



**AGENDA FOR OCTOBER 6TH, 2025
BALDWIN CITY COUNCIL REGULAR MEETING
7:00 p.m.
(Revised 10/2/2025)**

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 Lucas Fundraising

Public Comment Requests:

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

- Approve Clerk Vacation Leave on October 9th and 10th, 2025
- Approve Regular City Council Meeting Minutes for September 8th, 2025
- Approve Special City Council Meeting Minutes for September 15th, 2025
- Approve Regular City Council Meeting Minutes for September 22nd, 2025
- Approve Emergency City Council Meeting Minutes for September 29th, 2025
- Approve Clerk Attending MCFOA Region IV Meeting on November 18th, 2025
- Approve Attorney to Draft an Abatement Agreement for PID# 01-00429-0240
Contingent on Mayor and Attorney Review

Planning Items:

- a. Discuss/Approve/Disapprove Request for Proposal (RFP) for Codification
- b. Discuss/Approve/Disapprove Request for Proposal (RFP) for Municipal Liquor Store Feasibility Study
- c. Discuss Code Enforcements

Park Committee Report – Tom Rush

- a. Discuss/Approve/Disapprove up to \$1000.00 for Purchase of a Gate at Young Park by Brown Shed

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 Quote of \$2200.00 from Plaisted Companies for Boulders at Young Park
- c. Discuss/Approve/Disapprove Park Dedication Fees Changing from \$1200.00 Per Lot to \$2250.00
- d. Discuss/Approve/Disapprove Removal of Southwest Corner Trail and the Middle East West Trail for Wetland Delineation
- e. Discuss/Approve/Disapprove Remaining Funfest Funds Being Used for a Spring Easter Egg Hunt

Cemetery Update – Tom Rush

Tabled Items:

- a. Discuss/Approve/Disapprove Steinbrecher Proposal for \$14,470.00 – Jay Swanson
- b. Discuss/Approve/Disapprove Zimmerman and Princeton Today Newspaper Insert – Clerk
- c. Discuss/Approve/Disapprove Request for Proposals (RFP) for Young Park Parking Lot Lighting – Tom Rush
- d. Discuss/Approve/Disapprove Additional Surveying at North Elk Lake Loop – Tom Rush

New Business:

- a. Schedule Budget Meeting – Jay Swanson
- b. Discuss Culvert Maintenance – Tom Rush
- c. Discuss Builder Delinquent Driveways – Tom Rush
- d. Discuss/Approve/Disapprove Switching Roads Contact Number One to Jay – Jay Swanson
- e. Discuss Empowering Small Minnesota Communities Program – Jeff Holm
- f. Discuss Laserfiche – Scott Case
- g. Discuss/Approve/Disapprove Partial Payment to SealPros – Tom Rush
- h. Discuss/Approve/Disapprove October – December 2025 Newsletter – Clerk

Announcements:

- a. City Hall Closed Monday, October 13th, 2025 in Observance of Columbus Day
- b. Special Planning Commission Meeting Wednesday, October 15th, 2025 at 7:00 p.m.
- c. Park Committee Meeting Thursday, October 16th, 2025 at 7:00 p.m.
- d. Next City Council Meeting Monday, October 20th, 2025 at 7:00 p.m.
- e. Infrastructure Committee Meeting Thursday, October 30th, 2025 at 7:00 p.m.

Any Other Business:

Approve Bills for Payment:

Adjourn:



BALDWIN CITY COUNCIL REGULAR MEETING

SEPTEMBER 8TH, 2025

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

Jeff Holm arrived at 7:02 p.m.

Also Present – City Attorney: Bob Ruppe from Couri & Ruppe

Call to Order – The September 8th, 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.

September 2025 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$904,293.97, Receipts of \$13,858.55, Disbursements of \$48,114.92 leaving an unaudited ending balance of \$870,037.60.

Sheriff's Report – Deputy Wilson reported a total of 242 calls for service in Baldwin for the month of August 2025. These calls consisted of 4 thefts; which were at a Hardware Store, no burglaries, 3 disturbing the peace, 3 motor vehicle accidents, 4 animal complaints, 12 assisted medicals, 70 traffic stops, 20 additional patrols were requested and performed for the public and the rest were miscellaneous calls for service. Swanson communicated with Deputy Wilson that the Ruff Start Rescue event is September 27th, 2025.

Fire Department Report – Assistant Fire Chief, Robin Fischer, reported 28 calls for service in the month of August 2025. These calls consisted of 19 medicals, 1 vehicle fire, 1 structure fire, 1 hazardous condition, 3 grass/rubbish fire, and 3 rescue/citizen assist. Of these calls, 5 were for Blue Hill Township. Fischer communicated about the Fire Department open house on Saturday, September 13th, 2025.

Fischer said that the Fire Department dance on August 16th, 2025, had about 250-300 in attendance. The Fireman's Dance is already discussing making the Fire Department dance an annual event. Swanson asked about the live fire that was performed east of Elk Lake on August 23rd, 2025. Fischer stated the training was successful in showing new firefighters the beginning of a fire, level 2 burns and smoke/ heat conditions. Fischer stated that this type of training is very valuable to Baldwin Fire Department.

Discuss/Approve/Disapprove Resolution 25-21; Increase in Benefit Level for Statewide Volunteer Firefighter Plan – Fischer spoke that the increase in the Statewide Volunteer Firefighter Plan would be an increase from \$4500 to \$4800. The City of Zimmerman is \$5700. The City of Princeton is at \$4800, increasing to \$5000 and Milaca's benefit level is at \$6800.

Rush/Walker unanimous to approve \$4800 increase. Case abstained. Motion carried.

Discuss/Approve/Disapprove Fire Department Dance Contribution of \$7,500 – At the January 6th, 2025, City Council meeting, the fire department requested \$7500 "front money" for the Fire Department dance to be held on August 16th, 2025. Council Member, Rush, is now requesting this be a contribution instead. Rush said he thought the original request was a contribution and not a loan. Swanson asked if this is to recoup for this year or a contribution for next year. Rush stated the goal of the contribution is to start out a fireman's dance for successful years to come and is a one-time contribution for this year's dance. **Rush/Walker unanimous to approve \$7500.00 contribution. Case abstained. Motion carried.**

Public Comment Requests

- Berkley & Heather Rodgers – 13923 290th Avenue NW; Right-Of-Way Encroachment of Mailbox and Rocks – Berkley spoke on his concerns with the rocks being removed in the road right-of-way. These rocks are at the bottom of a hill and if they're removed, the garage will flood. Berkley stated that the mailbox post has already been moved. Swanson asked if the rocks could be removed and stated the concern is that a snowplow could hit these rocks. There are also concerns with public safety if these rocks were left in the road right-of-way. Swanson stated that obstructions in the road right-of-way are illegal and are prohibited by state law. Swanson spoke of an encroachment agreement and that if an agreement was completed, the liability would fall on the homeowner. Swanson recommends homeowners talk to their homeowner's insurance for coverage. Rush and Holm agreed that the 2 rocks could be eliminated in the road right-of-way. Swanson asked the City Attorney, Ruppe, if a couple of the rocks were removed, would an encroachment agreement still be needed. City Attorney, Ruppe, stated the encroachment agreement would be needed. The rocks would need to be removed at the expense of the homeowners for all road improvements. Swanson asked if the two rocks could be reduced and retaining wall reduced to accomplish a 6" reveal. This would solve the problem, but an encroachment agreement would also be needed.
- Jay Anderson – 14061 290th Avenue; Headwall in Road Right-Of-Way – Anderson spoke that this helps with erosion and drainage. Rush asked if drainage in this area could be discussed at the Engineering Workshop on September 23rd, 2025. Case asked if the retaining wall could be reduced to one layer. Swanson stated that this should include one layer up to the power pole. An encroachment agreement needs to be drawn up by Baldwin's City Attorney.

- Sharlyn Schedlbauer & Maurice Borchardt – 13921 290th Avenue NW; Shed & Rocks in Right-Of-Way – Sharlyn read a letter to the City Council. Swanson stated that public safety has to be first and foremost for the City Council, including emergency service and snowplowing. Holm stated that the shed is not an issue and asked if the headwall could be lowered and built up on the neighbor's side. Homeowner already received a variance from Sherburne County on the location of the shed. Holm stated the shed is only a foot in the road right-of-way. **Holm made a motion** to remove the shed from enforcement. **Rush seconded the motion.** Case stated that an encroachment agreement should be completed for the shed in case it is needed in the future. Holm requested the last 3 blocks be removed with a 6" reveal. **Holm took a friendly** to do an encroachment agreement the shed does not need to be moved. The three end rocks to be moved and the retaining wall to a 6" reveal. **Case/Walker/Rush accepted friendly. Motion carried.**
- Jim Reed – 14029 290th Avenue NW; Question regarding right-of-way actions being taken on 290th Avenue NW – Reed stated that he did measurements today and measured from the markers, placed during the survey, to the edge of the road. Reed stated this measurement was 5 to 22 feet. Reed stated that the retaining wall next to the driveway is near a power pole with buried lines and a transformer on the power pole along with a phone box nearby. Reed stated he isn't sure what he will do because there is problems with water run-off. Swanson requested the homeowner decrease the top blocks on the retaining wall to have a 6" reveal along with an encroachment agreement. Case asked about the fence, and this is not an issue.
- Carol Sartin - 14243 280th Avenue. Her road hasn't been maintained for years and hasn't been plowed. This road goes off to the left from Ridgewood Bay. Swanson clarified the road and this is 288th. Rush stated that this road is classified as a private road. City Attorney, Ruppe, explained that the road was requested private and was platted as such. Ruppe stated that the private road was never dedicated to the public when it was platted. Under State law, the road needs to be dedicated. Swanson stated that the city will look into this and get back to the resident. Ms. Sartin stated there are a lot of ruts on the road that need to be fixed.

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

- 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

Planning Items:

Discuss/Approve/Disapprove Resolution 25-22; Meadows of Baldwin Preliminary Plat – Meadows of Baldwin, LLC has submitted application to subdivide 58.34 acres located at the southwest quadrants of 305th Avenue and 136th Street into 17 single family lots. City Attorney, Ruppe, added an additional 17 conditions for consideration for City Council approval. **Case made a motion** to approve resolution 25-22 and to include additional 17 conditions. **Walker seconded the motion, motion carried.** Rush stated that all driveway permits, in this future development, need to be addressed in a timely manner, which have been time consuming to city staff in the past. Swanson stated that this is a preliminary plat, and this will be addressed during the final plat.

Discuss Code Enforcements:

- Authorization to send Step 1 contact letters:
 - PID# 01-00425-0250; Residential occupancy of commercial building
 - PID# 01-00467-0145; Home occupation, residential parking, dwelling unit
 - PID# 01-00438-0155; Private Animal Kennel
- Authorization to send Administrative Notices:
 - PID# 01-00487-0530; Contractor yard, storage containers
- Authorization to send Administrative Citations:
 - PID# 01-00009-3210; Junk/debris, inoperable vehicles
 - PID# 01-00415-0340; Junk/debris, unlicensed vehicles
 - PID# 01-00015-4402; Storage Container
 - PID# 01-00407-0630; Junk/debris, unlicensed vehicles
 - PID# 01-00408-0332; Junk/debris
- Authorization for City Attorney to initiate code abatement actions:
 - PID# 01-00535-0130; Occupancy of RV as dwelling/building addition w/out permit
 - PID# 01-00407-0630; Occupancy of RV as dwelling unit

Case/Rush unanimous to approve proceeding with above code enforcement letters, administrative notices, citations and code abatement actions.

Park Committee Report:

Rush stated that Walker attended the last Park Committee meeting. Discussion on a bench for Mike Brinwall in his honor. Mike was a dedicated fire fighter, and Case stated the bench should be placed at the fire department. Rush communicated that the parking lots at Goose Lake and Young Park have been completed. Rush communicated that FunFest is September 20th, 2025.

Discuss/Approve/Disapprove Cutting Brush Back at Elk Lake Off 287th Avenue – A resident is requesting to clean-up the brush by Elk Lake on 1.5 acre of the City owned property PID# 01-00404-0001. The clearing of the brush was done last fall/winter. **Case/Holm unanimous to approve** clearing of the brush.

Discuss/Approve/Disapprove getting quotes for parking lot poles and lights from electric companies – Rush stated that Goose Lake had a light pole that was removed, and Young Park had an addition to the parking lot. Case would like light poles to focus down to eliminate light pollution. **Rush/Holm unanimous to approve** going out for two quotes for parking lot poles and lighting.

Cemetery Update – None

Tabled Items:

Discuss/Approve/Disapprove Temporary No Parking Signs – Quotes have been received for the city to purchase temporary no parking signs to be used for events within the city. Jellyfish Graphics quote for 15-20 signs, standard aluminum which is 12 X 18 would be \$15.00 each, Stock reflective 12 X 18 would be \$18.00 each. An additional quote was received from M-R Sign and pricing was higher and freight would be included. Case stated that temporary no parking signs would be preferred. Swanson questioned if the signs should say “No parking on this side of the street.” Swanson said getting 4-6 of these signs. **Rush/Case unanimous to approve** getting these quotes.

Discuss Zimmerman and Princeton Today Newspaper Insert – The City Council reviewed the Zimmerman and Princeton Today Newspaper insert. Case would like to include Blue Hill in the distribution of this newspaper insert. **Rush/Case unanimous to table** until the September 22nd, 2025 City Council meeting.

New Business:

Discuss/Approve/Disapprove Quotes for 127th Cul-De-Sac Repair – The City reviewed quotes for the cul de sac repair. **Rush/Case unanimous to approve. Walker abstained.** Holm stated that a new quote should be received from the contractor. Swanson stated that this could be put off until next year and requested new quotes in the spring. **Rush withdrew his previous motion and wants** to postpone project and have it rebid in the spring. **Rush/Holm unanimous to disapprove** quotes and postpone project until the spring.

Discuss/Approve/Disapprove Quotes for 285th Avenue – City Attorney, Ruppe, stated that an additional quote for asphalt should be requested. Rush stated that something needs to be done on this road and double chip sealing should be done. **Rush made a motion** to approve Allied \$21,788.00 for triple chip sealing. **Walker seconded the motion, motion carried. Rush/Walker took as a friendly** for Attorney review.

Discuss Engineering and Attorney Fees – Rush spoke of getting templates from the City Engineer and Attorney so the city could do more tasks in house. More discussion will come regarding this at the Engineering Workshop on September 23rd, 2025. City Attorney, Ruppe, added that there are contracts that are used over and over again. Some examples of this would be road grading, etc.

Announcements:

- a. Baldwin Fire Department Open House Saturday, September 13th, 2025 from 11:00 a.m. to 3:00 p.m.
- 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 a.m. – 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 – City Attorney, Ruppe, stated he will not be able to attend the next City Council meeting on September 22nd, 2025 due to a conflict.

Clerk brought up that advantec filters need to be cleaned at Frontier Trails. The contract with NSU is being worked on by NSU's Attorney. Swanson would like to reach out to Zimmerman for a Class C operator to fill in for a couple of weeks until the contract is finalized. Bob Ruppe went over concerns regarding the NSU contract.

Approve Bills for Payment - Rush/Walker unanimous to approve check number 28851 – 28902 for \$49,910.38, 8 EFT Payments for \$11,459.17 for a total of \$61,369.55

Adjourn - Holm/Rush unanimous to adjourn at 9:26 p.m.

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

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

Date

Attendees: Sharlyn Schedlbauer, Maurice Borchardt, Jay Anderson, Baldwin Fire Department Assistant Chief; Robin Fischer, Delmas Hines, Berkley Rodgers, Carzel Sartin, Don King, Dave Kemp, Myron Cooper, Dylan Lannes, Jim Reed, Alec Smith, Scott Schmidt, Pat Brown, Chris Dahn and Zac Good.



BALDWIN CITY COUNCIL SPECIAL MEETING

SEPTEMBER 15TH, 2025

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

Jeff Holm arrived at 7:03 p.m.

Also Present – Baldwin City Finance Consultant, Elizabeth Diaz from Ehlers.

Call to Order – The September 15th, 2025, special meeting of the City of Baldwin was called to order by Mayor Jay Swanson at 7:02 p.m.

Pledge of Allegiance – All present recited the Pledge of Allegiance

Discuss Capital Projects – Swanson asked our Finance Consultant, Elizabeth Diaz from Ehlers, if she had any questions or needed clarification on capital projects. Elizabeth stated that she will update the financial management plan to reflect option 2 for future roads projects. Elizabeth asked if special assessments should be in place and if Baldwin had a special assessment policy, Rush stated the city does. Option 2 would be roads that have been previously identified as a priority by the City Council. This spreads the road project out over more time. Rush reached out the City Engineer and they stated that option 2 is more money but the city would get more road projects completed. Case stated that option 2 costs less in 2027 and 2028 but in 2029 the cost increases. Case agreed with Rush that option 2 would be best. Rush discussed MSA money and the breakdown. Elizabeth went over capital projects for the fire fund and park fund.

Rush discussed the 23% increased levy and stated he will not vote for this increase. Rush wants to leave the park fund at \$90,000 and said that the only equipment Public Works needs is a zero-turn lawn mower. Case stated that this is a preliminary budget, and the City Council can decrease the budget amount but cannot increase the levy after this is submitted to Sherburne County before September 30th, 2025.

Elizabeth from Ehlers stated that the 2024 levy was \$1,661,551 and that this meeting is a discussion of your maximum levy that cannot be increased. Elizabeth received the preliminary tax capacity from Sherburne County. This number could change a little bit but the tax rate is approximately 17.7%. Elizabeth stated that in 2018-2021 the tax rate was higher than that. As an example, the 2018 tax rate was 24% and came down to 19% in 2019. There are many factors that are out of control of the City Council. Some of these factors are tax class rates set by the State of Minnesota and assessed values. Rush asked what the value of the households are on the 23% increase, which was an increase of \$110 per household. Elizabeth stated that the \$110 increase is marginal impact of a single-family home valued at \$404,000 based on assessed value set by the assessor. Case asked for clarification on the tax rate on the capacity and the increase on the total levy, if this is 17.7% or 23% and Holm stated the 23% is the increase in the

levy amount and Elizabeth agreed. Case went on to ask if the actual tax rate on the capacity of the taxpayers is 17.7% and Elizabeth stated it was, but this is a preliminary percentage. Elizabeth said that the goal is to concentrate on what the levy needs to fund versus what the tax rate is. This is because there is a lot of moving pieces due to the valuations not being finalized by Sherburne County.

The City Engineer will need to identify the MSA roads that money can be applied to. Elizabeth from Ehlers explained that this budget covers expenses and capital needs. After the preliminary budget is adopted, the capital projects are reviewed again by the City Council. Holm stated that Elizabeth will need more time in finalizing the options for the road projects. The City is working with the City Engineer on MSA funding and what roads the funding can cover. Elizabeth stated that the budget funds the operations and capital needs that have been identified by the City Council. The next step would be to look closer at expenditures and capital projects. Park capital will only be the crushed granite trails, and discussion is being done on scaling back on the trails at the park. The parking lots at the parks have been completed. Rush stated that the road and bridge fund should be increased by \$100,000. Rush recommends reducing the park fund down to \$90,000 and the capital fire to \$125,000. Making this change would be an approximate 13% increase for the 2026 levy. Holm stated he is not comfortable with a 23% increase at a single time. Rush echoes what Holm said and that the City Council needs to think about future renovations of the existing buildings or a new fire department and City Hall. Swanson stated that the City Council will go through the budget line items and review where the cuts could possibly happen. Elizabeth stated that the expenditures should be reviewed in order to make the necessary cuts.

Review 2025 Budget/Line Items for Each Fund and Establish 2026 Budgets/Line Items for Each Fund – The City Council reviewed the budget lines.

Approve/Disapprove Proposed 2026 Line-Item Budget – Rush/Walker unanimous to approve preliminary levy of \$2,026,044. Holm disapproved. Motion carried.

Adjourn - Rush/Case unanimous to adjourn at 8:36 p.m.

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

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

Date

Attendees: Bruce West and Cartrell Cooper



BALDWIN CITY COUNCIL REGULAR MEETING

SEPTEMBER 22ND, 2025

Present – City Council; Tom Rush, Alan Walker, Scott Case and Jeff Holm
Jeff Holm arrived at 7:12 p.m.

Absent – Mayor Jay Swanson

Call to Order – The September 22nd 2025 regular meeting of the City of Baldwin was called to order by Acting Mayor, Tom Rush, at 7:00 p.m.

Pledge of Allegiance – All present recited the Pledge of Allegiance

Prayer Request from Delmas Hines

Additions/Corrections to Agenda

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

August 2025 Final Treasurer's Report – Beginning balance of \$977,347.68, Receipts of \$50,575.96, Disbursement \$124,088.61; check numbers 28675 and 28782 – 28855, void check# 28819, 14 EFT payments leaving an unaudited ending balance of \$903,835.03.

September 2025 Preliminary Treasurer's Report – Beginning balance of \$903,835.03, Receipts of \$14,155.98, Disbursements of \$304,305.70 leaving an unaudited ending balance of \$613,685.31.

ISD# 477: Superintendent Devine - Discuss Upcoming Referendum Election Held at Baldwin City Hall – Superintendent Devine attended the meeting to present a PowerPoint Presentation regarding the Princeton Public Schools 2025 Referendum.

Public Comment Requests - None

Approval of Consent Agenda – Rush stated that on the August 18th, 2025 draft meeting minutes had a correction. The 278th agenda item was changed to 285th.

Case/Walker unanimous to approve consent agenda.

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

Frontier Trails Update:

The Clerk received an email from Mike Gwynn, Wastewater Manager for Frontier Trails. Mike stated we were over limits for TN. The advantex units need a deep cleaning but this will be done when the new company, NSU, takes over management of the system.

Gwynn stated that other than that, things look good. The financials for August 2025 are \$5673.42 for revenues and \$7515.13 for expenditures. There was a duplicate invoice and payment made to Hawkins for \$2473.81. This expenditure was for Micro C, and our account has a credit balance to be used for the next purchase.

Schedule Meeting to Review Budget and Certify Delinquent Community Sewer Treatment Fees for Frontier Trails SSD (Must be Certified by November 30th) – Case/Walker unanimous to approve October 20th, 2025.

Discuss/Approve/Disapprove Steinbrecher Proposal for \$14,470.00 – Case/Walker unanimous to table until the October 6th, 2025, City Council meeting.

Road Report:

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

Discuss Culvert Maintenance – Baldwin Public Works Supervisor, Good, reviewed the culverts at 313th Avenue and 141st Street after a resident concern. The culverts are about three-quarters full of sediment but still function at the same slope as the rest of the ditch line and are not failing. Good is requesting City Council action on how the city wants to handle culvert maintenance going forward. The three options Good presented were to remain reactive, create a culvert inventory with condition rating or tie culverts to road projects. Rush would like to discuss this at the September 23rd, 2025 Engineering Workshop.

Discuss/Approve/Disapprove Resident Request for 10 mph Speed Limit and Children at Play Sign on 100th Street by Sandy Lake – Resident in this neighborhood is concerned with excessive speeding and is requesting another 10-mph speed limit and children at play sign. Sherburne County Sheriff's Office has been contacted to assist with extra patrols in this area. Holm stated that a 10 mph is not an enforceable speed limit. Case stated that an enforceable speed limit of 25 mph would be appropriate. Rush stated that the "Children at Play" sign can be taken from his neighborhood and placed on 100th Street. **Case made a motion to put 25 mph and a children at play sign on 100th Street. Walker seconded the motion, motion carried.** Holm stated that the process needs to be reviewed so the new speed limit is enforceable. Clerk to check with the City Attorney on the process for posting speed limit signs now that we are a city.

Discuss/Approve/Disapprove Hiring Snowplow Drivers for the 2025-2026 Plow Season – Case asked about how many snowplow drivers the city currently has. Good stated the city will need 9-10 snowplow drivers with 3-4 alternatives due to having 7 pieces of equipment. This would be 7-10 hours of plowing for each driver. **Case made a motion to approve the current 7 snowplow drivers. Rush seconded the motion. Motion carried.** Case recommends advertising on Baldwin website to get snowplow drivers. **Case/Rush unanimous to approve advertising on Baldwin website for snowplow drivers.**

Discuss/Approve/Disapprove City of Baldwin Snowplow and Ice Control Operations Policy – Case/Walker unanimous to approve snowplow and ice control operations policy.

Discuss/Approve/Disapprove Failed Driveway Inspection for PID#01-00025-2401 – Resident is requesting that the required paving of the road right-of-way not be completed until after 100th Street is reconstructed. Rush stated that there is a possibility the road project will not be completed until next year. **Case/Walker unanimous to table** until the October 20th, 2025, City Council meeting.

Tabled Items:

Discuss/Approve/Disapprove Temporary No Parking Sign Quote – Rush/Case unanimous to approve 10 signs from Jellyfish Graphics reading no parking this side of street.

Discuss/Approve/Disapprove Zimmerman and Princeton Today Newspaper Insert – Case/Walker unanimous to table until the October 6th, 2025 City Council meeting.

New Business:

Acknowledge Donation to Baldwin Fire Relief from Fire Equipment Specialties for \$365.00 and Twice New Clothing and Treasurers for \$5000.00 – Case communicated with the City Council on two donations received by Baldwin Fire Relief.

Discuss/Approve/Disapprove Estimate from Custom Cap & Fire for \$2065.68 – Rush/Walker unanimous to approve estimate from Custom Cap & Fire for \$2065.68.

Discuss/Approve/Disapprove Request for Proposals for Young Park Parking Lot Lighting – Rush/Case unanimous to table until the October 6th, 2025, City Council meeting.

Discuss/Approve/Disapprove City of Baldwin Credit Card Policy – Case/Walker unanimous to approve credit card policy.

Discuss/Approve/Disapprove Resolution 25-23; Preliminary 2026 Levy – Case/Walker unanimous to approve, Holm disapproved, motion carried for 2026 Preliminary Levy.

Discuss/Approve/Disapprove Invoice from Fire Equipment Specialties for \$8723.39. Rush/Walker unanimous to approve invoice from Fire Equipment Specialties for \$8723.39 for two turnout gears.

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:

Rush communicated that FunFest expenses should come out of the park fund and not the general fund.

Approve Bill for Payment – Case/Rush unanimous to approve Check numbers 28903 – 28935 for \$251,463.20 and 3 EFT Payments for \$4727.58 for a total of \$256,190.78.

Adjourn – Rush/Holm unanimous to adjourn at 8:32 p.m.

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

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

Date

Attendees: Delmas Hines, Jennifer Super, Jeff Luebesmier, Julie Weidenborner, Zac Good, Bruce West, Pat Devine, Heather Hoss, Howard Hinnenkamp, Melissa Lynch, Jenn Supar, Michelle Czech, Del Ulm, Cartrell Cooper and Pat Brown



BALDWIN CITY COUNCIL EMERGENCY MEETING

SEPTEMBER 29TH, 2025

Present – Mayor Jay Swanson, City Council; Tom Rush, Alan Walker, Scott Case, and Jeff Holm
Jeff Holm arrived at 7:01 p.m.

Call to Order – The 2025 emergency 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/Approve/Disapprove City Engineer, Hakanson Anderson, to Manage/Watch the Micro-Surfacing Project for an Expenditure up to \$3000 – Mayor Swanson hereby called an emergency City Council meeting on Monday, September 29th to discuss the management of the micro-surfacing project. This expenditure is over the City Councils spending allowance. The micro-surfacing project will begin on Wednesday, October 1st, 2025 and City Council approval was needed before October 6th, 2025 City Council meeting. The quoted price from Hakanson Anderson was for \$2300.00 in order for Hakanson to manage the micro-surfacing project. Swanson proposed that the City Council approves up to \$3000. This would be 16 hours of work for Hakanson Anderson.

Case/Walker unanimous to approve up to \$3000 expenditure for micro-surfacing management to be performed by Hakanson Anderson.

Adjourn – **Case/Walker unanimous** to adjourn 7:02 p.m.

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

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

Date

Attendees: None



MCFOA REGION IV MEETING

Tuesday, November 18, 2025
21st Century Bank Event Center-City of Rogers
12716 Main Street
Rogers, MN 55374

BOARD MEMBERS

President
Beth Carlson, MMC
City of Chatfield

Vice President
Daphney Maras, MMC
City of Albert Lea

Secretary
Rebecca Kiernan, CMC
City of Inver Grove Heights

Treasurer
Devin Montero, CMC
City of Brooklyn Park

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City of Detroit Lakes

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Pamela LaBine, MMMC
City of Virginia

Region III Director
Cindy Anderson
City of Eden Valley

Region IV Director
Kris Luedke, MMC
City of Albertville

Region V Director
Kris Hurley, MCMC
City of St. James

Region VI Director
Ragini Varma, MCMC
City of Lewiston

Past President
Monica Hennessy Mohan, MMC
City of Winona

Administrative Assistant
Betsy Snyder, MMC
City of Milroy

Times	Sessions
8:30 am	Registration & Refreshments
8:45-9:45 am	PERA - From Hire to Retire, Stacy Martin
9:45-10:00 am	Break
10:00-11:30 am	Legislative Election Update, Paul Linnell
11:30-12:15 pm	Lunch and Networking
12:15-1:30 pm	Self-Care and Mindfulness, Deborah Saari
1:30-2:45 pm	Parliamentary Procedure & Best Practices for Minutes, Josh Martin
2:45-3:00 pm	Break
3:00-4:30 pm	Gambling Permits 101, Marisol Aguilar

Presenters:

- Stacy Martin, Senior Outreach and Education Specialist with Public Employees Retirement Association (PERA)
- Paul Linnell, Director of Elections with the Office of the Minnesota Secretary of State
- Deborah Saari, Employer Education Coordinator with the National Alliance on Mental Illness, Minnesota (NAMI)
- Josh Martin, a Professional Registered Parliamentarian with the National Association of Parliamentarians
- Marisol Aguilar, Associate Regulatory Supervisor and Tribal Liaison with the Minnesota Gambling Control Board (GBC)

Cost: \$40 for MCFOA members and \$50 for non-MCFOA members (includes lunch and refreshments) **Please include any dietary restrictions.*

RSVP: [Please RSVP by November 6, 2025](#)

Please return registration form and a check made payable to **MCFOA Region IV.**

Mail to:
[City of Albertville](#)
[City Clerk Kris Luedke](#)
[P.O. Box 9](#)
[Albertville, MN 55301](#)

REGISTRATION: PLEASE PRINT YOUR NAME AND CITY

Name: _____ **City:** _____

Name: _____ **City:** _____

To whom it may concern:

I'm the power of attorney (nephew) for Shirley Cotten.

She recently received a letter from a attorney addressed to Jay and Judy Cotten about her drain field not being fixed and she needs to have it done by October 15th.

Jay and Judy had it inspected in 2023 and they were going to sell the house because Shirley and her husband ended up in the hospital and her husband ended up passed away about a month or two later. Shirley was recovering from a fall which broke her rib and that's when the inspection was done. She had thought at that time that if she didn't sell the house she didn't have to fix it. In the meantime since this inspection was

done, Shirley has been back in the hospital 3 times and each time, for a month, she had to go to Elim rehab to get her strength back.

She does have short term memory problems and pain meds don't help!

I have talked to Shirley and she doesn't remember any letters sent to her, might have been in her son's name and she isn't on talking terms with him and she throw them out.

I have talked to a few septic system companies and they are booked for the rest of the year. I'm also trying to get her a grant, she is 86 and only gets social security.

If Shirley could get a extension until this
spring I'll get a septic system company out
to fix it then!

My name is Dale Peterson (POA)
612-206-1555

This letter is for Shirley Cotten
12224 278th ave nw Zimmerman mn
55398

Thank you

COURI & RUPPE, P.L.L.P

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

**Also Licensed in Illinois*

***Also Licensed in California*

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

September 16, 2025

VIA CERTIFIED AND REGULAR MAIL

Jay & Judy Cotton
12224 278th Avenue NW
Zimmerman, MN 55398

Re: City of Baldwin; Septic System Notice of Violation

Dear Mr. and Mrs. Cotton,

This office represents the City of Baldwin. It has been brought to the City's attention that the existing subsurface sewage treatment systems serving both your property do not currently meet the requirements of the City's Septic Ordinance. Your septic system was inspected by Ashley Krause of ARK Septic, LLC on November 17, 2023 and was determined to be noncompliant for failing to meet soil separation. As a result, it was determined that the septic system located on your property failed to protect groundwater.

The results of this inspection report were provided to you as the property owners as evidenced by the letter sent to you on November 19, 2023 by Dean Becker of Rum River Construction Consultants, who are the City's building officials. Specifically, the letter advised you that Minnesota Rules 7080.1500 and Baldwin City Ordinance Chapter 4-5 D.2 prohibit the operation of a private septic system that is not in full compliance with all applicable rules and regulations. You were given 18 months (May 18, 2025) to bring your system in to compliance with State and local regulations. Thereafter, you were again notified by letter dated April 20, 2025 by Ben Polgreen of Rum River Consultants that your system was noncompliant and that you needed to affect the required repair or replacement of the system by May 18, 2025. To date, the City has no evidence that you have abated the septic violations that currently exist on your property.

If you do not complete the requested abatement work by **October 15, 2025**, the City Council has authorized my office to enforce their rights under Minnesota law and City ordinances. Please note that failure to comply with the City Code may result in this matter being referred to the District Court for criminal prosecution. Any person convicted of such violations shall be guilty of a misdemeanor, which is punishable by a maximum of \$1,000.00 (One Thousand dollars) and/or 90 days in the county jail. The City further has the option of enforcing

Jay & Judy Cotton
September 16, 2025
Page 2

its rights under Minnesota civil law by bringing an enforcement action in District Court. Furthermore, any costs incurred by the City as a result of the violations, may be assessed against you and turned over the County Auditor for collection on your property taxes pursuant to Minn. Stat. § 366.012 and other relevant Minnesota law.

The City prefers to work cooperatively with its residents rather than seeking court intervention and therefore asks that you immediately correct the septic violations identified. If you are unclear as to what work needs to be performed to comply with Minnesota law or need additional time to complete the work, I encourage you to call the City at (763) 389-8931.

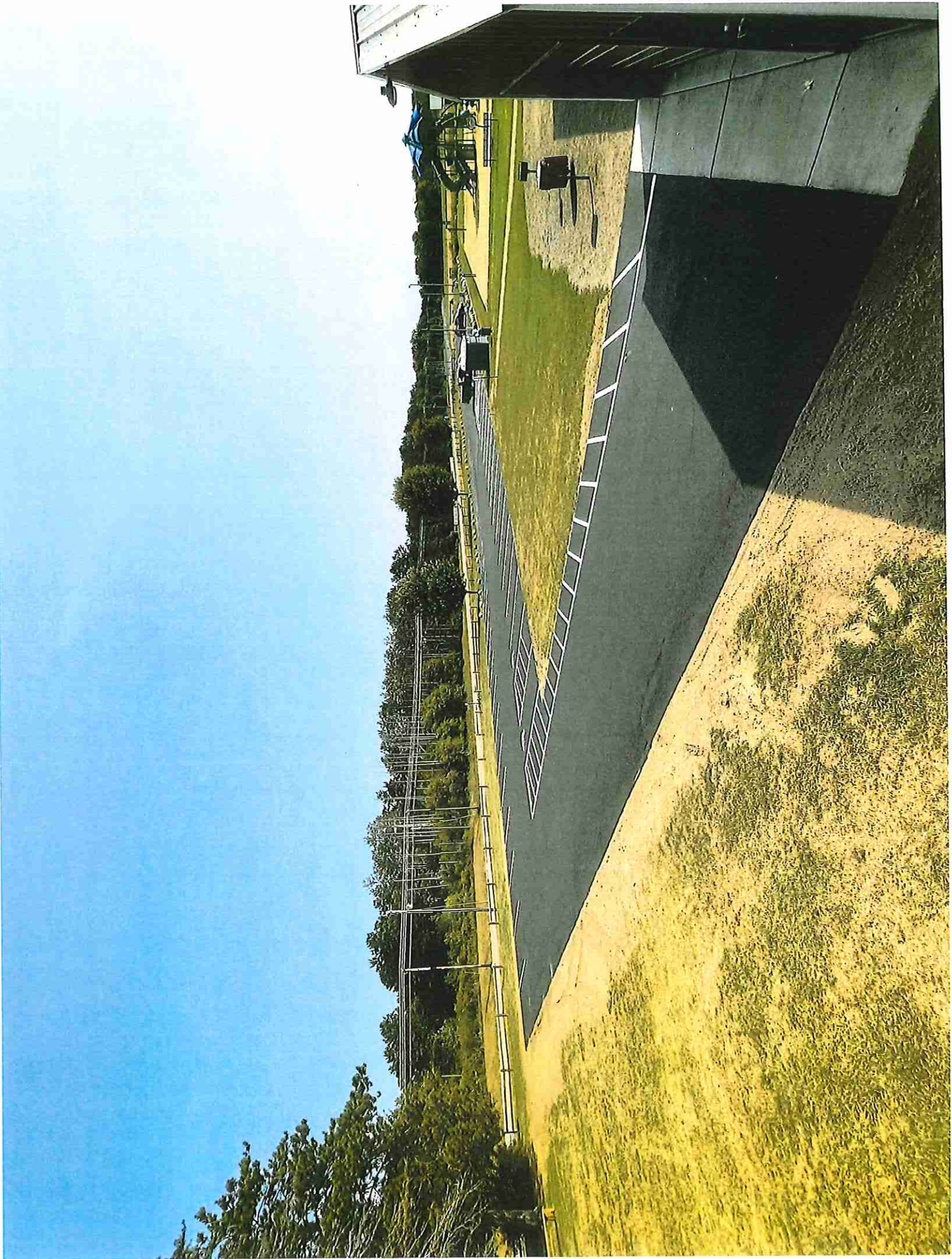
Your courtesy and cooperation in this matter is appreciated. The City Council looks forward to your prompt attention to this matter.

Sincerely,



Robert T. Ruppe
Couri & Ruppe, P.L.L.P.

Cc: City of Baldwin (via email)
Rum River Consultants (via email)





P.O. Box 332
11555 205th Ave NW
Elk River, MN 55330

Quote Number: City of Baldwin
Quote Date: Sep 16, 2025
Page: 1

Fax: 763-441-7782

Quoted To:
Cash Contractor

Ship to Address:

Customer ID	Good Thru	Payment Terms	Sales Rep
25C	10/16/25	C.O.D.	Jack

Quantity	U/M	Item	Description	Unit Price	Amount
20.00	Ton	NSFS2436	24-36 Field Stone	85.00	1,700.00
1.00	<Each>	DEL002	BOULDER PLACING	500.00	500.00

NO REFUND ON NON-STOCK PRODUCTS

Subtotal	2,200.00
Sales Tax	
TOTAL	2,200.00

Park Dedication Fees

Baldwin: \$1,200/lot

Zimmerman: \$2,500.00/lot/unit

Princeton: \$1,800 per unit

Milaca: \$800 per single family residential unit

Big Lake: \$2,500 per dwelling unit or land

Becker: 10% dedication of land or \$1,250 per unit

Elk River: Low Density (7 DU/acre) \$3,065.73/dwelling unit

Medium Density (4 to <7 DU/acre) \$4,207.25/dwelling unit

High Density (>7 DU/acre) \$5,945.38/dwelling unit

St. Francis: 2,500/Lot

St. Cloud: Per dwelling unit \$1,196.00

Maple Grove: Residential \$4,092/unit

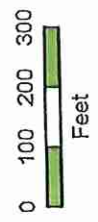


Legend

- ▬ Park Limits
- ▬ Existing crushed granite trail (add crushed granite)
- - - Mowed Trail (No improvements)
- - - Existing Wooden Boardwalk (no improvements)
- ▬ Add crushed granite to currently mowed trail

Existing and Proposed Trail Networks

Young Park
Trail Improvements
Baldwin Township, Sherburne County
Minnesota



Date Printed:
1/5/2024

Created By:
TM

1 inch equals 300 feet

FUNFEST 2025 EXPENSES	TOTAL		
Rallye Productions	\$77.20	(45) Dash Plaques	PAID
Rallye Productions	\$144.45	(6) Car Show Trophies	PAID
Reynolds Balloon	\$189.00	(3) Banner Change and (1) new banner	PAID
Reds Sanitation	\$320.00	(2) Restroom With Hand Wash Station	PAID
Family Fun Jumps	\$712.50	(2) Bounce House, Generator, Cotton Candy Maker, (50) Cotton Candy Servings, Popcorn Machine, (50) Popcorn Servings	PAID
Crafty Cabinn	\$180.00	(15) T-shirts	PAID
DJ Mitch	\$550.00	DJ and Karaoke	PAID
Refund	(\$550.00)	DJ Mitch	
Amazon	\$59.98	Washable Tattoos and Hairspray	PAID
Walmart	\$18.32	Water (2 Cases of 40), (3) Wet Wipes	CC
Marvs	\$138.39	Public Works Shop Supplies	PAID
Total spent:	\$1,839.84		
BUDGET	\$4,000.00		
Funds remaining:	\$2,160.16		

\$2,000 Park Fund

\$2,000 General Fund



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. 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*****			

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.

Subtotal
Sales Tax (0.0%)
TOTAL

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.



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 enough 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 optional recommendations to replace the wood and approx 2' of the liner around the recirculating gravel filters. 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.		0.00	0.00
		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 reirculating gravel filter and approximately 2' of liner around. This is for the South system system \$12,638.00		0.00	0.00

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.

Subtotal

Sales Tax (0.0%)

TOTAL

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.



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 irrigation 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

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)

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.

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

Joan Heinen

From: septic <septic@steinbrechercompanies.com>
Sent: Thursday, September 11, 2025 2:49 PM
To: Joan Heinen
Cc: mggwynn@gmail.com
Subject: System Repairs- Frontier Trails
Attachments: Est_8774_from_Steinbrecher_Companies_Inc._11340.pdf

Joan,
I forgot to add a line that states all 36 of the irrigation boxes will be replaced and reset as well. That note is in this proposal, please disregard the previous one.

Thank You,

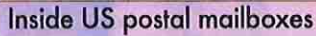
Rhonda Roensch

Steinbrecher
COMPANIES, INC.

763-274-0925

www.steinbrechercompanies.com

Coverage
Areas for
Both
papers



.....\$3580

- 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

- 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



Survey Estimate Breakdown For The 23 Properties In Question (highlighted in red)

1. Area Research = \$450
2. Survey field point preparation = \$600
3. Field Work = \$2,000

Total Cost = \$3,050

3

3





BALDWIN
28945
141ST ST NW

BALDWIN
28953
141ST ST NW

ACE
WASTE, INC.
784-57-3116

cruiser

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

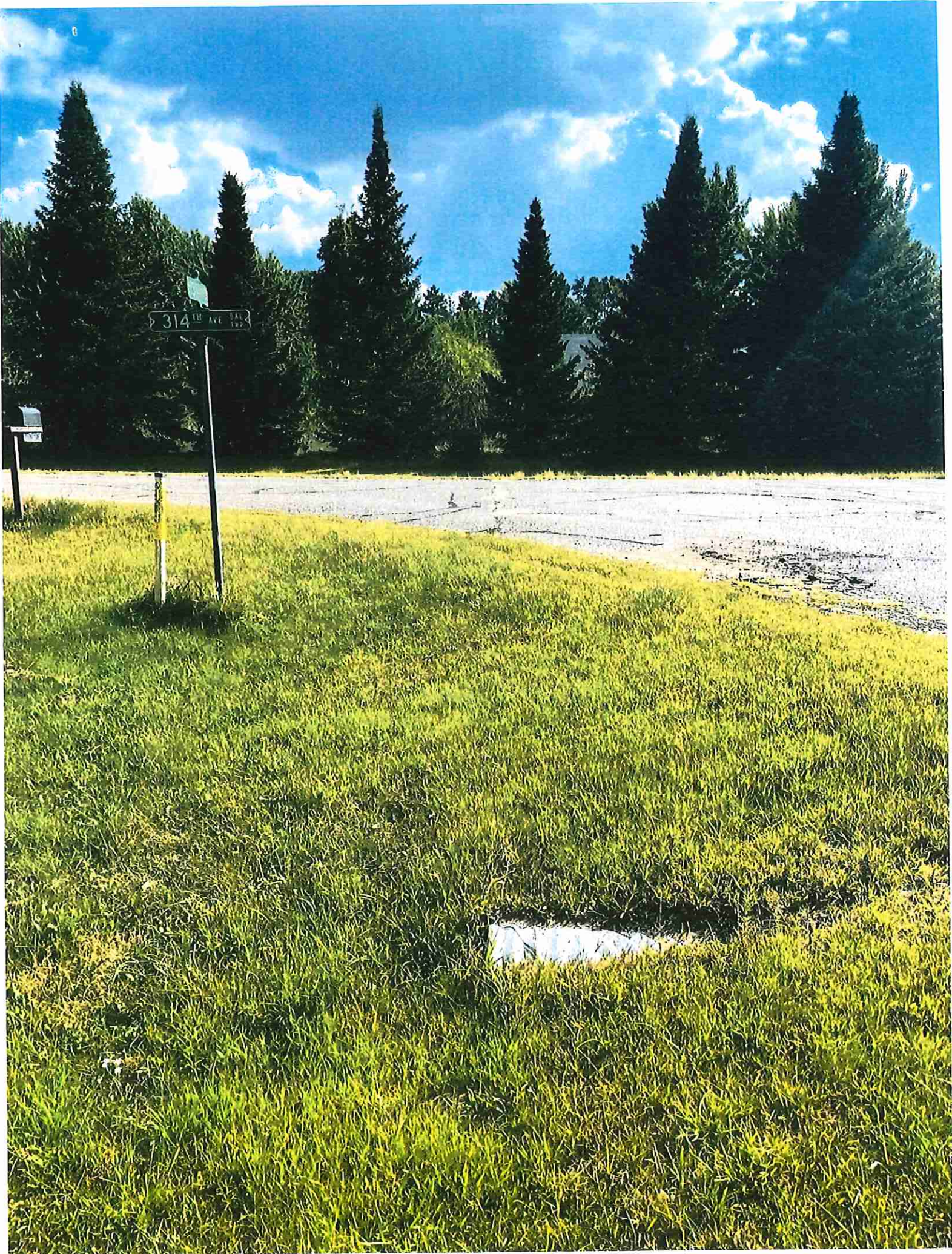
Pros	Cons
Cost-efficient – contractors and equipment already on site. Keeps culvert work tied to broader infrastructure improvements.	Culverts can still fail between projects. Timing depends on road program schedules, not culvert condition.

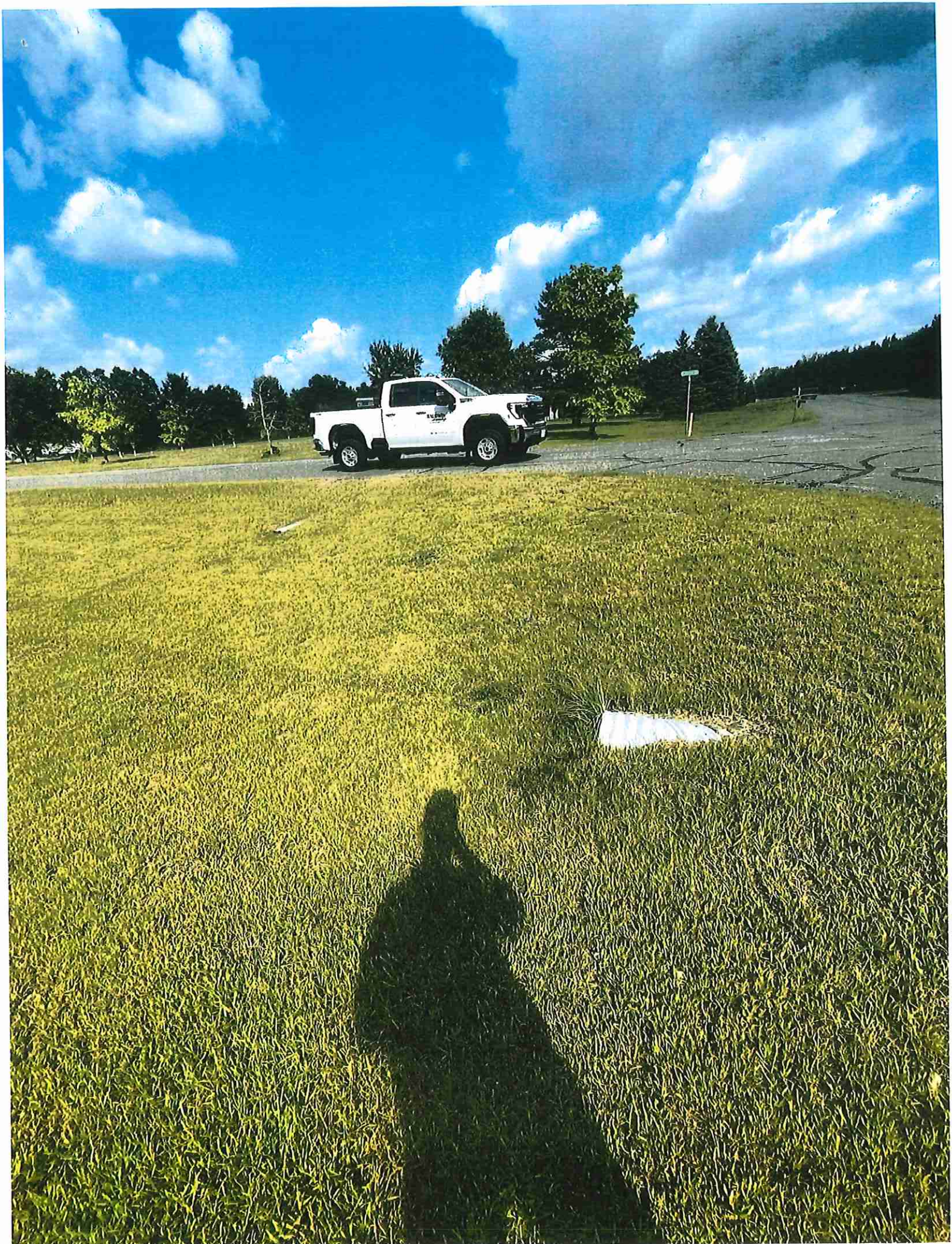
Summary

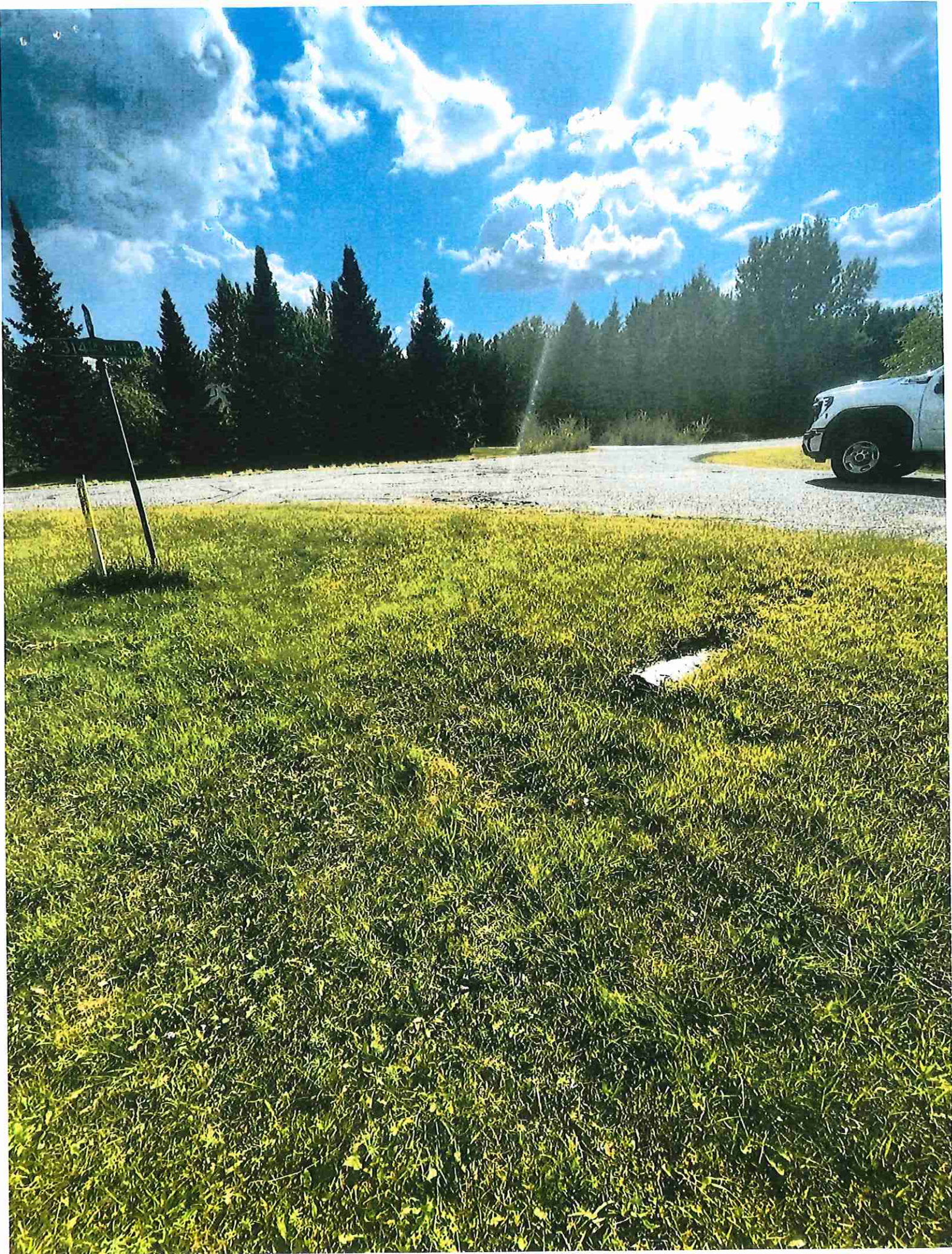
The culvert at 313th & 141st is not failing at this time and does not require immediate work. However, this situation highlights the need for Council direction on whether Baldwin should:

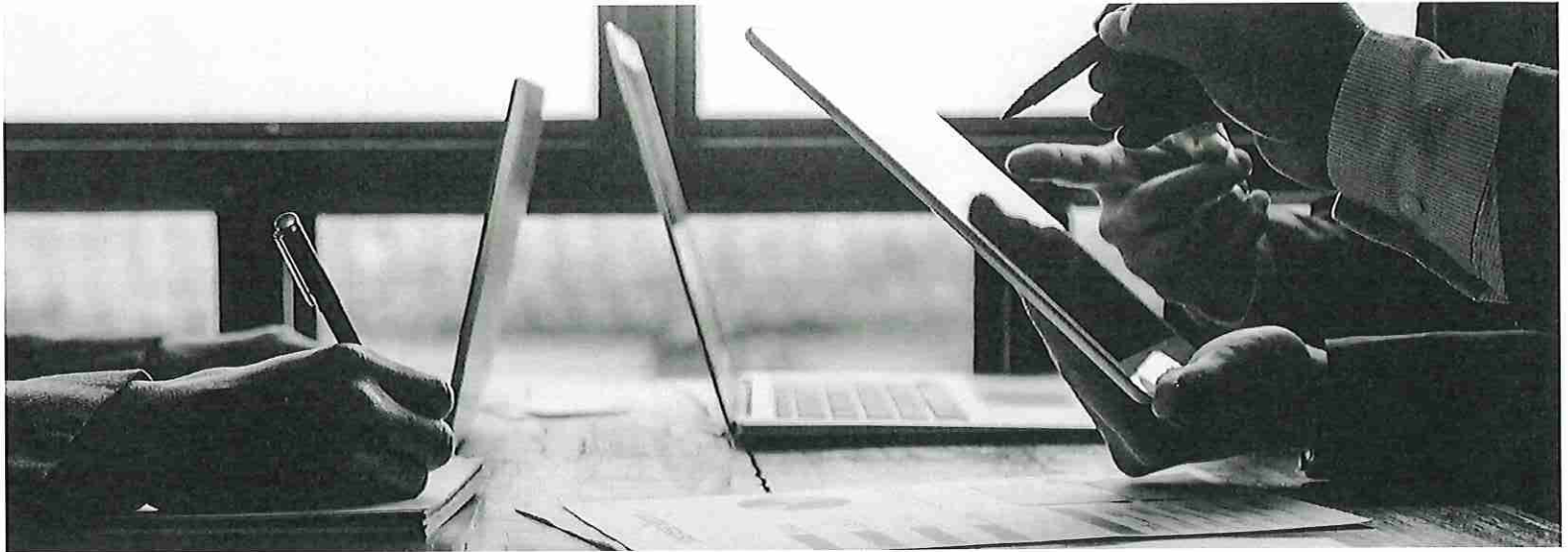
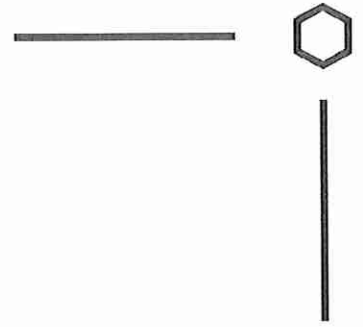
- 1) Continue reacting only when culverts fail,
- 2) Begin developing a proactive inventory and inspection program, or
- 3) Tie culvert replacements directly to future road projects.

Your guidance will set the policy going forward.









Laserfiche Proposal

City of Baldwin

August 14, 2025



www.cdi.support

Table of Contents

Proposal Introduction	2
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Main Solution Goals	5
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Price Estimate – Cloud Site License	7
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Addendum B: Licensing Features	9
Addendum C: Supported Operating Systems	16
Addendum D: Software Support	17
Addendum E: Premium Services	18

8/14/2025
City of Baldwin
30239 – 128th Street NW
Baldwin, MN 55371

Re: Laserfiche Solution Proposal

Dear Joan,

We appreciate the opportunity to present a Laserfiche Document Management Solution Proposal for City of Baldwin. Building upon the success stories of our clients, CDI is well-equipped to guide your organization towards transformative solutions. Our track record of delivering award-winning services and robust support positions us as your ideal partner for this project.

Here are key highlights to consider:

- **Focused Expertise:** CDI specializes exclusively in providing innovative document imaging and management solutions. Our solutions are designed to transform the way businesses operate, eliminating bottlenecks, reducing manual tasks, and ensuring compliance with industry regulations.
- **Comprehensive Support:** As your single point of contact for the proposed solution, CDI is certified by the manufacturers of the products we recommend. Count on us to deliver end-to-end support for your project.
- **Long-Term Partnerships:** We prioritize building enduring client relationships. Beyond the initial implementation, we are committed to supporting your growth and evolution in the years to come.
- **Core Values:** Our work is guided by unwavering principles of honesty, integrity, and meticulous attention to detail.

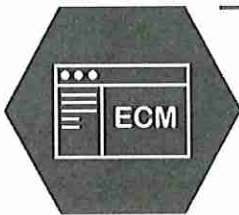
For the purposes of this proposal, please contact Laura Froyum at 855-714-2800, ext. 109 or laura@citiesdigital.com.

Regards,

Laura Froyum
Account Executive

Proposal Overview

CDI is proposing the adoption of Laserfiche, an ECM solution renowned for its robust features and potent process automation capabilities. In 2023, Gartner Peer Insights honored Laserfiche as the Customers' Choice in the Content Services Platform (CSP) market for the fourth consecutive year.



Enterprise Content Management:

Laserfiche offers a unified, secure, and accessible content management platform, streamlining organizational operations:

- Simplify onboarding and enhance departmental organization.
- Boost cross-functional team efficiency.
- Reduce information retrieval time, enabling more productive use.
- Automate compliance and regulatory management.



Enhancing Business Processes with Laserfiche:

Laserfiche goes beyond content management to transform work processes:

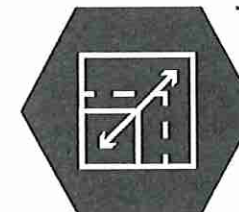
- Automate repetitive tasks.
- Define and optimize processes.
- Minimize data and process errors.
- Monitor process progress and analyze performance.



Empowering You with Laserfiche:

Organizational transformation often faces a hurdle – subject matter experts and software developers aren't always the same. Unlike other ECM and BPM solutions, Laserfiche:

- Offers easy configuration with no-to-low-code options.
- Puts power in the hands of stakeholders for faster results.
- Lightens the load on Development and IT teams.
- Accelerates your ROI.



Flexibility and Scalability with Laserfiche:

Laserfiche provides adaptable licensing (on-premises to fully cloud-based) and a modular suite, including:

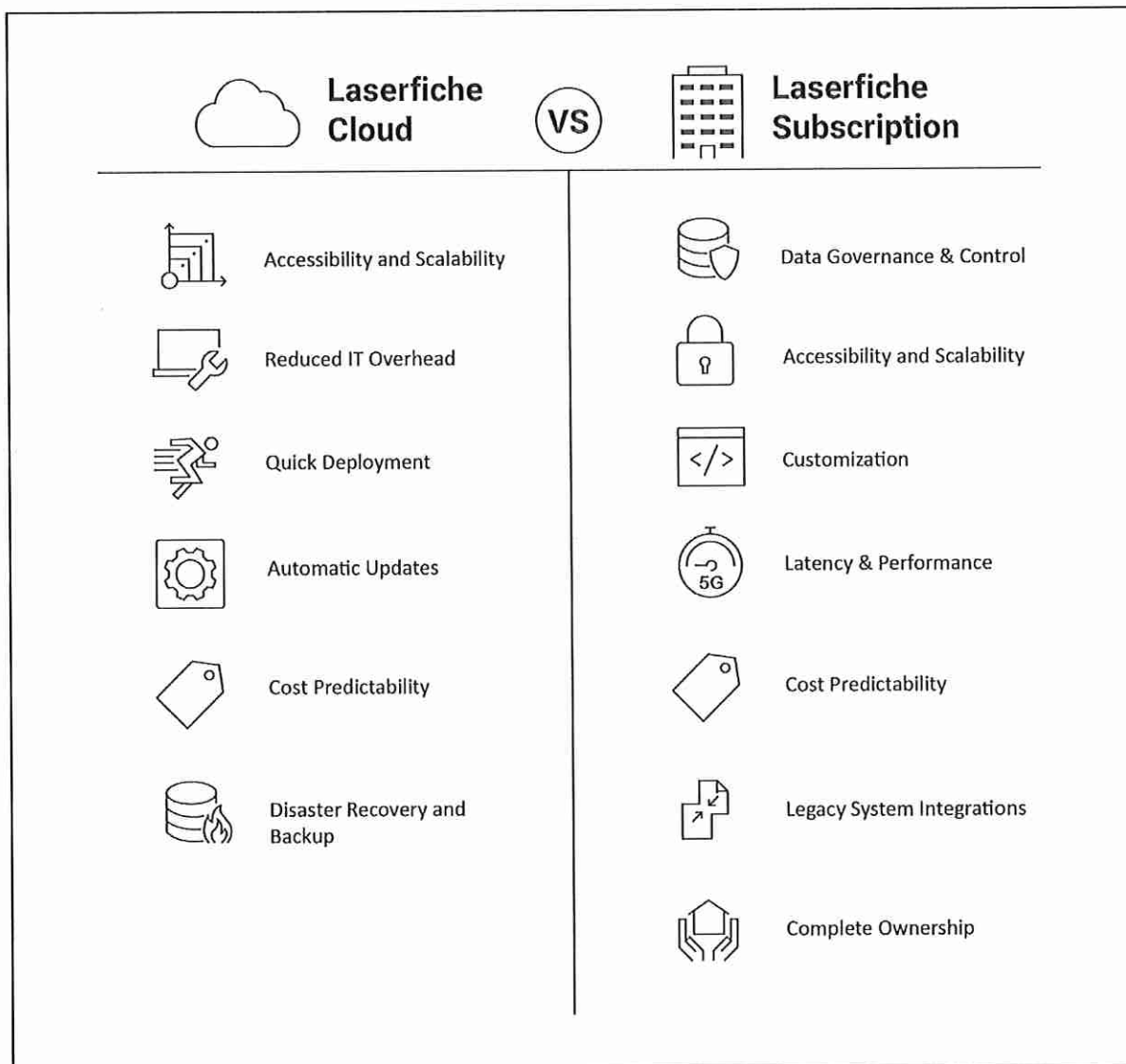
- Intelligent Data Capture
- Records Management
- Process Automation
- Seamless Integration with core applications

Proposed Licensing & Solution

Laserfiche provides flexible pricing and licensing options to suit the unique needs of organizations. The following provides a brief overview of the model CDI is proposing for you.

Laserfiche Cloud (Annual) is being proposed as the right licensing and solution for you. The graphic below includes some of the main reasons that customers consider, and CDI proposes the fully-cloud-based offering of Laserfiche Cloud, versus the on-premises offering of Laserfiche Subscription.

Please keep in mind that these options differ in both where data resides, along with some functionality and features. For clients looking to leverage the Laserfiche Subscription model, but don't want to host the system, CDI offers cloud hosting. See *Addendum B* for more information on Cloud vs. Subscription licensing.



Main Solution Goals

- Centralize document storage for the Clerks department

We believe that this proposed Laserfiche solution will meet the needs of City of Baldwin and will improve operations and document accessibility for its members. We look forward to working with City of Baldwin to implement this solution.



Price Estimate – Cloud Starter License

Laura Froyum
CDI
2000 O'Neil Rd., Suite 100
Hudson, WI 54016

Prepared for: City of Baldwin
Quote #: 83392v.1
Quote Date: 8/14/2025
Quote Expiration: 9/13/2025

Software, Hardware & Renewal

Product	Quantity	Unit Cost	Renewal Quantity	Renewal Unit Cost	Total
Laserfiche Cloud Starter Users 1-50 (CLENF1)	2.00	\$.00	2.0000	\$600.00	\$1,200.00
Software / Hardware:					\$.00
Renewal:					\$1,200.00
Tax:					\$.00
Total:					\$1,200.00

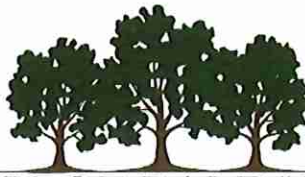
Services

Service	Service Quantity	Service Unit Cost	Total
Service Package - Bronze (10 hours) - Prepaid Service Hours (CD4000GOV)	1.00	\$1,950.00	\$1,950.00
Service:			\$1,950.00
Tax:			\$.00
Total:			\$1,950.00

Totals	
Total Software / Hardware:	\$.00
Total *Renewal:	\$1,200.00
Total Services:	\$1,950.00
Total Tax:	\$.00
TOTAL:	\$3,150.00

* Renewals encompass Maintenance, Subscription, or Cloud where selected





CITY OF BALDWIN

30239 128th Street NW, Baldwin, MN 55371

NEWSLETTER

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

Office Hours

Mon-Thurs: 8:00 am to 4:30 pm
Closed for Lunch: 12:30 pm - 1:00 pm
Friday: 8:00 am to 12:00 pm

Phone: 763-389-8931

Email: city.clerk@baldwinmn.gov

CITY COUNCIL

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

CITY CLERK / TREASURER

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

FIRE STATION

****EMERGENCY DIAL 911****

Scott Case, Fire Chief - 763-350-0374

PUBLIC WORKS DEPARTMENT

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

CITY OF BALDWIN WEBSITE

www.baldwinmn.gov

CITY OF BALDWIN FACEBOOK

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

October - December 2025

Calendar of Events for 2025

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

October 6	City Council Meeting
October 13	Columbus Day - OFFICE CLOSED
October 15	Special Planning Commission Meeting
October 16	Park Committee Meeting
October 20	City Council Meeting
October 22	Planning Commission Meeting
October 30	Infrastructure Committee Meeting
November 3	City Council Meeting
November 4	Princeton Public Schools Referendum
November 11	Veteran's Day - OFFICE CLOSED
November 17	City Council Meeting
November 19	Special Planning Commission Meeting
November 20	Park Committee Meeting
November 26	Planning Commission Meeting
November 27	Thanksgiving Day - OFFICE CLOSED
November 28	OFFICE CLOSED
December 1	City Council Meeting - Truth in Taxation - Approve Levy
December 10	Special Planning Commission Meeting
December 15	City Council Meeting
December 17	Planning Commission Meeting
December 18	Park Committee Meeting
December 24	Christmas Eve
December 25	Christmas Day - OFFICE CLOSED
December 31	New Years Eve
January 1	New Years Day - OFFICE CLOSED

**Learn more about Princeton Public Schools
November 2025 Referendum at
www.roaringforward.org.**

BALDWIN FIRE

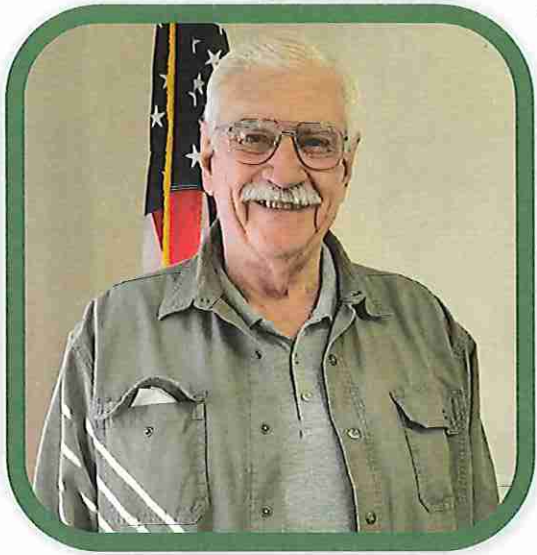


Thank you to our volunteers, City Staff, and the Baldwin Fire Department! This year's Baldwin Fire Open House and 1st Annual Fireman's Dance was a great success! We appreciate all the hard work put in to these events!



PLANNING COMMISSION

Farewell Spotlight - Honoring Dick Marshall 12 Years of Dedicated Service on the Planning Commission



The City proudly recognizes Dick for his 12 years of dedicated service on the Planning Commission. Dick and his wife Tina moved to Baldwin in 2013, and soon after, he was invited to join the Planning Commission - a role he embraced wholeheartedly. Over the years, Dick served multiple terms as Chair, always striving to foster teamwork while encouraging open dialogue among members to best serve residents.

Before moving to Baldwin, Dick and Tina lived in California, where he dedicated 21 years to the Los Angeles Police Department and volunteered in various community organizations. He served as Assistant Scout Master, Explorer Post Advisor, and was actively involved in 4H when his daughters joined, helping to organize horse shows and even serving as a judge. Dick and Tina also published *The Republic News and Issues* magazine and hosted a public TV and radio show interviewing local politicians to help educate voters.

During his time on the Planning Commission, Dick witnessed the group grow from just four members to a full commission of seven, supported by an outstanding city planner. He is especially proud of the team's ability to work together while respecting differing perspectives, always keeping the community's best interests at heart.

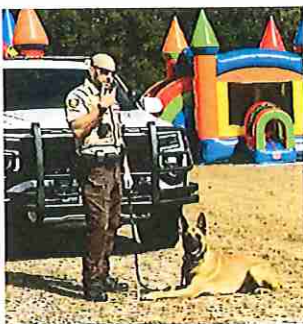
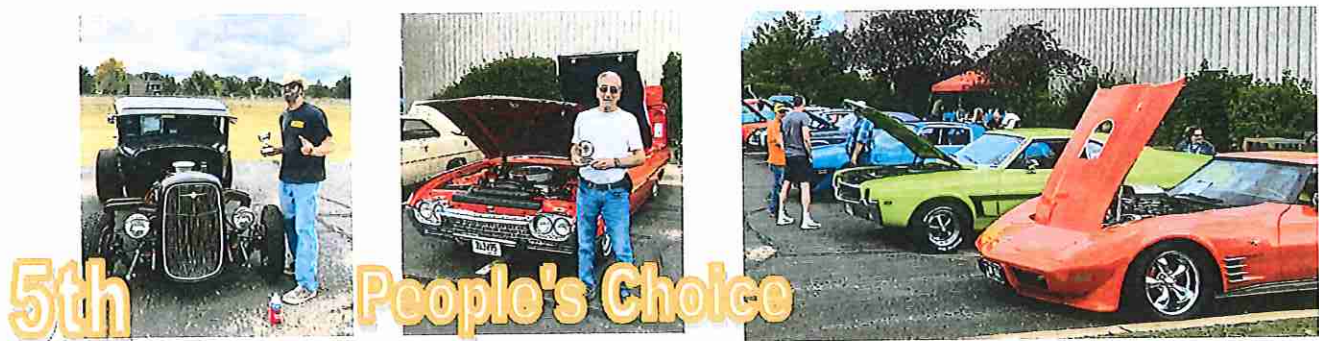
Outside of public service, Dick enjoys wood carving, furniture making, restoring old tractors, gardening, and target shooting. He looks forward to spending more time with Tina, his daughters, grandchildren, and great-grandson.

When asked what advice he would share with the new Planning Commission members, Dick says: *"Always remember we are servants of the people and serve at the pleasure of the City Council. Strive to maintain an open dialogue where every view is valued."*

The City thanks Dick for his remarkable service, leadership, and commitment to the community. His wisdom, dedication, and heart for service will be missed.

BALDWIN FUNFEST

We had a great turn out at the 15th Annual Baldwin FunFest!
Thank you to all our volunteers, City Staff, Family Fun
Jumps, Vendors, the Princeton Ambassadors, and the
Princeton Cheer Team for all your hard work!



Volunteers are still needed
for events in 2026, including
Baldwin FunFest! If you are
interested in volunteering,
please contact the City Hall at
763-389-8931.

EVENT COORDINATOR

**ARTICLE ON MARY LARSON
COMING SOON!**



SNOW AND ICE CONTROL

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 visibility and when weather conditions make snow and ice control operation unusually dangerous for the snow plow operators.

ICE CONTROL AND SALT/SAND APPLICATION

1. First Priority: Priority routes, high volume intersections, hills and curves
2. Second Priority: Stop intersections, moderate volume intersections
3. Third Priority: Residential intersections

PROPERTY DAMAGE: 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.

RESPONSIBILITY OF RESIDENTS: 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 12/12/24)