



**AGENDA SEPTEMBER 8TH, 2025
BALDWIN CITY COUNCIL REGULAR MEETING**

7:00 p.m.
(Revised 9/04/2025)

7:00 p.m. Call to Order

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

Treasurer's Report:

Sheriff's Report:

Fire Department Report:

- a. Discuss/Approve/Disapprove Resolution 25-21; Increase in Benefit Level for Statewide Volunteer Firefighter Plan
- b. Discuss/Approve/Disapprove Fire Department Dance Contribution of \$7,500 – Tom Rush

Public Comment Requests:

- Berkley & Heather Rodgers – 13923 290th Avenue NW; Right-Of-Way Encroachment of Mailbox and Rocks
- Jay Anderson – 14061 290th Avenue; Headwall in Road Right-Of-Way
- Sharlyn Schedlbauer & Maurice Borchardt – 13921 290th Avenue NW; Shed & Rocks in Right-Of-Way

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 Park Dedication for Meadows of Baldwin of \$20,400.00
- Approve Second Driveway Request for PID# 01-00545-0210
- Approve Planning Commissioner Resignation for Richard Marshall Effective of Replacement or Conclusion of November 2025
- Approve Applicant Escrow Credit of \$1613.50 Returned to Century Cabinets
- Approve Applicant Escrow Credit of \$152.50 Returned to Finlayson
- Approve Clerk Vacation Leave of September 11th and 12th, 2025
- Approve Special City Council Meeting Minutes for August 13th, 2025

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

Planning Items:

- a. Discuss/Approve/Disapprove Resolution 25-22; Meadows of Baldwin Preliminary Plat – Jay Swanson
- b. Discuss Code Enforcements – Jay Swanson

Park Committee Report – Tom Rush

- a. Discuss/Approve/Disapprove Cutting Brush Back at Elk Lake Off 287th Avenue
- b. Discuss/Approve/Disapprove getting quotes for parking lot poles and lights from electric companies.

Cemetery Update – Tom Rush**Tabled Items:**

- a. Discuss/Approve/Disapprove Temporary No Parking Signs – Tom Rush
- b. Discuss Zimmerman and Princeton Today Newspaper Insert – Jay Swanson

New Business:

- a. Discuss/Approve/Disapprove Quotes for 127th Cul-De-Sac Repair – Tom Rush
- b. Discuss/Approve/Disapprove Quotes for 285th Avenue – Tom Rush
- c. Discuss Engineering and Attorney Fees – Tom Rush

Announcements:

- a. Baldwin Fire Department Open House Saturday, September 13th, 2025 from 11:00-3:00
- b. Budget Meeting Monday, September 15th, 2025 at 7:00 p.m.
- c. Special Planning Commission Meeting Wednesday, September 17th, 2025 at 7:00 p.m.
- d. Park Committee Meeting Thursday, September 18th, 2025 at 7:00 p.m.
- e. Baldwin FunFest Saturday, September 20th, 2025 from 11:00 – 3:00 p.m.
- f. Next Baldwin City Council Meeting Monday, September 22nd, 2025 at 7:00 p.m.
- g. Engineering Workshop Tuesday, September 23rd, 2025 at 7:00 p.m.

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

CITY OF BALDWIN
SHERBURNE COUNTY
STATE OF MINNESOTA

RESOLUTION NO. 25-21

Statewide Volunteer Firefighter Plan

A RESOLUTION OPTING TO INCREASE THE BENEFIT LEVEL FOR FIREFIGHTERS WHO ARE VESTED IN THE STATEWIDE VOLUNTEER FIREFIGHTER PLAN

The City Council of the City of Baldwin, Minnesota, does ordain:

- WHEREAS: The City previously authorized the fire department to join the Statewide Volunteer Firefighter Plan administered by the Public Employees Retirement Association (PERA); and
- WHEREAS: The City requested and obtained a cost analysis of increasing the benefit level for firefighters who are vested in the Statewide Volunteer Firefighter Plan from PERA not more than 120 days ago; and
- WHEREAS: The City understands that Minnesota statutes do not have provisions for a decrease in benefit levels; and
- WHEREAS: The City highly values the contributions of City Fire Department members to the safety and well-being of our community and wishes to safeguard their pension investments in a prudent manner.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BALDWIN, MINNESOTA:

- 1) The City hereby approves an increase in the benefit level for firefighters who have completed at least 5 years of good time service credit as a member of the Statewide Volunteer Firefighter Plan administered by PERA at the \$4800.00 benefit level per year of service, effective January 1, 2026; and
- 2) The City Clerk and Mayor are hereby authorized to execute all documents necessary to effectuate the intent of this resolution.

The motion for the adoption of the foregoing resolution was proposed by Councilmember _____ and was duly seconded by Councilmember _____ and upon vote being taken thereon, the following voted in favor:

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted by the City Council of the City of Baldwin, on September 8th, 2025.

BY:

ATTEST:

Jay Swanson
Mayor
City of Baldwin

Joan Heinen
City Clerk/Treasurer
City of Baldwin

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: 9-8-2025

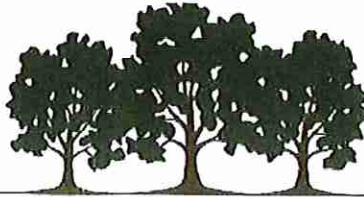
NAME: Berkley & Heather Rodgers

ADDRESS: 13923' 290th Ave NW

PHONE: (612) 810-5713 / (763) 226-5550

SUBJECT TO BE PRESENTED TO THE BOARD:

Right-of-Way encroachment:
mailbox & rocks



CITY OF BALDWIN

30239 128th Street, Princeton MN 55371

Telephone: (763) 389-8931

Fax: (763) 389-2751

CORRECTION NOTICE

DATE: August 20, 2025

MAILING ADDRESS: Berkley & Heather Rodgers
13923 290th Ave NW
Zimmerman MN 55398

LOCATION OF OBSTRUCTION: 13923 290th Ave NW
PID: 01-00409-0232

The City of Baldwin has adopted Ordinance 100 managing public rights-of-way. The right-of-way is the area platted and owned or managed by easement by the City of Baldwin for roadway purposes including the road surface, ditch, and boulevard area.

Section 1.03 of the Right-of-Way ordinance prohibits obstruction of the right-of-way that may interfere with the safe use of the road or maintenance of the right-of-way. Obstructions include, but are not limited to, fences, posts, structures, piled materials, hay bales, trailers, campers, equipment, any vehicle not parked on the road in accordance with parking regulations. You can view City Ordinances online at www.baldwinmn.gov.

City Staff have identified concerns regarding your property. We would like to work with you to address and resolve any potential issues. The following items are possible violations:

- Mailbox Posts and Rocks

Please remove the encroachment or contact the City Hall to discuss this matter no later than September 2, 2025. Please note, if you do not remove the encroachment or contact City Staff by the date listed above, the City may issue an Administrative Notice and/or an Administrative Citation. Future obstruction of the right-of-way in the same manner will be subject to immediate corrective action without warning.

Cooperation and prompt attention to this matter is greatly appreciated.
If you have any questions regarding this notice, please contact City Hall at 763-389-8931.

Mission Statement

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

01-00409-0232

Property 9:

Address: 13923 290th Avenue

Issue: Mailbox post and driveway wall



8/25/25

Heather called
to notify letter.
Sent Public comment
requests

Remove Rocks! Mail box post
Letter

THE CITY OF BALDWIN PUBLIC COMMENT REQUEST FORM

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6. The City Council will decide what action, if any, is appropriate to respond to the comments made.

Thank you!

TO ALL PERSONS ADDRESSING THE CITY COUNCIL AT PUBLIC COMMENT:

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

DATE: 8/28

NAME: Jay Anderson

ADDRESS: 14061 290th Ave

PHONE: (612) 750-0019

SUBJECT TO BE PRESENTED TO THE CITY COUNCIL:

Head wall

**BALDWIN TOWNSHIP
PUBLIC COMMENT REQUEST FORM**

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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: 8/27/25

NAME: Sharlyn Schedlbauer / Maurice Borchardt

ADDRESS: 13921 290th Ave NW Zimmerman

PHONE: 612 805-6459

SUBJECT TO BE PRESENTED TO THE BOARD:

See attached

I received a correction notice stating that I need to remove my shed located next to my driveway. It also states that I need to remove driveway rocks and stones.

When I moved into my cabin over 20 years ago, I had it approved by Sherburne County on placement of my shed since I have no other place on my small property to put it. The only caveat that was given to me from the county was because of impervious surfaces were at their limit, I needed to remove my cement walkway on the East side of my home – WHICH I DID.

My property size has NOT increased and I still have no other place to put my shed.

The driveway rocks, blocks and stones located throughout my property and especially at the end of the driveway are there to stop the water that floods out my neighbors to the West. If any of the rocks are removed their garage will flood.

City of Baldwin Park Committee

Plat Recommendation and Comment Form

Plat Name:	<u>Meadows of Baldwin</u>		
Plat Type:	☒ Simple	☐ Standard	☐ Industrial/Commercial
Applicant Attended Park Committee Meeting?	☐ Yes	☐ No	
Park Committee Meeting Date:	<u>August 21, 2025</u>		
Total Plat Area:	<u>58.34</u> acres	Number of Units:	<u>17</u>
Contact Person:	<u>Joss Jondahl</u>		
Legal Description:	<u>Southwest quadrant of 305th Ave : 136th St.</u>		

Recommendation:

1. ☒ Accept Funds Only

Maximum Dedication Fees = \$1,200 per lot

17 (# of Units) X \$ \$1,200/unit = \$ 20,400

2. ☐ Accept Land Only

Maximum Land Dedication Area Allowed = 10% of Total Plat Area

.10 X _____ Total Plat Area (acres) = _____ Acres Maximum Dedication Area

☐ See attached map.

Right of Way/Easement Distance (circle one):	_____	Feet
Location/Description:	_____	
Acreage Amount:	_____	Acres
Dimensions:	Length = _____	Width = _____

3. ☐ **Accept Combination of Funds and Land**

a. Calculate Percentage of Dedication to Be Taken in Land:

- i. Take Total Land Dedication Area Requested (in acres): _____ **acres**
- ii. Divide by Maximum Acres Land Dedication Allowed (see item 2, above): _____ **acres**
- iii. Result Indicates Percentage of Park Dedication Taken in Land: _____ %

b. Calculate Percentage and Amount of Dedication to Be Taken in Fees:

- i. Calculate Maximum Dedication Fees Allowed (see item 1, above) : \$ _____
- ii. Take Percentage of Park Dedication Taken in Land (from item a. iii, above): _____ %
- iii. Subtract this land percentage from 100% to determine percent to be taken in fees:
_____ %
- iv. Multiply percentage of dedication to be taken in fees (b. iii) times maximum amount of
dedication fees allowed (b. i) to determine amount of dedication to be taken in fees:
\$ _____

Recommendations and Comments:

Signed: _____	Date: <u>8-21-25</u>
<i>For Baldwin Park Committee</i>	
Optional	
Signed: _____	Date: _____
<i>For Baldwin City Council</i>	

Copies to: (1) Developer, (2) Baldwin City Council

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

For Office Use Only

Permit # 25-02
Check deposited _____
Sent to Engineer _____
Initial Insp _____
Final Insp _____
Passed _____
Refund _____

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

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

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

\$200.00 Administration Fee; Cash _____ Check # 7624 Date 8/19/25 Paid by Wendy Beck
\$100.00 Construction Deposit; Cash _____ Check # 7624 Date 8/19/25 Paid by Wendy Beck
\$800.00 Escrow; Cash _____ Check # 7624 Date 8/19/25 Paid by Wendy Beck
(Escrow fees used for planning fees, attorney fees, engineering fees; unused funds will be refunded)

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

PLEASE PRINT

Applicant Name: Glen Peterson Phone: 612.889.7582 Fax: _____
Address: (Street, City, Zip) 14215 278th Ave NW, Baldwin MN 55398

Property Owner: Glen Peterson/Wendy Beck Phone: 763.656.8347
Address: (Street, City, Zip) 14215 278th Ave NW, Baldwin MN 55398

Proposed access location (Street name) 277th
miles/feet N-E-S-W of intersecting Street (Name) ~590' from 141st

Legal Description: Located in LT2, BLK 2 Quarter of Section 31 Township 35 Range 26 or
Located in Plat of (Name) Heather Ridge Lot 2 Block 2
Parcel Identification Number 01- 00545 - 0210
Property Address 14215 278th Avenue NW, Baldwin MN 55398
Access Purpose Residential ☒ Commercial _____
Number of present accesses 1 - Driveway Date access will be installed ASAP (if not inspected by
the date on the application the permittee will forfeit their construction deposit)

MORE THAN ONE DRIVEWAY ACCESS PER PROPERTY REQUIRES CITY COUNCIL APPROVAL

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

Signed: Glen Peterson Name (Print) Glen Peterson
Date: 8/19/2025 Address: 14215 278th Avenue NW, Baldwin MN 55398

MEMORANDUM

TO: Joan Henin, City Clerk

CC: Shane Nelson, Hakanson Anderson, Dan Licht, Planning Official

FROM: Sam Jochum, Hakanson Anderson

DATE: 8/26/2025

RE: Second Driveway Review – 14215 278th Avenue NW

The purpose of this memo is to inform the City of Baldwin with Hakanson Anderson's findings in reviewing the permit for a second driveway at the property of 14215 278th Avenue NW.

Compliance with Ord. 100 Section 1.08 Parts 2 and 3

After reviewing the residents permit application, it appears to us that they meet all the requirements in Section 1.08 parts 2-3 of Ordinance 100. Therefore, we would recommend that council approve this second driveway application.

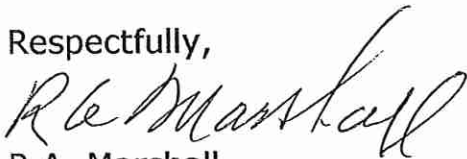
If the council does decide to accept the driveway permit, we would require that the homeowner constructs the driveway per Ord. 100 Section 1.08 Parts 4-8.

August 27, 2025

To Whom It Might Concern,

It is with considerable regret that I find it necessary to tender my resignation to the Baldwin City Planning Commission. It shall be effective no later than the conclusion of the November 2025 meeting schedule, or as soon as a replacement can be found.

Respectfully,

A handwritten signature in cursive script, appearing to read "R.A. Marshall". The signature is written in dark ink and is positioned above the printed name.

R.A. Marshall

CENTURY CUSTOM CABINETS

Escrow Receipts		Amount	Check#	Date			
R-800-34000	Charges for Services	\$ 500.00	5791	3/13/2025			
R-800-36205	Preliminary Plan	\$ 3,000.00	5791	3/13/2025			
R-800-34104	Plan Checking Fee						
Payments							
E-800-41600-304	Legal						
E-800-43100-303	Engineering						
E-800-41910-300	The Planning Company	\$ (210.00)		3/6/2025			
		\$ (980.00)		4/8/2025			
		\$ (70.00)		5/7/2025			
E-800-41120-351	Legal Ads/ECM	\$ (80.50)		3/27/2025			
E 800-34102-356	Sherburne Co Recording	\$ (46.00)		7/10/2025			
	TOTAL	\$ 1,613.50					
Escrow to Return							
E-800-43100-810	Refund						

FINLAYSON HUNTER ESTATES CUP & ADMIN

Escrow Receipts		Amount	Check#	Date		
R-800-34000	Charges for Services	\$ 700.00	Ck# 5032 & 5033	2/26/2025		
R-800-36205	Preliminary Plan	\$ 1,800.00	Ck# 5032 \$ 5033	2/26/2025		
R-800-34104	Plan Checking Fee					
Payments						
E-800-41600-304	Legal	\$ (75.00)		5/8/2025		
E-800-43100-303	Engineering					
E-800-41910-300	The Planning Company	\$ (140.00)		3/6/2025		
		\$ (910.00)		4/8/2025		
		\$ (70.00)		5/7/2025		
		\$ (280.00)		7/1/2025		
E-800-41120-351	Legal Ads/ECM	\$ (80.50)		3/27/2025		
E 800-34102-356	Sherburne Co Recording	\$ (92.00)		7/10/2025		
	TOTAL	\$ 152.50				
Escrow to Return						
E-800-43100-810	Refund					



CITY OF BALDWIN SPECIAL CITY COUNCIL MEETING

AUGUST 13TH, 2025

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

Absent - Jeff Holm

Call to Order – The August 13th, 2025, special meeting of the City of Baldwin was called to order by Mayor Jay Swanson at 7:00 p.m.

Pledge of Allegiance – All present recited the Pledge of Allegiance

Discuss Capital Projects – Case discussed the Capital Improvement Plan for the Fire Department. Fire apparatus is proposed at \$1,700,000, which \$1,000,000 is for the new fire truck on order. The City Council will need to determine if they want to bond for the \$1,000,000 stated Case. A new tender 3 will be needed in the next 5 years, which is approximately \$500,000. The Fire Department does have a grant request in for the new tender 3. Grass one vehicle needs changes to the chassis and Chief 2 vehicle will eventually need to be replaced. There is currently a 4-year warranty left on the SCBA so proposal is for \$200,000 for 30 new packs. Personal protective equipment is proposed at \$175,000, rescue tools is proposed at \$50,000 and fire hoses is proposed at \$5,000. Swanson stated that we can use \$426,000 for the next 5 years for the fire department. The total budget for a 5-year timeframe is approximately \$2,130,000. This is the complete amount without bonding for vehicles. Case did not include the inflationary factor in these amounts. The delivery date of the new fire truck is approximately July of 2028. These Fire department expenditures are a five-year estimated capital improvement plan.

Rush spoke of the capital improvement plan for roads. City Engineer, Hakanson Anderson, put together a plan for 2026-2031. Option 1 focuses on reconstructing the roads that have been previously identified by the city as priority. Micro-surfacing is about \$50,000 a mile. The total cost of micro-surfacing for 2026 is \$210,000. Option 2 has roads that have been previously identified as a priority by the city but will be spread out over more time. The roads identified for reconstruction under option 2 are 297th, 100th Street, 305th Avenue, 303rd Avenue, Elk Lake Road, 290th Avenue, 290th Circle, 289th Avenue and 136th Street. These roads will be more expensive and require a longer time frame because the roads will be widening, easements, utility, relocation and/or permitting for wetland impacts. Swanson is asking if option 2 would come from MSA funding. Case questioned the difference on option 1 compared with option 2. Option 2 is a million dollars more stated Case. The difference is option 1 is reconstruct vs reclaim and pave for option 2. Option 2 also has more road projects that can be completed. Swanson stated that MSA money will be used to pay down debt before another MSA project is started. Rush will check with the City Engineer on MSA funding and also see if 96th Street should be completed.

Rush spoke on Parks; the trails need to be refurbished and the parking lots at Young Park and Goose Lake blacktopped. Rush spoke of a new little league field for Young Park. Rush has proposed \$50,000 for a three-year period, \$25,000 for years four and five. Parking lots at Young Park and Goose Lake Park will be done in 2025.

The infrastructure committee is working on buildings, HVAC, possible reconstruction plans for the existing buildings, etc.

The Clerk will look into the estimated costs for Laserfiche.

Rush stated that a zero-turn lawn mower will be needed in the next few years. The current lawn mower the city has is about 20 years old. Rush discussed plow trucks and stated that the City has a 2012 New York truck, 2016 and 2021 plows. The City also has a new plow truck coming November 2025. Front End loaders are 2003 and 2008. The 2008 ½ ton will probably need to be replaced within the next few years. \$95,000 would be the replacement cost for the 2008 ½ ton through state bid. Swanson is asking if we need to replace this vehicle within the next 5 years. The proposed capital improvement plan for Public Works would be \$109,000 for the first year, \$150,000 for second year plus \$75,000 for the following years.

Swanson discussed that one of the sand filters need to be replaced at Frontier Trails. NSU is taking over managing the system at Frontier Trails. The proposed budget for 2026 is \$127,446.07. If you take the principal and interest out, the budget would be \$68,794.92 for 2026. The proposed utility billing starting in January 2026 to be \$179.00.

Fund 403 revenue budget will be \$50,000 for 2026.

Review 2026 Budget Line Items for Each Fund – The City Council discussed each line item for the 2026 expenditures.

Adjourn - Rush/Walker unanimous to adjourn at 8:56 p.m.

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

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

Date

Attendees: Heather Hoss and Bruce West



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

PLANNING REPORT

TO: Balwin Mayor and City Council

FROM: D. Daniel Licht

DATE: 28 August 2025

120-DAY DATE: 22 November 2025

RE: Baldwin – Meadows of Baldwin; Preliminary Plat

TPC FILE: 269.01

BACKGROUND

Meadows of Baldwin, LLC has submitted application to subdivide 58.34 acres located at the southwest quadrant of 305th Avenue and 136th Street into 17 single family lots. The proposed subdivision requires consideration of a preliminary plat in accordance with Section 910-3-3.B of the Subdivision Ordinance. Applications for preliminary plat approval are subject to review by the Planning Commission at a public hearing and final action by the City Council.

A public hearing to consider the preliminary plat application was held by the Planning Commission at their meeting on 27 August 2025. Mr. Joss Jondahl was present as the developer and agreed with the recommendations of City staff. Residents from the area surrounding the subject property spoke during the public hearing with concerns centered on traffic volume and speed on 305th Avenue and 136th Street. The public hearing was closed. After discussion, the Planning Commission voted 6-0 to recommend the preliminary plat be approved.

Exhibits:

- Site Location Map
- Zoning Map
- Transportation Plan map
- Engineering review memorandum dated August 15, 2025
- Preliminary Plat dated 7/8/25
- Civil Plans dated 5/21/2025
- Draft Resolution 25-22

ANALYSIS

Comprehensive Plan. The Comprehensive Plan guides the subject property for rural land uses. Subdivision of the subject property for single family lots is consistent with the Comprehensive Plan.

Zoning. The subject property is zoned R1, General Rural District. Single family lots are a permitted use within the R1 District.

Surrounding Area. The plat of Whitetail Crossing abuts the south line of the subject property. To the north of the subject property across 305th Avenue is the plat of Deer Path. West of the subject property is a separate 20 acre parcel that is under the same ownership, but not included in the preliminary plat, with additional five acre parcels to the west of that property. Across 136th Street to the east of the subject property are larger rural residential parcels. The proposed subdivision of the subject property will be compatible with the existing and potential future uses in the area.

Right-of-Way. The preliminary plat abuts 305th Avenue and 136th Street. These roadways are designated City collector streets. Section 910-10-4.B.1 of the Subdivision Ordinance requires collector streets to have 80 feet of right-of-way. The preliminary plat dedicates 40 feet of right-of-way for the south half of 305th Avenue and 54 feet of right-of-way for the west half of 136th Street.

At the south line of the preliminary plat, 138th Street terminates as a temporary cul-de-sac within the Deer Path plat. Extension of 138th Street to 305th Avenue is required by the Subdivision Ordinance to provide multiple access points to neighborhoods, distribute traffic to surrounding collector streets, and facilitate circulation within neighborhoods by residents, service delivery (US Mail, UPS/Fed Ex, school busses, garbage haulers, etc.), and emergency vehicles. The preliminary plat proposes extending 138th Street between the south plat line and 305th Avenue to align with existing 137th Street at 305th Avenue.

Section 910-10-4.A.5 of the Subdivision Ordinance requires that new subdivisions provide for the continuation of streets to provide access to adjacent unplatted properties. City staff and the developer discussed extension of a street from 138th Street to the west line of the preliminary plat. An east-west street internal to the plat would allow Lots 7 and 8, Block 1 to have driveways to a street other than 305th Avenue and would allow the 20.0 acre parcel to the west, which is under the same ownership as the subject site, to be subdivided with extension of 139th Street south of 305th Avenue. Block 1 of the proposed plat as currently drawn and the infiltration basin at the rear of lots 2-5, Block 1 would need to be revised to accommodate right-of-way for an east-west street. The Planning Commission discussed this issue extensively and recommend that a street connection not be provided recognizing that the two properties are under common ownership.

All right-of-way dedication is subject to review and approval of the City Engineer.

Streets. The preliminary plat abuts 305th Avenue and 136th Street. The City Engineer does not recommend that any improvements are required to the existing streets necessary to address non-conforming design conditions for either roadway. A right turn lane for east bound traffic on 305th Avenue will be constructed to maintain traffic capacity. Both 305th Avenue and 136th Street have the ability to accommodate traffic generated by the lots within the preliminary plat in accordance with Section 910-10-4.A.6 of the Subdivision Ordinance.

The submitted information includes a plan and profile for construction of 138th Street within the preliminary plat. The proposed section for 138th Street is a 24 foot wide asphalt surface with gravel shoulders, which is subject to approval by the City Engineer in accordance with Section 910-10-4.B.3 of the Subdivision Ordinance.

Residents speaking at the public hearing expressed concerns about the volume of traffic and speed of traffic on both 305th Avenue and, in particular 136th Street. City staff noted that speed limits are established in accordance with Statute and are an enforcement issue not directly related to approval of the proposed plat. City staff also explained that there is adequate capacity within 305th Avenue and 136th Street as collector streets to accommodate existing traffic and the traffic that will be generated by the proposed subdivision. A final comment regarding the streets is that the intersection of 305th Avenue and 136th Street should be established as a four-way stop. This comment is to be reviewed by the City Engineer to provide a recommendation.

Trails. Section 910-10-4.D of the Subdivision Ordinance requires trails along major collector streets such as 305th Avenue and 136th Street. City staff does not recommend requiring a trail be constructed along 305th Avenue and 136th Street at this time as there would be no connections for these segments. The Park Committee should consider that the 80 feet of right-of-way required on 305th Avenue or 136th Street is adequate to accommodate future trail opportunities.

Access. Lots 7 and 8, Block 1 are proposed to access to 305th Avenue. Lots 1 and 2, Block 2 and Lot 1, Block 3 are to access 136th Street. Section 11-10-3.B.9.d of the Subdivision Ordinance prohibits direct lot access to roadways designated as collector streets unless no other access is feasible. There are unplatted five acre parcels to the west of the subject property accessing directly to 305th Avenue, as well as larger unplatted parcels on the east side of 136th Street directly accessing that roadway.

Lots 1-6, Block 1 and Lots 2-7, Block 3 will access the internal extension of 138th Street as shown on the preliminary plat. Access to 138th Street as a local street is allowed subject to Section 900-21-5 of the Zoning Ordinance and Section 1.08 of the Right-of-Way Ordinance.

Lot Requirements. Section 900-50-7 of the Zoning Ordinance sets forth the following minimum requirements for lots within the R1 District.

A. Lot Area:		
	Platted Lot:	2.5 acres
	Buildable Area Within Parcel or Lot:	40,000 square feet
B. Lot Width:		200 feet
C. Lot Depth		300 feet

The proposed lots range in area from 2.54 acres to 4.02 acres in area with a mean area of 3.14 acres. All of the proposed lots have more than 40,000 square feet of buildable area for construction of a single family dwelling as required by Section 900-16-2.B of the Zoning Ordinance. Each lot is more than 200 feet in width measured at the required setback from the front lot line abutting a public street and are more than 300 feet in depth. The lots within preliminary plat comply with the minimum requirements of the R1 District.

Setbacks. Section 900-50-8 of the Zoning Ordinance requires that buildings within the R1 District comply with the setback requirements outlined below. Each of the proposed lots within the preliminary plat have adequate area to allow for construction of a single family dwelling in compliance with required minimum setbacks of the R1 District.

A. Front Yard or Side Yard Abutting a Public Road:		
	City Street:	50 feet
B. Side Yard (except as allowed by Section XX-51-5.A):		20 feet
C. Rear Yard:		25 feet

Landscaping. Section 900-19-2.B.1 of the Zoning Ordinance requires planting two shade or evergreen trees per acre for each lot platted after 3 April 2023. The tree planting requirement will be satisfied as part of the building process for each lot.

Stormwater. The submitted plans include a grading plan, erosion control plan, and stormwater report. All stormwater management issues are subject to review and approval of the City Engineer.

Wetlands. Administration of the Wetland Conservation Act (WCA) is the jurisdiction of the City. The National Wetland Inventory does not identify any wetlands within the subject property. All wetland issues are subject to review and approval of the City Engineer.

Utilities. The lots within the preliminary plat are to be served by private Subsurface Sewage Treatment Systems (SSTS) and wells in accordance with Section 910-10-5 of the Subdivision Ordinance. The submitted plans identify a primary and secondary drainage field site within each lot for a SSTS. The location of the drain fields for Lots 3 and 4, Block 1 are within the boundaries of the stormwater infiltration basin or the drainage and utility easement overlying the area and may need to be relocated, subject to review by the City Engineer. All SSTS and well plans are to be subject to review and approval of the Building Official at the time a building permit is applied for.

Easements. Section 910-10-8 of the Subdivision Ordinance requires dedication of drainage and utility easements a minimum of 12 feet in width at the perimeter of each lot, which may be centered on lot side and rear lines for abutting lots within the preliminary plat. The preliminary plat indicates the required perimeter drainage and utility easements, as well as over stormwater basins or overland stormwater drainage areas corresponding to the proposed grading plan. All drainage and utility easements are to be subject to approval of the City Engineer.

Park Dedication. Section 910-10-10 of the Subdivision Ordinance requires developers to dedicate 10 percent of the buildable area of a parcel being subdivided to the City for park purposes. The City may also elect to receive a cash fee in lieu of land dedication to be used only for development of the City park system. The decision as to whether the developer is required to dedicate land, pay a cash fee in lieu of land, or a provide for dedication of a combination of land and cash fees to satisfy park dedication requirements is to be made by the City. The preliminary plat does not propose dedication of land to the City for public park purposes meaning park dedication requirements would be satisfied by payment of a cash fee in lieu of land. Park dedication requirements for the proposed preliminary plat are subject to review and recommendation by the Park Committee.

Final Plat. Section 910-3-3.B.11 of the Subdivision Ordinance provides that application for final plat approval must be submitted within one year from the date of preliminary plat approval. The preliminary plat approval is voided if application is not made for final plat approval within one year. The calendar for submission of a final plat begins on the date of preliminary plat approval by the City Council

Development Agreement. Section 910-11-5 of the Subdivision Ordinance requires the developer to execute a development agreement at the time of final plat approval to provide for completion of all public improvements, establishment of required securities, and payment of applicable fees. The City Attorney will draft the Development Agreement. The Development Agreement is to be approved by resolution of the City Council concurrent with the final plat approval.

RECOMMENDATION

The proposed preliminary plat of Meadows of Baldwin complies with the Subdivision Ordinance. The Planning Commission and City staff recommends approval of the application as outlined below.

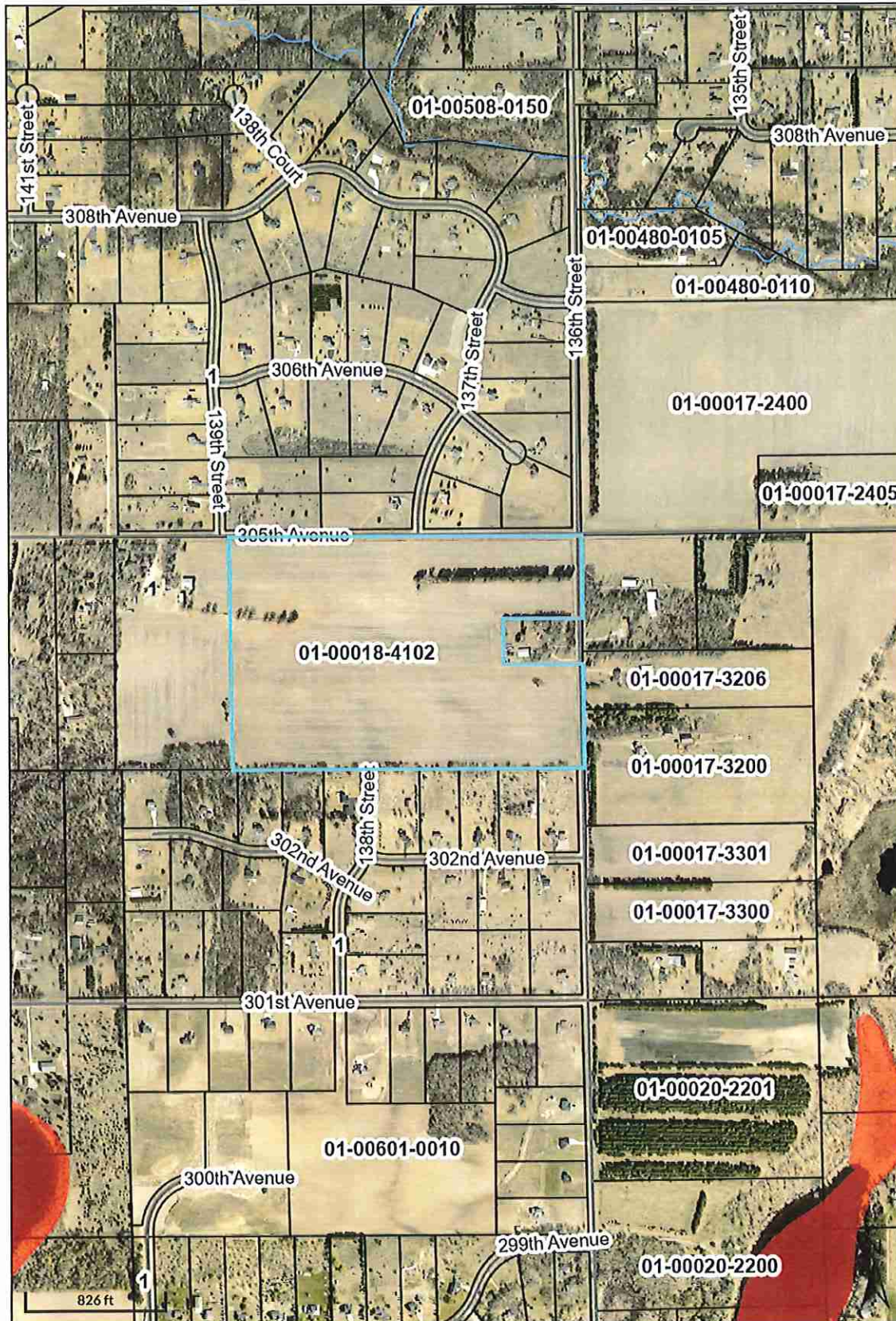
POSSIBLE MOTION

Motion to **approve** a preliminary plat for Meadows of Baldwin subject to the following conditions:

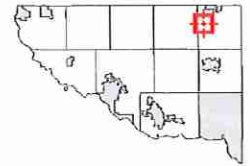
1. The subject property shall be developed in accordance with the preliminary plat and plans submitted to the City subject to the stipulations, limitations, and conditions as approved by the City Council.
2. All stipulations set forth herein shall be the responsibility of the property owner and Developer and all proposed improvements shall be the responsibility of the Developer.
3. All right-of-way dedication shall be subject to review and approval of the City Engineer.
4. The proposed design and construction plans for 138th Street shall be subject to review and approval of the City Engineer.
5. The City Engineer shall review the warrants for establishing the 305th Avenue and 136th Street intersection as a four-way stop concurrent with application for final plat approval.
6. The City Engineer will recommend if additional right-of-way is to be dedicated for 305th Avenue and 136th Street to accommodate future trail construction, subject to review by the Park Committee.
7. Two shade or evergreen trees per acre shall be installed within each lot by the builder.
8. All stormwater management and wetland issues are subject to review and approval of the City Engineer.
9. Proposed primary and secondary drain field sites within Lots 3 and 4, Block 1 identified on the preliminary plat shall be subject to review and approval of the City Engineer.

10. All drainage and utility easements are to be subject to approval of the City Engineer.
 11. Park dedication requirements for the preliminary plat are subject to the recommendations of the Park Committee and approval of the City Council
 12. The developer shall submit application for final plat approval within one year from the date of City Council approval of the preliminary plat or the preliminary plat approval shall be void.
- c. Joan Heinen, City Clerk/Treasurer
Sam Jochum, City Engineer

Property Location



Overview



Legend

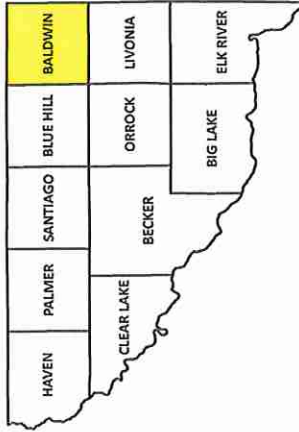
Public Water Inventory

- Not Classified
- General Development
- Natural Environment
- Recreational Development

Roads

- MN Highway; US Highway
- Municipal-State Aid Street
- Municipal Street
- Township Road
- State Forest Road
- Bureau of Fish and Wildlife Road
- Connector (Ramp)
- Privately Maintained Public Access Road
- County Road
- County-State Aid Highway
- Parcels
- Streams

Baldwin Township Zoning Map



Township Boundary

City Limits

Zoning

- R1, General Rural - 21,568ac (97.3%)
- C1, General Commercial - 163ac (0.8%)
- I1, General Industrial - 426ac (1.9%)
- S, Shoreland - 7860ac (35.5%)
- WS, Wild and Scenic - 1339ac (6%)

Roads

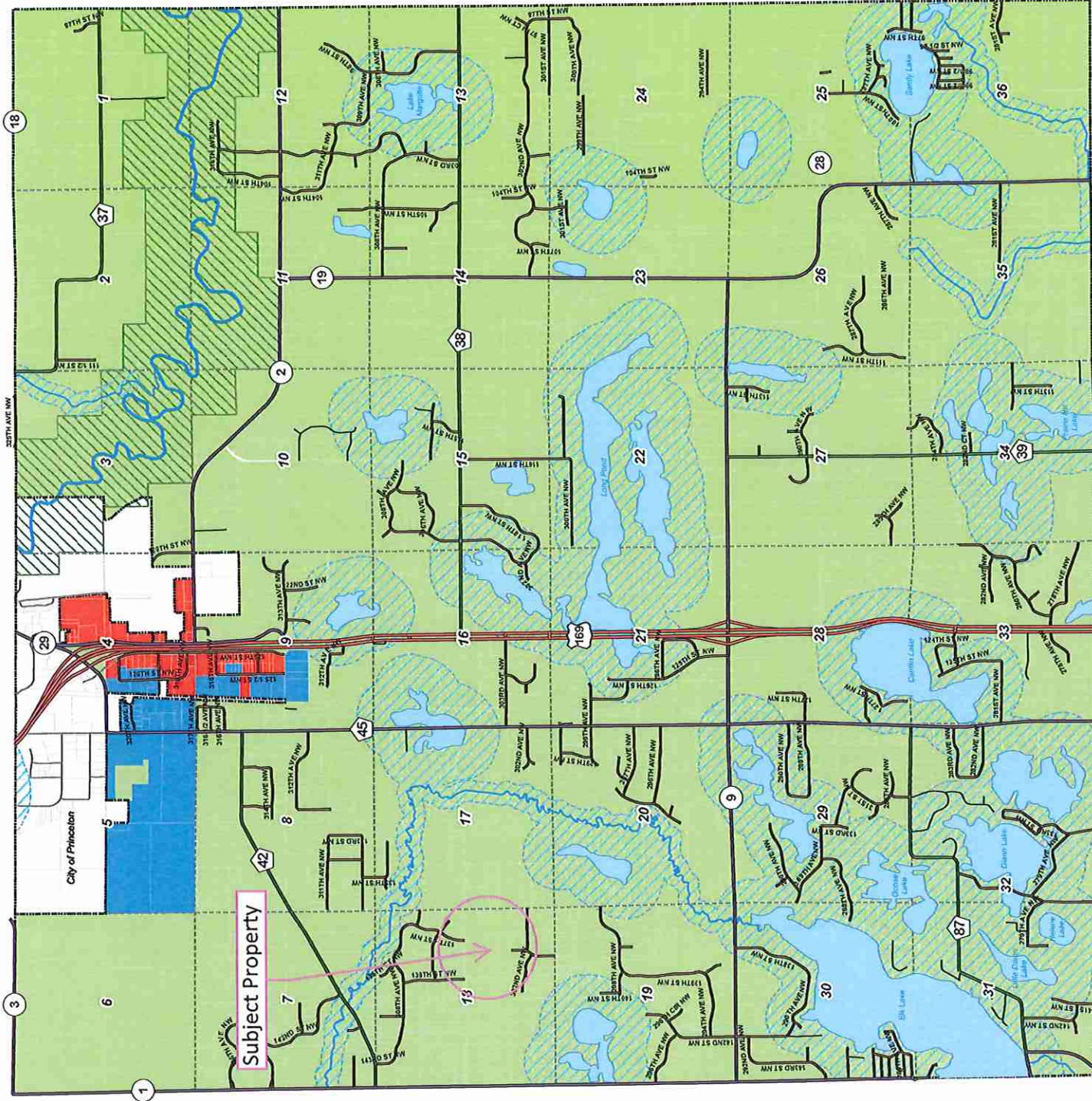
- US Highway
- County-State Aid Highway (CSAH)
- County Road
- Township Road
- Private Road
- City Street

TPC
The Planning Company



**Hakanson
Anderson**

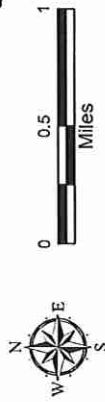
DISCLAIMER: Baldwin Township does not warrant the accuracy nor the correctness of the information contained in this map. It is your responsibility to verify the accuracy of this information. In no event will Sherburne County be liable for any damages, including loss of business, lost profits, business interruption, loss of business information or other pecuniary loss that might arise from the use of this map or the information it contains. Map information is believed to be accurate but accuracy is not guaranteed.



Baldwin Township

ROADWAY CLASSIFICATION

HAVEN	PALMER	SANTIAGO	BLUE HILL	BALDWIN
CLEAR LAKE	BECKER	ORROCK	LIVONIA	
		BIG LAKE	ELK RIVER	



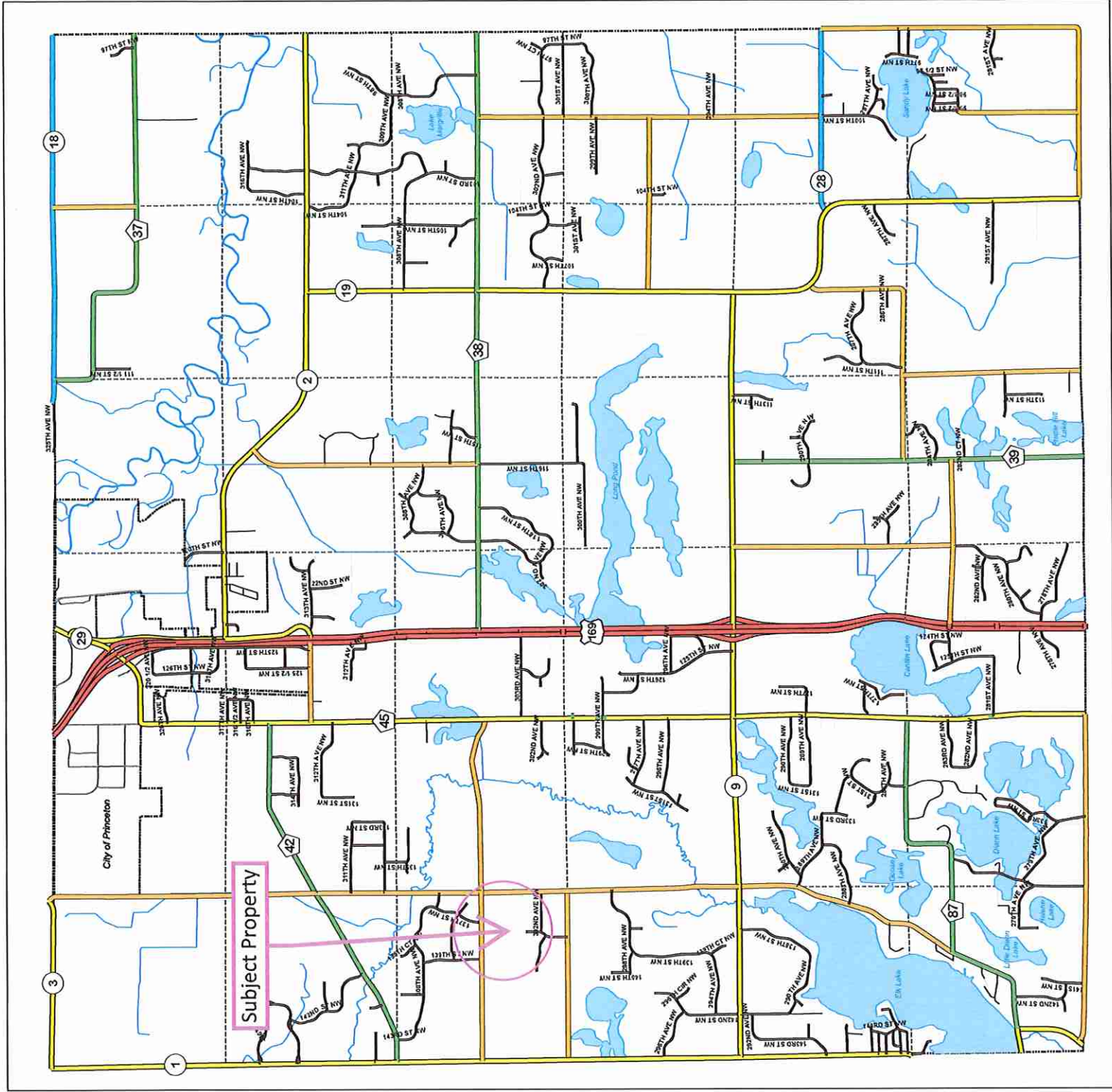
- Roads**
- DNR Public Waters
 - Township Boundary
 - Principal Arterial (Federal/State)
 - County Major Collector
 - County Minor Collector
 - County Local
 - Town Collector
 - Town Road
 - City Street
 - Private Road

TPC
The Planning Company

Sources:
Shoreline County 2040 Transportation Plan
Baldwin Township

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K:\GIS\Projects\Municipal\Baldwin\Roadway Classification Map.mxd





**ENGINEERING REVIEW
for
City of Baldwin
by
Hakanson Anderson**

**Preliminary Plat
Review No. 1**

Submitted to: City of Baldwin

cc: D. Daniel Licht

Reviewed by: Sam Jochum, City Engineer

Date: August 15, 2025

Proposed

Project: Meadows of Baldwin

Street Location: SW of Intersection at 305th Avenue & 136th Street

Applicant: Meadows of Baldwin, LLC

Owners of Record: Meadows of Baldwin, LLC

**Jurisdictional Agencies:
(but not limited to) City of Baldwin, MPCA, Sherburne County**

**Permits Required: City Approval, NPDES Construction Permit
(but not limited to)**

INFORMATION AVAILABLE

Preliminary Plat of Meadows of Baldwin, dated July 8, 2025, prepared by Bogart, Pederson & Associates, Inc.

Meadows of Baldwin Preliminary Construction Plans dated May 21, 2025, prepared by Bogart, Pederson & Associates, Inc.

Meadows of Baldwin Stormwater Management Report, dated July 14, 2025, prepared by Bogart, Pederson & Associates, Inc.

Soil Boring Logs, dated May 5, 2025, prepared by Jacobson Environmental, PLLC.

SITE ACCESS / STREET NETWORK

1. The Applicant is proposing the continuation of 138th Street northerly to make a street connection to 305th Avenue to provide access to the proposed lots. The continuation of the street, location of the intersection and the proposed street alignment are acceptable and are conducive to the property.
2. An eastbound right turn lane on 305th Avenue will be constructed with this plat. The right turn lane will allow the traveling public to safely access the new road connection and is supported by staff.
3. The existing driveway located on the adjacent property to the south of the plat boundaries will be impacted by the extension of the street. The final plans shall provide for removal and reconstruction details for the existing driveway and the Developer shall be solely responsible for coordinating this work with the property owner.
4. The pavement section for the proposed street shall be based on the evaluation of the subgrade soils by a Geotechnical Engineer. (Ord. 910 XX-7-2.B.11). Please provide a Geotechnical Report prepared by a licensed Geotechnical Engineer which includes an estimated Stabilometer R-Value. Please provide a minimum of 3 soil borings within the proposed road alignment to a depth of 10 feet as well as in proposed infiltration areas.

GRADING, DRAINAGE AND EROSION CONTROL

1. Please provide the proposed garage floor elevation, basement floor, and lowest allowable opening elevations for each lot (Ord. 910 XX-7-2.C.13).
2. Please call out and label the locations of all emergency overflows.
3. Please clearly depict and label a Storm Water Access Route for each infiltration basin. Route shall have a minimum width of 10 feet with a maximum longitudinal slope of 12% and a max cross slope of 4%. The route must be in a drainage and utility easement.

4. Please extend the swale from Infiltration Basin P-2 to provide positive drainage from Lot 7, Block 3 (as labeled on the preliminary grading plan). Please provide the swale as near as possible to the rear lot line (Ord. 910 XX-7-2.C.13).
5. Please provide a swale along the side lot line shared between Lots 1 and 2, Block 1 to direct a portion of the new impervious surface from Lot 1 to the proposed infiltration area (Ord. 910 XX-7-2.C.13).
6. The swales from the road culverts appear to utilize 3:1 side slopes with a V-bottom, which is a maintenance concern. The side slopes will be difficult to mow/maintain, and V-ditches are more prone to blockage as compared to flat bottom ditches. Please revise to 4:1 side slopes with a 4 foot (min) ditch bottom.
7. Please revise the ditch along 305th Avenue to provide a 4 foot (min) ditch bottom.
8. Please provide proposed drainage arrows on the final plans.
9. Please provide a note stating that infiltration basins are to be constructed after contributing area has been stabilized or infiltration basins shall be protected from sediment until contributing area has been stabilized.
10. There is a hatch on the Erosion Control Plan which appears to depict seeding areas. Please include the hatch in the legend.
11. This project will disturb more than 1 acre of land and therefore will require a NPDES Construction Permit.

STORM WATER MANAGEMENT PLAN AND MODELING

1. Please review and revise the existing condition Curve Numbers utilized in the modeling. In review of aerial photos, it appears that the existing condition would mostly correlate to grassland or non-grazed meadow in fair or good condition.
2. It appears that both proposed infiltration basins are landlocked. Please calculate the back-to-back 100 year elevation and the 10-year snowmelt elevation for purposes of determining the High Water Level.
3. The Water Quality Volume shall be calculated including all new impervious areas for the entire site, regardless of whether or not the stormwater is routed to the infiltration basins. It appears that the current calculations are only considering the impervious surfaces that is routed to the infiltration basins, and not the entire new impervious surface. Please revise as necessary.
4. Reevaluate the time of concentration for the proposed EX-6 sub-basin. The time of concentration for the proposed condition nearly triples as compared to the existing EX-6 sub-basin with little to no proposed grading shown. Please review and revise.
5. Please submit a maintenance plan for the proposed storm water management features (Ord. 910 XX-10-6).

PRELIMINARY PLAT

1. Please provide drainage and utility easement from Lot 7, Block 3 as discussed in Grading comment #4 to the infiltration basin. (note, the same lot is labeled Lot 3 on the Preliminary Plat)
2. Please ensure that stormwater maintenance routes, once defined and labeled on the plans, are within a drainage and utility easement.
3. Please provide a statement clarifying the environmental condition of the site including the presence of any hazardous substances as defined in Minnesota statues 115b.02, subdivision 10 (Ord 910 XX-7-2.B.10).
4. The lot numbering for Block 3 does not agree with the preliminary construction plans. Please ensure that the lot numbering agrees between the preliminary plat and preliminary plans to avoid confusion.

RECOMMENDATIONS

We recommend approval of the Preliminary Plat contingent upon the Applicant addressing the comments herein.

DATE	05/11/2025	KEY NO.		DESCRIPTION
DESIGN BY	CLM			
DRAWN BY	CLM			
CHECKED BY	CLM			
DATE FILED	05/11/2025			
FILE NO.	25474630			

CALL 48 HOURS BEFORE DIGGING:
GOPHER STATE ONE CALL
TWIN CITY AREA 651-454-0022
MINNESOTA TOLL FREE 1-800-252-1166

SITE PLAN INFORMATION:

[illegible]

SITE PLAN NOTES:

- [illegible]

LEGEND:

PROPOSED ASPHALT PAVEMENT

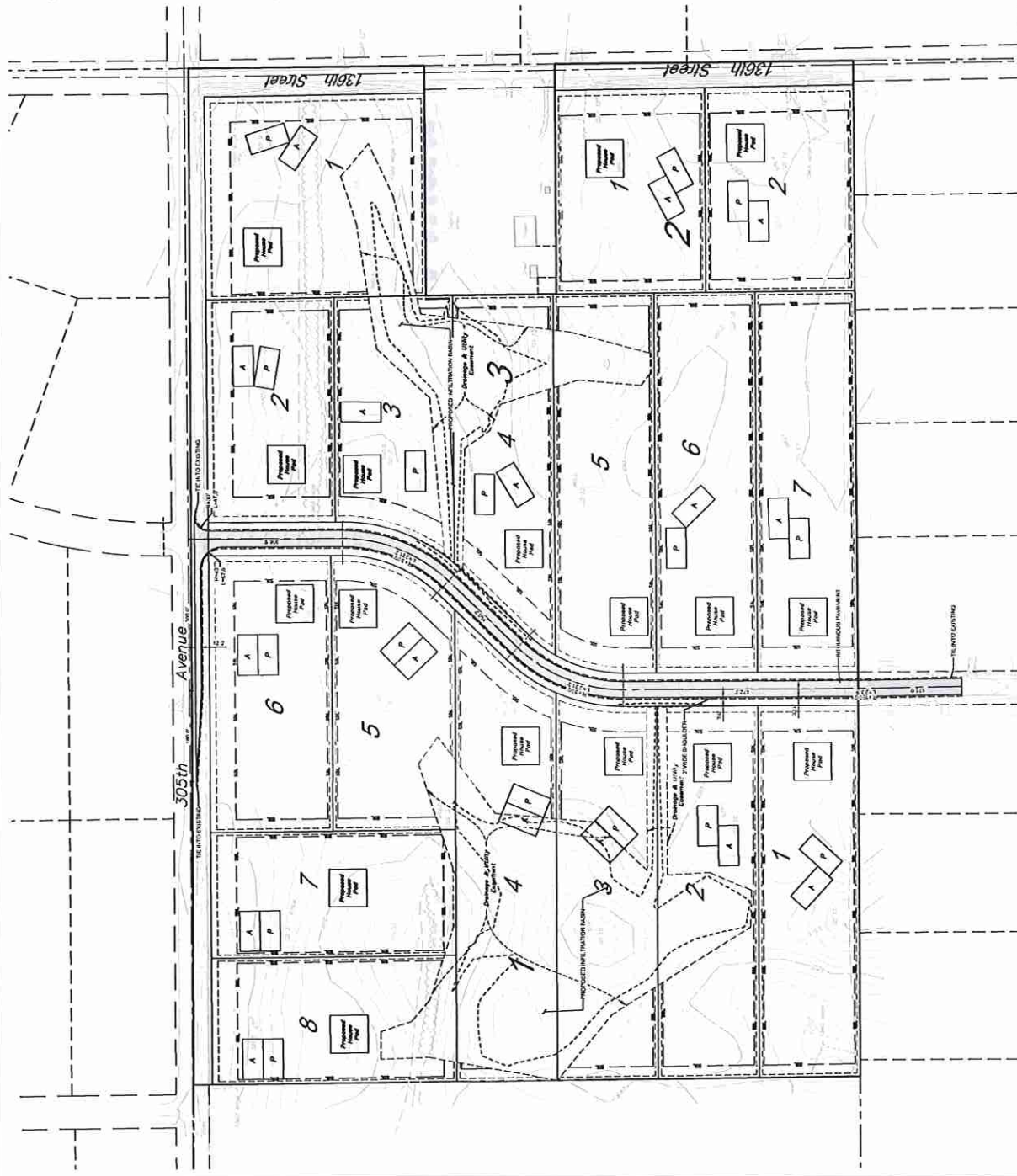
PROPOSED GRAVEL SURFACING

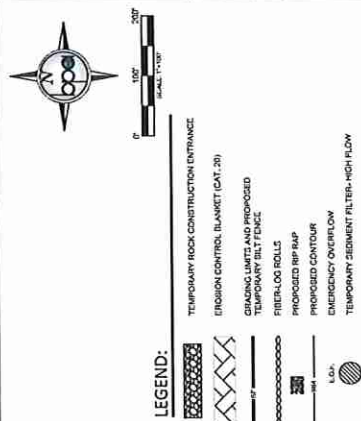
PROPOSED CONCRETE PAVEMENT

PROPOSED TURF ESTABLISHMENT

CONCRETE CURB AND GUTTER - 66

PROPOSED SIGN





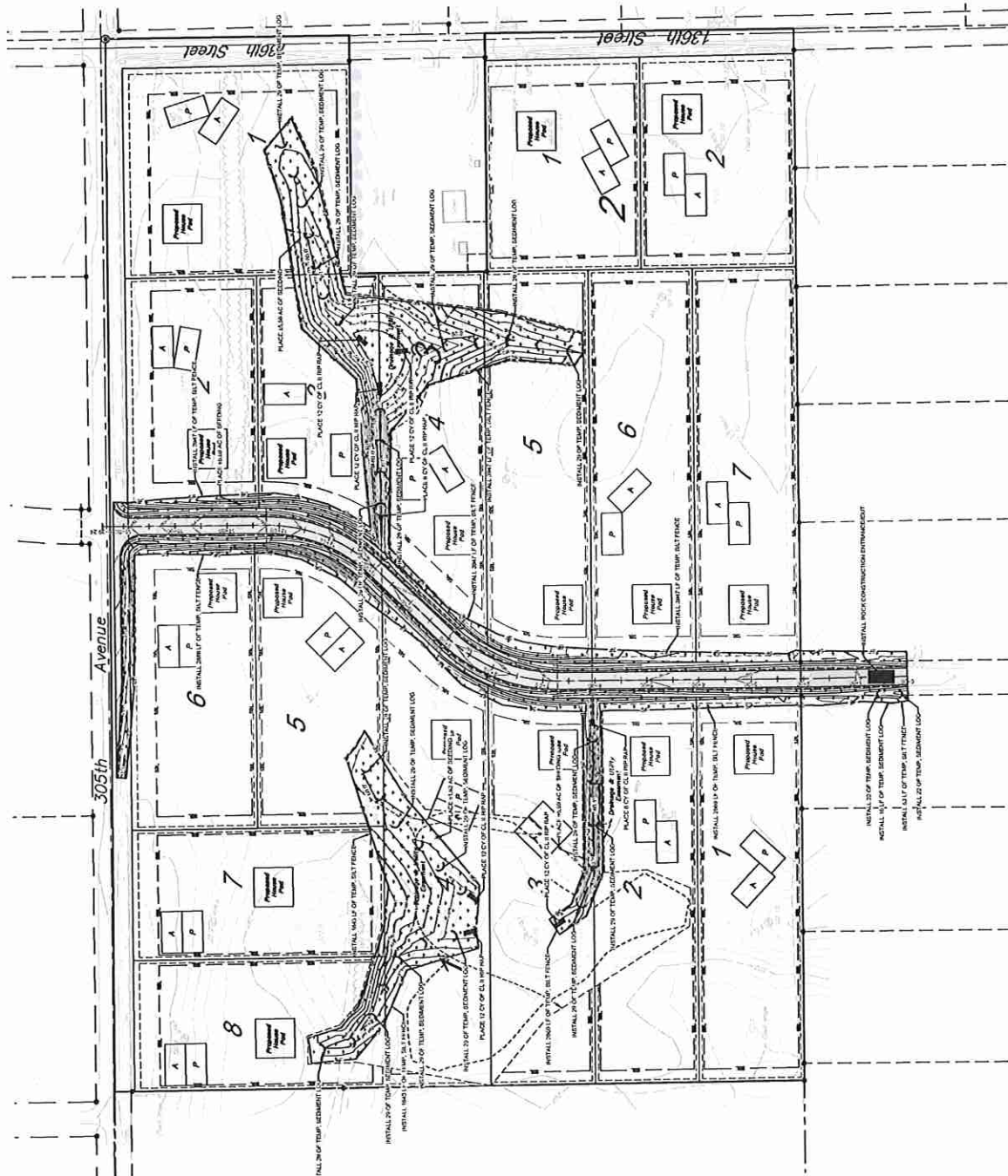
EROSION CONTROL NOTES:

1. CONTRACTOR SHALL CONDUCE CONSTRUCTION OPERATIONS TO THE SATISFACTION OF THE MISSOURI POLLUTION CONTROL AGENCY AND WORK SHALL CONFORM TO THE MISSOURI POLLUTION CONTROL ACT, CHAPTER 201, R.S.M.O. CONTRACTOR SHALL OBTAIN ALL PERMITS REQUIRED BY ALL APPLICABLE REGULATIONS.
2. THE SITE SOIL REMEDIATION AND SEDIMENT CONTROL FACILITIES SHALL BE INSTALLED PRIOR TO ANY DEMOLITION OR GRADING OPERATIONS AND MAINTAINED TO CONFORM WITH THE STANDARD TEMPORARY EROSION CONTROL MEASURES ON THE PROJECT. THE FACILITIES SHALL BE MAINTAINED THROUGHOUT THE ENTIRE DURATION OF THE PROJECT, WITHIN 24 HOURS OF ANY MEASURABLE RAINFALL. DAMAGED, BUILT IN PLACE OR OTHER EROSION CONTROL FACILITIES SHALL BE MAINTAINED THROUGHOUT THE PROJECT. THE CONTRACTOR SHALL MAINTAIN THE FACILITIES AND SHALL BE RESPONSIBLE FOR THE REPAIR, REPLACEMENT OR MODIFICATION OF THE FACILITIES. A NOTICE OF TERMINATION IS SUBMITTED TO THE AGENCY.
3. ALL GRADING OPERATIONS SHALL BE CONDUCTED IN A MANNER TO MINIMIZE THE EROSION OF THE PROJECT. THE CONTRACTOR SHALL MAINTAIN THE FACILITIES TO CONFORM WITH THE STANDARD SPECIFICATIONS BY THE CITY OF KANSAS CITY, MISSOURI.
4. EROSION CONTROL FACILITIES SHALL BE INSTALLED PRIOR TO THE DISTURBANCE OF ANY SOILS AND MAINTAINED UNTIL ALL TEMPORARY DISTURBED AREAS ARE RESTORED.
5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE REMOVAL OF ALL EROSION CONTROL FACILITIES AND SHALL BE RESPONSIBLE FOR THE RESTORATION OF PERMANENT VEGETATION IN AREAS.
6. ALL SOILS TRACKED ONTO PAVEMENT OR ANY OTHER OFF-SITE AREA SHALL BE REMOVED DAILY.
7. THE SITE SOIL REMEDIATION CONTROL FACILITIES FOR THE PROJECT MUST BE INSTALLED PRIOR TO ANY GRADING OR CONSTRUCTION SHALL BE RESTORED AND VEGETATED AS SOON AS POSSIBLE. ANY FINISHED AREAS SHALL BE SEEDING AND MAINTAINED WITHIN 7 DAYS AFTER REVEGETATION IS COMPLETED IN ACCORDANCE WITH THE CITY OF KANSAS CITY, MISSOURI.
8. ALL DISTURBED AREAS SHALL BE REVEGETATED WITH MUDDY SEED MIX, MULCHED, FERTILIZED & DRAIN AND-THIN. PER THE FOLLOWING SCHEDULE:

220 LBS/AC
10 LBS/AC
10 LBS/AC
2 TONS/AC
9. CONTRACTOR SHALL INSTALL TEMPORARY SEDIMENT BARRIERS SHOWN AND NOT SHOWN ON THE DRAWINGS TO PROTECT THE PROJECT TO CONFORM WITH MPCA INSPECTION STANDARDS.

APPROXIMATE EROSION CONTROL DEVICES

- * GILT FENCE: 0.513 LF
- * BIOLOG: 1,080 LF
- * ROCK CONSTRUCTION: 1 DASH
- * EROSION CONTROL BLANKET CAT. 20: X 0.5,
- * RSP RAP (CLASS 2) 84 C.Y.

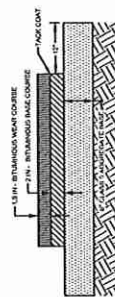


NOT FOR CONSTRUCTION

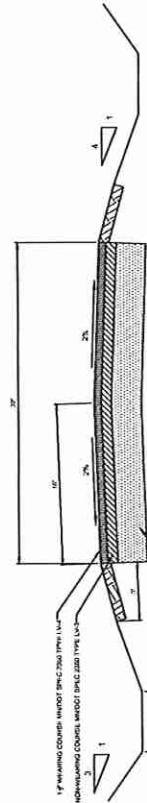
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CHECKED BY:	05112025				
DESIGN BY:	05112025				
DATE	05112025				
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DESCRIPTION	05112025				

PAVEMENT SECTION
UNITS.

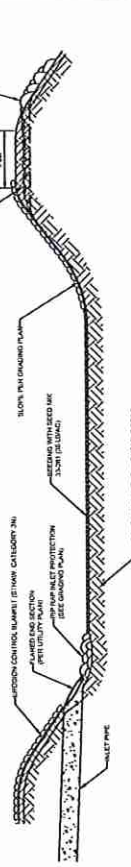
ROAD CROSS SECTION



EXISTING SURFACING PREPARED FOR AND ADJUSTED TO 10-10-20
PLACEMENT 1/2 IN BEYOND EDGE OF PAVEMENT WHEN
ADJACENT TO EXISTING OR NEW TYPED



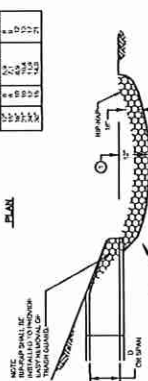
N.T.S.



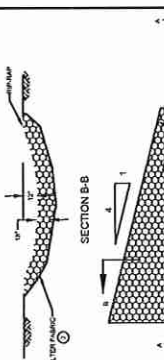
NOTE:
LIFE GRADING AND PROBATION CONTROL PLANS FOR ADDITIONAL INFORMATION ON
LOCATION OF ALL INSTRUCTIONS, EMERGENCY OVERFLOW, ELEVATIONS, ETC.

STORM SEWER RIP-RAP INSTALLATION

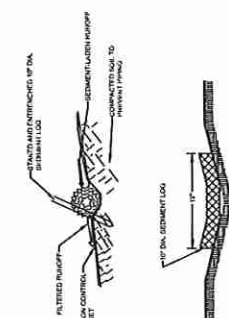
SECTION A-A



NAC7C
 NUP4R
 NUT1A



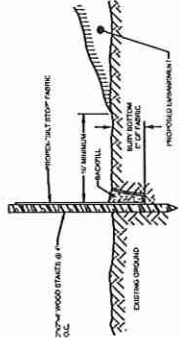
FOR LOG INSTALLATION



1. THE BLENDING LOGS SHALL BE THE INCISED 4" INTO THE GROUND AND SHALL BE STAKED BY STEEL FENCE POSTS OR 2" X 2" WOOD STAKES.
2. SOIL SHALL BE COMPACTED ON THE UPSLOPE SIDE OF LOGS.

TEMPORARY SEDIMENT CONTROL DEVICES

SILT FENCE DETAIL (NTS)

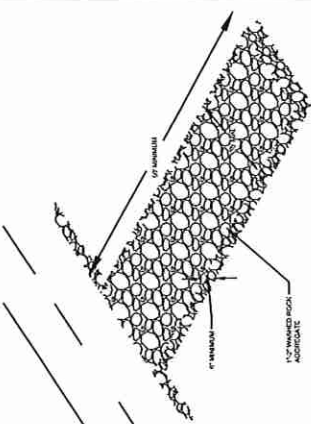


SEDIMENT LOG INSTALLATION



1. THE SEDIMENT LOGS SHALL BE TRENCHED 4" INTO THE GROUND AND SHALL BE STAMPED BY STEEL FENCE POSTS OR 2" X 2" WOOD STAKES. FOR SHALL BE COMPACTED ON THE UPRIGHT END OF LOGS.

INSTRUCTION EXIT



RESOLUTION NO: 25-22

CITY OF BALDWIN
COUNTY OF SHERBURNE, MINNESOTA

MEADOWS OF BALDWIN
PRELIMINARY PLAT APPROVAL

WHEREAS, The Meadows of Baldwin, LLC (the “developer”) is proposing to subdivide property legally described as:

(Warranty Deed - Doc. No. 957267): The North Half of the Southeast Quarter of Section 18, Township 35, Range 26, Sherburne County, Minnesota, EXCEPTING THEREFROM the West 629.75 feet thereof. ALSO EXCEPTING THEREFROM that part described as follows: Beginning at a point on the East line of said North Half of the Southeast Quarter distant 469.00 feet South of the Northeast corner of said North Half of the Southeast Quarter, as measured along said East line of the North Half of the Southeast Quarter; thence Westerly, parallel with the North line of said North Half of the Southeast Quarter, a distance of 455.00 feet; thence Southerly and parallel with said East line of the North Half of the Southeast Quarter, a distance of 259.00 feet; thence Easterly, parallel with said North line of the North Half of the Southeast Quarter, a distance of 455.00 feet to the intersection with said East line of the North Half of the Southeast Quarter; thence Northerly, along the East line of the North Half of the Southeast Quarter, a distance of 259.00 feet to the point of beginning.

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

WHEREAS, the property is zoned R1, General Rural District; and

WHEREAS, the developer has submitted application for preliminary plat approval to be processed in accordance with Section 910-3-3.B of the Subdivision Ordinance; and

WHEREAS, the Planning Report dated 28 August 2024 prepared by the City Planner, The Planning Company, LLC, is incorporated herein by reference; and

WHEREAS, the Planning Commission conducted a public hearing at their regular meeting on 27 August 2025 to consider the application, preceded by published and mailed notice; based upon review of the application and evidence received, the public hearing was closed and the Planning Commission voted to recommend approval of the application; and

WHEREAS, the City Council considered the application at their meeting on 8 September 2025.

NOW, THEREFORE, BE IT RESOLVED by the Baldwin City Council that based on the foregoing information and applicable ordinances requested preliminary plat is **APPROVED**, subject to the following conditions:

1. The subject property shall be developed in accordance with the preliminary plat and plans submitted to the City subject to the stipulations, limitations, and conditions as approved by the City Council.

2. All stipulations set forth herein shall be the responsibility of the property owner and Developer and all proposed improvements shall be the responsibility of the Developer.
3. All right-of-way dedication shall be subject to review and approval of the City Engineer.
4. The proposed design and construction plans for 138th Street shall be subject to review and approval of the City Engineer.
5. The City Engineer shall review the warrants for establishing the 305th Avenue and 136th Street intersection as a four-way stop concurrent with application for final plat approval.
6. The City Engineer will recommend if additional right-of-way is to be dedicated for 305th Avenue and 136th Street to accommodate future trail construction, subject to review by the Park Committee.
7. Two shade or evergreen trees per acre shall be installed within each lot by the builder.
8. All stormwater management and wetland issues are subject to review and approval of the City Engineer.
9. Proposed primary and secondary drain field sites within Lots 3 and 4, Block 1 identified on the preliminary plat shall be subject to review and approval of the City Engineer.
10. All drainage and utility easements are to be subject to approval of the City Engineer.
11. Park dedication requirements for the preliminary plat are subject to the recommendations of the Park Committee and approval of the City Council
12. The developer shall submit application for final plat approval within one year from the date of City Council approval of the preliminary plat or the preliminary plat approval shall be void.

(remainder of page intentionally blank signatures follow)

ADOPTED by the Baldwin City Council this 8th day of September, 2025.

MOTION BY:
SECONDED BY:
IN FAVOR:
OPPOSED:

CITY OF BALDWIN

Jay Swanson, Mayor

ATTEST:

Joan Heinen, City Clerk/Treasurer

RESOLUTION NO: 25-22

CITY OF BALDWIN
COUNTY OF SHERBURNE, MINNESOTA

MEADOWS OF BALDWIN
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ADOPTED by the Baldwin City Council this 8th day of September, 2025.

MOTION BY:
SECONDED BY:
IN FAVOR:
OPPOSED:

CITY OF BALDWIN

Jay Swanson, Mayor

ATTEST:

Joan Heinen, City Clerk/Treasurer

EXHIBIT A
LEGAL DESCRIPTION

Parcel A:

The Southwest Quarter of Southeast Quarter of Section 20, Township 35, Range 26, Sherburne County, Minnesota.

Parcel B:

The Southeast Quarter of Southwest Quarter of Section 20, Township 35, Range 26, Sherburne County, Minnesota.

Parcel C:

The Northwest Quarter of Southwest Quarter of Southwest Quarter; and the East Half of Southwest Quarter of Southwest Quarter, Section 20, Township 35, Range 26, Sherburne County, Minnesota



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

MEMORANDUM

TO: Baldwin Mayor and City Council

FROM: D. Daniel Licht

DATE: 29 August 2025

RE: Baldwin – Zoning Administration; Code Enforcement Update

TPC FILE: 269.04

BACKGROUND

City staff has prepared the attached update of Code Enforcement case files for review by the City Council at its meeting on 8 September 2025. We are requesting the following actions:

- Authorization to send Step 1 contact letters:
 - 31310 125th St.; residential occupancy of commercial building
 - 9746 300th Ave; home occupation, residential parking, dwelling unit
 - 10216 316th St: Private Animal Kennel
- Authorization to send Administrative Notices:
 - 10507 302nd Ave.; contractor yard, storage containers
- Authorization to send Administrative Citations:
 - 31232 127th St.; junk/debris, inoperable vehicles
 - 9604 285 1/2 Ave; junk/debris, unlicensed vehicles
 - 30107 116th St: Storage Container
 - 28331 98-1/2 St; junk/debris, unlicensed vehicles
 - 28209 Lake Diann Rd: junk/debris
- Authorization for City Attorney to initiate code abatement actions:
 - 11511 290th St.; occupancy of RV as dwelling/building addition w/out permit
 - 28331 98-1/2 St.; occupancy of RV as dwelling unit

Exhibits:

- Code Enforcement Summary dated 8 September 2025

c. Joan Heinen, City Clerk

Baldwin Code Enforcement Summary

8 September 2025

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

Address	Owner	PID #	Complaint Date	Date of Site Visit(s)	Ordinance Violation (If a complaint is not valid or no violation exists put NA)	Step 1 Date	Notice Date	Citation Date	Comments/Status/Action Plan
ACTIVE									
28331 98-1/2 St.	Terese Kaiser	01-00407-0630	25 Jul 24 27 Aug 25		Use of RV for dwelling	Jan 6			Met with property owner Feb 27 to discuss construction of a dwelling upon the property. Owner is residing with family off-site and agreed to not occupy the RV trailer as a dwelling.
									New complaint; request direction for City Attorney response
31310 125th St., 55371	Lifestyle Real Estate LLC	01-00425-0250			Residential occupancy	9 Sep 25			
9746 300th Ave, 55371	Nicholas Diemert/K. Bechtold	01-00467-0145	12 Aug 25		Semi-tractor/trailer parking Living in a semi-truck sleeper	9 Sep 25			
10216 316th Ave., 55371	Roger Paul/Carolyn Ann Lewis	01-00438-0155	14 Aug 25		Private animal kennel	9 Sep 25			
31516 136th St., 55371	Travis/Nikaela Nietz	01-00007-1105	1 Aug 25		Animal kennel (more than 10 dogs)	5 Aug 25			Application submitted for IUP
10507 302nd Ave., 55371	Joshua Little/Breanna Kammerer	01-00487-0530	1 Aug 25		Storage containers, business	5 Aug 25	9 Sep 25		No response; request to send Admin Notice
28512 127th St.	James G. Bursch	01-00028-3312	16 Aug 25		Business	5 Aug 25			Site meeting Aug 27; Will apply for 2nd driveway permit; license vehicles, remove outdoor storage of business equipment.
	26310 112th St. NW Zimmerman, MN 55398				Second driveway				
30649 114th St.	Samantha/Justin Mikel	01-00015-1105	2 Jun 25	25 Jul 25	Potential farm related retail business requiring CUP.				Spoke with SM on 25 Jul 25 Follow up call with JM on 1 Aug 25; Property owner working on IUP application.
31232 127th St., 55371	April R. Sagstetter	01-00009-3210	21 Apr 25	1 Aug 25	Junk/Debris		5 Aug 25	9 Sep 25	No response; request to send Citation
9604 285 1/2 Ave; 55398	Makayla Carey	01-00415-0340	27 Mar 25		Junk and debris; burning garbage Unlicensed vehicle		5 Aug 25	9 Sep 25	No response; request to send Citation
30107 116th St., 55371	Westen Hierlmaier	01-00015-4402	28 Jan 25	Feb 25 1 Aug	Storage container	14 Feb 24	5 Aug 25	9 Sep 25	Property owner responded to Step 1, waiting for better weather. No response to 5 Aug 25 notice; Request to send Citation.
14336 286th Ave; 55371	Samantha Rockstroh	01-00404-0806	14 Jan 25	7 Apr 25 1 Aug 25 27 Aug 25	Inoperable vehicles, parking not on driveway, junk/debris		14 Feb 25	5 Aug 25 9 Sep 25	Step 1 letter sent. Phone conversation with property owner. Extension to end of March granted. Reinspect property week of April 7. Extension to August granted. No response; request to send Citation. Request to send letter with October 2025 Code Enforcements
11511 290th St.	Rebecca Krause	01-00535-0130	21 Jan 25		Building Code/RV as dwelling		11 Feb 25	5 Aug 25 9 Sep 25	Inspected Aug 27, request to send Citation/authorize City Attorney
13910 277th Ave	Joseph/Barbara Spaude	01-00031-4300			Headwall in ROW	13 Sep 24	5 Aug 25		Spoke with property owner; ZG site visit
14215 278th Ave	Glen Peterson/Wendy Beck	01-00545-0210			Headwall in ROW	13 Sep 24	5 Aug 25		To remove per CC agreement
27934 133-1/2 St.	Nathanael/Anne/Lonne Nelson	01-00406-0510	Jul 1		Dog at large, animal feces, garbage, public nuisance conditions	6 Jan 26			Reinspect after Jul 1.
28209 Lake Diann Rd	Phillip E. Stueve, Jr.	01-00408-0322	6 Jun 24	1 Aug 25 27 Aug 25	Junk/debris		Jun 25	5 Aug 25 9 Sep 25	Reinspect week of Jan 6. Inspected Feb 17.
32033 124th St.	Bell Trucking Inc.	01-0044225	NA	6 Aug 24 16 Oct 24 1 Aug 25	# of vehicles allowed by CUP		Jun 25		
30840 141st St.	Jocelyn Damiano	01-508-0114	4 May 23		ZO XX-18-2-G		Jun 25		TB on Sep 19 suspended enforcement until PC makes recommendations. Active building permit until September 2025.
CLOSED									
14308 285th 1/2 Ave; 55398	Ryan Eggink	01-00404-0625	21 May 25	1 Aug 25	Dogs at large (non-dangerous)	5 Aug 25			Site meeting held Dec 12.
Top Notch Tree		01-00016-4300			Interim Use Permit				Site conditions OK; Temporary barrier in place at fuel tanks, property owner to install permanent barrier Spring 2025; Emailed owner July 23;
					Fire Code; fuel tank barrier		5 Aug 25		Fuel barriers installed.
11638 308th Ave	Matthew Seha	01-00405-0415		1 Aug 25	Dog training/home business	Aug 5			Discussed w/ property owner. # of dogs OK, no business operation.

Address	Owner	PID #	Complaint Date	Date of Site Visit(s)	Ordinance Violation (if a complaint is not valid or no violation exists put NA)	Step 1 Date	Notice Date	Citation Date	Comments/Status/Action Plan
30840 141 st St.	Jocelyn Damiano	01-00508-0114	23 Apr 25		Private race track				No action required.
10636 305 th Ave	Morales Salas, David Elias	01-00014-1310	3 Sep 24		Fence construction				Step 1 sent Sep 13
30870 103 rd St	Adam & Amanda Jellison	01-00553-0225	Aug 20		Motor cycle track			Feb 18	Step 1 sent Sep 13; AN sent Jan 6
31611 127 th St.	Timothy D. Olson	01-00418-0125	Aug 26		Junk/Debris/Outdoor storage				Inspected Feb 17; Follow up w/ property owner after Jul 1.
30867 103 rd	Corv and Alison Deelstra	01-00553-0305	NA		Motorcycles/Track				No response. No further action required.
27934 133-1/2 St.	Nathanael/Anne/Lonne Nelson	01-00406-0510	Jul 1		Dog at large, animal feces, garbage, public nuisance conditions	6 Jan 26			Reinspect after Jul 1.
13027 290 th Ave	Dylan Witt	01-00424-0220	25 Jun 24 27 Mar 25		Motorcycles/ATV				No response. No further action required.
9912 300 th Ave NW	Bennie O. Carlson 16553 Oster Point Rd Cold Spring MN 55320	01-00467-0165	13 Mar 25		RV as dwelling unit; junk and debris				No occupancy evident.
32226 108 th St	Christine Hager	01-0573-0110	29 May 24		Dog barking/at large		Jun 26		Spoke with dog owner.
14122 294 th Ave	Joshua Webber	01-00486-0210	13 May 24		Motorcycles/ATV		Jun 25		
13020 289 th Ave	Jerald and Anne Alberecht	01-00424-0235	25 April 24		Junk cars/debris		Jun 25		Reinspect week of Jan 6. Reinspect after Mar 1.
11004 305 th Ave	Derek R and Michon M Nelson	01-00014-2200	26 Jan 24		Home occupation/rural tourism				Direction from TB needed to contact property owner re: required approvals.
14106 296 th Cir	Michael Bakker Rikki Whitlock	01-00524-0325	12 Dec 23		Dog(s) at large				Direction from TB needed to contact dog owner.
31015 103 rd St	Blaze Graves	01-466-0330	16 Oct 23		Abandoned vehicles		Jun 25	Feb 18	Illegal outdoor storage
31540 125-1/2 St.	Anthony Flander	01-00455-0105			RV as dwelling unit				Reinspect week of Jan 6. Inspected Feb 17.
14275 292 nd Ave.	Brandon and Kyleigh Stanek	01-534-255	16 Aug 23		ZO Chapter 31		Jun 25		TB directed no action on 11 Dec 23
28209 Lake Diann Rd	Phillip Stueve, Jr.	01-408-0322	25 Jul 23		Habitually barking dog				SCSO issued citation, Sherburne County Attorney dismissed without authority to prosecute.



01-404-0756

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01-00404-0001

Parcel Boundary

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Parcel Boundary

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287th Avenue

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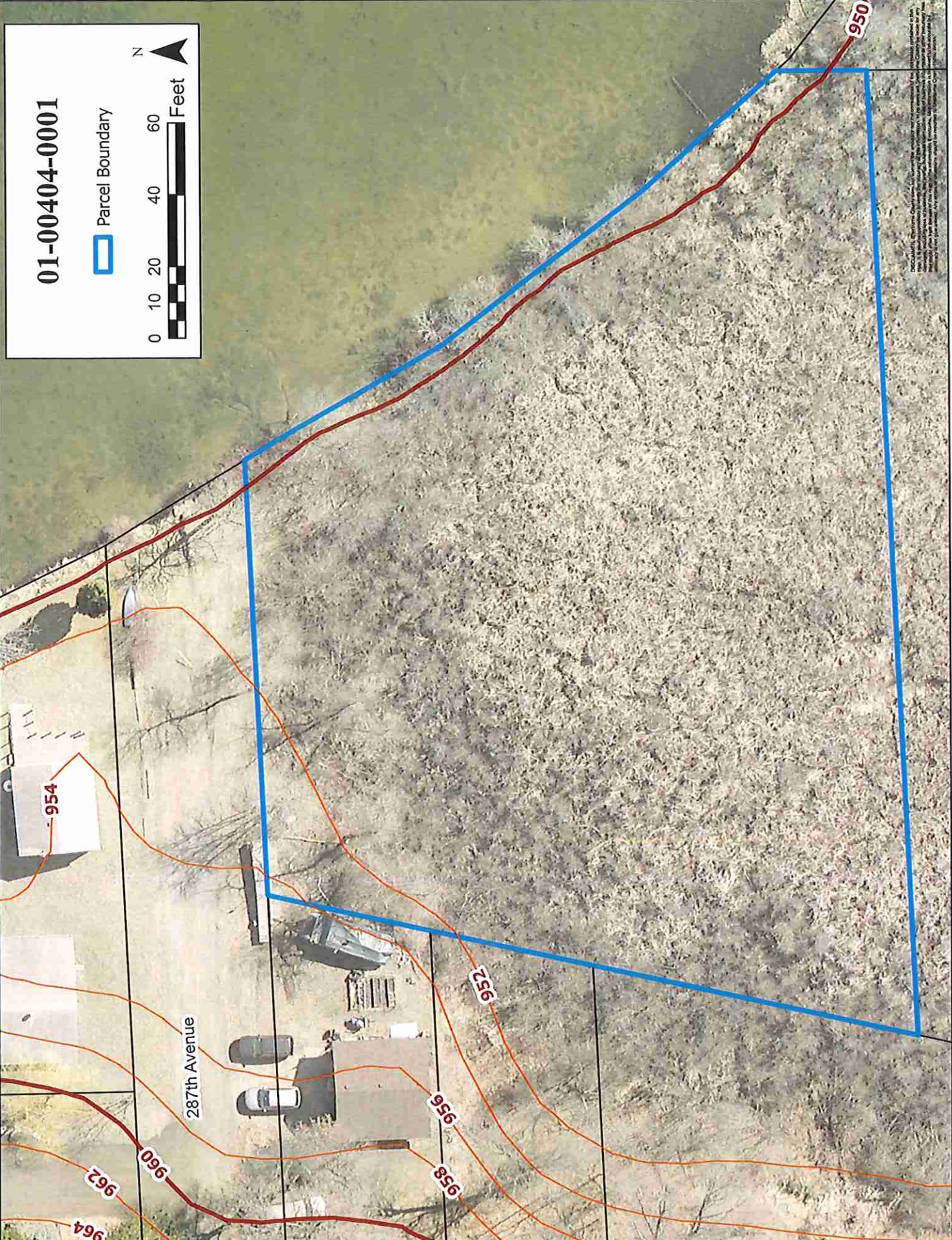
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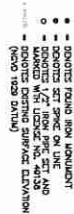
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Lot 16, Block 7: On Lake Central, Sherburne County, Minnesota, DCDPT the following:

Beginning at the most Easterly corner of Lot 1, Block 7; thence Northerly along the Easterly line of Lots 1, 2, and 3 for 80 feet; thence Northerly at a 90 degree angle for a distance of 75 feet; thence Southeasterly at a 90 degree angle for a distance of 80 feet to the Northeast corner of Lot 2, Block 11; thence Southeasterly at a 90 degree angle for 75 feet to the point of beginning.

[illegible]

DATE	REVISION	DESIGNED BY SHW
02/27/23	Locle Site Elevation	DRAWN BY SHW
		CHECKED BY BP
		BOOK
		PAGE
		SCALE 1"=10'
		DATE 12/06/22
		FILE NO. D-440.01

Joan Heinen

From: SCOTT SCHMIDT <schmidty11@msn.com>
Sent: Thursday, September 04, 2025 8:54 AM
To: Joan Heinen
Subject: Fw: Scott Schmidt. Public water way--City property clean up for September 8th City Council meeting
Attachments: 4519.02-SURVEY-02-27-25.pdf; NorthPart.pdf; 01-404-0756.pdf

Joan:

Here attached are the documents for reference for Monday nights city council meeting. Aerial photos and surveys of property that we would like to clean up including the citys property. Any questionis please let me know.

Thank you,

Scott Schmidt
763-443-4124

From: SCOTT SCHMIDT <schmidty11@msn.com>
Sent: Tuesday, September 2, 2025 8:36 AM
To: SCOTT SCHMIDT <schmidty11@msn.com>
Subject: Fw: Scott Schmidt. Public water way

From: SCOTT SCHMIDT <schmidty11@msn.com>
Sent: Monday, September 1, 2025 8:40 AM
To: SCOTT SCHMIDT <schmidty11@msn.com>
Subject: Scott Schmidt. Public water way



Lightmart
1881 Rose Road
Lake Zurich IL 60047 United States

Quote
#QUO42829
8/28/2025

Bill To

Zack Good
CITY OF BALDWIN
30239 128th St Nw
Baldwin MN 55371-3752 United States
(763) 286-3394

TOTAL

\$3,601.00

Expires: 9/11/2025

Expires
9/11/2025

Exp. Close
8/28/2025

Sales Rep
1102 Jamie Kiscellus

QTY	Item	Options	Rate	Amount
	NOTE JAMIE KISCELLUS JKISCELLUS@LIGHTMART.COM 224-539-8021			
1	PK094A-20 LED Light Pole Kit with Single Adjustable LED Light, Selectable Wattage 150/200/240/300 & Color Temperature, 20 Foot Pole		\$1,082.00	\$1,082.00
1	PK0942A-20 LED Light Pole Kit with Two Adjustable LED Lights, Selectable Wattage 150/200/240/300 & Color Temperature, 20 Foot Pole		\$1,499.00	\$1,499.00
3	91094 Power Selectable150W/200W/240W/300W LED Area Light, Die-Cast Aluminum, 120-277 Volt, Type 3-S, Selectable CCT 3000K/4000K/5000K, Dimmable, Housing Color Dark Bronze --- Default Preset (300W/5000K) -----		\$256.00	\$768.00
3	9109-SF Slip Fitter Bracket for 91093 and 91094 Series Fixtures Color Dark Bronze -----		\$0.00	\$0.00
3	10029 Steel Tenon Adapter for 4 Inch Square Poles, Dark Bronze, 2 3/8 Inch OD		\$44.00	\$132.00
1	S&H-SUR Shipping Surcharge		\$120.00	\$120.00

ESTIMATED TO SHIP 1 WEEK PLUS 2 WEEKS TRANSIT
TIME



QUO42829



Lightmart
1881 Rose Road
Lake Zurich IL 60047 United States

Quote
#QUO42829
8/28/2025

Subtotal \$3,601.00

Tax Total (%) \$0.00

Total \$3,601.00

DELIVERY INFORMATION: Lightmart and its freight carriers do not unload products. Unloading is the sole responsibility of the recipient and/or customer and recipient and/or customer is required to provide all necessary equipment and/or manpower at the time of delivery. **DELIVERY CLAIMS:** Claims must be made within 7 days of delivery to avoid claim denial. Please make sure all items are received in good condition and that there is no concealed damage prior to signing for the delivery. Notation of damage must be made on the carrier's delivery document. **RETURNS:** New products with their packaging intact may be returned at customer's expense only if you notify us in writing within 14 days of receipt of product and you obtain a Return Authorization number. A minimum restocking fee of 25% will apply to all returns. All poles, brackets, and custom or built-to-order products are **NON-RETURNABLE** and **NON-REFUNDABLE**.



QUO42829

Jellyfish Graphics: 15-20 signs
Standard Aluminum: \$15 each for 12x18
Stock Reflective: \$18 each for 12"x18"



M& R Sign

12" x 12" No Parking Symbol (2 color) #R8-3
5 @ \$20.95 each
10 @ \$17.76 each
Plus Freight



12" x 18" "No Parking "
5 @ \$20.95 each
10 @ \$19.27 each
25 @ \$18.26 each
Plus Freight

Looks the same as the No Parking Sign from Jellyfish Graphics