



AGENDA FOR AUGUST 18TH, 2025
CITY OF BALDWIN REGULAR MEETING
7:00 p.m.
(Revised 8/14/2025)

7:00 p.m. Call to Order

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

Treasurer's Report:

Public Comment Requests:

- Wendy Beck & Glen Peterson – 14215 278th Avenue: Letter Received on Headwall/ROW Violation

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 Deputy Clerk Vacation Leave on August 29th, 2025
- Approve Clerk Vacation Leave on August 22nd and 25th, 2025
- Approve ISD #477 Special Election Held at Baldwin City Hall on November 4th, 2025
- Approve City Council Meeting Minutes for August 4th, 2025

Engineering:

- a. Discuss/Approve/Disapprove Micro-Surfacing Quotes
- b. Discuss Trees on 100th Street and 297th Avenue
- c. Discuss North Elk Lake Survey
- d. Discuss 285th Avenue Surface Treatment

Frontier Trails Update:

Road Report – Tom Rush

- a. Discuss Public Works Report
- b. Discuss/Approve/Disapprove Purchasing Temporary No Parking Signs
- c. Discuss/Approve/Disapprove 123rd Street and 278th Avenue Quotes
- d. Discuss Delinquencies of Builder Driveways
- e. Discuss Project Scope for Cul De Sac Repair on 127th Street – Alan Walker

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

Tabled Items:

New Business:

- a. Discuss/Approve/Disapprove Lake Diann and Sandy Lake Quotes – Tom Rush
- b. Discuss/Approve/Disapprove Electrical Quote – Jay Swanson
- c. Schedule Budget Meeting – Jay Swanson
- d. Discuss Zimmerman and Princeton Today Newspaper Insert – Jay Swanson

Announcements:

- a. Special Planning Commission Meeting Wednesday, August 20th, 2025 at 7:00 p.m.
- b. Park Committee Meeting Thursday, August 21st, 2025 at 7:00 p.m.
- c. Clerk at MCFOA Seminar Thursday, August 21st, 2025
- d. Baldwin Fire Department Live Burn at 13222 289th on Saturday, August 23rd, 2025
- e. Christ Our Light Open House Saturday, August 23rd, 2025 from 2:00 p.m. to 4:00 p.m.
- f. Planning Commission Meeting Wednesday, August 27th, 2025 at 7:00 p.m.
- g. City Hall Closed Monday, September 1st, 2025 in Observance of Labor Day
- h. Next City Council Meeting Monday, September 8th, 2025 at 7:00 p.m.
- i. Baldwin Fire Department Open House Saturday, September 13th, 2025 from 11:00 a.m. to 3:00 p.m.
- j. Next Infrastructure Committee Meeting Thursday, September 18th, 2025 at 7:00 p.m.

Any Other Business:

Approve Bill for Payment:

Adjourn:

CITY OF BALDWIN

*Cash Balances

Cash Account: 10100

July 2025

Fund	Begin July 2025	Receipts	Disbursements	Transfers		JE Payroll	Balance No		Investments	Balance
				Rec/Disb	Journal Entries		Investments			
10100 - Bremer										
101 - General Fund	(\$985,698.32)	\$215,841.65	(\$125,970.86)	\$0.00		\$4,329.15	(\$891,498.38)		\$0.00	(\$891,498.38)
225 - Cemetery Fund	\$13,413.43	\$2,142.47	(\$24.12)	\$0.00		(\$491.11)	\$15,040.67		\$0.00	\$15,040.67
250 - Fire Operations	\$106,041.69	\$36,901.95	(\$8,631.42)	\$0.00	\$15,764.16	(\$75,132.16)	\$74,944.22		\$0.00	\$74,944.22
275 - Street Capital	\$255,508.67	\$105,000.00	(\$47,781.25)	\$0.00			\$312,727.42		\$0.00	\$312,727.42
301 - G.O. 2017A	\$743,919.64	\$3,750.00	(\$1,316.81)	\$0.00			\$746,352.83		\$0.00	\$746,352.83
302 - G.O. 2024A	\$17,335.91	\$14,647.50	(\$8,656.50)	\$0.00			\$23,326.91		\$0.00	\$23,326.91
401 - Capital Project Fund	\$151,188.56	\$408.29		\$0.00			\$151,596.85		\$0.00	\$151,596.85
402 - Fire Services	\$60,430.81	\$134.47		\$0.00	(\$15,764.16)		\$44,801.12		\$0.00	\$44,801.12
403 - Fire Infrastructure Fund	\$171,477.96	\$25,404.66	(\$7,286.06)	\$0.00			\$189,596.56		\$0.00	\$189,596.56
404 - Parks Capital Fund	\$102,985.71	\$14,149.61	(\$5,969.87)	\$0.00		(\$4,211.13)	\$106,954.32		\$0.00	\$106,954.32
602 - Sewer Fund	\$48,575.22	\$26,136.30	(\$6,536.29)	\$0.00		(\$626.93)	\$67,548.30		\$0.00	\$67,548.30
801 - Developers Account - Escrow	\$133,813.29	\$16,342.16	(\$16,400.50)	\$0.00			\$133,754.95		\$0.00	\$133,754.95
803 - Misty Hollow Escrow	\$0.00			\$0.00			\$0.00		\$0.00	\$0.00
805 - Sumner Farms 1st Addt Escr	\$2,186.41			\$0.00			\$2,186.41		\$0.00	\$2,186.41

	MTD Amounts		YTD Amounts		Begin + YTD	
	MTD Amounts	YTD Amounts	MTD Amounts	YTD Amounts	Begin + YTD	Begin + YTD
Begin	\$821,178.98	\$958,164.65	Investments		\$0.00	\$0.00
Receipt	\$460,859.06	\$1,575,647.45	Petty Cash		\$0.00	\$0.00
Disbursements	(\$228,573.68)	(\$1,322,691.73)	Savings		\$0.00	\$0.00
Transfers Rec/Disb	\$0.00	\$0.00	Money Market		\$0.00	\$0.00
Transfers JE	\$0.00	\$0.00				
JE Payroll	(\$76,132.18)	(\$233,788.19)	Balance		\$977,332.18	In Balance

CITY OF BALDWIN

*Cash Balances

Cash Account: 10100

August 2025

Fund	Begin August 2025	Receipts	Disbursements	Transfers		JE Payroll	Balance No	
				Rec/Disb	Journal Entries		Investments	Balance
10100 - Bremer								
101 - General Fund	(\$891,498.38)	\$10,174.85	(\$72,404.16)	\$0.00	\$0.00	(\$6,466.16)	(\$960,193.85)	In Bal
225 - Cemetery Fund	\$15,040.67		(\$77.05)	\$0.00	\$0.00	(\$891.12)	\$14,072.50	In Bal
250 - Fire Operations	\$74,944.22		(\$11,606.96)	\$0.00	\$0.00	(\$3,246.86)	\$60,090.40	In Bal
275 - Street Capital	\$312,727.42	\$11,537.00		\$0.00	\$0.00		\$324,264.42	In Bal
301 - G.O. 2017A	\$746,352.83			\$0.00	\$0.00		\$746,352.83	In Bal
302 - G.O. 2024A	\$23,326.91			\$0.00	\$0.00		\$23,326.91	In Bal
401 - Capital Project Fund	\$151,596.85			\$0.00	\$0.00		\$151,596.85	In Bal
402 - Fire Services	\$44,801.12			\$0.00	\$0.00		\$44,801.12	In Bal
403 - Fire Infrastructure Fund	\$189,596.56		(\$2,165.48)	\$0.00	\$0.00		\$187,431.08	In Bal
404 - Parks Capital Fund	\$106,954.32		(\$1,792.03)	\$0.00	\$0.00	(\$1,903.43)	\$103,258.86	In Bal
602 - Sewer Fund	\$67,548.30	\$5,450.00	(\$4,628.65)	\$0.00	\$0.00	(\$317.40)	\$68,052.25	In Bal
801 - Developers Account - Escrow	\$133,754.95		(\$2,759.00)	\$0.00	\$0.00		\$130,995.95	In Bal
803 - Misty Hollow Escrow	\$0.00			\$0.00	\$0.00		\$0.00	In Bal
805 - Sumner Farms 1st Addt Escr	\$2,186.41			\$0.00	\$0.00		\$2,186.41	In Bal
MTD Amounts								
Begin	\$977,332.18		Investments	\$0.00	Begin + YTD	\$0.00		
Receipt	\$27,161.85		Petty Cash	\$0.00		\$0.00		
Disbursements	(\$95,433.33)		Savings	\$0.00		\$0.00		
Transfers Rec/Disb	\$0.00		Money Market	\$0.00		\$0.00		
Transfers JE	\$0.00							
JE Payroll	(\$12,824.97)		Balance	\$896,235.73	In Balance			

BALDWIN TOWNSHIP PUBLIC COMMENT REQUEST FORM

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

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

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

Thank you!

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

DATE: 8/18/2025

NAME: Wendy Beck & Glen Peterson

ADDRESS: 14215 278th Ave NW, Zimmerman, MN 55398

PHONE: 763-656-8347

SUBJECT TO BE PRESENTED TO THE BOARD:

Letter(s) received pertaining to Parcel #01-00545-0210 - Headwall/ROW Violation

01-00545-0210



CITY OF BALDWIN

30239 128th Street, Princeton MN 55371

ADMINISTRATIVE NOTICE

PROPERTY OWNER: Glen Peterson/Wendy Beck
14215 278th Avenue NW
Zimmerman, MN 55398

PARCEL: 01-00545-0210

DATE: 5 August 2025

Dear Property Owner:

Code Enforcement staff has inspected the above referenced property and observed the following violations of City ordinances:

- Ord. 100, Sec 1.08.7 headwalls within ROW prohibited

You can view City Ordinances online at www.baldwinmn.gov.

The above referenced violations must be corrected before **20 August 2025**. If the violations are not corrected, the City has the ability to fine the property owner **\$50.00** in accordance with the administrative code enforcement procedures set forth by Ordinance 610. The City further reserves its rights to all administrative, civil, or criminal actions to abate the noticed violation.

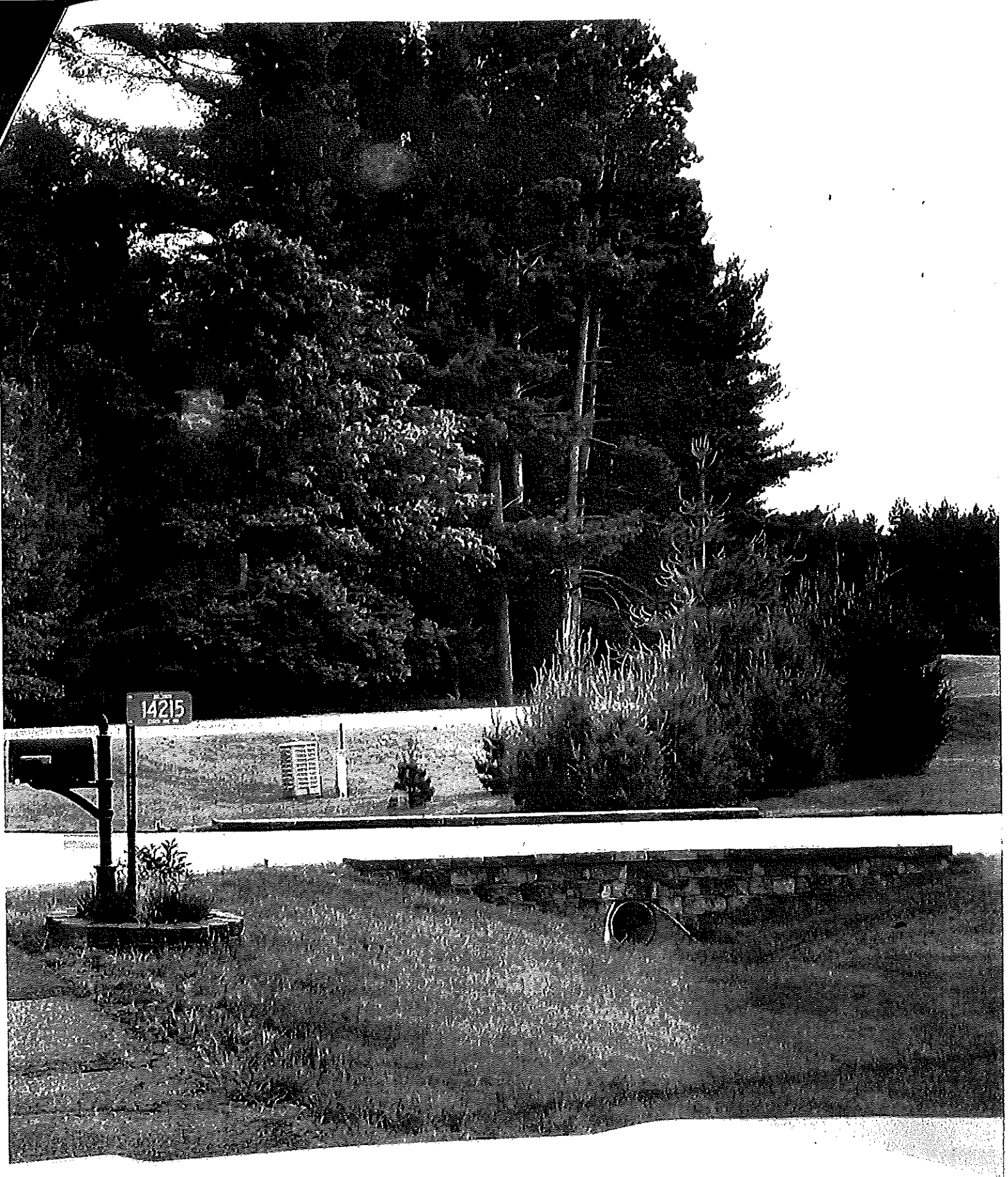
If you have any questions regarding this notice, please do not hesitate to contact me at email address (preferred) or phone number below.

CITY OF BALDWIN

D. Daniel Licht, City Planner
THE PLANNING COMPANY LLC
612.991.2230
DDL@PlanningCo.com

Mission Statement

To make Baldwin Township a proud place to live by safeguarding property rights, encouraging agriculture, commercial communities and residential growth.



Joan Heinen

From: Kenneth Selser Jr <Kenneth.Selser@co.sherburne.mn.us>
Sent: Wednesday, August 06, 2025 12:19 PM
To: Joan Heinen
Subject: Special Election for ISD 477 Princeton
Attachments: 08.05.25 Resolution Relating Calling Special Election.pdf

Good Afternoon Joan,

Just wanted to let you know, you are now part of the special group of having a special election in November. ISD 477 has called a special election and will be using city hall for part of the voting. The resolution calls for Baldwin, Blue Hill and Santiago will be voting at Baldwin City Hall. It is a school election so they will be administering the election but I wanted you to be aware of using city hall and may ask you for judges. Let me know if you have any questions.

Thank you,



Ken Selser

Election Manager/Accounting Specialist

Work: (763) 765-4360

Fax: (763) 765-4400

www.co.sherburne.mn.us

www.facebook.com/SherburneCountyMN

NOTICE: Unless restricted by law, email correspondence to and from Sherburne County government offices may be public data subject to the Minnesota Data Practices Act and/or may be disclosed to third parties.

CERTIFICATION OF MINUTES RELATING TO SPECIAL ELECTION

Issuer: Independent School District No. 477 (Princeton Public Schools), Minnesota

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting held on August 5, 2025 at 6:00 p.m. in the District Center boardroom.

Members present: Eric Strandberg, Scott Bowman, Deb Ulm, Eric Minkes, Melissa Lynch, Jennifer Super, and Dawn Bourdeaux.

Members absent: None.

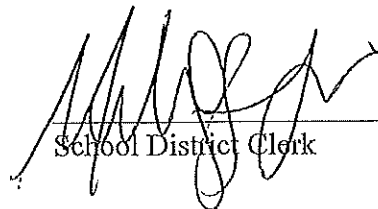
Documents attached:

Minutes of said meeting (including):

RESOLUTION RELATING TO DETERMINING THE NECESSITY OF
ISSUING GENERAL OBLIGATION BONDS AND APPROVING A NEW
CAPITAL PROJECT LEVY AUTHORIZATION AND CALLING A SPECIAL
ELECTION THEREON

I, the undersigned, being the duly qualified and acting recording officer of the public corporation referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer on August 5, 2025.



School District Clerk

Member Eric Strandberg introduced the following resolution and moved its adoption, which motion was seconded by Member Melissa Lynch :

RESOLUTION RELATING TO DETERMINING THE NECESSITY OF
ISSUING GENERAL OBLIGATION BONDS AND APPROVING A NEW
CAPITAL PROJECT LEVY AUTHORIZATION AND CALLING A SPECIAL
ELECTION THEREON

BE IT RESOLVED by the School Board (the Board) of Independent School District No. 477 (Princeton Public Schools), Minnesota (the School District) as follows:

It is hereby found, determined and declared as follows:

1. The Board has investigated the facts and does hereby find, determine and declare that it is necessary and expedient to:
 - (a) issue general obligation school building bonds (the Bonds) in an amount not to exceed \$49,140,000 to provide funds for the acquisition and betterment of school sites and facilities, including, but not limited to, the renovation of and additions to the Princeton High School and various deferred capital maintenance projects (the Bond Projects); and
 - (b) authorize a new capital project levy authorization in the maximum amount of 2.287% times the net tax capacity of the School District. The proposed capital project levy authorization will raise approximately \$750,000 for taxes first levied in 2025, payable in 2026, and will be authorized for ten (10) years. The estimated total cost of the projects to be funded is approximately \$7,500,000. The additional revenue from the proposed capital project levy authorization will be used to provide funds for school district technology, including technology systems related to safety and security, classroom and building technology, digital curriculum, support and maintenance of software, software licenses, computers, technology infrastructure and network improvements, device replacement, and to pay the costs of technology related personnel and training (the CPL Projects). The CPL Projects will be commenced prior to November 4, 2030 which is a date not more than five (5) years from the date of the special election approving the new capital project levy authorization.
2. The Bond Projects have been submitted to the Commissioner of Department of Education of the State of Minnesota (the Commissioner) for Review and Comment. Said Bond Projects and such submission are hereby approved by this Board. The actions of the School District's administration in applying for the Review and Comment and taking such other actions as necessary to comply with the provisions of Minnesota Statutes, Section 123B.71, as amended, are hereby directed, authorized, approved and ratified in all respects.

The School District has received a positive Review and Comment from the Commissioner, dated as of July 24, 2025 (the Review and Comment). The Clerk is hereby authorized and directed to publish a summary of the Review and Comment in a legal newspaper of general circulation in the School District not less than forty-eight (48) nor more than seventy (70) days before the special election date. The School District will hold a public meeting on the Review and Comment prior to the date of the election.

3. The questions on the issuance of the bonds and approval of the new capital project levy authorization, shall submitted to the qualified electors of the School District at a special election, which is hereby called and directed to be held on Tuesday, November 4, 2025, between the hours of 7:00 a.m. and 8:00 p.m.

4. The School District's combined polling places and the precincts served by the polling places, as established and designated by resolution of the Board pursuant to Minnesota Statutes, Section 205A.11, are hereby designated for this special election.

5. The Clerk is hereby authorized and directed to cause written notice of the special election to be: (a) provided to each County Auditor at least eighty-four (84) days before the date of the special election; (b) provided to the Commissioner of Department of Education of the State of Minnesota (the Commissioner) at least seventy-four (74) days before the date of the special election; (c) mailed to every taxpayer in the School District, at least fifteen (15) days but no more than forty-five (45) days prior to the date of the special election; (d) posted at the administrative offices of the School District, for public inspection, at least ten (10) days before the date of the special election; and (e) published in the official newspaper of the School District once each week for at least two consecutive weeks, with the last publication being at least one week before the date of the special election. The Notice of Special Election shall be prepared in substantially the following form:

NOTICE OF SPECIAL ELECTION

**INDEPENDENT SCHOOL DISTRICT NO. 477
(PRINCETON PUBLIC SCHOOLS), MINNESOTA**

NOTICE IS HEREBY GIVEN that a special election has been called and will be held in and for Independent School District No. 477 (Princeton Public Schools), Minnesota, on November 4, 2025, between the hours of 7:00 a.m. and 8:00 p.m. to vote on the following question:

**School District Question
Approval of School Building Bonds; New Capital Project Levy Authorization**

The School Board of Independent School District No. 477 (Princeton Public Schools) has proposed to issue general obligation school building bonds in an amount not to exceed \$49,140,000 to provide funds for the acquisition and betterment of school sites and facilities, including, but not limited to, the renovation of and additions to the Princeton High School and various deferred capital maintenance projects. The School Board of Independent School District No. 477 (Princeton Public Schools) has proposed a new capital project levy authorization in the maximum amount of 2.287% times the net tax capacity of the School District. The proposed capital project levy authorization will raise approximately \$750,000 for taxes first levied in 2025, payable in 2026, and will be authorized for ten (10) years. The estimated total cost of the projects to be funded is approximately \$7,500,000. The additional revenue from the proposed capital project levy authorization will be used to provide funds for school district technology, including technology systems related to safety and security, classroom and building technology, digital curriculum, support and maintenance of software, software licenses, computers, technology infrastructure and network improvements, device replacement, and to pay the costs of technology related personnel and training.

YES Shall the issuance of the general obligation school building bonds and the new capital project levy authorization proposed by the School Board of Independent School District No. 477 (Princeton Public Schools) be approved?

NO

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE VOTING
FOR A PROPERTY TAX INCREASE**

The polling places and precincts served by the polling places for the special election will be as follows:

Combined Polling Place	Precincts
------------------------	-----------

Baldwin Town Hall 30239 128th St Princeton, Minnesota	This combined polling place serves all territory in Independent School District No.477 located in the City of Baldwin, Blue Hill Township, and Santiago Township; Sherburne County, Minnesota.
Princeton Depot/Museum 101 S. 10th Street Princeton, Minnesota	This combined polling place serves all territory in Independent School District No. 477 located in the City of Princeton, Bogus Brook Township, Greenbush Township, Milo Township, and Princeton Township in Mille Lacs County; the City of Princeton in Sherburne County, Minnesota; Glendorado Township in Benton County, Minnesota; and Dalbo Township, Spencer Brook Township, and Wyanett Township; Isanti County, Minnesota

All qualified electors residing in the School District may cast their ballots at the polling places listed above during the polling hours specified above.

A voter must be registered to vote to be eligible to vote in the special election. Unregistered individuals may register to vote at the polling places on Election Day.

Dated: August 5, 2025.

BY ORDER OF THE SCHOOL BOARD

/s/ M. Sch, Clerk

6. The Clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this special election. If an optical scan voting system is being used, the Clerk shall comply with the laws and rules governing the procedures and requirements for optical scan voting systems. The Clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this special election and generally to cooperate with election authorities conducting any other elections on that date. The Clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with other elections, including entering into agreements with appropriate municipal and county officials regarding preparation and distribution of ballots or ballot cards, election administration, and cost sharing.

7. The Clerk is authorized and directed to cause a printed ballot for the question to be prepared in accordance with Minnesota Statutes, Section 205A.08, Subdivision 5 and the rules of the secretary of state for use at the special election. If an optical scan voting system is being used, the Clerk shall cause official ballots to be printed according to the format of ballots for optical scan voting systems provided by the laws and rules governing optical scan voting systems. The Clerk is further authorized and directed to cause a sample ballot to be posted in the administrative offices of the School District, for public inspection, at least four (4) days before the date of the special election and to cause two sample ballots to be posted at each polling place on the date of the special election and to cooperate with the proper election officials to cause ballots or ballot cards to be prepared for use at said election. The ballot shall be in substantially the following form, with such changes in form and instructions as may be necessary to accommodate the use of an optical scan voting system:

[The remainder of this page is intentionally left blank]

**Special Election Ballot
School District Ballot
Independent School District No. 477
(Princeton Public Schools), Minnesota**

November 4, 2025

Instructions to Voters

To vote, completely fill in the oval(s) next to your choice(s) like this: 

To vote for a question, fill in the oval next to the word "Yes" for that question.

To vote against a question, fill in the oval next to the word "No" for that question.

School District Question

Approval of School Building Bonds; New Capital Project Levy Authorization

The School Board of Independent School District No. 477 (Princeton Public Schools) has proposed to issue general obligation school building bonds in an amount not to exceed \$49,140,000 to provide funds for the acquisition and betterment of school sites and facilities, including, but not limited to, the renovation of and additions to the Princeton High School and various deferred capital maintenance projects. The School Board of Independent School District No. 477 (Princeton Public Schools) has proposed a new capital project levy authorization in the maximum amount of 2.287% times the net tax capacity of the School District. The proposed capital project levy authorization will raise approximately \$750,000 for taxes first levied in 2025, payable in 2026, and will be authorized for ten (10) years. The estimated total cost of the projects to be funded is approximately \$7,500,000. The additional revenue from the proposed capital project levy authorization will be used to provide funds for school district technology, including technology systems related to safety and security, classroom and building technology, digital curriculum, support and maintenance of software, software licenses, computers, technology infrastructure and network improvements, device replacement, and to pay the costs of technology related personnel and training.

YES Shall the issuance of the general obligation school building bonds and the
new capital project levy authorization proposed by the School Board of
NO Independent School District No. 477 (Princeton Public Schools) be
approved?

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE VOTING
FOR A PROPERTY TAX INCREASE**

(Reverse side of ballot)

OFFICIAL BALLOT

November 4, 2025

Judge

Judge

(The ballot is to be initialed by two judges)

8. If the School District will be contracting to print the ballots for this special election, the Clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, upon request, furnish in accordance with Minnesota Statutes, Section 204D.04 a sufficient bond, letter of credit or certified check acceptable to the Clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The Clerk shall set the amount of the bond, letter of credit or certified check in an amount equal to the value of the purchase.

9. At least forty-six (46) days before the special election, the Clerk shall prepare and have ready for use absentee ballots and shall mail absentee ballots to voters on the permanent absentee ballot list in accordance with Minnesota Statutes, Section 203B.04. Subdivisions 4 and 5.

10. As required by Minnesota Statutes, Section 203B.121, the Board hereby establishes a ballot board to process, accept and reject absentee ballots at school district elections not held on the day of a statewide election and generally to carry out the duties of a ballot board as provided by Minnesota Statutes, Section 203B.121 and other applicable laws. The ballot board must consist of a sufficient number of election judges trained in the handling of absentee ballots. The ballot board may include deputy county auditors and deputy city clerks who have received training in the processing and counting of absentee ballots. The clerk or the clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The clerk or the clerk's designee shall establish, maintain and update a roster of members appointed to and currently serving on the ballot board and shall report to the Board from time to time as to its status. Each member of the ballot board shall be paid reasonable compensation for services rendered during an election at the same rate as other election judges; provided, however, if a staff member is already being compensated for regular duties, additional compensation shall not be paid for ballot board duties performed during that staff member's duty day.

11. The Board shall appoint election judges and alternates in accordance with Minnesota Statutes, Section 204B.21. The appointments will be made at least twenty-five (25) days before the special election.

12. Pursuant to Minnesota Statutes, Section 206.83, the Clerk shall provide for testing of the optical scan voting system at least three (3) days before the voting equipment is used and shall cause notice of the time and place of the test to be published in the School District's official newspaper at least five (5) days before the test.

13. Pursuant to Minnesota Statutes, Section 206.85, Subdivision 1(6), where an electronic voting system is being used at a counting center, the Clerk shall cause notice of the exact location of the counting center to be published in a legal newspaper during the week preceding the week of election and in the newspaper of widest circulation the day preceding the

election or, if the newspaper is only published weekly, once during the week preceding the election.

14. The special election shall be held and the returns made and canvassed in the manner prescribed by law and the Board shall meet on a date between the third day, November 7, 2025, and the tenth day, November 14, 2025, after the special election for the purpose of canvassing the results thereof.

15. If the proposed capital project levy authorization is approved, all proceeds from the capital project levy shall be deposited in the capital project referendum account which is a separate account in the School District's general fund. All interest income attributable to the capital project referendum account must be credited to the capital project referendum account. Money in the capital project referendum account may only be used for the costs of acquisition and betterment of approved projects. Minnesota Statutes, Section 123B.71, Subdivision 8 provides an exemption from the requirement that the School District obtain a review and comment prior to holding a capital project levy authorization special election if the proposed capital project addresses only technology and if the funds generated by the proposed capital project levy authorization will be used only as authorized in Minnesota Statutes, Section 126C.10, Subdivision 14. Accordingly, the Board hereby determines that the proposed capital project addresses only technology and that, if approved by the voters, the funds generated by the capital project levy authorization will be used only as authorized in Minnesota Statutes, Section 126C.10, Subdivision 14. The funds in the capital project referendum account may be accumulated and not be expended until sufficient funds are available, may be accumulated and not be expended until additional funds from a bond issue are available, or may be expended on an ongoing basis for approved project costs. Any funds remaining in the capital project referendum account that are not applied to the payment of the costs of the approved projects before their final completion shall be transferred to the School District's debt redemption fund.

16. Pursuant to Minnesota Statutes, Section 205A.07, Subdivision 3a, the Clerk is hereby instructed to notify the Commissioner of the results of the special election and to provide the certified vote totals for the ballot question in written form within fifteen (15) days after the results have been certified by the Board.

17. Pursuant to Minnesota Statutes, Section 211A.02, Subdivision 6, the Clerk is hereby instructed to make any campaign finance reports filed with the Clerk by campaign committees within seven (7) days after the special election available on the School District's web site as soon as possible, but no later than thirty (30) days after receipt of any such report. The Clerk is further instructed to provide the Campaign Finance and Public Disclosure Board with a link to the section of web site where such reports are made available. Such reports must remain available on the web site for four (4) years from the date first posted.

18. Any obligations of the Clerk described herein may be undertaken by a County Auditor, acting on the Clerk's behalf, as the official in charge of elections in accordance with Minnesota election laws. The Board hereby authorizes the Clerk to work with the County

Auditor in accomplishing the obligations described hereunder when necessary, appropriate, and desirable.

Upon vote being taken thereon, the following voted in favor thereof

Jennifer Super, Melissa Lynch, Eric Minks, Deb Ulm, Dawn Bourdeaux, Scott Bowman, and Eric Strandberg.

and the following voted against the same:

None.

whereupon the resolution was declared duly passed and adopted.



BALDWIN CITY COUNCIL REGULAR MEETING

AUGUST 4TH, 2025

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

Absent – Scott Case

Jeff Holm arrived at 7:41 p.m.

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

Call to Order – The August 4th, 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 – Remove letter b. under Fire Department Report.

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

August 2025 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$974,766.47, no receipts, disbursements of \$51,209.32 leaving an unaudited ending balance of \$923,557.15.

Sheriff's Report – Deputy Wilson reported a total of 234 calls for service in Baldwin for the month of July 2025. There were three thefts reported but it was determined to be thefts within a household taking cash and various items. One of the thefts reported was stealing of a gas tank off a boat. There were 9 disturbing the peace calls, 6 motor vehicle accidents, 11 animal complaints, 16 assisted medicals, 58 traffic stops, 10 welfare checks and 28 extra patrols were performed. At the last City Council meeting there was a resident complaint about the neighbors having dangerous dogs. The dog owner fulfilled the requirements, and the matter has been closed out. Dogs have been microchipped, and the resident is looking to rehome the dogs.

Fire Department Report: Captain Chad Miller reported 37 calls for service in the month of July 2025. These calls consisted of 22 medicals, 1 vehicle fire, 2 structure fires, 1 mutual aid, 2 hazardous conditions, 1 motor vehicle crash and 1 rescue/citizen assist. Blue Hill Township had 7 calls for service in July 2025.

Discuss Fire Department Training for a Live Burn at PID# 01-00421-0175 – Captain Chad Miller communicated that a Baldwin resident donated a house for a live burn. Captain Chad Miller stated it is really hard to find live burn houses for fire department training. The live burn will be on August 23rd, 2025 starting at 8:00 a.m. and the house

will go up in flames at 3:00 p.m. City Attorney, Ruppe, asked if agreements with property owners have been filed and Captain Chad Miller stated paperwork has been filed through the DNR and EPA.

Discuss/Approve/Disapprove Open House – Captain Miller is requesting approval from the City Council for fire truck rides during the Fire Department open house from 11:00 a.m. to 3:00 p.m. **Rush/Walker unanimous to approve** fire truck rides during the Fire Department open house on September 13th, 2025.

Public Comment Requests - None

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

- 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:

Discuss/Approve/Disapprove Issuing Request for Proposals (RFP) for Municipal Liquor Feasibility Study – The City Council has discussed an interest in establishing a municipal retail liquor store. In order to evaluate the potential benefits to the City for a municipal liquor store operation, a need to undertake a feasibility study has been determined. This 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. Rush asked for the cost of the study and City Planner, Licht, stated the cost would come with the request for proposals.

Rush/Walker unanimous to approve RFP for Municipal Liquor Feasibility Study.

Discuss/Approve/Disapprove Resolution 25-20; AT&T Wireless Conditional Use Permit - Full Planning Report on file in the Clerk's office. **Rush/Walker unanimous to approve** resolution 25-20. Resident asked if a septic compliance was needed. City Planner, Licht, stated this is secondary use of property and does not require a septic compliance.

Discuss/Approve/Disapprove Update on Infrastructure Committee: City Planner, Licht, stated that the outcome of the Infrastructure Committee has been very positive and

a lot of good ideas have been received from the committee members. 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 has authorized a total of seven meetings of which five have been held to date. This is for discussion only. Additional meetings will be discussed/approved/disapproved later on this agenda.

Authorize City Staff to Obtain Quotes for Deferred Maintenance of City Facilities –

Request is to obtain contractor quotes for minimum improvements to existing facilities to address the issues identified by Baldwin Building Official. City staff is requesting authorization to seek quotes for review by the Infrastructure Committee. The only anticipated cost for this action would be City staff time to solicit quotes. **Rush/Walker unanimous to approve** going out for quotes to obtain minimum improvements to existing City Hall, Public Works and Fire Department.

Authorize Brunton Architects to Provide Additional/Updated Cost Estimates –

The Committee has made a number of recommendations for changes to the plans for the proposed City Hall/Fire Hall prepared by Brunton Architects. 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 the work necessary by Brunton Architects. **Rush/Walker unanimous to approve** Brunton Architect providing updated cost estimates for proposed City Hall/Fire Department.

Authorize Ehlers to Provide Finance Information – The Committee is interested in cost estimates for the improvements 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 evaluating the direct impact to all Baldwin residents. This would entail working with the City's financial advisors at Ehlers to develop information about the financial costs of options for future facility improvement or new construction. Swanson stated there might be an expense to obtaining this information and recommended authorization up to \$1000.00. **Rush/Walker unanimous to approve** up to \$1000.00.

Authorize Additional Meetings for the Infrastructure Committee – Additional meetings have not been authorized by the City Council and would require their approval both to conduct the meetings. City Planner, Dan Licht, has recommended a total of 10 meetings which would include a public open house and a public hearing to consider final recommendations. To date there have been 5 Infrastructure Committee meetings, and 7 meetings have previously been approved by the City Council. **Rush/Walker unanimous to approve** 3 additional meetings for a total of 10 Infrastructure Committee Meetings.

Discuss Code Enforcements for Zoning:

PID# 01-00007-1105 – Step 1 Letter

PID# 01-00487-0530 – Step 1 Letter

PID# 01-00028-3312 – Step 1 Letter

PID# 01-00404-0625 – Step 1 Letter

PID# 01-00009-3210 – Step 1 Letter

PID# 01-00415-0340 – Step 1 Letter

PID# 01-00015-4402 – Step 1 Letter

PID# 01-00404-0806 - Citation

PID# 01-00535-0130 - Citation

PID# 01-00031-4300 – Step 1 Letter

PID# 01-00545-0210 – Step 1 Letter

PID# 01-00016-4300 – Step 1 Letter

PID# 01-00408-0322 - Citation

PID# 01-00405-0415 – Step 1 Letter

Rush/Walker unanimous to approve sending step 1 letters and citations as noted above.

Discuss Building Permits for Above Ground Temporary Pools – Swanson invited Baldwin Building Official, Andy Schreder, to speak regarding needing a building permit for pools. Schreder stated that the building code has changed significantly the last few years regarding fencing and safety for pools. Andy Schreder stated that a lot of this is decided by local jurisdictions. City Planner, Licht, stated that a building permit is needed for pools that exceeds either 5000 gallons and 24-inches in depth. This would apply to in-ground, above ground, temporary or permanent pools. Licht stated this is from Minnesota rules and the city does not have flexibility to go around the requirements. A temporary pool would not need a new building permit each year if the location and size of the pool is the same.

Discuss/Approve/Disapprove Code Enforcement Process for Building – Memo received from Andy Schreder, Chief Building Official, for the City of Baldwin is requesting code compliance currently affecting properties within the City of Baldwin. This would be ongoing noncompliance with septic system regulations, building safety concerns along with violations applicable to building code standards. Schreder stated that when in doubt, apply for a building permit. Schreder stated that a letter and communication will be sent to the resident to educate them. City Attorney, Ruppe, stated that he agrees with Schreder and Judges want to see that a letter is sent with education and why they need to comply with what is stated in the letter. City Attorney, Ruppe, stated that the decks should have a barrier across the deck. Ruppe asked how much time should be given to a resident to make corrections. A temporary easement would be needed for the city to go on the property to make corrections. Mayor Swanson stated that the City Council would want resolution for these matters, so they do not go as far as court. Swanson asked what railing the city would put on the deck and Ruppe stated bare minimum to code. Ruppe stated that an informal settlement would be the best course of action. Rum River Consultants to send 2 letters before they are sent to Baldwin City Attorney. City Attorney stated that the resident is not charged for code

enforcements until legal counsel gets involved. Mayor Swanson stated that once the second letter goes out, Rum River would wait 30 days for compliance or corrections. If nothing is done by the resident, the code enforcement goes to the City Attorney. This would be septic compliance and code violations. Andy Schreder stated they would like approval from the City Council to bill the city for 15 ½ hours for previous time spent sending septic compliances to the MPCA. Andy Schreder questioned how the septic compliances get sent to the MPCA in the future. Swanson stated that Rum River Consultants will continue sending these compliances to the MPCA. Rush asked what the cost is to send these to the MPCA and Schreder stated the contract states \$85.00 per hour. Swanson requested a motion for the 15.6 hours to be invoiced by Rum River Consultants. **Rush/Walker unanimous to approve** invoice for 15.6 hours at \$85.00 from Rum River Consultants.

Rush/Walker unanimous to approve Rum River sending future septic compliances to the MPCA.

Jeff Holm arrived at 7:41 p.m.

Discuss Code Enforcements for Building – Rush/Walker unanimous to approve the below PID's for code enforcements. The PID's below that have a failed septic compliance and already received two letters from Rum River Consultant will be sent to the City Attorney.

PID# 01-00424-0320—Non-Compliant Septic

PID# 01-00429-0240—Non-Compliant Septic

PID# 01-00486-0245—Deck Violation

City Attorney, Ruppe, requested authorization from City Council to resolve informally on the decks without a railing. Ruppe is also asking for how much time to give the resident and what is the alternative if the resident fails to comply.

Rush/walker unanimous to approve giving the resident 60 days to resolve, in case they need to hire work to be completed. Deck would need to be removed, and a board installed in front of the door.

Park Committee Report – Rush discussed vandalism at Young Park. Cameras have been ordered to be installed at Young Park. The Park Committee is working on parking lot quotes for the expansion of the parking lots at Young and Goose Lake Park. Rush stated there have been quite a few park rentals at Young Park. FunFest was discussed and Baldwin parks will be visited by the Park committee at the August 21st, 2025 meeting.

Cemetery Update:

Discuss/Approve/Disapprove Cemetery GIS Map Expenditure of Approximately \$3500.00 – City Engineer Company, Hakanson Anderson, gave us a quote to do a GIS map for Baldwin Cemetery. **Rush/Walker unanimous to approve** \$3500.00 for cemetery map.

Tabled Items – None

New Business:

Discuss Volunteer Committee – Mary Larson, City of Baldwin's volunteer coordinator, would like to set up a Volunteer Committee for the City of Baldwin. She would like to network with City businesses and Realtor's to develop new resident packets in order to promote new businesses in Baldwin. Mary Larson is requesting to reinstate the volunteer corp committee. Rush asked if the committee members would be paid, if the Clerk should take minutes and if they would meet monthly. Mary stated that pay would not be offered at this time. Mary Larson requested funds left over from FunFest to be used for a spring Easter egg hunt in the City of Baldwin.

Discuss/Approve/Disapprove Clear and Grubbing for 100th Street and 297th Avenue – Holm stated this has been discussed and should be removed from the agenda. **Holm/Walker unanimous to approve** removing from the agenda and all future agendas.

Schedule Clean-Up Day for 2026 – **Swanson/Holm unanimous to approve** May 2nd, 2026, for Baldwin clean-up day.

Discuss Micro Surfacing – Rush communicated that he has been doing some research on micro surfacing. City Engineer, Sam Jochum, from Hakanson Anderson, sent an example plan set for a micro-surfacing project. Swanson stated that the benefit of having a plan set for a job like this is that it shows the exact starting and stopping locations. Rush would like to do the micro-surfacing in house. Rush stated that 313th and 125th ½ was already approved by the City Council. Holm stated that the city should have specs backed by the engineer, but the next project probably would not need a plan set. Walker stated the granite from Wisconsin would be the best product. Rush stated granite binds better. Swanson is not confident that the product will bind to all roads. Swanson stated that a project manual costing \$2500.00 should be prepared. Adding additional roads for the micro surfacing project was discussed by the City Council.

Discuss City Staff Attending City Council Meetings Remote – Rush asked if the city would save money if City staff attended meetings remote. City Planner, Licht, stated that his contract is per meeting and mileage is not added to attend meetings. City Attorney, Ruppe, stated that it's difficult to attend meetings remote. Ruppe has attended meetings remotely and in person but has found that technology can be a problem. Walker stated that it sounds like it's better to not have city staff attend meetings remote. Holm stated that based on what City Staff communicated, it is more efficient for city staff to be in-person for City Council meetings.

Discuss/Schedule Workshop with Vendors – Rush stated he would like to get Vendors together to discuss streamlining processes to be more efficient. Ruppe stated that templates could be developed so that staff could mail out certain letters right away.

Discuss/Approve/Disapprove Repair Quote of 2008 Ford F550, Truck# 6 – Repair quote is for \$4365.49. **Rush/Walker unanimous to approve** quote for \$4365.49.

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 – Rush communicated that wetland delineation for Young Park of \$1000.00 would be covered by the city. **Rush/Walker unanimous to approve.**

Holm asked City Attorney, Ruppe, on annexation of road right-of way on 136th Street. Princeton Township will discuss this at their next Township meeting.

Holm also discussed Ruff Start Rescues event in September. Swanson sent an email to the business owner. Holm asked if the city would want to consider temporary no parking road signs for this event. Swanson stated this could happen and that reaching out to Ruff Start Rescue along with communication can be very beneficial. Holm stated that the event in September could be observed in order to plan accordingly for all future events.

Approve Bills for Payment - Rush/Walker unanimous to approve check numbers 28782 – 28814 for \$51,209.32 and 4 EFT payments for \$5155.82 for a total of \$56,365.14.

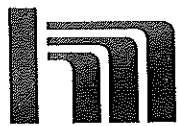
Adjourn – Rush/Holm unanimous to adjourn at 9:03 p.m.

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

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

Date

Attendees: Baldwin Fire Department Captain; Chad Miller, Delmas Hines, Andy & Roxanne Schreder, Carissa Kranz, Mary Larson, Blair Ransom and Cartrell Cooper.



Hakanson
Anderson

Main Office:
3601 Thurston Avenue, Anoka, MN 55303
Phone: 763/427-5860 Fax: 763/427-0520
www.haa-inc.com



August 14, 2025

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

RE: 2025 Microsurfacing Project

Dear Joan:

Quotes were received on August 14th for the 2025 Microsurfacing Project. A total of 2 Quotes were received. Both Quotes are attached, and a summary can be found below:

	<u>Total Bid</u>
Asphalt Surface Technologies Corp. (ASTECH)	\$75,451.80
Fahrner Asphalt Sealers, LLC	\$90,593.87

It was found that Asphalt Surface Technologies Corp. is the low bidder with a Total Bid of \$75,451.80.

Therefore, we recommend award of the contract to the low bidder, Asphalt Surface Technologies Corp.

Sincerely,
Hakanson Anderson

Sam Jochum, Engineer

Attachment

**QUOTE FORM
CITY OF BALDWIN
2025 MICRO-SURFACING PROJECT**

SCHEDULE "A"

Item No.	Description	Unit	Estimated Quantity	Unit Cost	Extension
1	Mobilization	LUMP SUM	1	\$7,200. ⁰⁰	\$7,200. ⁰⁰
2	Bituminous Material for Micro-Surfacing	GAL	6,240	\$5. ¹¹	\$31,886. ⁴⁰
3	Micro-Surfacing Surface Course	TON	130	\$221. ⁰⁹	\$28,741. ⁷⁰
4	Micro-Surfacing Scratch Course	TON	53	\$221. ⁰⁹	\$11,717. ⁷⁷
5	Traffic Control	LUMP SUM	1	\$2,500. ⁰⁰	\$2,500. ⁰⁰
6	4" Solid Line Multi-Component	LIN FT	10,790	\$0.40	\$4,316. ⁰⁰
7	4" Double Solid Line Multi-Component	LIN FT	5,290	\$0.80	\$4,232. ⁰⁰

TOTAL PRICE -- SCHEDULE (A)

\$ 90,593.⁸⁷

Fahrner Asphalt Sealers, LLC
(Name of Contractor)

2800 Mecca Drive

Plover, WI 54467

(Legal Address)

11-3804531
(IRS Identification No.)

6615 US Hwy 12W

Eau Claire, WI 54703

(Address to which all correspondence and notifications
are to be sent – if different from legal address)

By: 
(Signature)

Vice President
(Title)

715-874-6070
(Telephone Number)

RESPONSIBLE CONTRACTOR VERIFICATION AND CERTIFICATION OF COMPLIANCE

PROJECT: 2025 MICRO-SURFACING PROJECT

Minn. Stat. § 16C.285, Subd. 7. IMPLEMENTATION. ... any prime contractor or subcontractor or motor carrier that does not meet the minimum criteria in subdivision 3 or fails to verify that it meets those criteria is not a responsible contractor and is not eligible to be awarded a construction contract for the project or to perform work on the project..	
Minn. Stat. § 16C.285, Subd. 3. RESPONSIBLE CONTRACTOR, MINIMUM CRITERIA. "Responsible contractor" means a contractor that conforms to the responsibility requirements in the solicitation document for its portion of the work on the project and verifies that it meets the following minimum criteria:	
(1)	The Contractor: (i) is in compliance with workers' compensation and unemployment insurance requirements; (ii) is currently registered with the Department of Revenue and the Department of Employment and Economic Development if it has employees; (iii) has a valid federal tax identification number or a valid Social Security number if an individual; and (iv) has filed a certificate of authority to transact business in Minnesota with the Secretary of State if a foreign corporation or cooperative.
(2)	The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 177.24, 177.25, 177.41 to 177.44, 181.03, 181.101, 181.13, 181.14, or 181.722, and has not violated United States Code, title 29, sections 201 to 219, or United States Code, title 40, sections 3141 to 3148. For purposes of this clause, a violation occurs when a contractor or related entity: (i) repeatedly fails to pay statutorily required wages or penalties on one or more separate projects for a total underpayment of \$25,000 or more within the three-year period, provided that a failure to pay is "repeated" only if it involves two or more separate and distinct occurrences of underpayment during the three-year period; (ii) has been issued an order to comply by the commissioner of Labor and Industry that has become final; (iii) has been issued at least two determination letters within the three-year period by the Department of Transportation finding an underpayment by the contractor or related entity to its own employees; (iv) has been found by the commissioner of Labor and Industry to have repeatedly or willfully violated any of the sections referenced in this clause pursuant to section 177.27; (v) has been issued a ruling or findings of underpayment by the administrator of the Wage and Hour Division of the United States Department of Labor that have become final or have been upheld by an administrative law judge or the Administrative Review Board; or (vi) has been found liable for underpayment of wages or penalties or misrepresenting a construction worker as an independent contractor in an action brought in a court having jurisdiction. Provided that, if the contractor or related entity contests a determination of underpayment by the Department of Transportation in a contested case proceeding, a violation does not occur until the contested case proceeding has concluded with a determination that the contractor or related entity underpaid wages or penalties;*

(3)	The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 181.723 or chapter 326B. For purposes of this clause, a violation occurs when a contractor or related entity has been issued a final administrative or licensing order;*
(4)	The contractor or related entity has not, more than twice during the three-year period before submitting the verification, had a certificate of compliance under section 363A.36 revoked or suspended based on the provisions of section 363A.36, with the revocation or suspension becoming final because it was upheld by the Office of Administrative Hearings or was not appealed to the office;*
(5)	The contractor or related entity has not received a final determination assessing a monetary sanction from the Department of Administration or Transportation for failure to meet targeted group business, disadvantaged business enterprise, or veteran-owned business goals, due to a lack of good faith effort, more than once during the three-year period before submitting the verification;*
	* Any violations, suspensions, revocations, or sanctions, as defined in clauses (2) to (5), occurring prior to July 1, 2014, shall not be considered in determining whether a contractor or related entity meets the minimum criteria.
(6)	The contractor or related entity is not currently suspended or debarred by the federal government or the state of Minnesota or any of its departments, commissions, agencies, or political subdivisions that have authority to debar a contractor; and
(7)	All subcontractors and motor carriers that the contractor intends to use to perform project work have verified to the contractor through a signed statement under oath by an owner or officer that they meet the minimum criteria listed in clauses (1) to (6).

Minn. Stat. § 16C.285, Subd. 5. SUBCONTRACTOR VERIFICATION.

A prime contractor or subcontractor shall include in its verification of compliance under subdivision 4 a list of all of its first-tier subcontractors that it intends to retain for work on the project. Prior to execution of a construction contract, and as a condition precedent to the execution of a construction contract, the apparent successful prime contractor shall submit to the contracting authority a supplemental verification under oath confirming compliance with subdivision 3, clause (7). Each contractor or subcontractor shall obtain from all subcontractors with which it will have a direct contractual relationship a signed statement under oath by an owner or officer verifying that they meet all of the minimum criteria in subdivision 3 prior to execution of a construction contract with each subcontractor.

If a prime contractor or any subcontractor retains additional subcontractors on the project after submitting its verification of compliance, the prime contractor or subcontractor shall obtain verifications of compliance from each additional subcontractor with which it has a direct contractual relationship and shall submit a supplemental verification confirming compliance with subdivision 3, clause (7), within 14 days of retaining the additional subcontractors.

A prime contractor shall submit to the contracting authority upon request copies of the signed verifications of compliance from all subcontractors of any tier pursuant to subdivision 3, clause (7). A prime contractor and subcontractors shall not be responsible for the false statements of any subcontractor with which they do not have a direct contractual relationship. A prime contractor and subcontractors shall be responsible for false statements by their first-tier subcontractors with which they have a direct contractual relationship only if they accept the verification of compliance with actual knowledge that it contains a false statement.

Subd. 5a. Motor carrier verification. A prime contractor or subcontractor shall obtain annually from all motor carriers with which it will have a direct contractual relationship a signed statement under oath by an owner or officer verifying that they meet all of the minimum criteria in subdivision 3 prior to execution of a construction contract with each motor carrier. A prime contractor or subcontractor shall require each such motor carrier to provide it with immediate written notification in the event that the motor carrier no longer meets one or more of the minimum criteria in subdivision 3 after submitting its annual verification. A motor carrier shall be ineligible to perform work on a project covered by this section if it does not meet all the minimum criteria in subdivision 3. Upon request, a prime contractor or subcontractor shall submit to the contracting authority the signed verifications of compliance from all motor carriers providing for-hire transportation of materials, equipment, or supplies for a project.

Minn. Stat. § 16C.285, Subd. 4. VERIFICATION OF COMPLIANCE.

A contractor responding to a solicitation document of a contracting authority shall submit to the contracting authority a signed statement under oath by an owner or officer verifying compliance with each of the minimum criteria in subdivision 3, with the exception of clause (7), at the time that it responds to the solicitation document.

A contracting authority may accept a signed statement under oath as sufficient to demonstrate that a contractor is a responsible contractor and shall not be held liable for awarding a contract in reasonable reliance on that statement. A prime contractor, subcontractor, or motor carrier that fails to verify compliance with any one of the required minimum criteria or makes a false statement under oath in a verification of compliance shall be ineligible to be awarded a construction contract on the project for which the verification was submitted.

A false statement under oath verifying compliance with any of the minimum criteria may result in termination of a construction contract that has already been awarded to a prime contractor or subcontractor or motor carrier that submits a false statement. A contracting authority shall not be liable for declining to award a contract or terminating a contract based on a reasonable determination that the contractor failed to verify compliance with the minimum criteria or falsely stated that it meets the minimum criteria. A verification of compliance need not be notarized. An electronic verification of compliance made and submitted as part of an electronic bid shall be an acceptable verification of compliance under this section provided that it contains an electronic signature as defined in section 325L.02, paragraph (h).

CERTIFICATION

By signing this document I certify that I am an owner or officer of the company, and I swear under oath that:

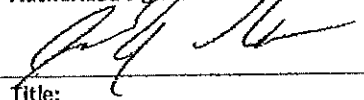
1) My company meets each of the Minimum Criteria to be a responsible contractor as defined herein and is in compliance with Minn. Stat. § 16C.285, and

2) I have included a First Tier Subcontractors List with my company's solicitation response, and

3) if my company is awarded a contract, I will also submit the Additional Subcontractors List as required.

Authorized Signature of Owner or Officer:

Printed Name:



Jeff Sheehan

Title:

Date:

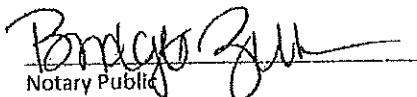
Vice President

August 14, 2025

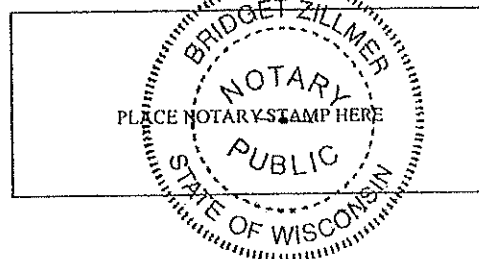
Company Name:

Fahrner Asphalt Sealers, LLC

Sworn to and subscribed before me this
14 day of August, 2025


Notary Public

My Commission Expires: 10/11/2028



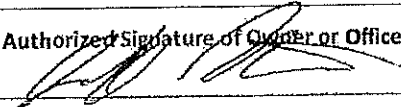
NOTE: Minn. Stat. § 16C.285, Subd. 2, (c) If only one prime contractor responds to a solicitation document, a contracting authority may award a construction contract to the responding prime contractor even if the minimum criteria in subdivision 3 are not met.

SUBMIT WITH PRIME CONTRACTOR PROPOSAL

Minn. Stat. § 16C.285, Subd. 5. A prime contractor or subcontractor shall include in its verification of compliance under subdivision 4 a list of all of its first-tier subcontractors that it intends to retain for work on the project. Prior to execution of a construction contract, and as a condition precedent to the execution of a construction contract, the apparent successful prime contractor shall submit to the contracting authority a supplemental verification under oath confirming compliance with subdivision 3, clause (7). Each contractor or subcontractor shall obtain from all subcontractors with which it will have a direct contractual relationship a signed statement under oath by an owner or officer verifying that they meet all of the minimum criteria in subdivision 3 prior to execution of a construction contract with each subcontractor.

[illegible]

FIRST TIER SUBCONTRACTOR NAMES (Legal name of company as registered with the Secretary of State)	Name of city where company home office is located

SUPPLEMENTAL CERTIFICATION FOR FIRST-TIER SUBCONTRACTORS LIST	
By signing this document I certify that I am an owner or officer of the company, and I certify under oath that: All first-tier subcontractors listed on First-Tier Subcontractors List have verified through a signed statement under oath by an owner or officer that they meet the minimum criteria to be a responsible contractor as defined in Minn. Stat. § 16C.285.	
Authorized Signature of Owner or Officer: 	Printed Name: Jeff Sheehan
Title: Vice President	Date: August 14, 2025
Company Name: Fahrner Asphalt Sealers, LLC	

AFFIDAVIT OF NON-COLLUSION

Wisconsin
STATE OF ~~MINNESOTA~~

COUNTY OF Eau Claire

I hereby swear (or affirm) under the penalty of perjury:

1. That I am the Bidder (if the bidder is an individual), a partner in the Bidder (if the bidder is a partnership) or an officer or employee of the Bidder corporation having authority to sign on its behalf (if the bidder is a corporation);
2. That the attached bid or bids have been arrived at by the Bidder individually and have been submitted without collusion with, and without any agreement, understanding or planned common course of action designed to limit individual bidding or competition with any other prospective Bidder or vendor of any materials, supplies, equipment or services described in the invitation to bid;
3. That the contents of the bid or bids have not been communicated by the Bidder or its employees or agents to any person not an employee or agent of the Bidder or its Surety on any bond furnished with the bid or bids, and will not be communicated to any such person, prior to any official opening of the bid or bids; and
4. That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

Subscribed and sworn to before me Jeff Sheehan

(Bidder)

this 14 day of August, 2025.

Fahrner Asphalt Sealers, LLC Vice President
(Firm making bid or bids) Official Title

Joan Heinen

From: Lucas Chapman <lucas.chapman@fahrnerasphalt.com>
Sent: Wednesday, August 13, 2025 4:28 PM
To: Sam Jochum
Cc: Joan Heinen; Baldwin Maintenance
Subject: RE: Request for Quotes 2025 Micro-Surfacing Baldwin MN
Attachments: 2025 City of Baldwin Micro Surfacing Bid.pdf

Good afternoon,

Attached is the proposal you requested. Let me know if you have any questions.

Thanks,

Lucas Chapman
Fahrner Asphalt Sealers, LLC
Cell: 763-482-9640



EOE, including disability/vets
An Equal Opportunity/Affirmative Action Employer

From: Sam Jochum <samj@haa-inc.com>
Sent: Wednesday, August 6, 2025 5:58 PM
To: Lucas Chapman <lucas.chapman@fahrnerasphalt.com>
Cc: Joan Heinen <city.clerk@baldwinmn.gov>; Baldwin Maintenance <publicworks@baldwinmn.gov>
Subject: Request for Quotes 2025 Micro-Surfacing Baldwin MN

You don't often get email from samj@haa-inc.com. [Learn why this is important](#)

CAUTION: External Sender. Do not trust, click, or open attachments from senders you do not know or trust. Always confirm the sender before interacting with them.

Lucas,

Attached you can find an RFQ packet for the 2025 Micro-Surfacing Project for the City of Baldwin, MN. We are requesting quotes to be due by August 14th at 10:00 AM. Please let me know if you have any questions in the meantime.

Thanks,

 **Hakanson
Anderson**
Sam Jochum, P.E.
City Engineer

Hakanson Anderson
3601 Thurston Avenue
Anoka, MN 55303
(office) 763-427-5860
(direct) 763-852-0488

**QUOTE FORM
CITY OF BALDWIN
2025 MICRO-SURFACING PROJECT**

SCHEDULE "A"

Item No.	Description	Unit	Estimated Quantity	Unit Cost	Extension
1	Mobilization	LUMP SUM	1	\$15,000.00	\$15,000.00
2	Bituminous Material for Micro-Surfacing	GAL	6,240	\$3.00	\$18,720.00
3	Micro-Surfacing Surface Course	TON	130	\$163.00	\$21,190.00
4	Micro-Surfacing Scratch Course	TON	53	\$163.00	\$8,639.00
5	Traffic Control	LUMP SUM	1	\$2,500.00	\$2,500.00
6	4" Solid Line Multi-Component	LIN FT	10,790	\$0.44	\$4,747.60
7	4" Double Solid Line Multi-Component	LIN FT	5,290	\$0.88	\$4,655.20

TOTAL PRICE – SCHEDULE (A)

\$ 75,451.80

Asphalt Surface Technologies Corporation
a/k/a ASTECH Corp.

(Name of Contractor)

PO Box 1025, St Cloud, MN 56302

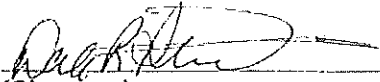
(Legal Address)

41-1581447

(IRS Identification No.)

PO Box 1025, St Cloud, MN 56302

(Address to which all correspondence and notifications
are to be sent – if different from legal address)

By: 
(Signature)

Dale R. Strandberg, Vice President
(Title)

320-363-8500
(Telephone Number)

RESPONSIBLE CONTRACTOR VERIFICATION AND CERTIFICATION OF COMPLIANCE

PROJECT: 2025 MICRO-SURFACING PROJECT

Minn. Stat. § 16C.285, Subd. 7. **IMPLEMENTATION.** ... any prime contractor or subcontractor or motor carrier that does not meet the minimum criteria in subdivision 3 or fails to verify that it meets those criteria is not a responsible contractor and is not eligible to be awarded a construction contract for the project or to perform work on the project...

Minn. Stat. § 16C.285, Subd. 3. **RESPONSIBLE CONTRACTOR, MINIMUM CRITERIA.** "Responsible contractor" means a contractor that conforms to the responsibility requirements in the solicitation document for its portion of the work on the project and verifies that it meets the following minimum criteria:

(1) The Contractor:

- (i) is in compliance with workers' compensation and unemployment insurance requirements;
- (ii) is currently registered with the Department of Revenue and the Department of Employment and Economic Development if it has employees;
- (iii) has a valid federal tax identification number or a valid Social Security number if an individual; and
- (iv) has filed a certificate of authority to transact business in Minnesota with the Secretary of State if a foreign corporation or cooperative.

(2) The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 177.24, 177.25, 177.41 to 177.44, 181.03, 181.101, 181.13, 181.14, or 181.722, and has not violated United States Code, title 29, sections 201 to 219, or United States Code, title 40, sections 3141 to 3148. For purposes of this clause, a violation occurs when a contractor or related entity:

- (i) repeatedly fails to pay statutorily required wages or penalties on one or more separate projects for a total underpayment of \$25,000 or more within the three-year period, provided that a failure to pay is "repeated" only if it involves two or more separate and distinct occurrences of underpayment during the three-year period;
- (ii) has been issued an order to comply by the commissioner of Labor and Industry that has become final;
- (iii) has been issued at least two determination letters within the three-year period by the Department of Transportation finding an underpayment by the contractor or related entity to its own employees;
- (iv) has been found by the commissioner of Labor and Industry to have repeatedly or willfully violated any of the sections referenced in this clause pursuant to section 177.27;
- (v) has been issued a ruling or findings of underpayment by the administrator of the Wage and Hour Division of the United States Department of Labor that have become final or have been upheld by an administrative law judge or the Administrative Review Board; or
- (vi) has been found liable for underpayment of wages or penalties or misrepresenting a construction worker as an independent contractor in an action brought in a court having jurisdiction. Provided that, if the contractor or related entity contests a determination of underpayment by the Department of Transportation in a contested case proceeding, a violation does not occur until the contested case proceeding has concluded with a determination that the contractor or related entity underpaid wages or penalties;*

(3)	The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 181.723 or chapter 326B. For purposes of this clause, a violation occurs when a contractor or related entity has been issued a final administrative or licensing order;*
(4)	The contractor or related entity has not, more than twice during the three-year period before submitting the verification, had a certificate of compliance under section 363A.36 revoked or suspended based on the provisions of section 363A.36, with the revocation or suspension becoming final because it was upheld by the Office of Administrative Hearings or was not appealed to the office;*
(5)	The contractor or related entity has not received a final determination assessing a monetary sanction from the Department of Administration or Transportation for failure to meet targeted group business, disadvantaged business enterprise, or veteran-owned business goals, due to a lack of good faith effort, more than once during the three-year period before submitting the verification;*
	* Any violations, suspensions, revocations, or sanctions, as defined in clauses (2) to (5), occurring prior to July 1, 2014, shall not be considered in determining whether a contractor or related entity meets the minimum criteria.
(6)	The contractor or related entity is not currently suspended or debarred by the federal government or the state of Minnesota or any of its departments, commissions, agencies, or political subdivisions that have authority to debar a contractor; and
(7)	All subcontractors and motor carriers that the contractor intends to use to perform project work have verified to the contractor through a signed statement under oath by an owner or officer that they meet the minimum criteria listed in clauses (1) to (6).

Minn. Stat. § 16C.285, Subd. 5. SUBCONTRACTOR VERIFICATION.

A prime contractor or subcontractor shall include in its verification of compliance under subdivision 4 a list of all of its first-tier subcontractors that it intends to retain for work on the project. Prior to execution of a construction contract, and as a condition precedent to the execution of a construction contract, the apparent successful prime contractor shall submit to the contracting authority a supplemental verification under oath confirming compliance with subdivision 3, clause (7). Each contractor or subcontractor shall obtain from all subcontractors with which it will have a direct contractual relationship a signed statement under oath by an owner or officer verifying that they meet all of the minimum criteria in subdivision 3 prior to execution of a construction contract with each subcontractor.

If a prime contractor or any subcontractor retains additional subcontractors on the project after submitting its verification of compliance, the prime contractor or subcontractor shall obtain verifications of compliance from each additional subcontractor with which it has a direct contractual relationship and shall submit a supplemental verification confirming compliance with subdivision 3, clause (7), within 14 days of retaining the additional subcontractors.

A prime contractor shall submit to the contracting authority upon request copies of the signed verifications of compliance from all subcontractors of any tier pursuant to subdivision 3, clause (7). A prime contractor and subcontractors shall not be responsible for the false statements of any subcontractor with which they do not have a direct contractual relationship. A prime contractor and subcontractors shall be responsible for false statements by their first-tier subcontractors with which they have a direct contractual relationship only if they accept the verification of compliance with actual knowledge that it contains a false statement.

Subd. 5a. Motor carrier verification. A prime contractor or subcontractor shall obtain annually from all motor carriers with which it will have a direct contractual relationship a signed statement under oath by an owner or officer verifying that they meet all of the minimum criteria in subdivision 3 prior to execution of a construction contract with each motor carrier. A prime contractor or subcontractor shall require each such motor carrier to provide it with immediate written notification in the event that the motor carrier no longer meets one or more of the minimum criteria in subdivision 3 after submitting its annual verification. A motor carrier shall be ineligible to perform work on a project covered by this section if it does not meet all the minimum criteria in subdivision 3. Upon request, a prime contractor or subcontractor shall submit to the contracting authority the signed verifications of compliance from all motor carriers providing for-hire transportation of materials, equipment, or supplies for a project.

Minn. Stat. § 16C.285, Subd. 4. VERIFICATION OF COMPLIANCE.

A contractor responding to a solicitation document of a contracting authority shall submit to the contracting authority a signed statement under oath by an owner or officer verifying compliance with each of the minimum criteria in subdivision 3, with the exception of clause (7), at the time that it responds to the solicitation document.

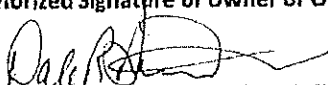
A contracting authority may accept a signed statement under oath as sufficient to demonstrate that a contractor is a responsible contractor and shall not be held liable for awarding a contract in reasonable reliance on that statement. A prime contractor, subcontractor, or motor carrier that fails to verify compliance with any one of the required minimum criteria or makes a false statement under oath in a verification of compliance shall be ineligible to be awarded a construction contract on the project for which the verification was submitted.

A false statement under oath verifying compliance with any of the minimum criteria may result in termination of a construction contract that has already been awarded to a prime contractor or subcontractor or motor carrier that submits a false statement. A contracting authority shall not be liable for declining to award a contract or terminating a contract based on a reasonable determination that the contractor failed to verify compliance with the minimum criteria or falsely stated that it meets the minimum criteria. A verification of compliance need not be notarized. An electronic verification of compliance made and submitted as part of an electronic bid shall be an acceptable verification of compliance under this section provided that it contains an electronic signature as defined in section 325L.02, paragraph (h).

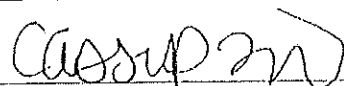
CERTIFICATION

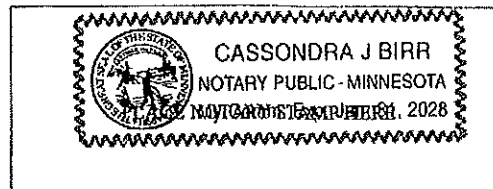
By signing this document I certify that I am an owner or officer of the company, and I swear under oath that:

- 1) My company meets each of the Minimum Criteria to be a responsible contractor as defined herein and is in compliance with Minn. Stat. § 16C.285, and
- 2) I have included a First Tier Subcontractors List with my company's solicitation response, and
- 3) If my company is awarded a contract, I will also submit the Additional Subcontractors List as required.

Authorized Signature of Owner or Officer: 	Printed Name: Dale R. Strandberg
Title: Vice President	Date: August 14, 2025
Company Name: Asphalt Surface Technologies Corporation a/k/a ASTECH Corp.	

Sworn to and subscribed before me this
14th day of August, 2025

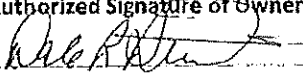

Notary Public



My Commission Expires: January 31, 2028

NOTE: Minn. Stat. § 16C.285, Subd. 2, (c) If only one prime contractor responds to a solicitation document, a contracting authority may award a construction contract to the responding prime contractor even if the minimum criteria in subdivision 3 are not met.

FIRST TIER SUBCONTRACTOR NAMES (Legal name of company as registered with the Secretary of State)	Name of city where company home office is located

SUPPLEMENTAL CERTIFICATION FOR FIRST-TIER SUBCONTRACTORS LIST	
By signing this document I certify that I am an owner or officer of the company, and I certify under oath that:	
All first-tier subcontractors listed on First-Tier Subcontractors List have verified through a signed statement under oath by an owner or officer that they meet the minimum criteria to be a responsible contractor as defined in Minn. Stat. § 16C.285.	
Authorized Signature of Owner or Officer: 	Printed Name: Dale R. Strandberg
Title: Vice President	Date: August 14, 2025
Company Name: Asphalt Surface Technologies Corporation a/k/a ASTECH Corp.	

AFFIDAVIT OF NON-COLLUSION

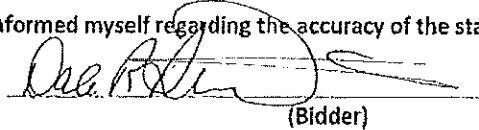
STATE OF MINNESOTA

COUNTY OF Stearns

I hereby swear (or affirm) under the penalty of perjury:

1. That I am the Bidder (if the bidder is an individual), a partner in the Bidder (if the bidder is a partnership) or an officer or employee of the Bidder corporation having authority to sign on its behalf (if the bidder is a corporation);
2. That the attached bid or bids have been arrived at by the Bidder individually and have been submitted without collusion with, and without any agreement, understanding or planned common course of action designed to limit individual bidding or competition with any other prospective Bidder or vendor of any materials, supplies, equipment or services described in the invitation to bid;
3. That the contents of the bid or bids have not been communicated by the Bidder or its employees or agents to any person not an employee or agent of the Bidder or its Surety on any bond furnished with the bid or bids, and will not be communicated to any such person, prior to any official opening of the bid or bids; and
4. That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

Subscribed and sworn to before me


(Bidder)

this 14th day of August, 2025.

Asphalt Surface Technologies Corporation
a/k/a ASTECH Corp.
(Firm making bid or bids)

Dale R. Strandberg
Vice President
Official Title

UNANIMOUS CONSENT TO ACTION

OF THE BOARD OF DIRECTORS

ASPHALT SURFACE TECHNOLOGIES CORPORATION
a/k/a ASTECH CORP.

Pursuant to Section 302A.239 of the Minnesota Business Corporation Act, the following action is taken by the Board of Directors of Asphalt Surface Technologies Corporation a/k/a ASTECH Corp., by unanimous written consent, as if a meeting of the Board of Directors had been properly called pursuant to notice and all directors were present and voting in favor of such action.

RESOLVED, that the following persons are elected to the office(s) set forth opposite their names until their successors are elected and qualified:

Bruce R. Batzer

Chief Executive Officer (President)
Chief Financial Officer (Treasurer)

Dale R. Strandberg

Vice-President

Jessica L. Winter

Vice-President/Secretary

RESOLVED FURTHER, that the above-named officers are hereby authorized to enter into/sign any contract(s), bid(s), or agreement(s) on behalf of the corporation.

IN WITNESS WHEREOF, all of the directors have executed this Unanimous Consent to Action on the dates set forth after our respective names, effective December 15, 2022.

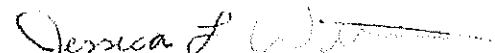
I certify this to be a true and correct copy of the Action of the Board of Directors.

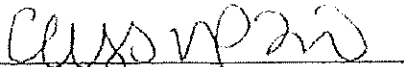

Jessica L. Winter, Vice-Pres./Secretary

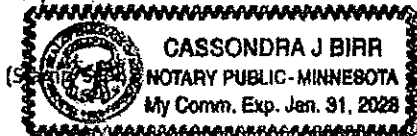

Bruce R. Batzer


Dale R. Strandberg

Subscribed and sworn to before me this
14th day of August, 2025


Jessica L. Winter


Notary Public



100th Street and 297th Street Reconstruction Project - Preliminary Tree Estimate					
Street	Type of Tree	Size	Quantity	Cost per Tree	Total Cost per Type and Size
297th Avenue	Shade	Small	153	\$90.00	\$13,770.00
		Medium	89	\$300.00	\$26,700.00
		Large	97	\$460.00	\$44,620.00
	Evergreen	Small	51	\$90.00	\$4,590.00
		Medium	26	\$300.00	\$7,800.00
		Large	33	\$460.00	\$15,180.00
Total Cost					\$112,660.00
100th Street	Shade	Small	220	\$90.00	\$19,800.00
		Medium	143	\$300.00	\$42,900.00
		Large	148	\$460.00	\$68,080.00
	Evergreen	Small	21	\$90.00	\$1,890.00
		Medium	71	\$300.00	\$21,300.00
		Large	128	\$460.00	\$58,880.00
Total Cost					\$212,850.00
Total Project Cost					\$325,510.00

Elk Point Encroachment Agreement Property Summary

The following summary will show properties within the Elk Point development that have objects within city right-of-way. These objects are in violation of Ordinance No. 100 (City Right-of-Way Ordinance).

Property 1:

Address: 29019 138th Street

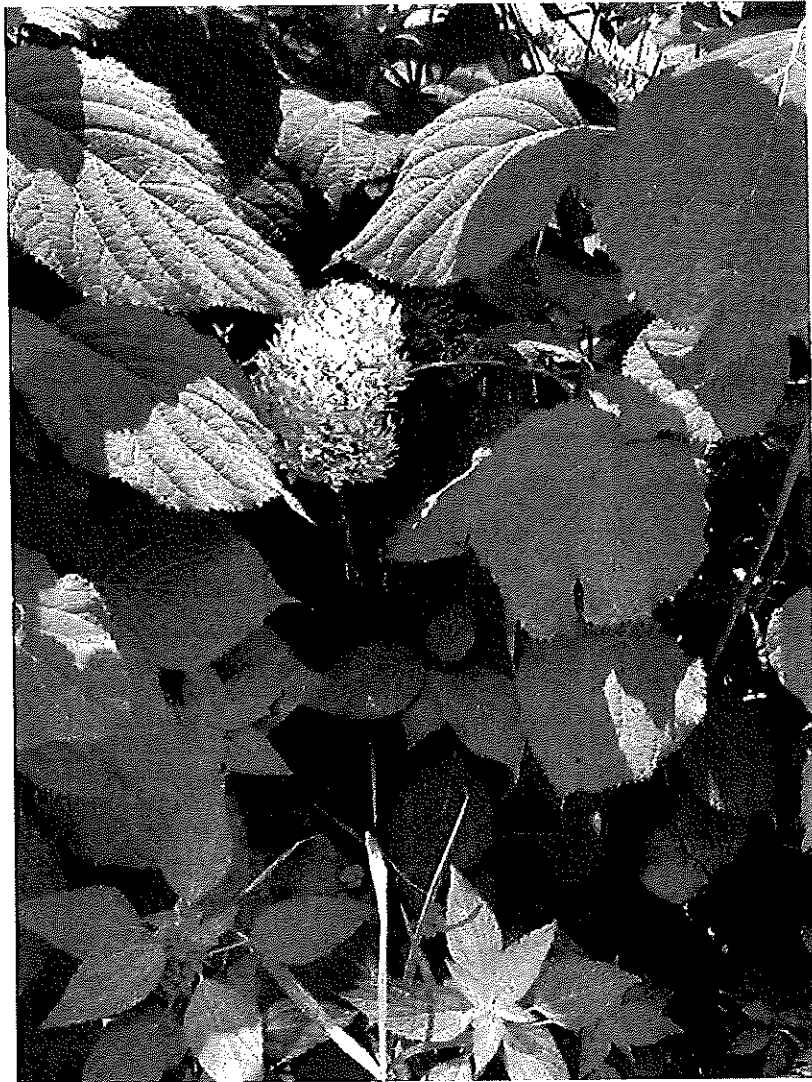
Issue: Decorative brick retaining wall



Property 2:

Address: 29011 138th Street

Issue: Large wooden post



Property 3:

Address: Unassigned (138th Street)

Issue: Fence



Property 4:

Address: 29003 138th Street

Issue: Fence



Property 5:

Address: 13903 290th Avenue

Issue: Decorative mailbox post



Property 6:

Address: 13907 290th Avenue

Issue: Driveway wall



Property 7:

Address: 13915 290th Avenue

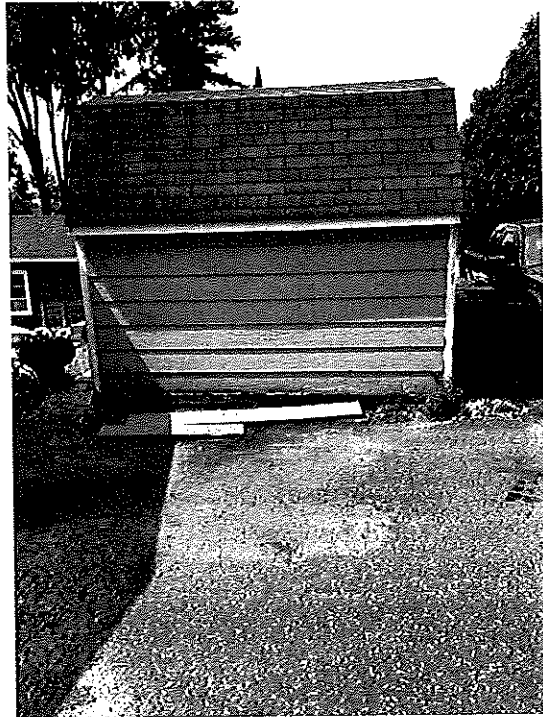
Issue: Driveway wall



Property 8:

Address: 13921 290th Avenue

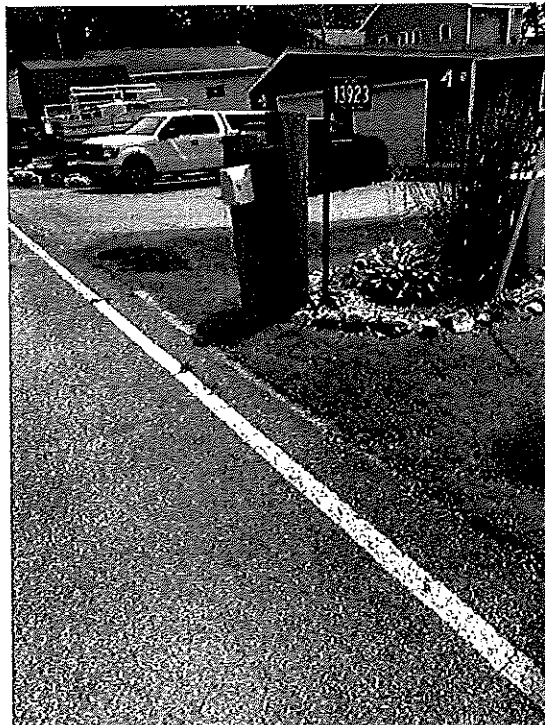
Issue: Storage shed and driveway wall



Property 9:

Address: 13923 290th Avenue

Issue: Mailbox post and driveway wall



Property 10:

Address: 14025 290th Avenue

Issue: Wood fence



Property 11:

Address: 14029 290th Avenue

Issue: Wood fence and driveway wall



Property 12:

Address: 14033 290th Avenue

Issue: Decorative brick flower bed



Property 13:

Address: 14039 290th Avenue

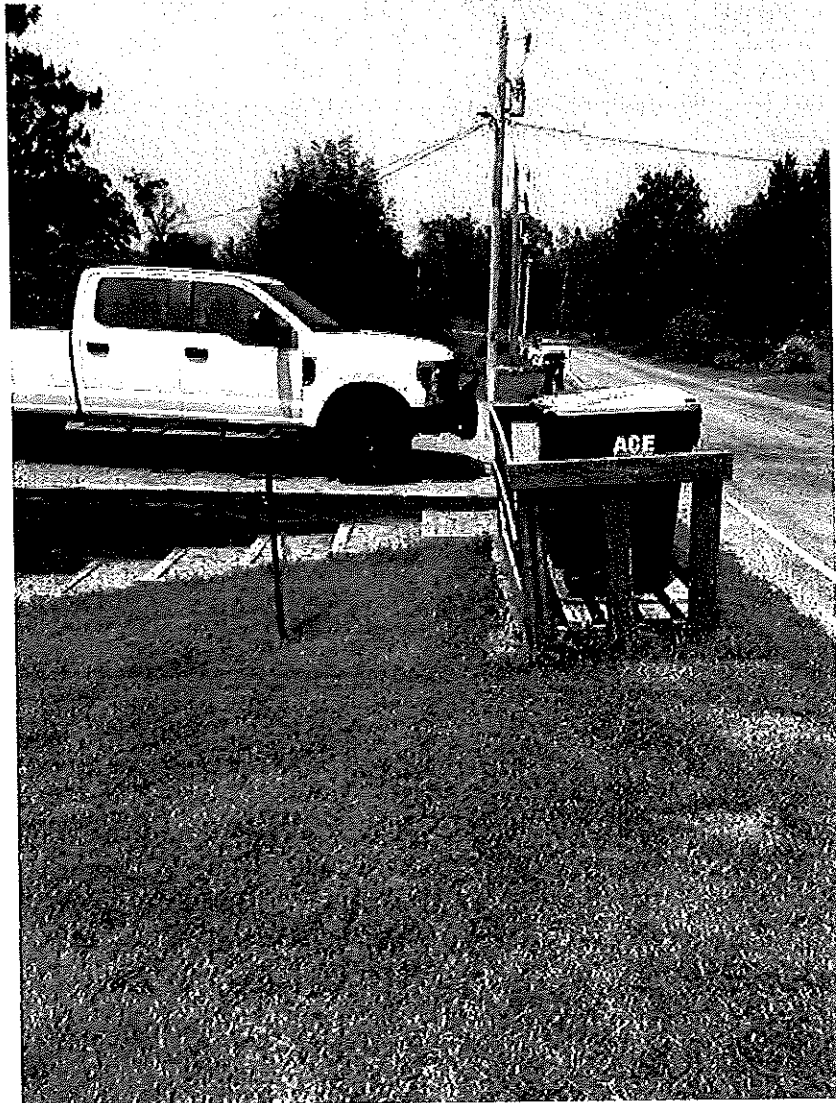
Issue: Wooden driveway wall



Property 14:

Address: 14051 290th Avenue

Issue: Driveway wall



Property 15:

Address: 14052 290th Avenue

Issue: Driveway wall



Property 16:

Address: 14061 290th Avenue

Issue: Driveway wall



Property 17:

Address: 28953 141st Street

Issue: Shed



Property 18:

Address: 28945 141st Street

Issue: Shed, outside storage, and wall



Property 19:

Address: 14105 290th Avenue

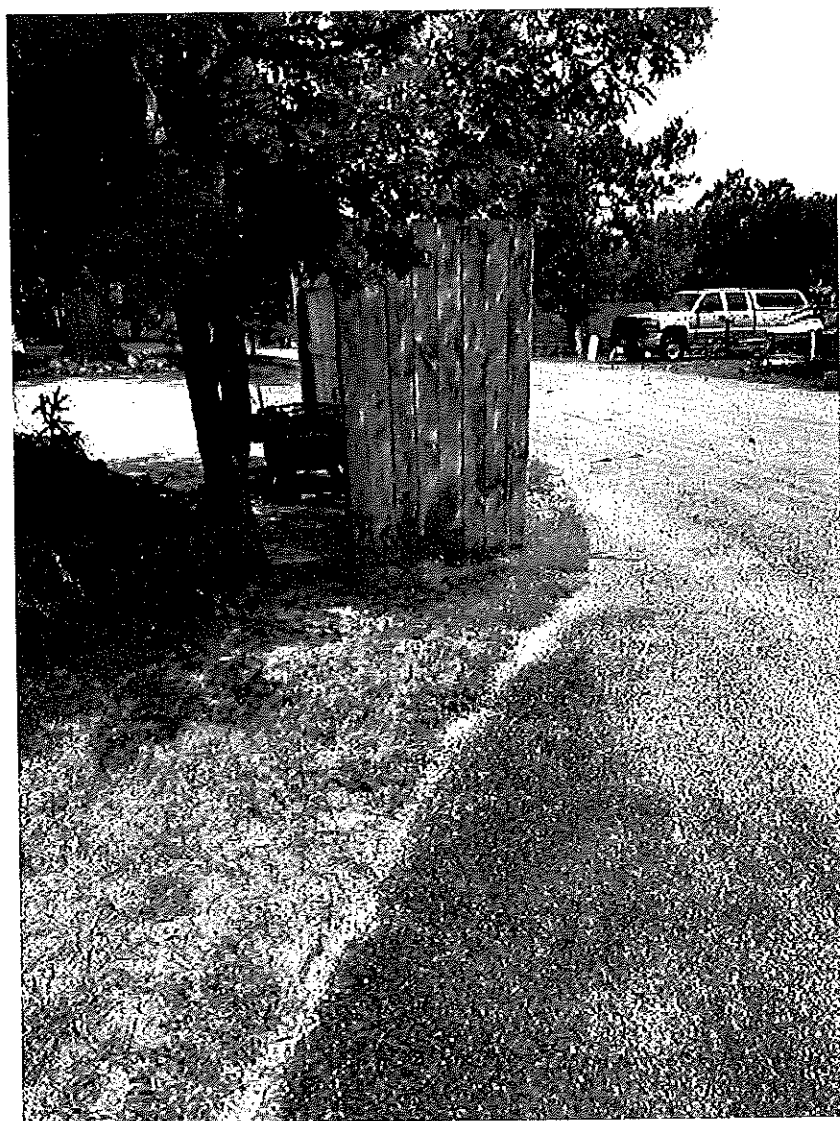
Issue: Decorative driveway posts



Property 20:

Address: Unassigned (141st Street)

Issue: Wood fence



MEMORANDUM

TO: City of Baldwin City Council

CC: Joan Heinen, City Clerk
Zac Good, Public Works Supervisor

FROM: Sam Jochum, City Engineer

DATE: 8/13/2025

RE: 285th Avenue Surface Improvement Discussion

As requested on August 13, 2025, Council Member Walker, Public Works Supervisor Good, and myself met onsite on 285th Avenue to review its condition and discuss surface treatment options. Concrete curb and gutter was constructed earlier this summer to help with drainage issues and the surface is currently gravel for approximately 250-300 feet. Earlier in the year, it was assumed that surfacing of this gravel surface would be included in a larger project with the Sandy Lake and Dianne Lake projects also included. However, due to the time of year, it is staffs opinion that the surface treatment for 285th Avenue should be discussed separately at this time. Three options were discussed, as follows:

Option 1: Chip Sealing With City Staff Soliciting Quotes

This option would include Chip Sealing the existing gravel surface on 285th Avenue similar to the other roads in the area. However, the gravel would need preparation/grading work done before the Chip Sealing can be applied.

Pros:

- City staff is familiar with obtaining Quotes for chip sealing over gravel. Staff has specifications already created that have been successfully used in the past and engineering would not be necessary. This would save the City money.
- Project would be able to move quicker as surveying and engineering would not be needed.

Cons:

- Timing is tight. Chip Sealing Contractors do not warranty the product after September 15th (the bituminous material requires approximately 30 days to cure). This discussion is occurring on August 18th, which leaves very little time for the City to prepare the roadway and allow enough time for Contractors to provide Quotes.
- The area of roadway that needs to be Chip Sealed is small and unit costs could be higher.
- City does not have proper equipment for performing the grading work to prepare the road for Chip Sealing. City staff may have to rent equipment to prepare the road for Chip Sealing. (An alternative would be to include the grading/preparation as a task in the Quote from the Contractor)

Option 2: Chip Sealing With Engineering Staff Soliciting Quotes

The second option discussed would result in the same end product as Option 1, however, this option would involve our office preparing a Quote package to send to Contractors for the grading work and the Chip Seal.

Pros:

- Engineering staff has experience with preparing Quote packages for public improvement projects.

Cons:

- Timing is a major issue. This discussion is occurring on August 18th and work needs to be completed by September 15. There is not enough time for this option to be feasible.
- Chip Sealing over gravel is not a “typical” surface treatment that is utilized by municipalities and therefore there are not well accepted MnDOT design procedures.

Option 3: Paving 285th Avenue

Option 3 would consist of paving the gravel portion of 285th Avenue.

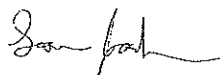
Pros:

- Paving can be done past September 15th. Most paving continues until Thanksgiving.
- Paving is more durable and will be less prone to erosion during major rainfalls.
- The City has a good relationship with local paving companies. It would not take much work to have Contractors provide Quotes for paving 285th Avenue.
- Engineering would not be necessary for soliciting Quotes, assuming that City staff has the capacity to coordinate this item. This would save the city money.

Cons:

- Paving the roadway would cost more than Chip Sealing.
- There have not been any soil borings taken in the area therefore the underlying soils are unknown. There is some amount of risk to this (note: the City could consider a thicker pavement section to reduce risk).

Staff is looking for direction on the type of surface improvement that meets the expectations of the City Council and requesting discussion on this item.



Sam Jochum, City Engineer

Joan Heinen

From: mike gwynn <mggwynn@gmail.com>
Sent: Friday, August 01, 2025 2:17 PM
To: Joan Heinen
Subject: frontier trails dmr
Attachments: july dmr ft 2025.xlsx

Joan, things are ok but not great. The sand filters are getting pugged up some. So far the numbers are ok, but I can't guarantee what will happen in August. Hopefully things will be ok. I guess they have decided to let the new company take care of that in September.

	MTD Amounts	YTD Amounts	MTD Amounts	Begin + YTD
Begin	\$838,425.40	\$975,411.07	Investments	\$1,093,183.34
Receipt	\$460,859.06	\$1,575,647.45	Petty Cash	\$0.00
Disbursements	(\$228,573.68)	(\$1,322,691.73)	Savings	\$0.00
Transfers Rec/Disb	\$0.00	\$0.00	Money Market	\$0.00
Transfers JE	\$0.00	\$0.00		
FF Payroll	(\$76,132.18)	(\$233,788.19)	Balance	\$994,578.60
			In Balance	

CITY OF BALDWIN

08/13/25 3:10 PM

Page 1

602 Transactions

2025

July

Last Dim Descr	Search Name	Dr/Cr Amt	Comments
R Revenue			
Interest Earnings	Bremer Bank	-\$134.42	July 2025 Bank Interest
Late Payments Se		-\$371.77	UB Receipt Serv Pen 1 Frontier Trails
Sewer Charges		-\$562.00	UB UR Receipt Group 01 FRONTIER TRAILS
Sewer Charges	Credit Card Payments	-\$140.00	██████████ Frontier Trails
Sewer Charges		\$137.99	██████████ Credit Card
Sewer Charges		\$200.00	██████████ Lysdahl Credit Card
Sewer Charges		\$140.00	██████████ Credit Card
Sewer Charges	Credit Card Payments	-\$276.00	██████████ Frontier Trails
Sewer Charges		-\$5,532.23	UB Receipt Serv 1 Frontier Trails
Special Assessmen	Sherburne County Auditor	-\$19,597.87	P1 Final Settlement 2025
R Revenue		-\$26,136.30	
E Expenditure			
Electric Utilities	Connexus Energy	\$386.99	Electric Utilities
Employer Paid Ins		\$41.00	Labor Distribution
FICA Contributions		\$19.57	Labor Distribution
FICA Contributions		\$12.38	Labor Distribution
Interest	The Bank of Elk River	\$4,890.75	2017A Bond Payment
Medicare Contribut		\$2.89	Labor Distribution
Medicare Contribut		\$4.56	Labor Distribution
Operating Supplies	Princeton Gas	\$15.92	Ice Frontier Trails SSD
Other Professional	Wastewater Services Inc.	\$650.00	Frontier Trails SSD
Other Professional	Hubbard Electric	\$135.00	Connect Float Switch at Frontier Trails
Other Professional	Utility Consultants Inc	\$390.43	Frontier Trails SSD Testing
Pera Contributions		\$16.17	Labor Distribution
Pera Contributions		\$14.99	Labor Distribution
Postage	Elan Financial Services	\$67.20	Postage
Salaries and Wage		\$315.60	Labor Distribution
Salaries and Wage		\$199.77	Labor Distribution
E Expenditure		\$7,163.22	
		-\$18,973.08	

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

WASTEWATER TREATMENT
DISCHARGE MONITORING REPORT

PERMIT#	LIMIT STATUS	FORMER #
MA0064459		

MONITORING PERIOD	
YEAR/MO/DAY	YEAR/MO/DAY
2025-07-01	2025-07-31
FROM: TO:	

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

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

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

PARAMETER	QUANTITY			UNITS	CONCENTRATION			UNITS	FREQUENCY OF ANALYSIS	SAMPLE TYPE		Exception
	SAMPLE VALUE	PERMIT	REQ		SAMPLE VALUE	PERMIT	REQ					
BOD Carbonaceous 05 Day (20 Deg C) 80082	*****	*****	*****	Mgd	*****	*****	*****	mgd	twice per month	Grab		
	*****	*****	*****		REPORT calendar month average	*****	*****					
	*****	*****	*****		*****	*****	*****					
Flow 50050	*****	*****	*****	Mgd	*****	*****	*****	mgd	once per day	Measurement Continuous		
	*****	*****	*****		REPORT calendar month total	*****	*****					
	*****	*****	*****		*****	*****	*****					
pH 09400	*****	*****	*****		*****	*****	*****	SU	twice per month	Grab		
	*****	*****	*****		REPORT calendar month minimum	*****	*****					
	*****	*****	*****		*****	*****	*****					
Precipitation 00193	*****	*****	*****	in	*****	*****	*****		once per day	Measurement		
	*****	*****	*****		REPORT calendar month total	*****	*****					
	*****	*****	*****		*****	*****	*****					
Solids, Total suspended (TSS) 00530	*****	*****	*****		*****	*****	*****	mg/L	twice per month	Grab		
	*****	*****	*****		REPORT calendar month average	*****	*****					
	*****	*****	*****		*****	*****	*****					

COMMENTS:

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

WASTEWATER TREATMENT
DISCHARGE MONITORING REPORT

PERMIT # MN0064459
LIMIT STATUS
FORMER #

MONITORING PERIOD
YEAR MO DAY
2025-07-01 TO: 2025-07-31

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

STATION INFORMATION:
WS 004 (Influent Waste System #2)
Waste Stream

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

PARAMETER	QUANTITY		UNITS	CONCENTRATION		UNITS	FREQUENCY OF ANALYSIS	SAMPLE TYPE	Exception
	SAMPLE	VALUE		REPORT	calendar month average				
	PERMIT	*****		*****	*****				
	REQ	*****		*****	*****				
Flow 50050	SAMPLE	*****	Mgal	*****	.00168	mgd	once per day	Measurement Continuous	
	VALUE	.0519		*****	0.00582		once per day	Measurement Continuous	
	PERMIT	*****		*****	*****		once per day	Measurement Continuous	
	REQ	*****		*****	*****		once per day	Measurement Continuous	
pH 00400	SAMPLE	*****		*****	*****	SU	twice per month	Grab	
	VALUE	*****		*****	*****		twice per month	Grab	
	PERMIT	*****		*****	*****		twice per month	Grab	
	REQ	*****		*****	*****		twice per month	Grab	
Solids, Total Suspended (TSS) 00530	SAMPLE	*****		*****	*****	mg/L	twice per month	Grab	
	VALUE	*****		*****	*****		twice per month	Grab	
	PERMIT	*****		*****	*****		twice per month	Grab	
	REQ	*****		*****	*****		twice per month	Grab	

COMMENTS:

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

WASTEWATER TREATMENT
DISCHARGE MONITORING REPORT

PERMIT #	MIN0064439	LIMIT STATUS	Phase 2	FORMER #	
----------	------------	--------------	---------	----------	--

STATION INFORMATION:	MONITORING PERIOD
WS007 (End of Pipe New Drainfield)	YEAR/MO/DAY
Waste Stream	2025-07-01
	TO: 2025-07-31

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

STATION INFORMATION:
WS007 (End of Pipe New Drainfield)
Waste Stream

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

PARAMETER	QUANTITY		UNITS	CONCENTRATION		UNITS	FREQUENCY OF ANALYSIS	SAMPLE TYPE	Exception
	SAMPLE VALUE	PERMIT		SAMPLE VALUE	PERMIT				
BOD, Carbonaceous 05 Day (20 Deg C) 80062	*****	*****		*****	36	*****	twice per month	Grab	
	*****	*****		*****	REPORT calendar month average	*****	twice per month	Grab	
	*****	*****		*****	*****	*****	twice per month	Grab	
Chloride, Total 00940	*****	*****		*****	733	*****	twice per month	Grab	
	*****	*****		*****	REPORT calendar month average	*****	twice per month	Grab	
	*****	*****		*****	*****	*****	twice per month	Grab	
Nitrite Plus Nitrate, Total (as N) 00630	*****	*****		*****	.05	*****	twice per month	Grab	
	*****	*****		*****	REPORT calendar month average	*****	twice per month	Grab	
	*****	*****		*****	*****	*****	twice per month	Grab	
Nitrogen, Kjeldahl, Total 00625	*****	*****		*****	7.75	*****	twice per month	Grab	
	*****	*****		*****	REPORT calendar month average	*****	twice per month	Grab	
	*****	*****		*****	*****	*****	twice per month	Grab	
Nitrogen, Total (as N) 00600	*****	*****		*****	7.8	*****	twice per month	Grab	
	*****	*****		*****	10.0	*****	twice per month	Grab	
	*****	*****		*****	REPORT calendar month average	*****	twice per month	Grab	
Solids, Total Suspended (TSS) 00530	*****	*****		*****	22	*****	twice per month	Grab	
	*****	*****		*****	REPORT calendar month average	*****	twice per month	Grab	
	*****	*****		*****	*****	*****	twice per month	Grab	

COMMENTS:

Public Works Report – August 18th, 2025

Frontier Trails

- 11 hours invested over the past 20 working days (July 21st – August 18th).
- Mowed inside fence area (North & South).
- Northside – Sand filter - leak identified in rock area (repairs in-progress)
- South site & North site – Sand filters purged.

Parks

- South Sandy Lake Beach:
 - Mowed x2
 - Trash can install
- Young Park:
 - Mowed three times.
 - Cameras installed at Young Park
 - Portable restroom moved to Elk Lake Rain Garden
- Other Areas:
 - Goose Lake – mowed.
 - Lake Helene – mowed.
 - Elk Lake Rain Garden – mowed x2 – Overhead trees cleared of obstructions
 - Elk Lake canoe access & open areas – mowed.
 - Sandy Lake Boat Launch – mowed x2
 - Sandy Lake Beach – mowed and cleared stormwater ditches & catch basins.

Roads

- Total road patching material for 2025 season: U.P.M. & hot patch – 37.34 tons + 27 cold patch bags.
- Trees cleared from obstructing stop sign intersections
- Shovel curb on 285th Ave. Clear of sediment buildup
- Cul-de-sac repair needed: 289th Ave & 127th St. – Quote received
- Pre-con meeting with Seal Pros

Cemetery

- Mowed and trimmed x 2

Trucks / Equipment

- 2008 Ford F-550 – Repairs at Cornerstone Ford completed
-

Temporary No Parking Signs

M&R Sign Quote

One Color on White Corrugated Plastic

1 at \$22 Each

15 at \$11 Each = **\$165 Total**

Plus Freight

One color on White Corrugated Plastic with EG Reflective

1 at \$25 each

15 at \$13.75 each = **\$206.25 Total**

Plus Freight

Scope of Work Bid Sheet

Project: 123rd St. & 278th Ave. NW – 1.5" Bituminous Overlay with Shouldering

Location: City of Baldwin

Bid Items

Item #	Description	Quantity	Unit	Price	total
1	Mobilization – 123rd & 287th Ave NW	1	LS	1,000	1,000
1,0002	Traffic Control – 123rd & 287th Ave NW	1	LS	1,000	1,000
3	Mill Bit Lap Joints	75	LF	10.00	750
4	Tack Coat	135.00	GL	3	405
5	SP 9.5 Wear Course Overlay (2, B) (1.5" Lift)	230.00	TON	132.00	30,360
6	Aggregate Base Class 5 – Shouldering	35.00	TN	128.33	4,491.55

total \$ 38,006.55

Inclusions & Requirements

1. Provide all labor, materials, equipment, and traffic control as needed to complete the work described above.
2. Overlay to be 1.5" lift, SP 9.5 Wear Course or equivalent.
3. All work must meet City of Baldwin and applicable County/State specifications.
4. Contractor responsible for site cleanup and restoring disturbed areas.
5. No bond or retainage required.
6. Work must be completed within the agreed schedule and within 30 days of notice to proceed.
7. The quote shall be valid for a minimum of 15 days from bid submission.

Bid Submission

Please provide your unit prices and total bid for each item above.

Contractor Information:

Company Name: Allied Blacktop
 Contact Name: Ryan Hansen
 Phone: 763-813-3752
 Email: R.Hansen@alliedblacktopmn.com
 Signature: Ryan Hansen
 Date: 8/13/25

Kayla Nielsen

From: Kayla Nielsen
Sent: Tuesday, July 8, 2025 9:15 AM
To: Jason Betzler; Joss Jondahl (jondahljoss@gmail.com)
Cc: Joan Heinen
Subject: Baldwin/ Driveway Permits
Attachments: Driveway Access Permit Packet.pdf

Good Morning -

Can you please give us an update on the below driveways. Are these ready for inspection?

Permit 23-05: 29437 136th St NW (shared driveway with 24-03): Install date 5/31/23
Permit 24-03: 29441 136th St NW (shared driveway with 23-05) Install date 8/15/24 } NO driveways/culvert too weedy
Permit 24-06: 13383 295th Ave NW: Install date 10/25/24 ROW NOT PAVED
Permit 24-07: 13014 295th Ave NW: Install date 10/25/24 GOOD
Permit 24-09: 13500 295th Ave NW: Install date 11/12/24 NEED CULVERT / DRIVEWAY
Permit 24-12: 12918 295th Ave NW: Install date 8/20/24 GOOD
Permit 24-14: 12917 295th Ave NW: Install date 12/30/24 COULD NOT FIND
Permit 25-01: 13438 295th Ave NW: Install date 3/24/25 ROW NOT PAVED
Permit 25-02: 13495 295th Ave NW: Install date 3/24/25 ROW NOT PAVED
Permit 25-08: 13282 295th Ave NW: Install date 6/30/25 UNDER CONSTRUCTION - CULVERT STILL BEING BUILT
Permit 25-09: 13437 295th Ave NW: Install date 6/30/25 NO DRIVEWAY / CULVERT

The below addresses do not have a driveway permit application. Please fill out driveway applications for each and drop off at City Hall with payment. I have attached the driveway application for you.

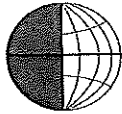
13344 295th Ave NW
13396 295th Ave NW
13481 295th Ave NW
13345 295th Ave NW
29428 131st Ave NW
13098 295th Ave NW
12901 295th Ave NW
13015 295th Ave NW

Please let us know if you have any questions.
Thank you

Kayla Nielsen
Deputy Clerk/Treasurer
Phone: (763) 389-8931
Fax: (763) 389-2751
30239 - 128th Street NW
Baldwin, MN 55371-3752

23-05 29437 136TH ST NW 5/31/23 shared driveway
 24-03 29441 136TH ST NW 8/15/24 NO DRIVEWAYS / ^{TO WEEDY} CULVERTS
 24-06 13383 295TH AVE NW 10/25/24 (NEEDS DRIVEWAY)
 24-07 13014 GOOD 10/25/24
 24-09 13500 11/12/24 (NEEDS CULVERT / DRIVEWAY)
 24-12 12918 GOOD 8/20/24
 24-14 12917 12/30/24 COULD NOT FIND
 25-01 13438 3/24/25 NEEDS DRIVEWAY
 25-02 13493 NA 3/24/25
 25-08 13282 UNDER CONST. 6/30/25
 25-09 13437 CR 45? 6/30/25 NO DRIVEWAY / CULVERTING
 25-03 12904 UNDER CONSTRUCTION 295TH AVE NW
 Regenscheid CUSTOM HOMES
 NEEDS CULVERT DRIVEWAY

24-08 29500 295TH AVE GOOD done
 24-13 13099 GOOD 5/27 ST Failed Kevin Abfalter
 23-11 29314 GOOD done
 23-12 29317 GOOD done



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

CIVIL ENGINEERING
LAND SURVEYING
ENVIRONMENTAL SERVICES

Traditional Values • Creative Solutions

Project Name: SWCD Drainage Treatment
Project Location: City of Baldwin
Project Number: 24-0467.00
Prepared /Checked by: DML / CID
Date: 4/24/2025

Engineer Estimate for SWCD Sandy Lake

Contractor:

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	COST
300 Base Bid - Storm Sewer					
301	Mobilization - Total Project (7%)	Lump Sum	1.00	\$5,500.00	\$5,500.00
302	Connect to Existing Storm Sewer	Each	1.00	\$2,500.00	\$2,500.00
303	60" CBMH 102 w/ HALAA Skimmer Grate (w/ Sump)	Each	1.00	\$12,500.00	\$12,500.00
304	Removal of existing CB, Pipe, FES	Each	1.00	\$8,000.00	\$8,000.00
305	60" CBMH 101 w/ Casting (w/ Sump)	Each	1.00	\$7,000.00	\$7,000.00
306	Filter Grate w/ Fastener	Each	1.00	\$1,000.00	\$1,000.00
307	Preserver - Dissipator	Each	2.00	\$3,000.00	\$6,000.00
308	Preserver - Skimmer	Each	1.00	\$3,000.00	\$3,000.00
309	18" RCP Storm Sewer Pipe, Cl. III	Lin Ft	10.00	\$100.00	\$1,000.00
Subtotal - Storm Sewer					\$46,500.00
400 Base Bid - Street Construction					
401	Chip Seal	Sq Ft	100.00	\$25.00	\$2,500.00
402	Concrete Curb and Gutter (Mountable)	Lin Ft	57.00	\$30.00	\$1,710.00
Subtotal - Street Construction					\$4,210.00
500 Base Bid - Grading, Removals, & Erosion Control					
501	Rip Rap - Class 2	Cu Yd	4.00	\$200.00	\$800.00
502	Common Excavation (P)	Cu Yd	50.00	\$20.00	\$1,000.00
503	ScourStop Mat	Sq Ft	800.00	\$30.00	\$24,000.00
504	Sediment Control Log	Lin Ft	20	\$20.00	\$400.00
505	Silt Fence, Type M5	Lin Ft	192.00	\$2.00	\$384.00
506	Seeding (200%)	Acre	0.20	\$500.00	\$100.00
507	Seed Mixture 25-131 (200%)	Lb	21.84	\$10.00	\$218.40
508	Disk Anchoring (200%)	Acre	0.20	\$300.00	\$60.00
509	Fertilizer 22-5-10 (200%)	Lb	34.76	\$5.00	\$173.80
510	Mulch Material Type 3 (200%)	Ton	0.20	\$500.00	\$100.00
Subtotal - Grading, Removals, & Erosion Control					\$27,236.20
Contractor Notes:					
Subtotal - Storm Sewer					\$46,500.00
Subtotal - Street Construction					\$4,210.00
Subtotal - Grading, Removals, & Erosion Control					\$27,236.20
Base Bid Total					\$77,946.20
15% Contingency					\$11,691.93
Base Bid + Contingency					\$89,638.13

Sandy Lake

PERCENT BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization	Contract Number	Amendment ☐ Board Meeting Date(s):	Canceled ☐ Board Meeting Date(s):
Sherburne SWCD	#2025-06-01		

*If contract amended, attach amendment form(s) to this contract.

Applicant

Land Occupier Name	Address	City/State	Zip Code
City of Baldwin	30239 128th St NW	Baldwin, MN	55371

*If a group contract, this must be filed and signed by the group spokesperson as designated in the group agreement and the group agreement attached to this form.

Conservation Practice Location

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

Contract Information

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

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

EFOTG and the Minnesota Stormwater Manual

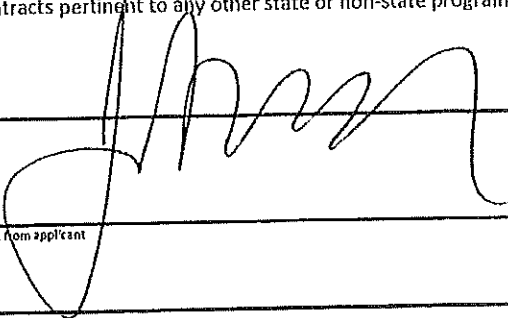
5. Increases in the practice(s) units or cost must be approved by the organization through amendment of this contract as a condition to increase the financial assistance payments.
6. This contract, when approved by the organization, will remain in effect unless canceled or amended by mutual agreement. If the practice(s) covered by this contract have not been installed by 12/1/2025, this contract will be automatically terminated on that date.
7. Items of cost for which reimbursement is claimed are to be supported by invoices/receipts for payments and will be verified by the organization as practical and reasonable. The invoices/receipts must include: the name of the vendor; the materials, labor or equipment used; the component unit costs; and the date(s) the work was performed. The organization has the authority to make adjustments to the costs submitted for reimbursement. Reimbursement requests must also be supported by a completed Percent Based Voucher Form.

Applicant Signatures

The land occupier's signature indicates agreement to:

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

5. Not accept financial assistance funds, from state sources in excess of 75 percent, or state and non-state sources that when combined are in excess of 100 percent of the total cost to establish the conservation practice(s).
6. provide copies of all forms and contracts pertinent to any other state or non-state programs that are contributing funds toward this project.

Date 6-9-2025	Land Occupier 
Date	Landowner, if different from applicant
Address, if different from applicant information: PID: 01-00407-0001	

Conservation Practice

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

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

Technical Assessment and Cost Estimate

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

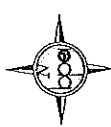
Date 06/05/25	Technical Assistance Provider <u>Chris Dahn</u> Chris Dahn (June 5, 2025 03:25 CDT)
------------------	--

Amount Authorized for Financial Assistance

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

Approval Date 6/12/2025	Authorized Signature 	Total Amount Authorized \$7,500.00
----------------------------	---	---------------------------------------

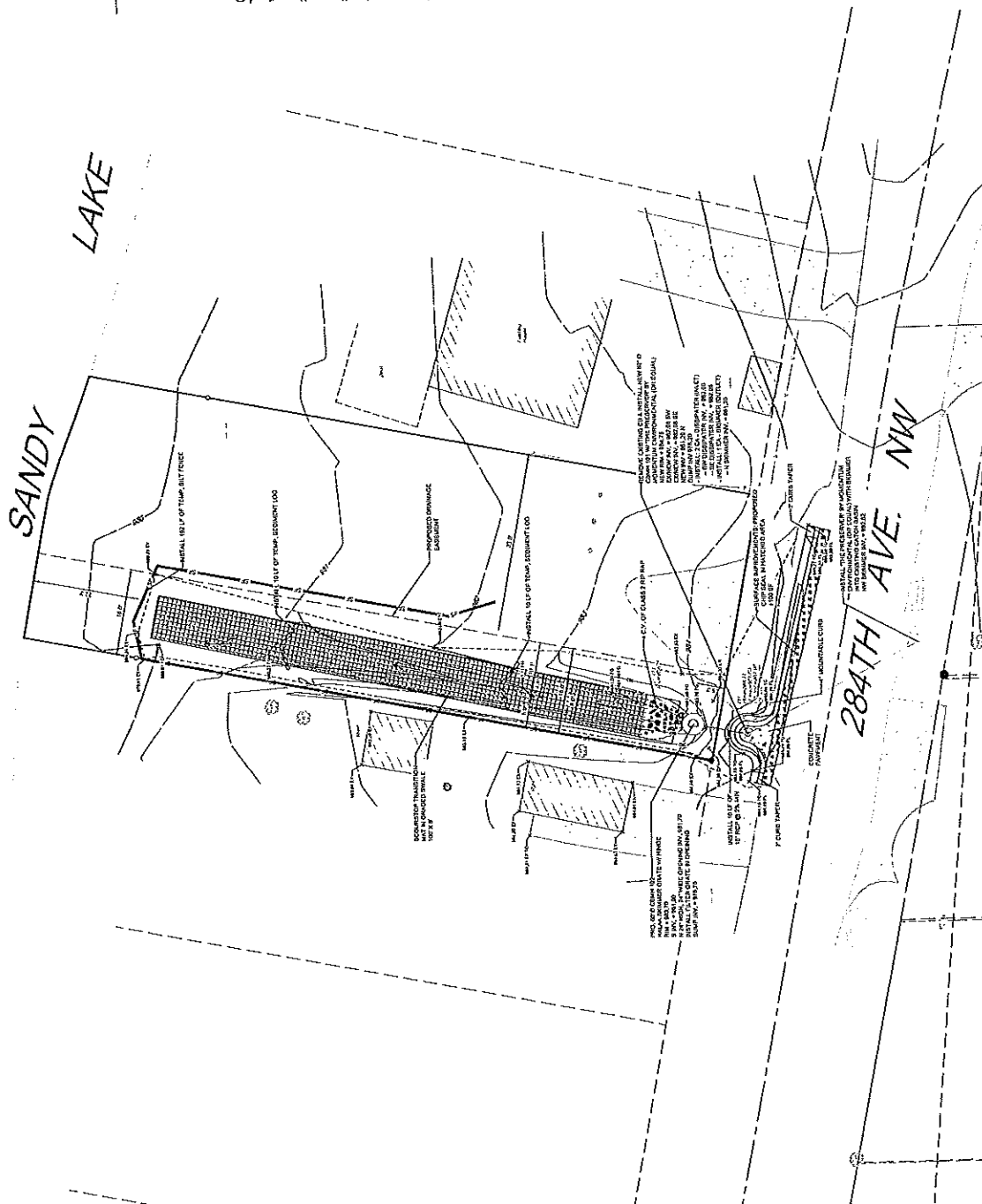
FILE NO:	760970
DPO FILE:	6480
CHECKED BY:	GJ
DESN BY:	NIN
DATE:	10/22/01
NO.	1
PERSONNEL ACTION	10/22/01
REASON FOR CMT AND REVIEW	2 03/20/01
TRAIN PLANS	3 04/02/01

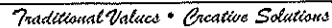


- PROPOSED 3RD RAMP
NEW TOP-BACK OF CURB ELEVATION
NEW FLOW LINE OF CURB ELEVATION
NEW SIDEWALK ELEVATION
NEW TOP OF PAVEMENT ELEVATION
NEW TOP OF GRAVEL ELEVATION
NEW FINISHED GRADE ELEVATION
EXISTING ELEVATION
PROPOSED CONTOUR
PROPOSED SLOPE
EMERGENCY OVERFLOW

GRADING GENERAL NOTES:

1. THE CONTRACTOR SHALL VERIFY ALL PERFORMANCE DATA DURING EXISTING CONDITIONS IN THE FIELD REPRESENTED WITHIN THE PLANS AS SHOWN AND ALERT THE ENGINEER IMMEDIATELY IN WRITING OF ANY DISCREPANCIES. THE CONTRACTOR SHALL VERIFY THIS BEFORE BEGINNING THE PROJECT AND VERIFY ALL DATA.
2. THE CONTRACTOR SHALL PROTECT AND MAINTAIN ALL EXISTING UTILITIES AND STRUCTURES ADJACENT TO THE PROJECT AND AVOID ANY DAMAGE TO EXISTING UTILITIES AND STRUCTURES. THE CONTRACTOR SHALL PROTECT AND MAINTAIN ALL EXISTING UTILITIES AND STRUCTURES ADJACENT TO THE PROJECT AND AVOID ANY DAMAGE TO EXISTING UTILITIES AND STRUCTURES.
3. THE CONTRACTOR SHALL PROTECT AND MAINTAIN ALL EXISTING UTILITIES AND STRUCTURES ADJACENT TO THE PROJECT AND AVOID ANY DAMAGE TO EXISTING UTILITIES AND STRUCTURES.
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7. THE CONTRACTOR SHALL PROTECT AND MAINTAIN ALL EXISTING UTILITIES AND STRUCTURES ADJACENT TO THE PROJECT AND AVOID ANY DAMAGE TO EXISTING UTILITIES AND STRUCTURES.
8. THE CONTRACTOR SHALL PROTECT AND MAINTAIN ALL EXISTING UTILITIES AND STRUCTURES ADJACENT TO THE PROJECT AND AVOID ANY DAMAGE TO EXISTING UTILITIES AND STRUCTURES.
9. THE CONTRACTOR SHALL PROTECT AND MAINTAIN ALL EXISTING UTILITIES AND STRUCTURES ADJACENT TO THE PROJECT AND AVOID ANY DAMAGE TO EXISTING UTILITIES AND STRUCTURES.
10. THE CONTRACTOR SHALL PROTECT AND MAINTAIN ALL EXISTING UTILITIES AND STRUCTURES ADJACENT TO THE PROJECT AND AVOID ANY DAMAGE TO EXISTING UTILITIES AND STRUCTURES.
11. THE CONTRACTOR SHALL PROTECT AND MAINTAIN ALL EXISTING UTILITIES AND STRUCTURES ADJACENT TO THE PROJECT AND AVOID ANY DAMAGE TO EXISTING UTILITIES AND STRUCTURES.





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

PERCENT BASED CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization: Sherburne SWCD	Contract Number: #2025-07-01	Amendment ☐ Board Meeting Date(s):	Canceled ☐ Board Meeting Date(s):
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* If contract amended, attach amendment form(s) to this contract.

Applicant

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

Conservation Practice Location

Township Name: City of Baldwin	Township No: 35	Range No.: 26	Section No. 32	1/4, 1/4 NE, SW
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Contract Information

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

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

EFOTG and the Minnesota Stormwater Manual

- Increases in the practice(s) units or cost must be approved by the organization through amendment of this contract as a condition to increase the financial assistance payments.
- This contract, when approved by the organization, will remain in effect unless canceled or amended by mutual agreement. If the practice(s) covered by this contract have not been installed by 12/1/2025, this contract will be automatically terminated on that date.
- Items of cost for which reimbursement is claimed are to be supported by invoices/receipts for payments and will be verified by the organization as practical and reasonable. The invoices/receipts must include: the name of the vendor; the materials, labor or equipment used; the component unit costs; and the date(s) the work was performed. The organization has the authority to make adjustments to the costs submitted for reimbursement. Reimbursement requests must also be supported by a completed Percent Based Voucher Form.

Applicant Signatures

The land occupier's signature indicates agreement to:

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

5. Not accept financial assistance funds, from state sources in excess of 75 percent, or state and non-state sources that when combined are in excess of 100 percent of the total cost to establish the conservation practice(s).
6. provide copies of all forms and contracts pertinent to any other state or non-state programs that are contributing funds toward this project.

Date	Land Occupier
Date	Landowner, if different from applicant
	Address, if different from applicant information: PID: 01-00416-0535

Conservation Practice

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

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

Technical Assessment and Cost Estimate

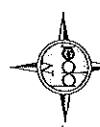
I have the appropriate technical expertise and have reviewed the site where the above-listed practice(s) will be installed and deem the practice(s) needed and that the estimated quantities and costs are practical and reasonable.

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

Amount Authorized for Financial Assistance

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

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

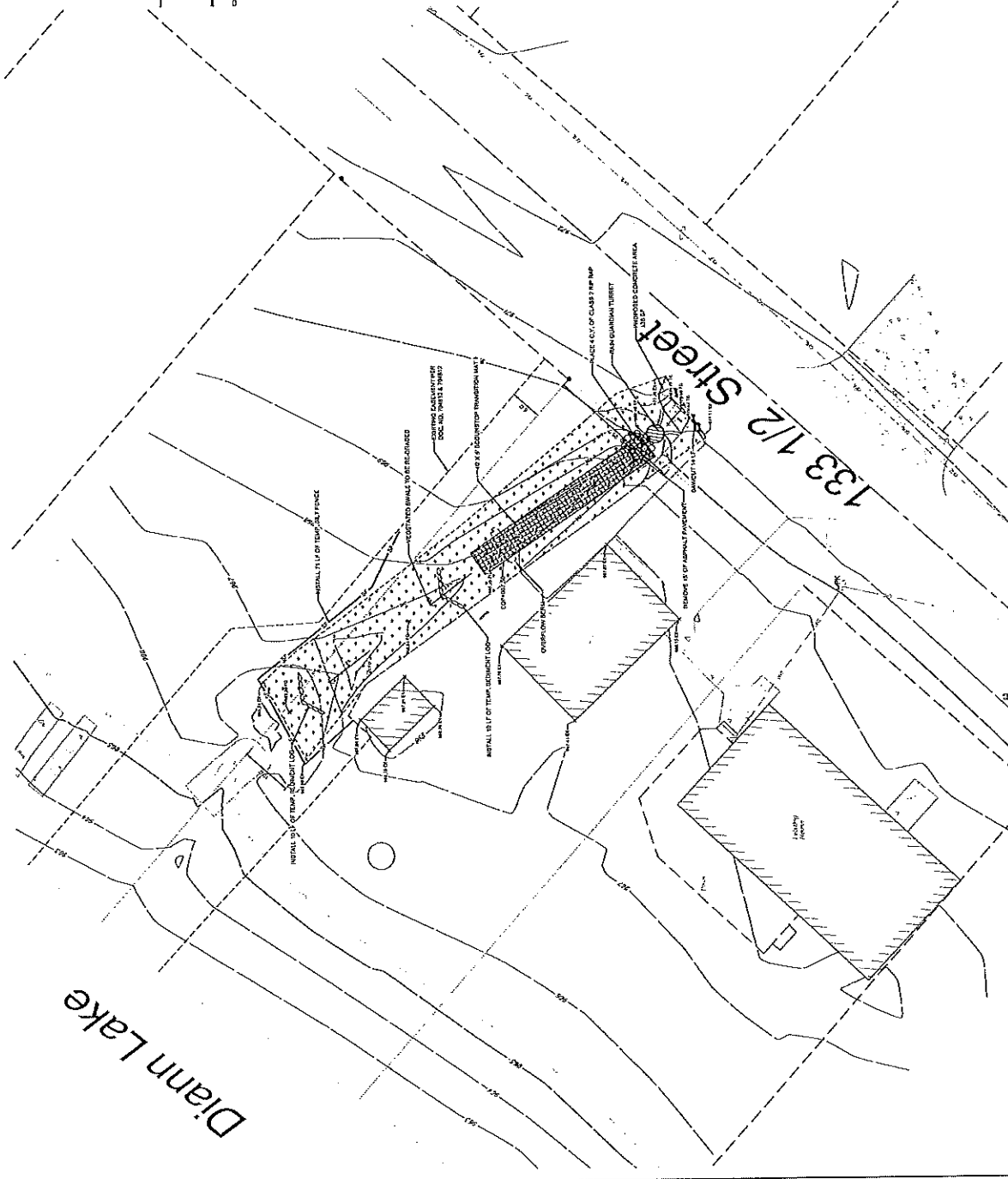


LEGEND:

- [illegible]

GRADING GENERAL NOTES:

- [illegible]



BOE ELECTRICAL CONTRACTORS INC

PO Box 156

Princeton, MN 55371

+17632418922

**ADDRESS**

City of Baldwin

30239 128th St NW

Baldwin, MN 55371

SHIP TO

City of Baldwin

30239 128th St NW

Baldwin, MN 55371

ESTIMATE 2988**DATE 08/11/2025**

QTY	DESCRIPTION	RATE	AMOUNT
	Electrical as follows:	1,027.00	1,027.00
	All lamps provided by others		
	Remove ballasts and install direct wire lamps		
	Maintenance parking area		
	(22) 4 lamp strip fixtures		
	Fire Station		
	Day room		
	(1) 4 lamp wrap fixture		
	(6) 2 lamp wrap fixtures		
	Optional (Add \$230)		
	Fire Station		
	Restrooms		
	(2) 4 lamp fixtures		
	Compressor room		
	(4) 2 lamp strip fixtures		
	Utility room		
	(1) 4 lamp fixture		
	Upstairs training room		
	(3) 4 lamp strip fixtures		
	Lift fee included		
	Lamp recycling included (additional lamps will be extra)		

Credit card transactions are subject to a 3% processing fee.

Thank you for your business.

We look forward to working with you.

TOTAL**\$1,027.00**

Accepted By

Accepted Date