSPECT AND ADVISE	\$0.00
AC Evaporator Replacement	\$2646.00
A/C Evacuate and Recharge	\$139.95
Tie Rod	\$569.63
*Alignment - 4 Wheel	\$139.95
Brake Rotor Replacement - Front	\$735.84
Diagnostic	\$67.50
*Tire Rotation	\$29.95
Printed on August 04, 2025	
Quote expires on September 03, 2025	

Subtotal	\$4328.82
Shop Charges	\$36.67
Tax	\$55.48
Total	\$4420.97



CORNERSTONE FORD CHRYSLER DODGE JEEP RAM
17219 Highway 10
Elk River, MN 55330

763-274-3340