CITY OF BALDWIN

AGENDA FOR SEPTEMBER 22ND, 2025
CITY OF BALDWIN REGULAR MEETING
7:00 p.m.
(Revised 9/18/2025)

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:

ISD# 477: Superintendent Devine - Discuss Upcoming Referendum Election Held at Baldwin City Hall

Public Comment Requests:

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

- Approve Building Permits for July and August 2025
- Approve Regular City Council Meeting Minutes for August 18th, 2025

Frontier Trails Update:
a. Schedule Meeting to Review Budget and Certify Delinquent Community Sewer Treatment Fees for Frontier Trails SSD (Must be Certified by November 30th) - Clerk
b. Discuss/Approve/Disapprove Steinbrecher Proposal for $14,470.00 – Jay Swanson

Road Report – Tom Rush
a. Discuss Public Works Report
b. Discuss Culvert Maintenance
c. Discuss/Approve/Disapprove Resident Request for 10 mph Speed Limit and Children at Play Sign on 100th Street by Sandy Lake
d. Discuss/Approve/Disapprove Hiring Snowplow Drivers for the 2025-2026 Plow Season
e. Discuss/Approve/Disapprove City of Baldwin Snowplow and Ice Control Operations Policy
f. Discuss/Approve/Disapprove Failed Driveway Inspection for PID#01-00025-2401

Tabled Items:
a. Discuss/Approve/Disapprove Temporary No Parking Sign Quote – Jay Swanson

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.

b. Discuss/Approve/Disapprove Zimmerman and Princeton Today Newspaper Insert – Clerk

New Business:

a. Acknowledge Donation to Baldwin Fire Relief from Fire Equipment Specialties for $365.00 and Twice New Clothing and Treasurers for $5000.00 - Scott Case
b. Discuss/Approve/Disapprove Estimate from Custom Cap & Fire for $2065.68 – Scott Case
c. Discuss/Approve/Disapprove Request for Proposals for Young Park Parking Lot Lighting – Tom Rush
d. Discuss/Approve/Disapprove City of Baldwin Credit Card Policy – Jay Swanson
e. Discuss/Approve/Disapprove Resolution 25-23; Preliminary 2026 Levy – Jay Swanson

Announcements:

a. Engineering Workshop, Tuesday, September 23rd, 2025 at 7:00 p.m.
b. Next City Council Meeting, Monday, October 6th, 2025 at 7:00 p.m.

Any Other Business:

Approve Bill for Payment:

Adjourn:

CITY OF BALDWIN

*Cash Balances

Cash Account: 10100

September 2025

Fund	Begin September 2025	Receipts	Disbursements	Transfers Rec/Disb	Transfers Journal Entries	JE Payroll	Balance No Investments	Investments	Balance	
10100 - Bremer										
101 - General Fund	($1,354,341.93)	$7,068.48	($113,065.67)	$0.00	$0.00	($11,095.13)	($1,471,434.25)	$0.00	($1,471,434.25)	In Bal
225 - Cemetery Fund	$13,566.33			$0.00	$0.00	($424.90)	$13,141.43		$13,141.43	In Bal
250 - Fire Operations	$75,287.36	$2,854.50	($10,042.87)	$0.00	$0.00	($3,780.79)	$64,318.20		$64,318.20	In Bal
275 - Street Capital	$916,022.34		($90,761.33)	$0.00	$0.00		$825,261.01		$825,261.01	In Bal
290 - Permits	$167,229.96			$0.00	$0.00		$167,229.96		$167,229.96	In Bal
301 - G.O. 2017A	$373,645.89			$0.00	$0.00		$373,645.89		$373,645.89	In Bal
302 - G.O. 2024A	$23,326.91			$0.00	$0.00		$23,326.91		$23,326.91	In Bal
401 - Capital Project Fund	$153,991.76			$0.00	$0.00		$153,991.76		$153,991.76	In Bal
402 - Fire Services	$42,359.49			$0.00	$0.00		$42,359.49		$42,359.49	In Bal
403 - Fire Infrastructure Fund	$189,722.73			$0.00	$0.00		$189,722.73		$189,722.73	In Bal
404 - Parks Capital Fund	$100,040.95	$75.00	($54,683.33)	$0.00	$0.00	($4,952.22)	$40,480.40		$40,480.40	In Bal
602 - Sewer Fund	$65,926.98	$4,158.00	($4,385.87)	$0.00	$0.00	($222.04)	$65,477.07		$65,477.07	In Bal
801 - Developers Account - Escrow	$134,869.85		($10,891.55)	$0.00	$0.00		$123,978.30		$123,978.30	In Bal
803 - Misty Hollow Escrow	$0.00			$0.00	$0.00		$0.00		$0.00	In Bal
805 - Sumser Farms 1st Addt Escr	$2,186.41			$0.00	$0.00		$2,186.41		$2,186.41	In Bal

	MTD Amounts	YTD Amounts
Begin	$903,835.03	$958,164.65
Receipt	$14,155.98	$1,640,379.39
Disbursements	($283,830.62)	($1,709,563.78)
Transfers Rec/Disb	$0.00	$0.00
Transfers JE	$0.00	$15.50
JE Payroll	($20,475.08)	($275,310.45)

	MTD Amounts	Begin + YTD
Investments	$0.00	$1,093,183.34
Petty Cash	$0.00	$0.00
Savings	$0.00	$0.00
Money Market	$0.00	$0.00
Balance	$613,685.31	In Balance

CITY OF BALDWIN

*Cash Balances

Cash Account: 10100

August 2025

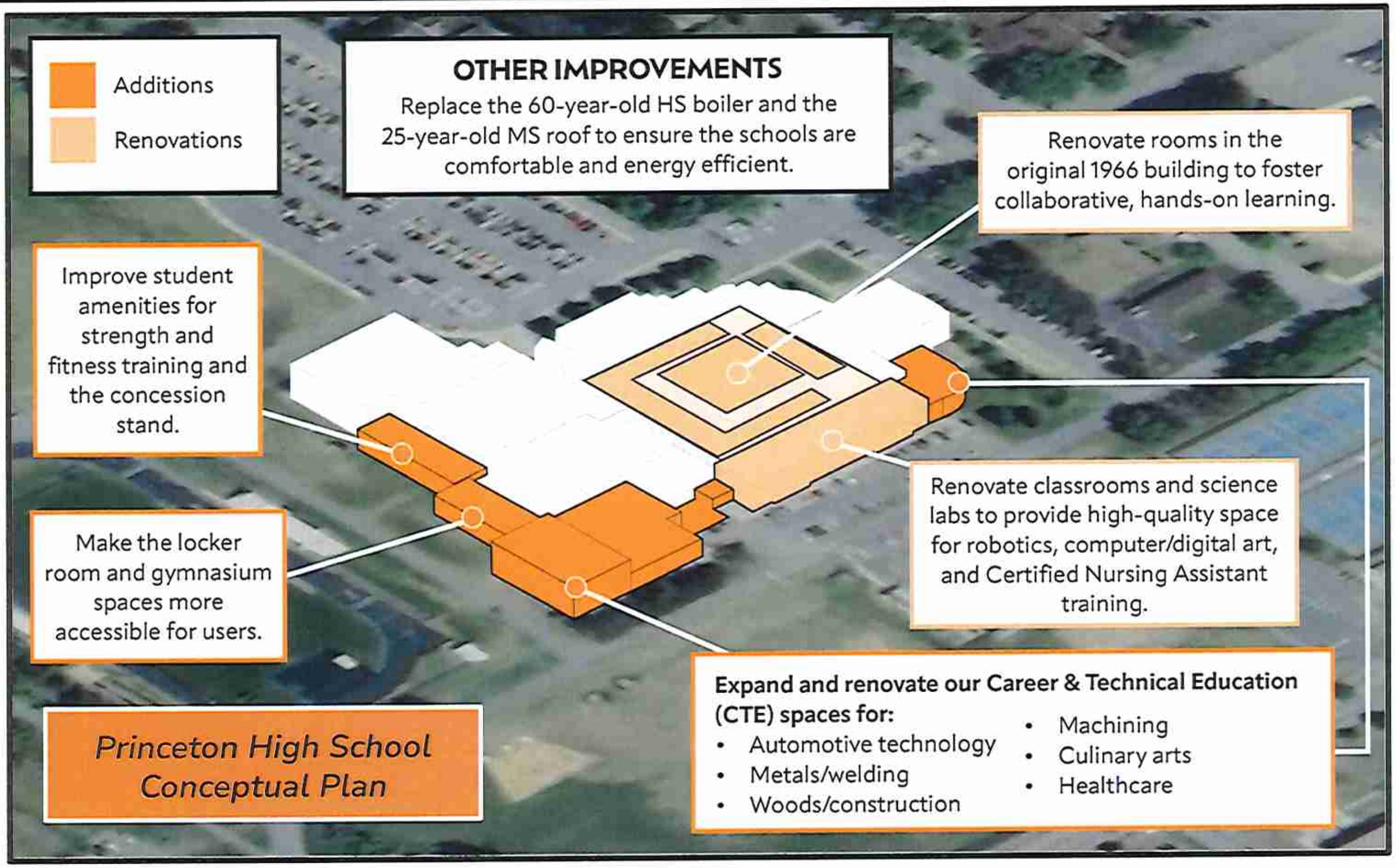
Fund	Begin August 2025	Receipts	Disbursements	Transfers Rec/Disb	Transfers Journal Entries	JE Payroll	Balance No Investments	Investments	Balance	
10100 - Bremer										
101 - General Fund	($1,293,337.44)	$28,065.62	($77,538.45)	$0.00	$0.00	($11,531.66)	($1,354,341.93)	$0.00	($1,354,341.93)	In Bal
225 - Cemetery Fund	$14,758.31	$39.00	($77.05)	$0.00	$0.00	($1,153.93)	$13,566.33		$13,566.33	In Bal
250 - Fire Operations	$90,020.01	$121.17	($11,606.96)	$0.00	$0.00	($3,246.86)	$75,287.36		$75,287.36	In Bal
275 - Street Capital	$904,485.34	$11,537.00		$0.00	$0.00		$916,022.34		$916,022.34	In Bal
290 - Permits	$167,229.96			$0.00	$0.00		$167,229.96		$167,229.96	In Bal
301 - G.O. 2017A	$373,645.89			$0.00	$0.00		$373,645.89		$373,645.89	In Bal
302 - G.O. 2024A	$23,326.91			$0.00	$0.00		$23,326.91		$23,326.91	In Bal
401 - Capital Project Fund	$153,616.84	$374.92		$0.00	$0.00		$153,991.76		$153,991.76	In Bal
402 - Fire Services	$42,236.00	$123.49		$0.00	$0.00		$42,359.49		$42,359.49	In Bal
403 - Fire Infrastructure Fund	$191,516.62	$371.59	($2,165.48)	$0.00	$0.00		$189,722.73		$189,722.73	In Bal
404 - Parks Capital Fund	$106,139.19	$395.85	($1,792.03)	$0.00	$0.00	($4,702.06)	$100,040.95		$100,040.95	In Bal
602 - Sewer Fund	$67,768.69	$5,673.42	($7,102.46)	$0.00	$0.00	($412.67)	$65,926.98		$65,926.98	In Bal
801 - Developers Account - Escrow	$133,754.95	$3,873.90	($2,759.00)	$0.00	$0.00		$134,869.85		$134,869.85	In Bal
803 - Misty Hollow Escrow	$0.00			$0.00	$0.00		$0.00		$0.00	In Bal
805 - Sumser Farms 1st Addt Escr	$2,186.41			$0.00	$0.00		$2,186.41		$2,186.41	In Bal

	MTD Amounts	YTD Amounts
Begin	$977,347.68	$958,164.65
Receipt	$50,575.96	$1,626,223.41
Disbursements	($103,041.43)	($1,425,733.16)
Transfers Rec/Disb	$0.00	$0.00
Transfers JE	$0.00	$15.50
JE Payroll	($21,047.18)	($254,835.37)

	MTD Amounts	Begin + YTD
Investments	$0.00	$1,093,183.34
Petty Cash	$0.00	$0.00
Savings	$0.00	$0.00
Money Market	$0.00	$0.00
Balance	$903,835.03	In Balance

Princeton Public Schools 2025 Referendum

ROARING FORWARD
Proud Past. Bold Future.



WELCOME!!

To learn more visit:
isd477.org/referendum

Pat Devine,
Superintendent
election@isd477.org
763-389-7257

VIDEO

ROARING FORWARD

Proud Past. Bold Future.

Princeton Public Schools
2025 Referendum

OUR COMMITMENT TO EVERY STUDENT

Princeton Public Schools prepares students for success in an ever-changing world—whether they go to college, technical school, or begin their career upon graduating.

To do this, we need our schools to have the best learning environments.

COMMUNITY SUPPORT

The community has a history of meeting urgent needs by making solid investments in the future of our children.

When NEEDED, Princeton Public Schools voters said "Yes"

- 1998: Middle School bond referendum approved
- 2014: Primary School bond referendum approved

Princeton Public Schools voters support kids

PATH TO SPECIAL ELECTION

- After the November 2021 ballot questions were not approved
- A Community task force was created to seek community input
  - More than 30 community members
- 2-year process
  - Community survey to evaluate highest priorities
  - 11 community listening sessions
  - Facility studies
- Feedback shows support for **$17 or less per month** property tax increase on average-valued home of approximately $350,000

On August 5, 2025 the school board approved a resolution to call for a special election.

UNDERSTANDING OUR NEEDS

Education and careers are evolving. Classrooms and tools our students rely on are outdated and undersized. They need safety, accessibility, and industry-standard updates.

Along with reading, math and traditional education, our students explore authentic, hands-on careers in Princeton High School Career Academies.

AGRICULTURE AND NATURAL RESOURCES

HUMAN SERVICES

HEALTH SCIENCE

ENGINEERING, MANUFACTURING, AND TECHNOLOGY

BUSINESS, MANAGEMENT, AND ADMINISTRATION

INFORMATION SYSTEMS, COMMUNICATIONS AND ART

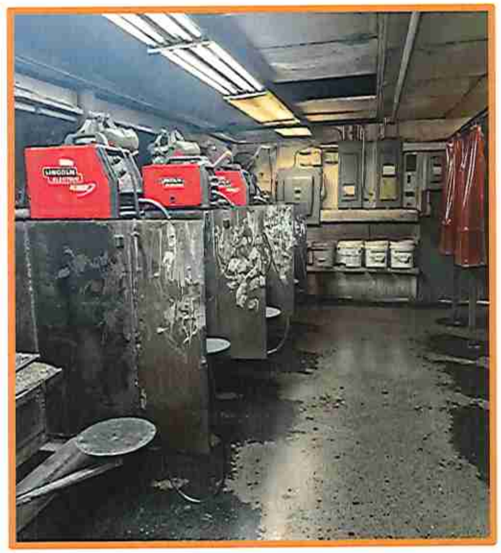
SHOPS AND INDUSTRIAL TECH

Career and Technical EDUCATION-CTE

55 year old shops, outdated and too small

- Limit number of students can enroll
- Creating safety concerns
    - Poor ventilation
    - Overcrowding
    - Asbestos
    - Inadequate lighting

Woods Video   Welding Video

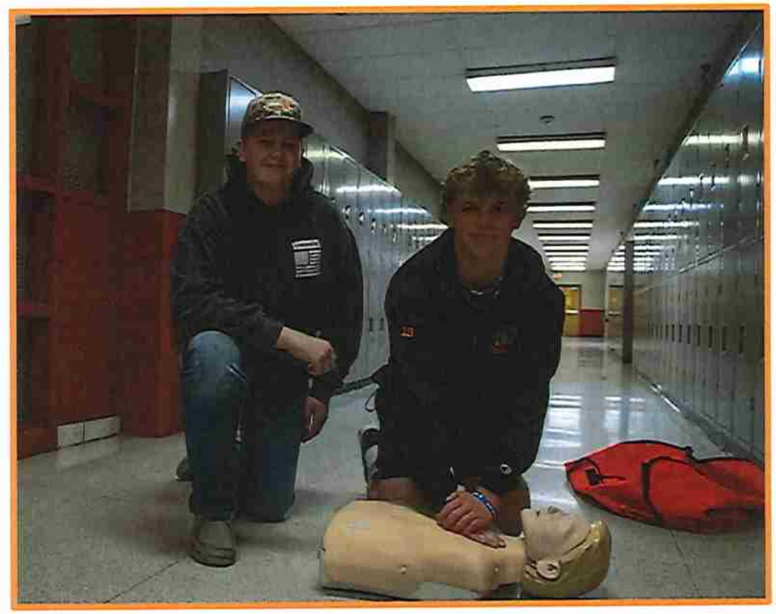


HEALTHCARE AND CNA

HEALTHCARE EDUCATION

There are no dedicated classrooms and equipment for students interested in Certified Nursing Assistant (CNA) training.

- CNA students travel to Milaca Schools
- **Only 5 spots** available



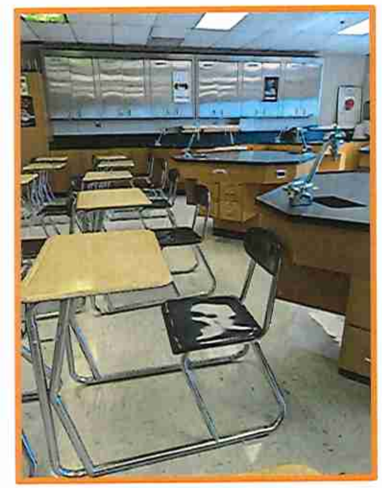
CULINARY EDUCATION

- Not equipped or designed for students to learn skills needed to work in professional kitchens
- Missing the opportunity to learn techniques, workflows, and safety practices essential for culinary arts

AGING CLASSROOMS

High School classrooms are **over 60 years old**

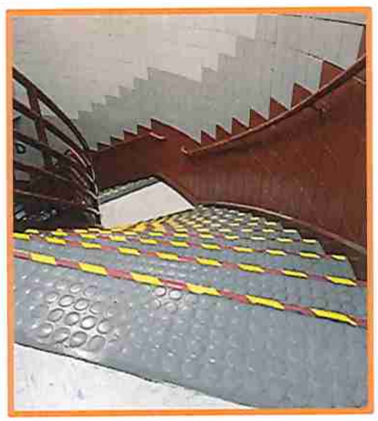
- Built when learning was limited to sitting in rows and listening to lectures
- Dark lighting, undersized classrooms and aging built-in classroom equipment make it difficult for students to stay engaged and learn

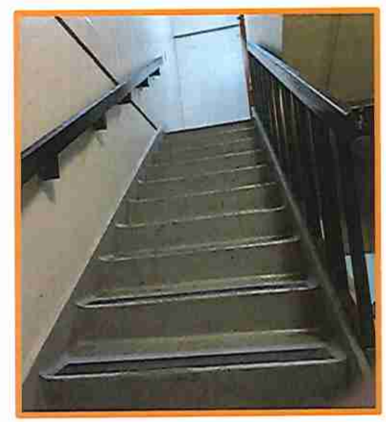


BUILDING INFRASTRUCTURE

Student population has doubled in size since 1964

- Original High School boilers from 1964
- Narrow, poorly lit stairwells and hallways
- Locker rooms do not meet accessibility and space requirements
- Middle School roof needs replacement





CLASSROOM TECHNOLOGY

Technology drives our world. It is constantly changing and evolving.

- We must provide relevant technology and combine it with industry-standard infrastructure to support **all** of our students, classrooms, staff and Tiger Career Academies.

WHY THE REFERENDUM MATTERS

Our Vision: Equip every student to be career and college ready through community partnerships

- Half of Princeton graduates will pursue careers that require an apprenticeship, associate's degree or on-the-job training.
- The other 50% will pursue careers requiring a four-year college degree.

Princeton Schools inspire students to explore careers, discover their passions and plan for their future.

Business, Management, and Administration Academy

Information Systems, Communications, and Art Academy

Engineering, Manufacturing, and Technology Academy

Health Science Academy

Agriculture and Natural Resources Academy

Human Services Academy

WHAT'S THE DIFFERENCE

BOND REFERENDUM

Voters decide whether school districts can increase property taxes to renovate and/or build school buildings.

Bonds to fund the projects are paid off with the tax revenue over time plus interest, like a mortgage.

TECHNOLOGY LEVY

A capital projects levy – often referred to as a technology levy – is a property tax used for specific technology needs.

Bonds are for building, levies are for learning.

COMMUNITY INVESTMENT IN OUR SCHOOLS

School District voters will consider a single ballot question on Tuesday, November 4.

A $49.14 million building bond

- Replace and modernize Career and Technical Education (CTE) spaces
- Renovate outdated classrooms and science labs
- Address overcrowding and accessibility issues
- Update aging infrastructure

+

A $750,000/year capital projects levy (tech levy)

- Fund essential classroom technology
- Support devices, software, infrastructure, and technology staff

TAX IMPACT

- The proposed referendum would result in a tax increase starting in 2026 of **$15/month** for the owner of an average-valued home of approximately $350,000.
- Agricultural property is assessed at the value of the homestead plus one acre of land.
- The tech levy would remain in place for 10 years.
- The building bond would remain in place for 20 years.

To estimate your specific tax impact, use our referendum tax calculator at isd477.org/referendum.

IF REFERENDUM IS APPROVED

- **Create new space and equipment** for Career and Technical Education
- **Update core education spaces** that support our innovative curriculum
- **Invest in maintenance** to keep our schools comfortable and energy-efficient
- **Improve facilities** used by all students, community members, and visitors
- **Provide funding for technology** essential to operate classrooms and have career-specific learning

IF REFERENDUM DOES NOT PASS

Limited learning opportunities – Outdated classrooms will remain poorly suited for hands-on, collaborative learning

Constrained Career & Technical Education – Decades-old spaces will stay in temporary, undersized facilities, limiting enrollment and posing safety concerns

Reduced classroom essentials for learning – Rising tech costs will pull resources from classroom instruction and student support

Fewer tools for future success – Students will miss out on the modern tools and environments needed for success in college, careers, and life

HAVE YOUR VOICE HEARD

There are three ways to vote on or before Tuesday, November 4

Vote early by mail (starting September 19):

- To request an absentee ballot, submit a ballot application to the District Center

Vote early in person (September 19 – November 3):

- Available at the District Center on weekdays between 8:00 a.m. and 4:00 p.m.

Vote in person on Election Day (Tuesday, November 4) from 7:00 a.m. to 8:00 p.m. at two locations:

- **Princeton Depot/Museum:** *Will serve all district territory in the City of Princeton, Bogus Brook Township, Greenbush Township, Milo Township, Princeton Township, Glendorado Township, Dalbo Township, Spencer Brook Township, and Wyanett Township*
- **Baldwin Town Hall:** *Will serve all district territory in the City of Baldwin, Blue Hill Township, and Santiago Township*

LEARN MORE AND STAY CONNECTED

- Visit our referendum website: **isd477.org/referendum**
- Submit a comment or question using the connect form
- Follow Princeton Public Schools
  - @isd477
  - @isd477
- Reach out to **election@isd477.org** or 763-389-7257

Learn more, by visiting
isd477.org/referendum

QUESTIONS?

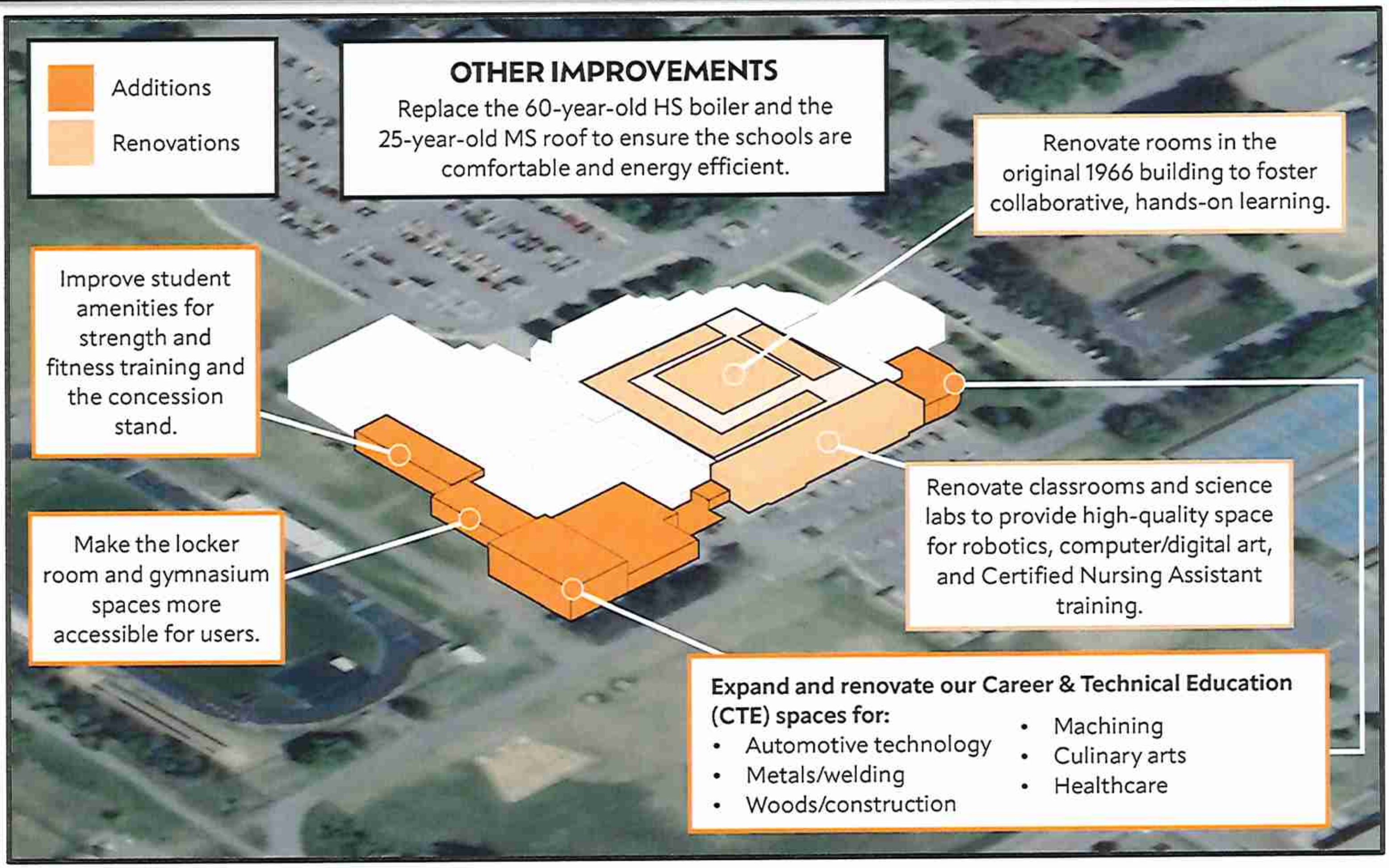
Thank you for being part of this important community conversation to decide the future of Princeton Public Schools!

Contact us at:
election@isd477.org
763-389-7257

Learn more, by visiting isd477.org/referendum.

ROARING FORWARD
Proud Past. Bold Future.

CONCEPTUAL PLAN



Please note that this image is conceptual and not finalized. If approved, the design process would involve stakeholder input.

APPENDIX

W

elding Video

Woods Video

NOW VS. INDUSTRY STANDARD

NOW VS INDUSTRY STANDARD

Photos of CTE spaces from area school

Video Links

Boiler:
https://drive.google.com/file/d/1gOju1436dIvwEyYnuWGNzUqNIxETEq_7/view?usp=sharing

Science Classroom:
https://drive.google.com/file/d/1aYNWCD0xz86AJbsbVRdKIELxqeAYoJQs/view?usp=sharing

CTE:
https://drive.google.com/file/d/1EWBM3XaXO6hJy5YSzPD1iyB8dT2BRL8r/view?usp=sharing

Woods Video   Welding Video

RUM RIVER CONSULTANTS

Contract Area: City of Baldwin - August 2025

Permit #	Paid Date	Address	Project Description	Permit Portion	70% Billable	Plan Review	80% Billable	Project Fee
BA2025-056	8/12/2025	13438 295TH AVE NW	New Septic	$ 350.00				$ 350.00
BA2025-057	8/22/2025	13438 295th Ave NW	Reinspection Fee					$ 95.00
BA2025-107	8/21/2025	13458 295th Ave NW	Reinspection Fee					$ 95.00
BA2025-182	8/4/2025	13319 279TH AVE NW	Miscellaneous Building	$ 364.80	$ 255.36	$ 237.12	$ 189.70	$ 445.06
BA2025-205	8/27/2025	13437 295TH AVE NW	New Septic	$ 350.00				$ 350.00
BA2025-206	8/27/2025	13282 295TH AVE NW	New Septic	$ 350.00				$ 350.00
BA2025-225	8/1/2025	13013 282ND AVE NW	Deck	$ 100.00	$ 75.00	$ 50.00	$ 50.00	$ 125.00
BA2025-225	8/1/2025	13013 282ND AVE NW	Investigative Fee	$ 100.00				$ 100.00
BA2025-242	8/4/2025	31620 125TH ST NW	Non-Residential Cell Tower	$ 764.15	$ 534.91	$ 496.70	$ 397.36	$ 932.27
BA2025-243	8/7/2025	14100 296TH CIR NW	Roof	$ 125.00	$ 87.50			$ 87.50
BA2025-244	8/27/2025	12938 302ND AVE NW	Alteration/Remodel	$ 524.15	$ 366.91	$ 340.70	$ 272.56	$ 639.47
BA2025-251	8/7/2025	9819 313TH AVE NW	Accessory Structure	$ 364.80	$ 255.36	$ 237.12	$ 189.70	$ 445.06
BA2025-253	8/4/2025	28715 143RD ST NW	Window/Door	$ 125.00	$ 87.50			$ 87.50
BA2025-255	8/7/2025	30209 116TH ST NW	Non-Residential Alteration/Remodel	$ 1,186.65	$ 830.66	$ 771.32	$ 617.06	$ 1,447.71
BA2025-256	8/7/2025	29908 108TH ST NW	Tank Replacement Septic	$ 175.00				$ 175.00
BA2025-258	8/14/2025	13500 295TH AVE NW	Deck	$ 199.30	$ 139.51	$ 129.55	$ 103.64	$ 243.15
BA2025-260	8/5/2025	27930 133 1/2 ST NW	Alteration/Remodel	$ 315.15	$ 220.61	$ 204.85	$ 163.88	$ 384.49
BA2025-261	8/4/2025	27902 113TH ST NW	Furnace & A/C	$ 185.00	$ 129.50			$ 129.50
BA2025-262	8/11/2025	30243 119TH ST NW	Replacement Septic	$ 350.00				$ 350.00
BA2025-264	8/4/2025	13438 295TH AVE NW	Gas Fireplace	$ 125.00	$ 87.50			$ 87.50

RUM RIVER CONSULTANTS

Contract Area: City of Baldwin - August 2025

Permit #	Paid Date	Address	Project Description	Permit Portion	70% Billable	Plan Review	80% Billable	Project Fee
BA2025-264	8/4/2025	13438 295TH AVE NW	Investigative Fee	$ 125.00				$ 125.00
BA2025-265	8/25/2025	30243 119TH ST NW	Addition	$ 823.30	$ 576.31	$ 535.15	$ 428.12	$ 1,004.43
BA2025-266	8/6/2025	13437 295TH AVE NW	Plumbing New Construction	$ 150.00	$ 105.00			$ 105.00
BA2025-267	8/6/2025	13437 295TH AVE NW	Mechanical New Construction	$ 150.00	$ 105.00			$ 105.00
BA2025-268	8/7/2025	11725 317TH AVE NW	Window/Door	$ 125.00	$ 87.50			$ 87.50
BA2025-269	8/26/2025	31419 131ST ST NW	Alteration/Remodel	$ 397.90	$ 278.53	$ 258.64	$ 206.91	$ 485.44
BA2025-270	8/7/2025	31475 116TH ST NW	Mechanical New Construction	$ 150.00	$ 105.00		$ -	$ 105.00
BA2025-271	8/15/2025	10141 313TH AVE NW	Window/Door	$ 125.00	$ 87.50		$ -	$ 87.50
BA2025-272	8/15/2025	28560 111TH ST NW	Window/Door	$ 125.00	$ 87.50		$ -	$ 87.50
BA2025-274	8/11/2025	29390 100TH ST NW	Gas Fireplace	$ 125.00	$ 87.50		$ -	$ 87.50
BA2025-275	8/13/2025	31486 141ST ST NW	Furnace & A/C	$ 185.00	$ 129.50		$ -	$ 129.50
BA2025-276	8/12/2025	14040 301ST AVE NW	Boiler	$ 125.00	$ 87.50		$ -	$ 87.50
BA2025-277	8/12/2025	27930 133 1/2 ST NW	Miscellaneous Plumbing	$ 125.00	$ 87.50		$ -	$ 87.50
BA2025-278	8/12/2025	11518 284TH AVE NW	A/C	$ 125.00	$ 87.50		$ -	$ 87.50
BA2025-281	8/15/2025	30708 106TH ST NW	Window/Door	$ 125.00	$ 87.50		$ -	$ 87.50
BA2025-282	8/15/2025	13344 295TH AVE NW	Mechanical New Construction	$ 150.00	$ 105.00		$ -	$ 105.00
BA2025-283	8/15/2025	13344 295TH AVE NW	Plumbing New Construction	$ 150.00	$ 105.00		$ -	$ 105.00
BA2025-284	8/18/2025	29840 100TH ST NW	Roof	$ 125.00	$ 87.50		$ -	$ 87.50
BA2025-285	8/25/2025	28207 ELK LAKE RD E	Replacement Septic	$ 350.00			$ -	$ 350.00
BA2025-286	8/20/2025	12837 285TH AVE NW	Tank Replacement Septic	$ 175.00			$ -	$ 175.00

RUM RIVER
CONSULTANTS

Contract Area: City of Baldwin - August 2025

Permit #	Paid Date	Address	Project Description	Permit Portion	70% Billable	Plan Review	80% Billable	Project Fee
BA2025-288	8/19/2025	13117 314TH AVE NW	Roof	$ 125.00	$ 87.50		$ -	$ 87.50
BA2025-289	8/21/2025	9948 284TH AVE NW	Furnace & A/C	$ 185.00	$ 129.50		$ -	$ 129.50
BA2025-290	8/21/2025	29515 128TH ST NW	Roof	$ 125.00	$ 87.50		$ -	$ 87.50
BA2025-291	8/21/2025	29983 129TH ST NW	Water Conditioner	$ 125.00	$ 87.50		$ -	$ 87.50
BA2025-292	8/25/2025	30863 105TH ST NW	Roof	$ 125.00	$ 87.50		$ -	$ 87.50
BA2025-293	8/25/2025	30863 105TH ST NW	Siding	$ 125.00	$ 87.50		$ -	$ 87.50
BA2025-294	8/28/2025	29404 139TH ST NW	Deck	$ 116.55	$ 81.59	$ 75.76	$ 60.61	$ 142.19
					$ -		$ -	$ -
			TOTAL	$ 10,911.75	$ 6,015.73	$ 3,336.91	$ 2,679.53	$ 11,210.25

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

RUM RIVER CONSULTANTS

Contract Area: City of Baldwin - July 2025

Permit #	Paid Date	Address	Project Description	Permit Portion	70% Billable	Plan Review	80% Billable	Project Fee
BA2025-064	7/9/2025	13495 295TH AVE NW	New Septic	$ 350.00				$ 350.00
BA2025-149	7/17/2025	12904 295TH AVE NW	New Septic	$ 350.00				$ 350.00
BA2025-150	7/17/2025	14233 294TH AVE NW	New Septic	$ 350.00				$ 350.00
BA2025-151	7/1/2025	30113 126TH ST NW	Water Heater	$ 125.00	$ 87.50			$ 87.50
BA2025-166	7/23/2025	29046 143RD ST NW	Deck	$ 215.85	$ 151.10	$ 140.30	$ 112.24	$ 263.34
BA2025-201	7/9/2025	13283 293RD AVE NW	Basement Finish	$ 265.50	$ 185.85	$ 172.58	$ 138.06	$ 323.91
BA2025-203	7/8/2025	31924 125TH ST NW	Non-Residential Mechanical New Construction	$ 1,321.65	$ 925.16	$ 859.07	$ 687.26	$ 1,612.41
BA2025-207	7/1/2025	14330 310TH AVE NW	Window/Door	$ 125.00	$ 87.50			$ 87.50
BA2025-209	7/3/2025	32147 111 1/2 ST NW	Replacement Septic	$ 350.00				$ 350.00
BA2025-210	7/1/2025	9803 287TH AVE NW	Replacement Septic	$ 350.00				$ 350.00
BA2025-211	7/2/2025	31138 115TH ST NW	Swimming Pool	$ 116.55	$ 81.59	$ 75.76	$ 60.61	$ 142.19
BA2025-212	7/7/2025	9721 301ST AVE NW	Window/Door	$ 125.00	$ 87.50			$ 87.50
BA2025-216	7/29/2025	29530 131ST ST NW	Addition	$ 548.15	$ 383.71	$ 356.30	$ 285.04	$ 668.75
BA2025-218	7/1/2025	10632 302ND AVE NW	Roof	$ 125.00	$ 87.50			$ 87.50
BA2025-220	7/16/2025	14122 294TH AVE NW	Accessory Structure	$ 397.90	$ 278.53	$ 258.64	$ 206.91	$ 485.44
BA2025-221	7/30/2025	9736 302ND AVE NW	Deck	$ 133.10	$ 93.17	$ 86.52	$ 69.22	$ 162.39
BA2025-222	7/2/2025	13282 295TH AVE NW	Plumbing New Construction	$ 150.00	$ 105.00			$ 105.00
BA2025-223	7/2/2025	13282 295TH AVE NW	Mechanical New Construction	$ 150.00	$ 105.00			$ 105.00
BA2025-224	7/16/2025	31626 127TH ST NW	Replacement Septic	$ 350.00				$ 350.00
BA2025-226	7/18/2025	10530 306TH AVE NW	Accessory Structure	$ 149.65	$ 104.76	$ 97.27	$ 77.82	$ 182.57

RUM RIVER
CONSULTANTS

Contract Area: City of Baldwin - July 2025

Permit #	Paid Date	Address	Project Description	Permit Portion	70% Billable	Plan Review	80% Billable	Project Fee
BA2025-227	7/14/2025	11700 293RD AVE NW	Non-Residential Gas Line	$ 149.65	$ 104.76	$ 97.27	$ 77.82	$ 182.57
BA2025-228	7/21/2025	11725 317TH AVE NW	Water Heater	$ 125.00	$ 87.50			$ 87.50
BA2025-229	7/14/2025	31475 116TH ST NW	Plumbing New Construction	$ 150.00	$ 105.00			$ 105.00
BA2025-230	7/21/2025	31312 128TH ST NW	Replacement Septic	$ 350.00				$ 350.00
BA2025-231	7/10/2025	14061 290TH AVE NW	Roof	$ 125.00	$ 87.50			$ 87.50
BA2025-232	7/10/2025	14229 310TH AVE NW	Window/Door	$ 125.00	$ 87.50			$ 87.50
BA2025-234	7/17/2025	12938 285TH AVE NW	New Septic	$ 350.00				$ 350.00
BA2025-235	7/21/2025	31737 120TH ST NW	Tank Replacement Septic	$ 175.00				$ 175.00
BA2025-236	7/22/2025	29515 128TH ST NW	Replacement Septic	$ 350.00				$ 350.00
BA2025-237	7/15/2025	10130 285TH LN NW	Mechanical New Construction	$ 150.00	$ 105.00			$ 105.00
BA2025-238	7/31/2025	13344 295TH AVE NW	New Construction	$ 2,050.65	$ 1,435.46	$ 1,332.92	$ 1,066.34	$ 2,501.79
BA2025-239	7/17/2025	13468 279TH AVE NW	A/C	$ 125.00	$ 87.50			$ 87.50
BA2025-240	7/31/2025	12904 295TH AVE NW	Deck	$ 133.10	$ 93.17	$ 86.52	$ 69.22	$ 162.39
BA2025-241	7/21/2025	28340 116TH ST NW	Window/Door	$ 125.00	$ 87.50		$ -	$ 87.50
BA2025-245	7/28/2025	12945 296TH AVE NW	Furnace & A/C	$ 185.00	$ 129.50		$ -	$ 129.50
BA2025-248	7/31/2025	28222 ELK LAKE RD E	Replacement Septic	$ 350.00			$ -	$ 350.00
BA2025-249	7/29/2025	29150 142ND ST NW	Window/Door	$ 125.00	$ 87.50		$ -	$ 87.50
BA2025-250	7/31/2025	14226 310TH AVE NW	Replacement Septic	$ 350.00			$ -	$ 350.00
BA2025-252	7/29/2025	14223 285TH AVE NW	Gas Fireplace	$ 125.00	$ 87.50		$ -	$ 87.50
BA2025-254	7/29/2025	9803 287TH AVE NW	Roof	$ 125.00	$ 87.50		$ -	$ 87.50

RUM RIVER CONSULTANTS

Contract Area: City of Baldwin - July 2025

Permit #	Paid Date	Address	Project Description	Permit Portion	70% Billable	Plan Review	80% Billable	Project Fee
BA2025-259	7/31/2025	28142 ELK LAKE RD E	Water Heater	$ 125.00	$ 87.50		$ -	$ 87.50
					$ -		$ -	$ -
			TOTAL	$ 11,916.75	$ 5,524.23	$ 3,563.15	$ 2,850.52	$ 12,399.75

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

Rum River Consultants - City of Baldwin Administration Hourly Log

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

Month Served: January through August 2025

Permit #	Date	PID	Address	Project/Description	Time (Tenths of an Hour)
BA2025-214	3/20/25 to 6/24/25	01-00555-0105	14008 301st Ave NW	SSTS Non-Compliance Correspondence - Permit Applied for on 6/24/25	0.8
BA2025-111	4/9/25 to 4/15/25	01-00422-0255	13534 309th Ave NW	SSTS Non-Compliance Correspondence - Permit Applied for on 4/15/25	0.8
	4/9/25 to 4/14/25	01-00001-1105	9747 325th Ave NW	SSTS Non-Compliance Correspondence	0.7
BA2025-143	4/9/25 to 5/7/25	01-00498-0115	29527 125th St NW	SSTS Non-Compliance Correspondence - Permit Applied for on 5/7/25	0.8
BA2025-136	4/15/25 to 5/6/25	01-00534-0275	14276 290th Ave NW	SSTS Non-Compliance Correspondence - Applied for on 5/6/25	0.8
	11/19/2023 to 8/4/25	01-00429-0240	12224 278th Ave NW	SSTS Non-Compliance Correspondence - Non-Compliant over 18 Months*	1.9
BA2025-236	4/24/25 to 7/15/25	01-00021-3200	29515 128th St NW	SSTS Non-Compliance Correspondence - Applied for on 7/15/25	0.8
BA2025-159	5/8/25 to 5/19/25	01-00010-4300	11533 310th Ave NW	SSTS Non-Compliance Correspondence - Applied for on 5/19/25	0.8
BA2025-309	5/15/25 to 9/4/25	01-00486-0325	13830 298th Ave NW	SSTS Non-Compliance Correspondence - Applied for on 9/4/25	0.8
BA2025-250	6/2/25 to 7/25/25	01-00007-3306	14226 310th Ave NW	SSTS Non-Compliance Correspondence - Applied for on 7/24/25	0.8
BA2025-210	6/2/25 to 6/21/25	01-00411-0350	9803 287th Ave NW	SSTS Non-Compliance Correspondence - Applied for on 6/20/25	0.8
BA2025-285	6/12/25 to 8/15/25	01-00031-1315	28207 Elk Lake Rd E	SSTS Non-Compliance Correspondence - Applied for on 8/15/25	0.8
BA2025-209	6/12/25 to 6/24/25	01-00430-0130	32147 111 1/2 St NW	SSTS Non-Compliance Correspondence - Applied for on 6/20/25	0.8
BA2025-235	6/16/25 to 7/11/25	01-00003-3105	31737 120th St NW	SSTS Non-Compliance Correspondence - Applied for on 7/11/25	0.8

BA2025-224	6/19/25 to 7/1/25	01-00418-0250	31626 127th St NW	SSTS Non-Compliance Correspondence - Applied for on 7/1/25	0.8
BA2025-230	6/30/25 to 7/14/25	01-00008-1400	31312 128th St NW	SSTS Non-Compliance Correspondence - Applied for on 7/9/2025	0.8
	1/9/24 to 8/4/25	01-00424-0320	12823 289th Ave NW	SSTS Non-Compliance Correspondence - Non-Compliant over 18 Months*	1.8
BA2025-180	1/20/25 to 6/2/25	01-00466-0165	10331 310th Ave NW	SSTS Non-Compliance Correspondence - Applied for on 6/20/2025	1
BA2025-298	7/23/25 to 8/29/25	01-00017-1105	30712 128th St NW	SSTS Non-Compliance Correspondence - Applied for on 8/29/25	0.8
	3/11/24 to 7/29/25	01-00022-2104	30028 116th St NW	SSTS Non-Compliance Correspondence*	0.5
BA2025-286	7/24/25 to 8/15/25	01-00032-1116	12837 285th Ave NW	SSTS Non-Compliance Correspondence - Applied for on 8/15/25	0.8
	7/31/25 to 8/14/25	01-00541-0110	30863 105th St NW	SSTS Non-Compliance Correspondence	0.7
BA2025-296	7/30/25 to 8/29/25	01-00540-0130	30668 139th St NW	SSTS Non-Compliance Correspondence - Applied for on 8/29/25	0.9
	8/13/25 to 8/18/25	01-00408-0314	28113 Lake Diann Rd NW	SSTS Non-Compliance Correspondence	1.3
BA2025-164	8/1/25 to 8/20/25	01-00035-4100	27938 104th St NW	SSTS Non-Compliance Correspondence - Applied for on 5/22/25 - Communication from Sherburne County triggered further follow up.	0.8
BA2025-256	8/1/25 to 8/20/25	01-00023-2106	29908 108th St NW	SSTS Non-Compliance Correspondence - Applied for on 7/29/25 - Communication from Sherburne County triggered further follow up.	0.8
	7/16/25 to 8/5/25	01-00486-0215	14108 294th Ave NW	Code Compliance - Deck without Railing	1.1
BA2025-294	7/11/25 to 8/28/25	01-00486-0245	29404 139th St NW	Code Compliance - Deck without Railing	2.9
	8/4/25			Baldwin City Council Meeting Attendance - Andy, Carissa, and Roxanne attended. Andy and Carissa presented on Building Code Enforcement concerns along with non-compliant septic processes.	2.5
				TOTAL	**29.7**
				@ 85.00 per hour	**$2,524.50**

** Please note, if dates list prior to 2025 for SSTS, code compliance time prior to 2025 was not included in the totals.*

CITY OF BALDWIN

BALDWIN CITY COUNCIL REGULAR MEETING

AUGUST 18TH, 2025

Present – Mayor Jay Swanson, City Council; Tom Rush, Alan Walker, Scott Case, and Jeff Holm
Jeff Holm arrived at 8:07 p.m.
Also Present – City Attorney; Bob Ruppe from Couri & Ruppe and City Engineer; Sam Jochum from Hakanson Anderson

Call to Order – The August 18th, 2025 regular meeting of the City of Baldwin was called to order by Mayor Jay Swanson at 7:00 p.m.

Pledge of Allegiance – All present recited the Pledge of Allegiance

Prayer Request from Delmas Hines

Additions/Corrections to Agenda

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

July 2025 Final Treasurer's Report – Beginning balance of $821,178.98, Receipts of $460,859.06, Disbursements of $304,705.86; Check numbers 28693 – 28781, 34 ACH Payments, 12 EFT Payments leaving an unaudited ending balance of $977,332.18.

August 2025 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of $977,332.18, Receipts of $27,161.85, Disbursements of $108,258.30 leaving an unaudited ending balance of $896,235.73.

Public Comment Requests:
- Wendy Beck & Glen Peterson – 14215 278th Avenue: Wendy Beck and Glen Peterson spoke regarding a letter received from the city on their Headwall/ROW Violation at 14215 278th Avenue. Wendy gave a handout to the City Council with other headwalls in her neighborhood. The property owners are also requesting a second driveway. Swanson discussed the process that needs to be followed for a second driveway application. Wendy Beck communicated that the headwall is in the process of being removed. No further letters or citations will be sent from the city regarding their headwall. Rush asked for a timeline of when their headwall needs to be removed. Rush recommends giving the residents an additional 20 days to remove the headwall since the headwall is currently half torn out.

Approval of Consent - Rush/Case unanimous to approve consent agenda.
- 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
- Approve Abatement Agreement for Andersen Deck

Engineering:

Discuss/Approve/Disapprove Micro-Surfacing Quotes – Quotes were received on August 14th, 2025 for the 2025 Micro surfacing Project. A total of 2 quotes were received. Asphalt Surface Technologies Corp. (ASTECH) total bid was $75,451.80. Fahrner Asphalt Sealers total bid was $90,593.87. City Engineer, Hakanson Anderson, recommends awarding the contract to the low bidder, ASTECH. **Case/Rush unanimous to approve** ASTECH bid for $75,451.80. Rush discussed with the City Engineer that all future specs should be reviewed by the City prior to the quotes being sent out.

Discuss Trees on 100th Street and 297th Avenue – City Engineer, Sam Jochum with Hakanson Anderson did a rough approximate preliminary tree estimate for tree reimbursements on 100th Street and 297th Avenue. Based on quantity of trees, size, type of trees and price reimbursement that Sherburne County uses. The total cost for the trees on 297th Avenue is $112,660.00 and the total cost on 100th Street is $212,850.00 for a total cost of $325,510.00. Case questioned the easements already signed and asked if the city is obligated to replace the trees for the easement agreements that have already been received and signed by the residents. City Attorney, Bob Ruppe, stated that the signed easements did not have an agreement that their trees would be replaced. Case would like to know what the true cost is, minus the easements that were already signed. City Engineer, Sam Jochum, stated this estimate was removal of all trees on 100th Street and 297th Avenue. Case is not in favor of replacing all trees but would like to know how many easements are already signed and will not need their trees replaced. Rush stated the city has only received approximately 26 signed easements. Rush is not in favor of replacing trees when the resident is getting a new road. Case agreed with Rush. The cost is for the new trees only and not transportation, clearing, grubbing and labor. Jochum suggested doing a survey before tree work is completed. Swanson stated that this can be discussed further at the Engineering Workshop. Fences will be replaced, which was discussed previously and approved by the City Council.

Discuss North Elk Lake Survey – City Engineer, Hakanson Anderson compiled a summary showing properties within the Elk Point development that have objects within the city right-of-way. These objects are in violation of Baldwin Ordinance No. 100. There were 20 properties identified during the engineering review/survey. Rush stated he does not want to move forward with code enforcements at this time. Rush went on to say that many of these headwalls and obstructions in the road right-of-way have been there for many years.

PID# 01-00409-0208 - Decorative brick retaining wall. City Attorney, Ruppe, and City Engineer, Jochum, recommend leaving the retaining wall. Swanson stated that this should be removed. Rush stated this has been in place for many years. Swanson stated that a resident under the public comments was asked to remove their obstruction. Case stated that the city should start with sending a letter. **Case/Walker unanimous to approve** sending a letter. **Rush disapproved, motion carried.**

PID# 01-00409-0210 - Large wooden post in road right-of-way. Rush stated that Public Works should go to property and remove the post. **Rush/Walker unanimous to approve** Public Works going to the property to remove the post in the road right-of-way.

PID# 01-00409-0212 and PID# 01-00409-0214 - Fence in the road right-of-way. City Engineer, Jochum, communicated that it is far enough away from the road that it could remain. Case stated that for public safety, it is better for the fence to remain. **Rush/Case unanimous to approve** leaving fence.

PID# 01-00409-0216 – Decorative mailbox post. Swanson discussed an encroachment agreement, or the resident could install a swing a way mailbox post. City Attorney, Ruppe, stated it could remain or do an encroachment agreement. **Case/Walker unanimous to approve** encroachment agreement.

PID# 01-00409-0220 – Driveway Headwall. **Case/Walker unanimous to approve** sending letter stating that the headwall needs to be removed.

PID# 01-00409-0226 – Driveway wall. Swanson stated that this is technically not a headwall but pavers to the road. **Rush/Case unanimous to approve** leaving as is.

PID# 01-00409-0230 – Storage shed and driveway boulder wall. **Case/Walker unanimous to approve** sending letter stating that shed needs to be moved and the driveway stones need to be removed in the road right-of-way.

PID# 01-00409-0232 - **Case/Walker unanimous to approve** letter being sent that large mailbox post and the driveway stones need to be removed in the road right-of-way.

PID# 01-00409-0248 – Wood fence in road right-of-way. City Engineer, Jochum stated the fence is far enough away from the road and isn't sturdy so if it was hit, there wouldn't be damages. **Walker/Rush unanimous to approve** leaving fence as is.

PID# 01-00409-0250 – Driveway wall. **Case/Walker unanimous to approve** sending a letter stating the brick needs to be removed in the road right-of-way.

PID# 01-00409-0252 – Decorative brick flower bed. **Rush/Walker unanimous to approve** leaving as is. **Case/Swanson disapproved. Motion failed.** Letter to be sent stating that the decorative brick flower bed needs to be removed out of the road right-of-way.

PID# 01-00409-0256 – Wooden driveway wall in road right-of-way. **Case/Walker unanimous to approve** sending letter to remove.

PID# 01-00409-0380 – Trash can box holder in road right-of-way. **Case/Walker unanimous to approve** sending a letter that trash can box holder needs to be removed out of the road right-of-way.

PID# 01-00409-0420 – Driveway wall in road right-of-way. **Case/Walker unanimous to approve** sending letter stating that wall needs to be removed in the road right-of-way.

PID# 01-00409-0370 – Driveway wall in road right-of-way. **Case/Walker unanimous to approve** sending letter stating that driveway wall in the road right-of-way needs to be removed.

PID# 01-00409-0345 – Shed in road right-of-way. Swanson stated this would be an encroachment agreement. **Case/Walker unanimous to approve** encroachment agreement.

PID# 01-00409-0335 – Vehicles, portable shed, and headwall in road right-of-way. **Rush/Case unanimous to approve** sending letter to remove portable shed and vehicles in the road right-of-way. Swanson stated that the blocks are buried in the ground and are not an issue.

PID# 01-00409-0305 – Decorative driveway posts. **Case/Walker unanimous to approve** sending a letter stating that decorative driveway posts need to be removed.

PID# 01-00030-1210 - Privacy fence. **Case/Walker unanimous to approve** sending a letter stating that the fence needs to be removed.

Jeff Holm arrived at 8:07 p.m.

Discuss 285th Avenue Surface Treatment – City Council requested City Engineer, Jochum, to review conditions and discuss surface treatment options for 285th Avenue. 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. Hakanson Anderson proposed 3 options to the City Council. Option one would be chip sealing with City Staff soliciting quotes. Option two would be chip sealing with Engineering Staff soliciting quotes. The third option is paving 285th Avenue. City Engineer, Jochum stated that the chip sealing needs to be done before September 15th due to weather. Rush discussed the Sandy Lake/Lake Diann project and the goal of completing 285th the same time as Sandy Lake/Lake Diann Project. Rush stated that class 5 needs to be brought in. City Engineer, Jochum, stated that City Staff or other contractors would be brought in. **Rush/Case unanimous to approve** option one.

Schedule Workshop with Engineers – Schedule workshop with City Engineer, Shane Nelson and Sam Jochum. Swanson suggested September 23rd, 2025 at 7:00 p.m. **Rush/Walker unanimous to approve** September 23rd, 2025 at 7:00 p.m.

Discuss/Approve/Disapprove Parking Lot Quotes for Young Park and Goose Lake Park – Three quotes were received for Young Park parking lot expansion. Erickson Asphalts quote came in at $39,560.00. Rum River Contracting Company quote came in at $28,131.60 and Allied Blacktop Companies quote was $48,450.00. **Holm/Case unanimous to approve** $28,131.60 from Rum River Contracting Company contingent on review of the contract by City Attorney.

Goose Lake Parking lot – Two quotes were received for paving Goose Lake parking lot. Allied Blacktop Company was $28,498.00 and Rum River Contracting Company was $16,408.90. **Holm/Rush unanimous to approve** $16,408.90 from Rum River Contracting Company contingent on City Attorney review of the contract.

Discuss/Approve/Disapprove Lake Diann and Sandy Lake Quotes – Chris Dahn from Bogart and Pederson was at the meeting to discuss quotes. Dahn stated that the city only received one out of four quotes requested from contractors due to end of the season rush. City Attorney, Ruppe, stated that there was good faith and the city was not able to acquire two bids.
Rush/Walker unanimous to approve Lake Diann quote for $25,695 from Holt Excavating contingent on City Attorney and Engineer review of the contract.

Sandy Lake Project - Rush/Walker unanimous to approve Sandy Lake quote for $86,125.00 from Holt Excavating contingent on Attorney and Engineering review of the contract.

Frontier Trails Update – The Clerk received an email from Mike Gwynn, Wastewater Manager for Frontier Trails. Gwynn stated that the system at Frontier Trails is okay but not great. The sand filters are getting plugged. There is a leak that Steinbrecher will be going to Frontier Trails to look at. The numbers are okay but Gwynn stated he can't guarantee what will happen in August. NSU is the new Wastewater Management team and will be starting to manage the system at Frontier Trails starting September 1st, 2025. The financials for July 2025 are $26,136.30 in revenues, which is mostly the tax settlement payment received. The expenditures are $7163.22 which leaves a positive balance for the month of July 2025 of $18,973.08.

Road Report:

Review of quote for paving 278th – This will be deleted/voided due to not being requested per Swanson. A quote to pave 278th was not requested by the City Council.

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

Discuss/Approve/Disapprove Purchasing Temporary No Parking Signs – Quote received from M-R Signs was for 15 signs for $165.00 plus freight. These signs are one color on white corrugated plastic. The other quote for 15 signs was for $206.25 plus freight. These are one color on white corrugated plastic with EG reflective. Case asked if signs could be put up permanently on only one side of the road stating no parking on this side of the street. Signs to be 300 feet apart. Case stated to order up until price break is given. Ruppe to draft a no parking ordinance and bring back to the September 8th City Council meeting. Clerk will research price break and bring back to the September 8th City Council meeting. City Engineer to review area for the signs.

Discuss/Approve/Disapprove 123rd Street and 278th Avenue Quotes – Three quotes were received for 123rd street and 278th Avenue 1 ½" overlay with shouldering project. Knife River Quote was $31,660.00, Rum River Contracting Company quote was $30,413.10 and Allied Blacktop was $38,006.55. **Holm/Rush unanimous to approve** Rum River Contracting Company for $31,660.00 contingent on City Engineer and Attorney review of the contract.

Discuss Delinquencies of Builder Driveways – Rush stated that the deadline for completion of driveways to be October 1st, 2025 unless builder communicates something different to City Staff. City Engineer to inspect after October 1st, 2025.

Discuss Project Scope for Cul De Sac Repair on 127th Street – Cul De Sac will be repaved including milling to gravel and repaving with 2-inch overlay and shouldering. Case and Swanson requested project scope. Swanson asked for quote and the city has only received one quote. City Attorney, Ruppe, stated that municipal contracting law states that over $25,000 - $175,000 needs two quotes. If two quotes are not received, it must be documented on file why two quotes weren't received.

Discuss/Approve/Disapprove Summer Help for September 2025 – Case/Walker unanimous to approve summer help extended through September 2025.

Tabled Items - None

New Business:

Discuss/Approve/Disapprove Electrical Quote – Estimate received to change out the lights at the fire department is for $1027.00. **Rush/Case unanimous to approve** quote for $1027.00.

Schedule Budget Meeting – Rush/Walker unanimous to approve September 15th, 2025 at 7:00 p.m.

Discuss Zimmerman and Princeton Today Newspaper Insert – Case/Rush unanimous to table until the September 8th, 2025 City Council meeting.

Discuss Rescheduling FunFest – Rush/Case unanimous to approve rescheduling FunFest for September 20th, 2025, contingent on church being available.

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 –
City Engineer, Jochum, discussed MS4 meeting he attended at Sherburne County today.
Case discussed funeral by Sandy Lake for Mike Brinwall with 70 vehicles. September 6th, 10:00 a.m. to unknown.

Approve Bill for Payment – Walker/Rush unanimous to approve check numbers 28815 – 28850 for $53,191.39, void check number 28819, 8 EFT Payments $6391.40 for a total of $59,582.79.

Adjourn – Holm/Rush unanimous to adjourn at 9:33 p.m.

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

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

Date

Attendees: Delmas Hines, Wendy Beck, Glen Peterson, Chris Dahn with Bogart & Pederson, Tom & Danielle Hultman, Ronnie Holthaus, Matthew Burgoyne, Pat Brown and Zac Good; Baldwin Public Works Supervisor.

CITY OF BALDWIN

602 Transactions

2025

August

Last Dim Descr	Search Name	Dr/Cr Amt	Comments
R Revenue			
Interest Earnings	Bremer Bank	-$123.42	August 2025 Bank Interest
Late Payments Se	Frontier Trails	-$240.85	July2025FTPayments
Sewer Charges	Frontier Trails	$276.00	Alex Bernier Credit Card
Sewer Charges	Frontier Trails	$136.00	James Meyer Credit Card
Sewer Charges	Frontier Trails	-$700.00	July2025FTPayments
Sewer Charges	Frontier Trails	-$4,785.15	July2025FTPayments
Sewer Charges	Credit Card Payments	-$100.00	Amanda Gagnon Frontier Trails
Sewer Charges	Credit Card Payments	-$136.00	James Meyer Frontier Trails
R Revenue		-$5,673.42	
E Expenditure			
Electric Utilities	Connexus Energy	$373.95	
Employer Paid Ins		$71.59	Labor Distribution
FICA Contributions		$13.23	Labor Distribution
FICA Contributions		$5.21	Labor Distribution
Medicare Contribut		$1.22	Labor Distribution
Medicare Contribut		$3.10	Labor Distribution
Operating Supplies	Hawkins Inc.	$2,473.81	Duplicate Payment to Ck 28821 Cr on Acct - Account has credit
Other Professional	Utility Consultants Inc	$665.49	Frontier Trails SSD Testing
Other Professional	Steinbrecher Companies	$2,939.21	Frontier Trails Pump 4 North System
Other Professional	Wastewater Services Inc.	$650.00	Frontier Trails SSD
Pera Contributions		$16.01	Labor Distribution
Pera Contributions		$4.80	Labor Distribution
Salaries and Wage		$84.04	Labor Distribution
Salaries and Wage		$213.47	Labor Distribution
E Expenditure		$7,515.13	
		$1,841.71	

Joan Heinen

From:	mike gwynn <mggwynn@gmail.com>
Sent:	Tuesday, September 09, 2025 12:03 PM
To:	Joan Heinen
Subject:	frontier trails
Attachments:	august dmr ft 2025.xlsx

Joan, Here is the August DMR. We were over our limit for TN. The Advantex units need a deep cleaning, but the council said to wait for the new company to do that. So.....
Other than that things look ok. As you know this is my last day after almost 3 1/2 years. Wishing everyone the best, It's been a pleasure working with everyone. Mike

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 occured for this station):

WASTEWATER TREATMENT
DISCHARGE MONITORING REPORT

PERMIT #	LIMIT STATUS	FORMER #
MN0064459		

MONITORING PERIOD			
	YEAR|MO|DAY		YEAR|MO|DAY
FROM:	2025-08-01	TO:	2025-08-31

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

PARAMETER		QUANTITY		UNITS	CONCENTRATION			UNITS	FREQUENCY OF ANALYSIS	SAMPLE TYPE	Exception
BOD, Carbonaceous 05 Day (20 Deg C) 80082	SAMPLE VALUE	*****	*****		*****	15	*****	mg/L	twice per month	Grab	
	PERMIT	*****	*****		*****	REPORT	*****		twice per month	Grab	
	REQ					calendar month average					
Flow 50050	SAMPLE VALUE	*****	.0945	Mgal	*****	.00305	.00322	mgd	once per day	Measurement, Continuous	
	PERMIT	*****	REPORT		*****	0.00682	0.01023		once per day	Measurement, Continuous	
	REQ		calendar month total			calendar month average	daily maximum				
pH 00400	SAMPLE VALUE	*****	*****		6.7	*****	6.8	SU	twice per month	Grab	
	PERMIT	*****	*****		REPORT	*****	REPORT		twice per month	Grab	
	REQ				calendar month minimum		calendar month maximum				
Precipitation 00193	SAMPLE VALUE	*****	.34	in	*****	*****	*****		once per day	Measurement	
	PERMIT	*****	REPORT		*****	*****	*****		once per day	Measurement	
	REQ		calendar month total								
Solids, Total Suspended (TSS) 00530	SAMPLE VALUE	*****	*****		*****	22	*****	mg/L	twice per month	Grab	
	PERMIT	*****	*****		*****	REPORT	*****		twice per month	Grab	
	REQ					calendar month average					

COMMENTS:

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

WASTEWATER TREATMENT
DISCHARGE MONITORING REPORT

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

PERMIT #	LIMIT STATUS	FORMER #
MN0064459		

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

	MONITORING PERIOD		
	YEAR|MO|DAY		YEAR|MO|DAY
FROM:	2025-08-01	TO:	2025-08-31

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

PARAMETER		QUANTITY		UNITS	CONCENTRATION			UNITS	FREQUENCY OF ANALYSIS	SAMPLE TYPE	Exception
BOD, Carbonaceous 05 Day (20 Deg C) 80082	SAMPLE VALUE	*****	*****		*****	15	*****	mg/L	twice per month	Grab	
	PERMIT REQ	*****	*****		*****	REPORT calendar month average	*****		twice per month	Grab	
Flow 50050	SAMPLE VALUE	*****	.056	Mgal	*****	.00181	.00214	mgd	once per day	Measurement, Continuous	
	PERMIT REQ	*****	REPORT calendar month total		*****	0.00682 calendar month average	0.01023 daily maximum		once per day	Measurement, Continuous	
pH 00400	SAMPLE VALUE	*****	*****		6.7	*****	6.7	SU	twice per month	Grab	
	PERMIT REQ	*****	*****		REPORT calendar month minimum	*****	REPORT calendar month maximum		twice per month	Grab	
Solids, Total Suspended (TSS) 00530	SAMPLE VALUE	*****	*****		*****	9.5	*****	mg/L	twice per month	Grab	
	PERMIT REQ	*****	*****		*****	REPORT calendar month average	*****		twice per month	Grab	

COMMENTS:

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

WASTEWATER TREATMENT
DISCHARGE MONITORING REPORT

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

PERMIT #	LIMIT STATUS	FORMER #
MN0064459	Phase 2	

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

	MONITORING PERIOD		
	YEAR|MO|DAY		YEAR|MO|DAY
FROM:	2025-08-01	TO:	2025-08-31

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

PARAMETER		QUANTITY		UNITS	CONCENTRATION			UNITS	FREQUENCY OF ANALYSIS	SAMPLE TYPE	Exception
BOD, Carbonaceous 05 Day (20 Deg C) 80082	SAMPLE VALUE	*****	*****		*****	36	*****	mg/L	twice per month	Grab	
	PERMIT	*****	*****		*****	REPORT	*****		twice per month	Grab	
	REQ					calendar month average					
Chloride, Total 00940	SAMPLE VALUE	*****	*****		*****	812	*****	mg/L	twice per month	Grab	
	PERMIT	*****	*****		*****	REPORT	*****		twice per month	Grab	
	REQ					calendar month average					
Nitrite Plus Nitrate, Total (as N) 00630	SAMPLE VALUE	*****	*****		*****	<.05	*****	mg/L	twice per month	Grab	
	PERMIT	*****	*****		*****	REPORT	*****		twice per month	Grab	
	REQ					calendar month average					
Nitrogen, Kjeldahl, Total 00625	SAMPLE VALUE	*****	*****		*****	10.99	*****	mg/L	twice per month	Grab	
	PERMIT	*****	*****		*****	REPORT	*****		twice per month	Grab	
	REQ					calendar month average					
Nitrogen, Total (as N) 00600	SAMPLE VALUE	*****	*****		*****	11	*****	mg/L	twice per month	Grab	
	PERMIT	*****	*****		*****	10.0	*****		twice per month	Grab	
	REQ					calendar month average					
Solids, Total Suspended (TSS) 00530	SAMPLE VALUE	*****	*****		*****	16	*****	mg/L	twice per month	Grab	
	PERMIT	*****	*****		*****	REPORT	*****		twice per month	Grab	
	REQ					calendar month average					

COMMENTS:

Steinbrecher Companies, Inc.

13792 247th Avenue – Zimmerman, MN 55398
Phone (763) 274-0925 Fax (763) 274-0928

ROLL-OFFS ◆ SEPTIC SYSTEMS ◆ EXCAVATING
LANDSCAPING ◆ DEMOLITION

PROPOSAL

DATE	PROPOSAL #
9/10/2025	8774

BILL TO

City of Baldwin
30239 128th St NW
Princeton, MN 55371

PROJECT
Frontier Trails

MPN	DESCRIPTION	QTY	RATE	TOTAL
	******North System***** The following cost is to add additional rock to the recirculation gravel filters. We believe that the water that was previously observed surfacing was due to not enough rock on top of the pipe incertain areas. We were unable to confirm that the recirculation gravel filter was not plugged and that the resulting issue is water ponding. Below a cost for optional recommendations to replace the wood and approx 2' of the liner around the recirculating gravel filters.		0.00	0.00
	Material Price is per ton and includes material, delivery, and installation of 3/4" rock. The quantity listed is an estimate; You will be billed for the exact tonnage delivered for the North System	40.00	144.70	5,788.00
	THE FOLLOWING ITEMS ARE OPTIONAL AND NOT INCLUDED IN THE PROPOSAL TOTAL: -Replacement of the wood around the reirculationg gravel filter and approximately 2' of liner around. This is for the North system $12,638.00		0.00	0.00
	*****South System******			

Subtotal	
Sales Tax (0.0%)	
TOTAL	

SIGNATURE & DATE

* Customer agrees that by signing this proposal, it becomes a legal binding contract and all invoices will be paid according to Steinbrecher Companies Inc (SCI) terms. Should there be any circumstances where SCI cannot complete the job, Customer still agrees to pay for time and materials used up to termination of job. * Prices above may include sales tax. If you are Tax Exempt please complete and submit exemption form. * All prices are based on cash or check payment. Alternate payment types may be charged additional 3% convenience fee.

CONTRACTOR PRE-LIEN NOTICE (Minn. Stat. 514.011 Subd. 1)
This Notice is to advise you of your rights under Minnesota law in connection with the improvement to your property. (a) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions. (b) Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you timely notice.

Steinbrecher Companies, Inc.
13792 247th Avenue – Zimmerman, MN 55398
Phone (763) 274-0925 Fax (763) 274-0928

ROLL-OFFS ◆ SEPTIC SYSTEMS ◆ EXCAVATING
LANDSCAPING ◆ DEMOLITION

PROPOSAL

DATE	PROPOSAL #
9/10/2025	8774

BILL TO

City of Baldwin
30239 128th St NW
Princeton, MN 55371

PROJECT

Frontier Trails

MPN	DESCRIPTION	QTY	RATE	TOTAL
	The following cost is to add additional rock to the recirculation gravel filters. We believe that the water that was previously observed surfacing was due to not eniough rock on top of the pipe incertain areas. We were unable to confirm that the recirculation gravel filter was not plug and the resulting waater is from ponding. Below a cost for optionalrecommendations to replace the wood and approx 2' of the liner around the recirculating gravel filters.		0.00	0.00
	This price includes material price is per ton and includes material, delivery, and installation 3/4" rock . The quantity listed is an estimate; You will be billed for the exact tonnage delivered for the South System.	60.00	144.70	8,682.00
	THE FOLLOWING ITEMS ARE OPTIONAL AND NOT INCLUDED IN THE PROPOSAL TOTAL: -Replacement of the wood around the reirculationg gravel filter and approximately 2' of liner around. This is for the South system system $12,638.00		0.00	0.00

Subtotal	
Sales Tax (0.0%)	
TOTAL	

SIGNATURE & DATE

* Customer agrees that by signing this proposal, it becomes a legal binding contract and all invoices will be paid according to Steinbrecher Companies Inc (SCI) terms. Should there be any circumstances where SCI cannot complete the job, Customer still agrees to pay for time and materials used up to termination of job. * Prices above may include sales tax. If you are Tax Exempt please complete and submit exemption form. * All prices are based on cash or check payment. Alternate payment types may be charged additional 3% convenience fee.

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Steinbrecher Companies, Inc.
13792 247th Avenue – Zimmerman, MN 55398
Phone (763) 274-0925 Fax (763) 274-0928

ROLL-OFFS ◆ SEPTIC SYSTEMS ◆ EXCAVATING
LANDSCAPING ◆ DEMOLITION

PROPOSAL

DATE	PROPOSAL #
9/10/2025	8774

BILL TO

City of Baldwin
30239 128th St NW
Princeton, MN 55371

PROJECT
Frontier Trails

MPN	DESCRIPTION	QTY	RATE	TOTAL
	JOB NOTES: * All Prices above are valid for 30 days from date on Proposal. -All 36 irragation boxes would be replaced and reset as well. * The above prices do not include the following unless otherwise listed above: - Any repairs to landscaping. - Any tree removal. - Any import or export of material to/from site. - An Electrician to make any necessary electrical connections. * SCI will contact Gopher 1 for locates. Gopher State 1 does not locate private utilities. * Owner agrees to hold SCI harmless for the following: - Any damage done to utilities that are marked, unmarked, mis-marked, or private. - Any damage done to driveway with heavy equipment. * Owner is responsible for all erosion of sediment, maintaining any landscaping, re-seeding/overseeding and washout that may occur. * SCI reserves the right to add a fuel surcharge to all invoices * All prices are based on cash or check payment. Alternate payment types may be charged additional 3% convenience fee. * Terms are: balance due when invoiced.		0.00	0.00

Subtotal	$14,470.00
Sales Tax (0.0%)	$0.00
TOTAL	$14,470.00

SIGNATURE & DATE

* Customer agrees that by signing this proposal, it becomes a legal binding contract and all invoices will be paid according to Steinbrecher Companies Inc (SCI) terms. Should there be any circumstances where SCI cannot complete the job, Customer still agrees to pay for time and materials used up to termination of job. * Prices above may include sales tax. If you are Tax Exempt please complete and submit exemption form. * All prices are based on cash or check payment. Alternate payment types may be charged additional 3% convenience fee.

* Payment Terms (unless otherwise noted above) are: 1/2 down due upon signing proposal and Balance is due when customer is invoiced. * All past due amounts are subject to a finance charge at the maximum rate allowed by state law, plus all costs of collections including attorney fees if incurred. Returned Checks will be charged a $45.00 Fee. * All Parties agree that a signed, faxed or emailed copy of this form is considered a "Legal Document." * Fuel Surcharge(s) may apply.

CONTRACTOR PRE-LIEN NOTICE (Minn. Stat. 514.011 Subd. 1)

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Memo: Culvert Concern – 313th Ave. & 141st St.

Prepared by: Zac Good, Public Works Supervisor

Background

A resident raised a concern about the culvert at 313th & 141st Street. After reviewing the site, I found the culvert is approximately three-quarters full of sediment and sand. While it is not fully clear, it continues to function at the same natural slope as the neighboring ditch lines.

This development is 30–40 years old, and the culverts in this area have not been maintained during that time. Historically, the City has taken a reactive approach to culvert issues, addressing them only when they fail or become fully blocked.

At present, the culvert is not failing. Cleaning or jetting it would not necessarily solve the issue: the bottom would no longer align with the ditch line, leaving potholes at each end that would quickly fill again. Given the age of the culvert, there is also a high likelihood that the bottom is rusted out.

Option 1 – Remain Reactive

Pros	Cons
No immediate new costs. Minimal staff/consultant time required.	Risk of sudden failures and flooding complaints. Emergency repairs are typically more expensive. No long-term planning or prioritization.

Option 2 – Create a Culvert Inventory & Condition Rating

Pros	Cons
Provides Council with a big picture of aging infrastructure. Allows us to plan and budget replacements in advance. Helps avoid budget surprises.	Requires upfront staff or consultant effort. Added costs for inspections and recordkeeping.

Option 3 – Tie Culverts to Road Projects

Pros	Cons
Cost-efficient – contractors and equipment already on site. Keeps culvert work tied to broader infrastructure improvements.	Culverts can still fail between projects. Timing depends on road program schedules, not culvert condition.

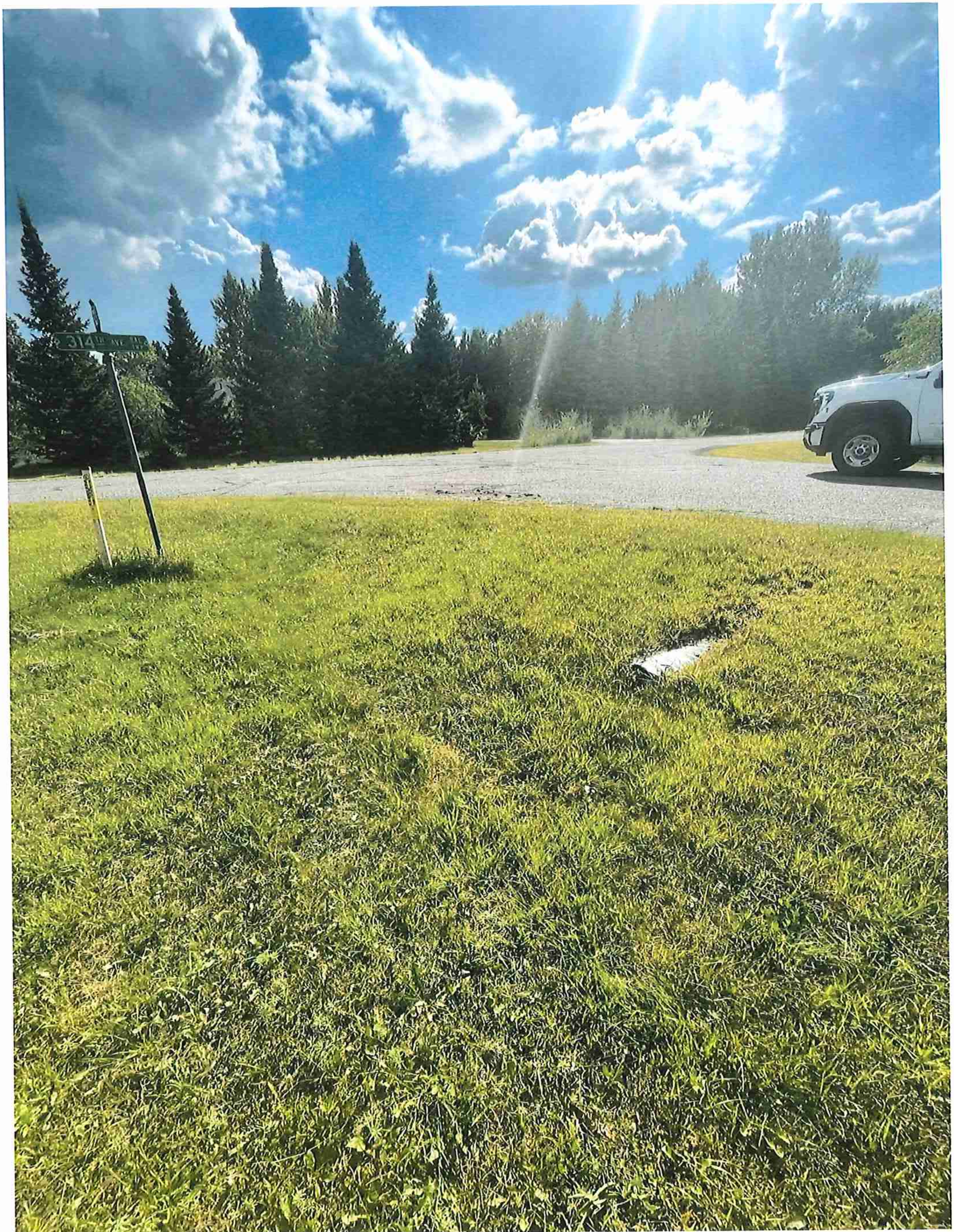
Summary

The culvert at 313th & 141st is not failing at this time and does not require immediate work. However, this situation highlights the need for Council direction on whether Baldwin should:

1) Continue reacting only when culverts fail,
2) Begin developing a proactive inventory and inspection program, or
3) Tie culvert replacements directly to future road projects.

Your guidance will set the policy going forward.

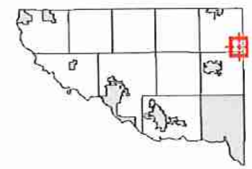

314TH AVE


314

9.22

Beacon™ Sherburne County, MN

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

Parcel ID	01-00407-0235	Alternate ID	n/a	Owner Address	ROHLOFF, STEPHEN
Sec/Twp/Rng	36-35-26	Class	201-Residential 1 unit		28328 100TH ST NW
Property Address	28328 100TH ST NW ZIMMERMAN	Acreage	0.09		ZIMMERMAN MN 55398
District	BALDWIN CITY				
Brief Tax Description	n/a (Note: Not to be used on legal documents)				

Date created: 8/28/2025
Last Data Uploaded: 8/28/2025 7:45:18 AM

CITY OF BALDWIN
30239 128th Street, Princeton MN 55371

CITY OF BALDWIN
SNOWPLOW AND ICE CONTROL OPERATIONS

Snow removal and/or ice control operations will begin under the direction of the City Council and/or designated representative. Operations will begin when **two or more inches** of snow have fallen. It is the intent of the City to complete plowing, widening, and sanding operations within 48 hours of the time the snowfall ceases, but such operations typically will not remove all snow or ice from the roads. Residents are reminded to use caution while driving, as the legal speed limit may not be safe or reasonable during winter weather conditions. Snow and ice removal operations may be suspended during periods of limited or zero visibility and when weather conditions make snow and ice control operations unusually dangerous for the snow plow operators.

<u>ICE CONTROL AND SALT/SAND APPLICATION</u>

1. <u>First Priority</u> Priority routes, high volume intersections, hills and curves
2. <u>Second Priority</u> Stop intersections, moderate volume intersections
3. <u>Third Priority</u> Residential intersections

<u>PROPERTY DAMAGE</u>: The City will not be responsible for any of the following damage occurring during the normal course of snow removal from City roads: 1) mailboxes or fences damaged by thrown snow or from improperly placed mailboxes per Postmaster policy; and 2) damage to landscaping or objects within the City road right-of-way.

<u>RESPONSIBILITY OF RESIDENTS</u>: Responsibilities include clearing their own driveways, clearing areas for trash cans, clearing around mailboxes and newspaper delivery tubes. These areas should be cleared without depositing any snow into the street. There also must not be any large piles, which obstruct vision of driveways. Trash cans must not be placed on the street surfaces. The City will not clear private drives. Parking of vehicles or other objects on City roads from November 1st through April 30th is prohibited. Any illegally parked vehicles may be towed to an impound lot at the car owner's expense.

Residents are reminded that it is against the law to plow snow from your driveway across a public road as this creates a hazardous situation for the public using the roads. Property owners who plow snow into the right of way will be billed for the cost of the City removing this snow.

Baldwin City Council
(Revised 2/2/06)
(Revised 12/16/19)
(Revised 12/12/24)

THE CITY OF BALDWIN

30239 128th Street, Princeton MN 55371

30239 – 128th Street NW, Baldwin, MN 55371
Phone: 763-389-8931 Fax: 763-389-2751

FOR OFFICE USE ONLY
Permit number: 25-01
Date Received: 9/9/25

Driveway Inspection Form

Date of Inspection: 9/2/2025

Location: 29010 100th Street 2 nd Driveway

Driveway condition:

- ☐ Completed: completion date
- ☒ Partially constructed
- ☐ Construction not yet started

Inspection: Pass ______ Fail X

Reason(s) for failure:

- ☐ Culvert diameter less than 15 inches
- ☐ Culvert length less than 25 feet
- ☐ Culvert cover less than 16 inches
- ☐ Driveway width less than 16 feet
- ☐ Driveway width more than 24 feet
- ☒ Driveway not paved to the Right-Of-Way
- ☒ Erosion control not established
- ☐ Incorrect material used for culvert
- ☐ Slopes steeper than 4:1 (H:V)
- ☐ Other

Comments: Driveway is gravel. Disturbed soils have been seeded but no vegetation yet.

Authorized Signature: [signature] Date: 9/9/2025

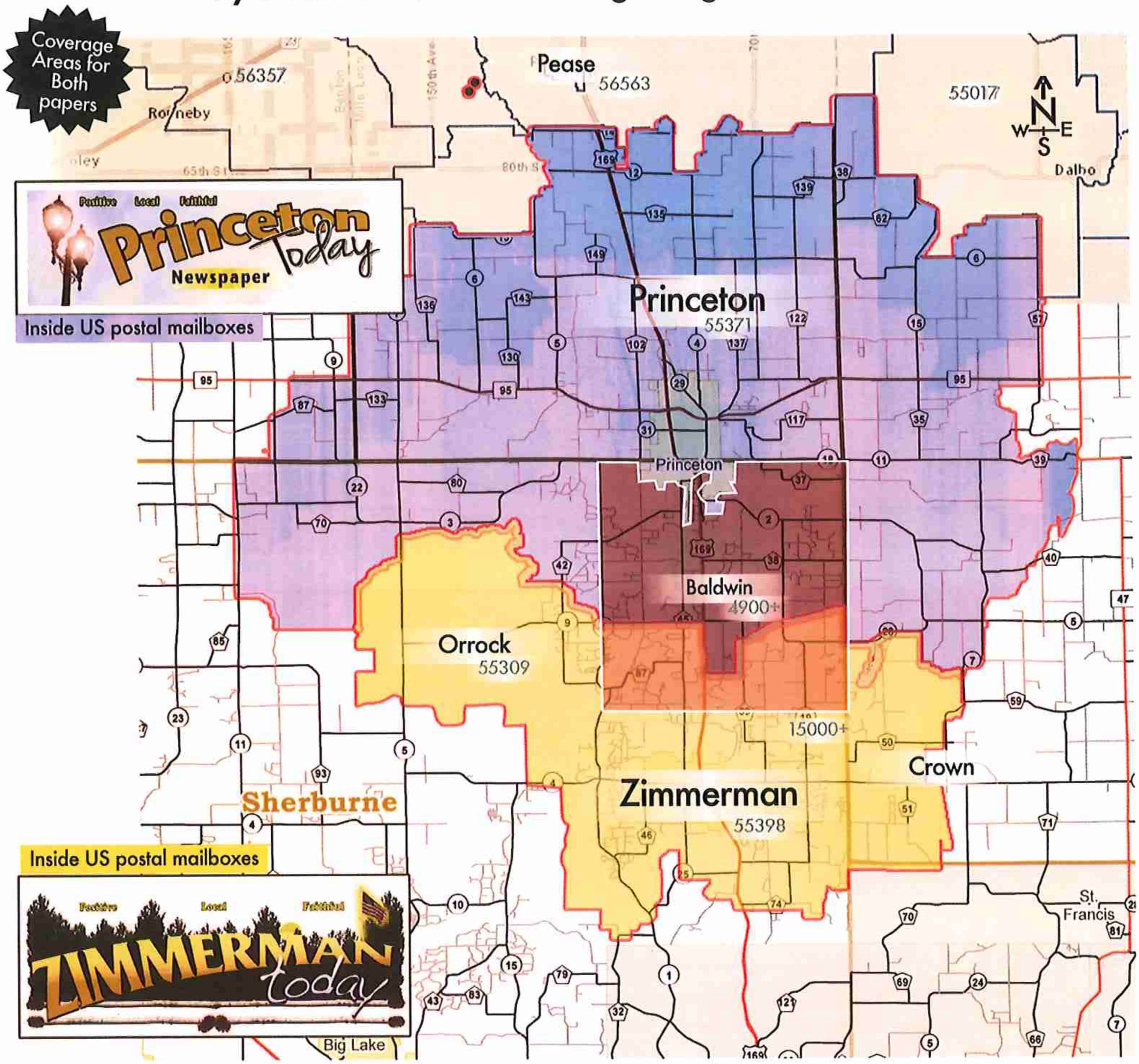
Please contact the Baldwin Town Hall at 763-389-8931 or by email, town.clerk@baldwintwpmn.com with questions or when any required repairs are complete. **If The City of Baldwin is not contacted, an inspection will be scheduled one year from the date of this letter. Any constructed repairs to conform to current City Engineering Standards will be charged to the applicant.**

M&R Sign
12" x 18" HIP Reflective on Aluminum.
1-4 at $24.45 per sign
5-9 at $20.95 per sign
10-24 at $19.27 per sign
25+ at $18.26 per sign
Plus Freight

Jellyfish Graphics
Reflective to meet MN Specs: $22 Each

- .080" 5052-H38 alodized aluminum sign
- Pre-punched 3/8" mounting holes, radius corners
- Meets MUTCD specifications
- Price includes 15% discount applied
- @ 25 – take an additional 10% off making them $19.80 each

ZIMMERMAN AND PRINCETON PAPERS DELIVERED
by Postal Service at the beginning of each month



Option 1 — Price / month

All US Mailboxes City of Baldwin $3580

- *Based on PO routes from both Post Offices*
- *Ad sale credit up to $1,500/per month back to city.*

Option 2

All US Mailboxes in Baldwin, Princeton, Zimmerman......... $4780

- *Includes all PO boxes in both Post Offices*
- *Includes all Newsstands in Princeton & Zimmerman*
- *Ad sale credit up to $2,100/per month back to city*

Advertising Ad Credit

Advertising Ad Credit	Price/month
Advertising in paper - *Small*	$225each
Advertising in paper - *Medium*	$295each
Advertising in paper - *Big*	$495each
Advertising in paper - *Large*	$595each
Advertising in paper - *Full page*	$695each

Paper will do:

- all newsletter layout, photography, copy editing
- all the ad design
- all billing direct to advertiser
- to start an ad, tell advertiser to call 763-856-4336 or email to: everything@papers.today

CUSTOM CAP & TIRE

CUSTOM CAP & TIRE
2205 COUNTY ROAD C2

ROSEVILLE, MN 55113

651/633-9200

ESTIMATE #: 8286

REMIT TO:
5320 MILLER TRUNK HW
HERMANTOWN, MN 55811

PAGE: 1
TIME STARTED: 11:23:06

CUSTOMER: BALDWIN FIRE DEPT 19
30239 128TH ST NW
204227
PRINCETON, MN
55371

E3

FAX NUMBER: 763-389-2751
BUSINESS: 763/389-7976 0
SALESMAN: JESSE E
ESTIMATE DATE: 09/08/25 DUE: 10/10/25

PRODUCT	LCT	DESCRIPTION	QUANTITY	PRICE	EXTENSION
U70609	0	UN 11R22.5/H RD2	4	399.67	1598.68
DMMT	0	MOUNT/ DISMOUNT	4.00	25.00	100.00
DMPLT	0	INSTALLATION	4.00	25.00	100.00
N1147	0	N1147 VALVE STEM	4	8.00	32.00
9006 MECH#: 2707	0	SERVICE CALL	1.00	150.00	150.00
SS	0	SHOP SUPPLIES	1.00	25.00	25.00
TD3	0	TIRE DISPOSAL - MEDIUM TRUCK	4.00	15.00	60.00

MERCHANDISE:	1840.68
LABOR:	200.00
OTHER:	25.00
ESTIMATE TOTAL:	2065.68

**********THIS IS NOT AN INVOICE***********
*********DO NOT PAY FROM THIS FORM*********

***A COPY OF THIS ESTIMATE HAS BEEN EMAILED**

CITY OF BALDWIN
30239 128th Street NW, Baldwin, MN 55371

CITY OF BALDWIN CREDIT CARD POLICY

Purpose of Policy: Best Management Practice:

Minn. Stat. § 471.382 states that a City Council may authorize the use of a credit card by any City officer or employee otherwise authorized to make a purchase on behalf of the City. The purpose of this policy is to ensure that City credit cards are used appropriately by authorized elected officials and employees (hereinafter "cardholders") so that specific categories of merchants, goods, and services may be procured on behalf of the City in an efficient and cost-effective manner and consistent with the terms of this policy.

Authorized Users:

- The City Council will authorize the opening, use, and distribution of credit cards. The City will maintain a listing of credit card accounts, and a listing of personnel authorized to purchase with the respective credit cards. Each cardholder is responsible for the ongoing security and usage of credit cards. The City shall assign a credit card to a cardholder after he or she signs a statement acknowledging receipt of the card and the use restrictions and consequences for misuse of the card. All credit cards will be kept in a secure location when not in use. The Cardholder shall report any loss or theft of credit cards immediately to the credit card issuer and to the City Treasurer.

- The City's Fire Chief is hereby authorized to use a City credit card to make purchases for the Fire Department consistent with the terms of this Policy. The maximum payment cycle dollar amount shall not to exceed $2,000 per month without prior written approval of the City Council.

Credit Card Purchases:

- The use of a City credit card for personal purchases is prohibited. If a cardholder makes or directs a purchase by credit card that is not approved by the City Council, the officer or employee is personally liable for the purchase.

- A purchase by credit card must comply with all statutes, rules, and City policy applicable to purchases.

- Credit card purchases should be used for purchases where the vendor does not and will not provide a customer account and billing process for the City.

Examples are operating supplies, small equipment, fuel for the operation of City vehicles, and authorized travel and education, online/internet purchases.

- Cardholder is responsible for timely submitting the receipts and invoices with the statement to the City Treasurer for prompt payment. Failure to avoid credit card delinquency fees or finance charges will result in the discontinued use of the respective credit card account. If applicable, missing receipt affidavits must be signed by both cardholder and Treasurer with a complete explanation of the outlay and rationale for the missing receipt.

Receipts Required:

All cardholders must obtain receipts and invoices for credit card transactions. Original receipts and invoices must be:

- Segregated by billing cycle.
- Maintained pursuant to the City's records retention schedule.
- Readily available during the payment process to assist in verifying correct payment.
- Original itemized receipts must be submitted to the City Treasurer. If the cardholder cannot obtain a receipt from the merchant at the time of sale because of mechanical or technical difficulties, the cardholder must complete, sign and have notarized an affidavit in lieu of a receipt. The affidavit should only be for exceptional circumstances.
- For internet purchases, the printout of the order confirmation showing the details, or the email order confirmation, or the shipping document if it shows what was purchased, the quantity and the price paid suffice for the itemized receipt.

Contrary Use:

- If a credit card is used in violation of this policy, the cardholder shall report the matter to the City Clerk no later than the next business day. Violations of this policy could result in consequences up to and including discipline or discharge. In the case of prohibited purchase, the cardholder may be required to immediately reimburse the City for the prohibited purchase. There may be situations where such reimbursement may not be warranted, in which case the City will assess and resolve such matters on a case-by-case basis.
- All suspected fraud with the City's credit card must be reported immediately to the City Clerk.

- If the cardholder and/or City Treasurer suspects an unauthorized purchase, the cardholder or City Treasurer should investigate the transaction promptly to determine whether it is an incorrect amount or whether it is an unauthorized purchase. If it is determined that it is an incorrect amount, then the City Treasurer or cardholder must attempt to resolve it with the merchant of the contract vendor. If it cannot be resolved, it must be disputed. If it is determined to be an unauthorized purchase, the City will take the actions as prescribed in this policy.

- A discrepancy is an issue noted on the invoice that doesn't match the cardholder's receipts. These issues can very often be settled by contacting the billing merchant of the transaction in question. If the situation cannot be resolved with the merchant, the issue can then be disputed.

Rewards, Loyalty Programs, and Other Incentives:

- Any rewards, loyalty cards, and other incentives from the credit card issuer and/or merchants are the property of the City.

- When using the credit card, the acceptance of items or any other benefit, including, but not limited to, customer loyalty points, rewards, free items, or gift cards for the benefit of the cardholder and not for the benefit of the City is prohibited. (See Minn. Stat. §§ 43A.38 subd. 2 and 15.43 subd 1.) A violation of this requirement may lead to consequences including, but not limited to, discipline or discharge.

- The merchants used with the purchasing card should be based on the best price and efficiency and not influenced by a rewards/loyalty program.

Adopted by the Baldwin City Council on the _____ day of _____________, 20____.

____
Jay Swanson, Mayor

ATTEST:

____
Joan Heinen, Clerk

City of Baldwin Credit Card Issuance Form

Credit Card Issued to: ______________________________________

Title: ______________________________________

Credit Card Number: ______________________________________

Expiration Date: ______________________________________

I, the undersigned receiver, acknowledge receipt of the above – reference credit card and agree that it is to be used for City business only. I agree to abide by the City of Baldwin Credit Card Policy, as amended, and to submit an expense report with corresponding credit card receipts to the City Treasurer in a timely manner. I also agree to report any loss or theft of credit card immediately to the City Treasurer. I understand that any violation of the City of Baldwin Credit Card Policy may lead to consequences including, but not limited to, discipline or discharge.

Date: ____________________

Delivered by: __________________________ Received by: ____________________

Date Returned: ______________________

Received by: __________________________ Returned by: ____________________

CITY OF BALDWIN
COUNTY OF SHERBURNE
STATE OF MINNESOTA

RESOLUTION NO: 25-23

A RESOLUTION ADOPTING THE 2025 TAX LEVY COLLECTIBLE IN 2026

BE IT RESOLVED by the Council of the City of Baldwin, County of Sherburne, State of Minnesota, that the following sums of money be levied for the current year, collectable in 2026, upon taxable property in the City of Baldwin, for the following purposes:

General Fund	$590,400	Fund 101
Road & Bridge	$800,000	Fund 275
Fire Fund	$275,000	Fund 250
Debt Service	$119,644	Fund 301/302
Capital Fund (Fire)	$125,000	Fund 403
Park Fund	$ 90,000	Fund 404
Special Revenue	$ 26,000	Fund 250
Total 2026 Preliminary Levy	**$2,026,044**	

ADOPTED by the City Council of the City of Baldwin this 22nd day of September, 2025.

MOTION BY:
SECONDED BY:
IN FAVOR:
OPPOSED:

CITY OF BALDWIN

Jay Swanson, Mayor

ATTEST:

Joan Heinen, City Clerk/Treasurer

	CERTIFIED FOR 2025	PRELIMINARY LEVY 2026
GENERAL FUND	$520,000	$590,400
ROAD & BRIDGE	$700,000	$800,000
CAPITAL FUND	----	----
FIRE FUND	$200,000	$275,000
CAPITAL FUND (FIRE)	$100,000	$125,000
PARK FUND	$ 90,000	$90,000
DEBT SERVICE	$122,650	$119,644
SPECIAL REVENUE	$ 25,000	$26,000
CAPITAL RESERVE	----	----
TOTAL	$1,757,650	$2,026,044