



**AGENDA FOR NOVEMBER 3RD, 2025
BALDWIN CITY COUNCIL REGULAR MEETING
7:00 p.m.
(Revised 10/30/25)**

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 New Tire Purchases
- b. Swearing in of Fire Fighter Brent Strand
- c. Discuss Fire Department Coding for Budgeting Purposes
- d. Discuss/Approve/Disapprove Purchasing Lucas CPR with Donated Funds

Presentation by Delaney Consulting LLC; Municipal Liquor Store Feasibility Study

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 Resolution 25-26 Vacating Drainage and Utility Easement; Finlayson
- Approve Resolution 25-31; Exempt Gambling Permit Application for Knight's of Columbus Council #8571. Event to be Held on November 23rd, 2025 at Christ Our Light Catholic Church
- Approve City Council Meeting Minutes for October 20th, 2025
- Approve City Council Special Meeting Minutes for October 21st, 2025
- Approve Expenditure for 20 No Parking Signs for Winter Parking
- Approve Invoice from Vehicle Response Training for \$2973.35

Planning Items:

- a. Approve Resignation for Planning Commissioner; Patti Miller

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 Resolution 25-27 Interim Use Permit for North Country Goldens LLC
- c. Discuss/Approve/Disapprove Resolution 25-28 Site and Building Plan Review for Ruff Start Rescue, Inc.
- d. Discuss/Approve/Disapprove Resolution 25-29 Site and Building Plan for Boe Resources
- e. Discuss/Approve/Disapprove Codification Service Agreement Provisions

Park Committee Report – Tom Rush

- a. Discuss/Approve/Disapprove Ordinance 2025-14; Amending Ordinance# 100 Regulating Parks
- b. Discuss/Approve/Disapprove Portable Toilets at Parks During Winter Months

Cemetery Update – Tom Rush

Tabled Items:

- a. Discuss/Approve/Disapprove Zimmerman and Princeton Today Newspaper Insert – Scott Case
- b. Discuss Fiberglass Road Right of Way Obstructions – Jay Swanson
- c. Discuss/Approve/Disapprove Purchasing Expenditure Limits – Tom Rush

New Business:

- a. Schedule Budget Meeting for November 12th, 2025 – Jay Swanson
- b. Schedule Code and Ordinance Workshop – Jay Swanson
- c. Discuss/Approve/Disapprove Amendment to Sandy Lake Project – Tom Rush
- d. Discuss Builders Delinquent Driveways – Tom Rush
- e. Discuss City Council Meeting Night for 2026 – Jay Swanson
- f. Discuss Driveway that Failed Three Times for PID# 01-00604-0245 – Tom Rush
- g. Discuss/Approve/Disapprove Expenditures for Public Works; Building/Grounds and Equipment – Alan Walker and Tom Rush
- h. Discuss/Approve/Disapprove Local Road Improvement Program for 100th Street and 297th Avenue – Jay Swanson
- i. Discuss/Approve/Disapprove Local Road Improvement Program for 303rd Avenue – Jay Swanson
- j. Discuss/Approve/Disapprove Applications for Alternate Snowplow Driver – Tom Rush

Announcements:

- a. ISD #477 Election Tuesday, November 4th, 2025. Polls open from 7:00 a.m. to 8:00 p.m.
- b. Road Workshop Monday, November 10th, 2025 at 7:00 p.m.
- c. City Hall Closed Tuesday, November 11th, 2025 in Observance of Veterans Day
- d. Next City Council Meeting Monday, November 17th, 2025 at 7:00 p.m.

Any Other Business:

Approve Bills for Payment:

Adjourn:

CITY OF BALDWIN

*Cash Balances

Cash Account: 10100

November 2025

Fund	Begin November 2025	Transfers			JE Payroll	Balance No Investments	Investments	Balance
		Rec/Disb	Journal Entries					
10100 - Bremer								
101 - General Fund	(\$1,618,118.02)	\$0.00	(\$13,343.18)	\$0.00	(\$1,176.30)	(\$1,632,637.50)	\$0.00	(\$1,632,637.50)
225 - Cemetery Fund	\$8,372.20	\$0.00	\$0.00	\$0.00	(\$107.65)	\$8,264.55		\$8,264.55
250 - Fire Fund	\$64,496.26	\$0.00	(\$4,531.82)	\$0.00	(\$3,229.50)	\$56,734.94		\$56,734.94
275 - Street Capital	\$816,755.20	\$0.00	(\$48,739.00)	\$0.00		\$768,016.20		\$768,016.20
290 - Permits	\$167,229.96	\$0.00	\$0.00	\$0.00		\$167,229.96		\$167,229.96
301 - G.O. 2017A	\$373,645.89	\$0.00	\$0.00	\$0.00		\$373,645.89		\$373,645.89
302 - G.O. 2024A	\$23,326.91	\$0.00	\$0.00	\$0.00		\$23,326.91		\$23,326.91
401 - Capital Project Fund	\$154,098.17	\$0.00	\$0.00	\$0.00		\$154,098.17		\$154,098.17
402 - Fire Services	\$14,214.79	\$0.00	\$0.00	\$0.00		\$14,214.79		\$14,214.79
403 - Fire Infrastructure Fund	\$190,042.93	\$0.00	\$0.00	\$0.00		\$190,042.93		\$190,042.93
404 - Parks Capital Fund	\$33,343.13	\$0.00	(\$2,753.39)	\$0.00		\$30,589.74		\$30,589.74
602 - Sewer Fund	\$66,881.51	\$0.00	(\$6,752.42)	\$0.00		\$60,129.09		\$60,129.09
801 - Developers Account - Escrow	\$136,656.78	\$0.00	\$0.00	\$0.00		\$136,656.78		\$136,656.78
803 - Misty Hollow Escrow	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00
805 - Sumser Farms 1st Addt Escr	\$2,186.41	\$0.00	\$0.00	\$0.00		\$2,186.41		\$2,186.41
		MTD Amounts		Begin + YTD				
Begin	\$433,132.12		Investments	\$1,093,183.34				
Receipt	\$0.00		Petty Cash	\$0.00				
Disbursements	(\$76,119.81)		Savings	\$0.00				
Transfers Rec/Disb	\$0.00		Money Market	\$0.00				
Transfers JE	\$0.00							
JE Payroll	(\$4,513.45)		Balance	\$352,498.86		In Balance		

New Tire Purchase Benefit

Sec. 14. [471.3458] VOLUNTEER EMERGENCY SERVICES PROVIDERS; TIRE PURCHASES.

Subdivision 1. Definitions. (a) For purposes of this section, the following terms have the meanings given.

(b) "Fire department" has the meaning given in section 299N.01, subdivision 2.

(c) "Municipality" means a statutory or home rule charter city or a town.

(d) "Volunteer emergency services provider" means a volunteer firefighter, as defined in section 299N.03, subdivision 7; volunteer ambulance attendant, as defined in section 144E.001, subdivision 15; volunteer paramedic; or any other volunteer emergency medical personnel performing emergency medical services for a municipality or fire department.

Subd. 2. Tire purchases. A municipality or fire department may authorize a volunteer emergency services provider who has performed services for the municipality or fire department for at least three years and who is currently performing services for the municipality or fire department to purchase up to four vehicle tires for one personal vehicle owned by the volunteer emergency services provider every three years under a contract for tires from which the municipality or fire department purchases vehicle tires. The volunteer emergency services provider must pay for any tires purchased under this section, including all applicable taxes and fees.

Subd. 3. Authorization requirements. (a) The authorization by a municipality or fire department to purchase tires under this section must be in writing on the municipality's or fire department's letterhead and include the following:

(1) the volunteer emergency services provider's name;

(2) the number of years the volunteer emergency services provider has performed services for the municipality or fire department;

(3) the license plate number of the personal vehicle on which the tires will be placed; and

(4) a reference to the contract under which the municipality or fire department purchases vehicle tires.

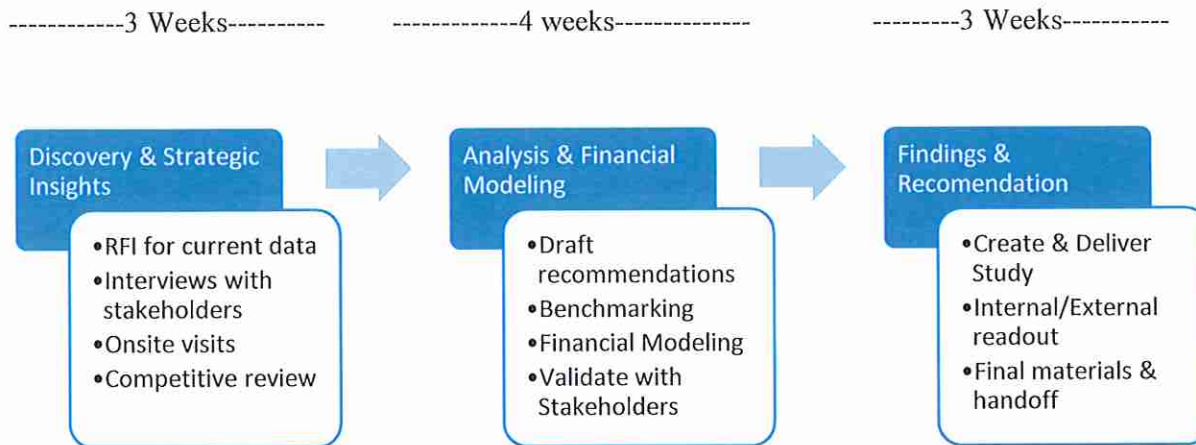
(b) The municipality or fire department must document how many tires each volunteer emergency services provider purchases during the periods specified in this section.

STATEMENT OF WORK
Effective Nov 10, 2025

This Statement of Work is effective as of November 10, 2025 between The City of Baldwin, Minnesota ("The City") and Delaney Consulting, LLC.

1. **Services and Deliverables:** Delaney Consulting shall provide the services of its president, Flora Delaney and employees ("Consultant") to result in the following outcomes:

General Overview



- **Weeks 1-3: Discovery and Strategic Insights:** Kickoff. Submit a request for information to the City of Baldwin for elements such as future City zoning and planning, Anticipated owned or leased real estate locations, City development plans for commercial, industrial and residential areas, known and planned multi-family housing, known and planned road and transportation changes, expected city services available to a possible municipal liquor operation including HR and payroll, accounts payable, operational oversight, etc. Conduct onsite visits both to Baldwin and local competitors to assess their strengths and weaknesses. Understand and calibrate expectations with City council, Mayor and management. Conduct external research including census, MNDOT, Liquor and Spirits market and sales analysis, etc. Share findings and align on assumptions with the City.
 - **Deliverable:** Discovery Market Study findings and assumptions prior to Analysis and Modeling.
- **Weeks 4-7: Analysis and Financial Modeling** Create a site-specific financial model for both start up and operational investment by the city to run a successful municipal liquor store. Align with City leaders to validate that land, construction, staffing, inventory and operating estimates are reasonable. Create options where possible to allow the City to select from different real estate funding and staffing models. Overlay industry trends in alcohol consumption and forecasts against future sales estimates. Provide insight into how revenue projections are created and the key variables that can change those projections (provide guidance about what is within and outside of City control.)
 - **Deliverable:** A business plan that provides guidance on start-up costs and operational expenses balanced against revenue projections for the first 7 year of operations. This is largely a spreadsheet. It is the critical component to create our final recommendations.
- **Weeks 8-10: Findings and recommendations** Complete the final report to include a synthesis of all previous insights and analysis including a recommendation to either proceed with a store opening or the critical thresholds that need to be achieved prior to opening the store to succeed. Reports and presentations as required to support City decision-making. Final presentations and roadmaps for both the City and public consumption as directed by the City. All artifacts are turned over to the City.

- **Deliverable:** Final Reports and all materials created for Baldwin in support of the final presentation.

Project Management & Communication:

- A regular cadence for keeping the key City contact updated on the project and its status with a planned 1 hour update every 2 weeks throughout the 10 week engagement.
- Create and track scheduled dependencies and create a timeline that tracks the project.
- All documentation created or access during the engagement becomes the property of the City.

Delaney Consulting shall report to a resource as indicated by the City of Baldwin TBD and shall provide the Services described above as well as others to be further discussed and agreed between Delaney Consulting and The City of Baldwin throughout the engagement.

2. Fees and Terms:

Services will be offered on a flat rate basis that anticipates the following schedule:

Total Fees	\$35,650
1/3 Payable at project outset (week 1)	\$11,883
1/3 Payable at midpoint (week 5)	\$11,883
1/3 Payable upon completion (week 10)	\$11,884

Any travel or business expenses Consultant incurs in connection with the performance of this SOW will be reimbursed by The City of Baldwin with prior approval/expense guidance for travel.

The City has the right to request an audit of any invoice at any time in the term of this agreement. The consultant shall supply supporting information to prove expenses occurred and how they were calculated within 10 business days of any request. The consultant can also supply evidence the subject work occurred for the timeframe in question within 10 business days of any request. The city may take up to 10 days to review audit materials. Disputed invoices should be directed to flora@floradelaney.com with invoice identification and specific items in question.

3. Confidentiality Clause

Both parties agree to maintain the confidentiality of all non-public, proprietary, or sensitive information disclosed during the engagement. This obligation shall survive for two (2) years following the termination of this SOW and shall not apply to information that is publicly available or lawfully obtained from third parties.

City of Baldwin Minnesota	DELANEY CONSULTING, LLC
By : _____	By: _____
Name: _____	Name: Flora Delaney
Title: _____	Title: President
Date: _____	Date: _____



Feasibility Study RFP Response & Project Overview
from Delaney Consulting

City of Baldwin

November 3, 2025

Agenda

- Introductions
- Project Overview
- Workplan Overview
 - Phase 1: Discovery & Development of Strategic Insights
 - Phase 2: Analysis & Financial Modeling
 - Phase 3: Produce Final Report with Our Recommendations
- Real Estate Findings and Recommendations
- Wrap Up & Next Steps



Introductions

- **Baldwin's Leadership in Attendance**
- **Delaney Consulting:** A proven retail consultancy, employing retail experts uniquely experienced in partnering with MN cities across both liquor and cannabis business enterprises
- **MN City client list:**
 - Brooklyn Center • Buffalo • Byron • Callaway • Eden Prairie • Edina • Fridley • Hawley • Isanti • Kasson • Luverne • Mahanomen • Mapleton • Minneapolis • Northfield • Paynesville • Robbinsdale • Spring Lake Park • St Michael • St Paul • Waverly • Wayzata • Worthington, plus the Minnesota Municipal Beverage Association (MMBA) and the Minnesota Licensed Beverage Association (MLBA.)
- **Relevant project highlights**
 - Lakeville, adding additional store to their portfolio
 - Waverly, revenue and business optimization
 - Byron, feasibility study for cannabis operations
 - Wayzata, profit and on- and off-sale operational optimization, leadership/team support

Resources Assigned to Baldwin

- **Flora Delaney, President & Advisor**

- 35+ years in retail and municipal liquor consulting. Former Vice President of Visual Merchandising with Musicland. Experienced merchandising leader at Best Buy, Ahold-Delhaize, Unilever and ACNielsen. Public speaker and author of four books on retail.

- **Jim Langemo, Project Manager & Principal Consultant**

- 25 years retail experience. Background in business strategy, human resources, leadership development and training. Former Director of Equity and Human Resources, City of Brooklyn Center. Former Chief Administrative Officer at Hennepin Theatre Trust. Former Best Buy Director.

- **Michael Bitzer, Domain Expert & Principal Consultant**

- 27 years of retail experience including 8+ years in retail and municipal on and off sale liquor operations, cannabis business models, and city leadership support. Team Trainer at Whole Foods, Regional Leader at Sears, Director of Operations and Innovation at Best Buy.



RFP Overview

Partner with City of Baldwin to conduct a comprehensive feasibility study to enter the liquor market as a profit-generating business enterprise while thoroughly addressing the four points in the RFP:

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



RFP Response

- Execute the customized, 3-phased workplan detailed in DC's RFP response.
- Engage the city stakeholders through a **project rhythm** including:
 - Project kick off meeting
 - Mid-phase check-ins (when needed)
 - Phase conclusion and alignment meetings
 - Final presentations and findings
- **Deliverables include:**
 - SWOT analysis organizing Baldwin's Strengths, Weaknesses, Opportunities and Threats for this business opportunity
 - Competitive overview, analysis and findings
 - Seven-year pro forma with supporting analysis and findings
 - Clear "Go or No-Go" recommendation if the city should proceed
 - Final report with comprehensive findings and executive summaries
 - Final presentation materials to be presented by Delaney Consulting
- **Duration:** 10 weeks, starting 11.9.2025, concluding 1.12.2026
- **Cost:** \$36,650

Phase 1: Discovery & Development of Strategic Insights

- **WHAT:** DC will identify and gather all relevant city, market, industry, and competitive data and insights.
- **WHEN:** 11.10-11.28.2025
- **HOW:**
 - RFI produced for city partners
 - Liquor (expansive) industry and consumer market data and forecasts
 - Real estate, community, traffic/DOT data
 - Qualitative insights from city partners
 - Other relevant data: labor, taxes, product costs, population changes, etc.

- **OUTCOMES:**

- Data source list
- Early alignment and “interesting” findings
- Data gaps and solutions
- Next steps

Phase 2: Analysis and Financial Modeling

- **WHAT:** DC will analyze and organize all data and insights for input into our proprietary models to create our recommendations produced in the final report.
- **WHEN:** 12.1-1.5 (adjusted for Holidays)
- **HOW:**
 - Validate, synthesize and analyze all data and insights
 - Input all data into our proprietary models
 - Stress test and create variables of success. High level scenario planning.
 - Create SWOT
 - Conduct competitive visits, identify web/social insights; create competitive overview and findings
- **OUTCOMES:**
 - SWOT
 - Competitive overview and analysis
 - Findings and recommendations to establish in our final report
 - Next steps



Phase 3: Produce Final Report with Our Recommendations

- **WHAT:** DC will produce a final report to address the feasibility for the City of Baldwin to enter the liquor market with relevant supporting documentation and a final presentation to city stakeholders.
- **WHEN:** 1.5-1.16.2026, final presentation at city's discretion
- **HOW:**
 - Create and deliver detailed final report with our comprehensive findings to include an executive summary
 - Final materials presentation and handoff of deliverables
- **OUTCOMES:**
 - Final written report following the outline in our RFP response
 - Presentation to city stakeholders with supporting materials
 - Next steps for City of Baldwin based upon findings

Real Estate Findings and Recommendations

- Viability of any retail business is heavily dictated by a successful and long-term real estate strategy and plan.
- It is a critical and integrated variable to determine success.
- Real estate strategies and approach will heavily influence profitability:
 - Location
 - Rent/build out or build
 - Financing vs. capital spending
- The real estate work stream in this project will influence traffic, estimated number of transactions, inventory levels, fixtures, and operational costs.
- Without specific, local, and current real estate inputs, any retail feasibility study would be incomplete and potentially create risk.



Wrap Up & Next Steps

- Decision on our proposal
- Delaney Consulting can begin as soon as 11.5 with internal readiness
- Kickoff Meeting week of 11.10
 - Project Overview
 - RASI
 - RFI and data collection
 - Meeting rhythm set up, including both formal milestone meetings after phases 1 and 3 and at least one progress check-in.
- Questions
- Next Steps



RESOLUTION NO: 25-26

**CITY OF BALDWIN
COUNTY OF SHERBURNE, MINNESOTA**

**VACATION OF DRAINAGE AND UTILITY EASEMENTS
LOTS 4 AND 5, BLOCK 1, HUNTER ESTATES**

WHEREAS, applicants Matt and Kathleen Finlayson are requesting vacation of existing drainage and utility easements; and,

WHEREAS, the property is legally described as Lots 4 and 5, Block 1, Hunter Estates, Baldwin, Sherburne County, Minnesota

WHEREAS, the proposed vacation is those drainage and utility easements dedicated within the property described by Exhibit A.

WHEREAS, the Zoning Administrator approved an administrative subdivision combining the subject property as one lot on 25 June 2025; and,

WHEREAS, the City has reviewed the proposed vacation and determined that the drainage and utility easements described to be vacated by Exhibit A are unnecessary for public purposes upon combination of the subject property as one lot; and,

WHEREAS, the Planning Commission held a public hearing at their meeting on 22 October 2025 to consider the vacation, preceded by required published and mailed legal notice, heard all parties interested therein, and closed the public hearing; after closing the public hearing the Planning Commission voted to recommend approval of the proposed vacation; and,

WHEREAS, the memorandum dated 12 October 2025 prepared by the City Planner, The Planning Company LLC, is incorporated herein; and,

WHEREAS, the City Council having considered all information received finds that the existing drainage and utility easements serve no useful public purpose and vacating the existing drainage and utility easements would be in the public interest.

NOW, THEREFORE BE IT RESOLVED that the Baldwin City Council does hereby order:

1. That the drainage and utility easements described by Exhibit A are hereby vacated.
3. The City Council hereby determines that the vacation of said drainage and utility easements shall cause no damage to any abutting or nearby property owners and therefore no damages are awarded to any such property owners.

(remainder of page intentionally blank)

ADOPTED by the Baldwin City Council this 3rd day of November, 2025.

MOTION BY:

SECOND BY:

ALL IN FAVOR:

THOSE OPPOSED:

CITY OF BALDWIN

Jay Swanson, Mayor

ATTEST:

Joan Heinen, City Clerk/Treasurer



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

MEMORANDUM

TO: Baldwin Mayor and City Council

FROM: D. Daniel Licht

DATE: 26 October 2025

RE: Finlayson – D/U Easement Vacation (01-00584-0120/0125)

TPC FILE: 269.02

BACKGROUND

Matt and Kathleen Finlayson own Lots 4 and 5, Hunter Estates, which are located west of 128th Street (CR 45) and south of 293rd Avenue (CSAH 9). The City approved an administrative subdivision to combine the two lots into one lot on 25 June 2025. The property owners are desirous of constructing a new home upon the lot that would overlay what had been the interior lot line. The administrative subdivision erases the lot line, but does not vacate the drainage and utility easement overlying the property line.

Vacation of drainage and utility easements requires a separate process that includes a public hearing as set forth by Minnesota Statutes 412.851. The property owners have petitioned for vacation of the drainage and utility easements to allow the proposed location of their single family dwelling. A public hearing to consider the petition was held at the Planning Commission meeting on 22 October 2025. There were no public comments and the public hearing was closed.

Exhibits:

- Site Location Map
- Vacation exhibit

ANALYSIS

The Subdivision Ordinance requires drainage and utility easements to be dedicated at the perimeter of platted lots. The drainage and utility easements are to be a minimum of 12 feet in width and may overlay interior side or rear lot lines one-half on each side. The purpose of these easements is to allow for conveyance of stormwater along lot lines and allow locations for utilities such as phone, gas, or cable lines where such services are available.

The combination of Lots 4 and 5, Block 1 Hunter Estates as one lot through the administrative subdivision approval removes the public purpose for the drainage and utility easement that had been dedicated with the Hunter Estates Plan. In that the drainage and utility easement no longer serves a public purpose for two separate properties; it is appropriate to vacate the easement and return the property rights to the owner.

RECOMMENDATION

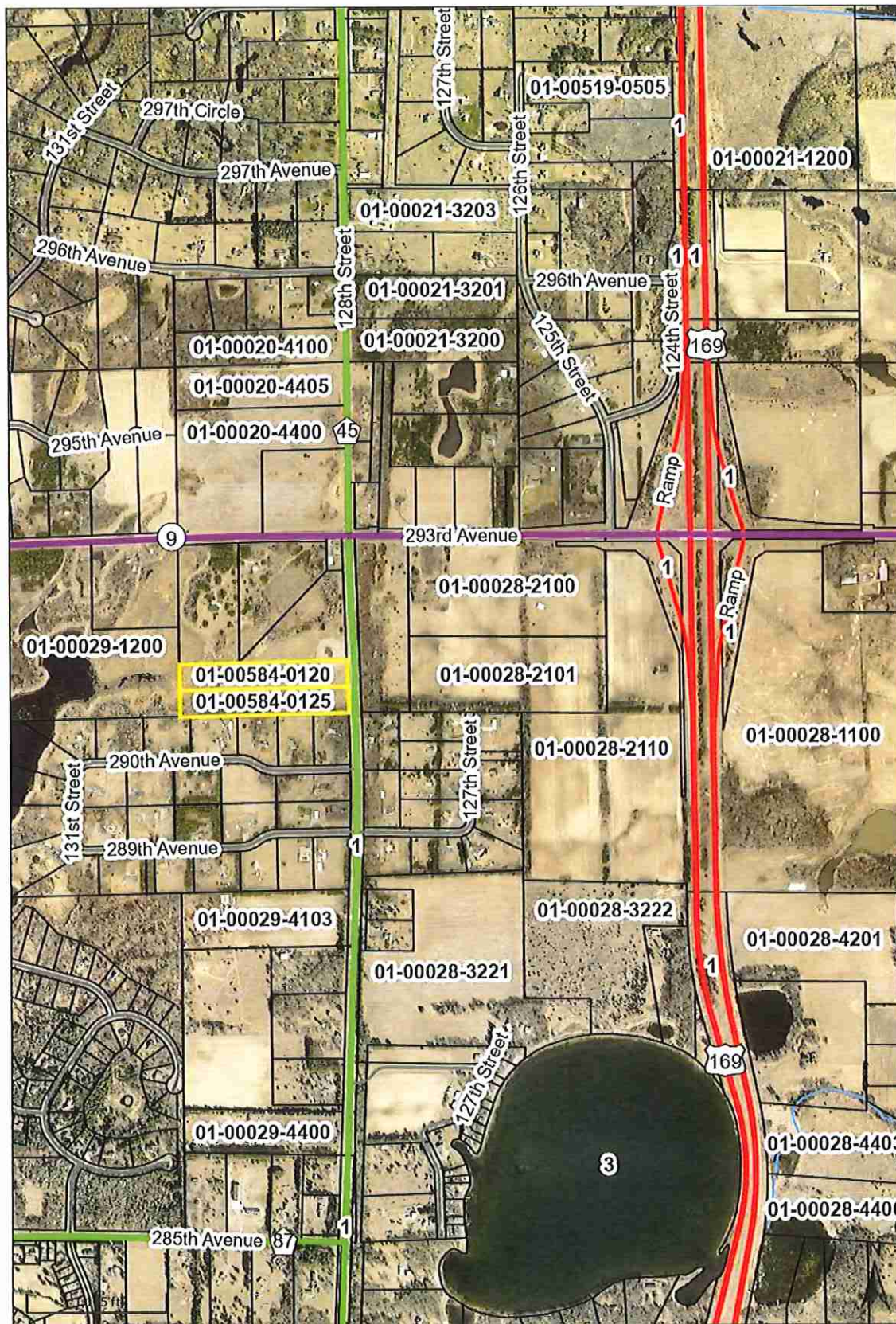
The drainage and utility easement overlying the common lot line between Lots 4 and 5, Block 1 Hunter Estates no longer serves a public purpose with the combination of the lots as one. City staff recommends approval of the requested vacation. The Planning Commission also voted 7-0 to recommend approval of the vacation.

POSSIBLE ACTION

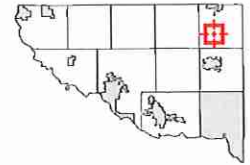
Motion to adopt a resolution vacating existing drainage and utility easements within Lots 4 and 5, Block 1 Hunter Estates.

- c. Joan Heinen, City Clerk
 Bob Ruppe, City Attorney
 Andy Schreder, Building Official

Property Location



Overview



Legend

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

Easement Vacation Exhibit

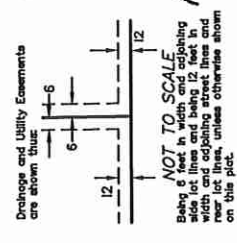
for
All State Companies

Lots 4 & 5, Block 1, HUNTER ESTATES
City of Baldwin, Sherburne County, Minnesota

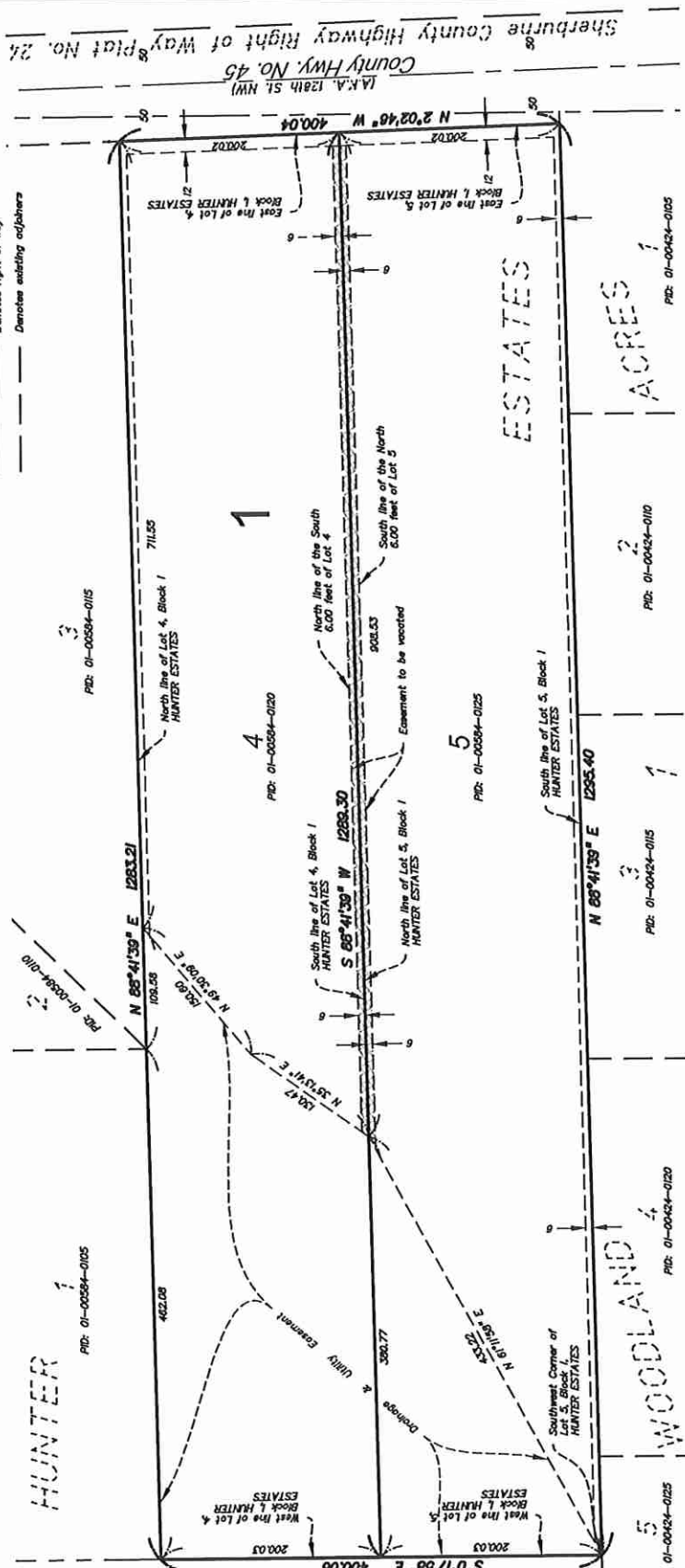
Property Description (Warranty Deed - Doc. No. 97210):
Lots 4 and 5, Block 1, HUNTER ESTATES, Sherburne County, Minnesota.

Proposed Easement Vacation Description:
Those parts of the South 6.00 feet of Lot 4 and the North 6.00 feet of Lot 5, all in Block 1, HUNTER ESTATES, according to the recorded plat thereof, Sherburne County, Minnesota (City of Baldwin), which are shown as being subject to the following described line of the East 12.00 feet of said Lot 4 and Lot 5 and lying westerly of the following described line:

Beginning at the southwest corner of said Lot 5; thence North 61 degrees 11 minutes 55 seconds East, a distance of 433.22 feet; thence North 35 degrees 13 minutes 41 seconds East, a distance of 153.47 feet; thence North 49 degrees 34 minutes 56 seconds East, a distance of 150.00 feet to the north line of said Lot 4 and said line there terminating.



0 100
SCALE: 1" = 100'



Survey Notes:
1. The purpose of this exhibit is to depict the drainage and utility easements to be vacated along the common lot line of Lots 4 and 5. This is not a boundary survey, property lines are shown for reference only.
2. Bearings are based on recorded plat of HUNTER ESTATES.
3. Easements shown herein are according to the recorded plat of HUNTER ESTATES.
4. Aerial photograph research was conducted for other restrictive easements, if any.

LEGEND:

- Denotes easement are to be vacated
- Denotes easement
- Denotes right of way
- Denotes existing adjacents

SHEET NO.	DATE	REV NO.	DESCRIPTION
1			
I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota. Signed: Date: 9/03/25 Lic. No. 64154 DESIGN BY: DRAWN BY: ZH CHECKED BY: DJJ DWG FILE: 25-0311Eas FILE NO.: 25-0311.00			
BOGART, PEDERSON & ASSOCIATES, INC. LAND SURVEYING CIVIL ENGINEERING MAPPING 1070 FIRST STREET, BECKER, MN 55305-8322 TEL: 763-582-8822 FAX: 763-582-8844			
Easement Vacation Exhibit All State Companies L4 & 5, BI, HUNTER ESTATES Sherburne County, Minnesota			

CITY OF BALDWIN
COUNTY OF SHERBURNE
STATE OF MINNESOTA

RESOLUTION NO. 25-31

RESOLUTION APPROVING A GAMBLING PERMIT APPLICATION FOR KNIGHTS OF
COLUMBUS COUNCIL #8571

WHEREAS, the City Council of the City of Baldwin has received an exempt application from the Knights of Columbus Council #8571, to conduct lawful gambling at an event held at Christ Our Light Catholic Church to be held on November 23rd, 2025 at 11700 293rd Avenue N.W., Baldwin, MN; and

WHEREAS, the Knights of Columbus Council #8571 is an organization in good standing and their application materials are in order,

THEREFORE, BE IT RESOLVED, that the Council for the City of Baldwin approves the Application for Exempt Permit for Lawful Gambling in accordance with State Law as requested.

ADOPTED by the Baldwin City Council on the 3rd day of November, 2025.

CITY OF BALDWIN

Jay Swanson, Mayor

Attest:

Joan Heinen, Clerk/Treasurer



BALDWIN CITY COUNCIL REGULAR MEETING

OCTOBER 20TH, 2025

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

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

Call to Order – The October 20th, 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 Final Treasurer's Report – Beginning balance of \$903,819.53, Receipts of \$36,386.88, Disbursements of \$314,719.77; check numbers 28856 – 28940 and 11 EFT Payments leaving an unaudited ending balance of \$625,486.64.

October 2025 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$625,486.64, Receipts of \$38,217.21, Disbursements of \$128,895.88 leaving an unaudited ending balance of \$534,807.97.

Public Comment Requests:

- Darren Lieser - 14300 294th Avenue NW: Mr. Lieser is requesting extending his driveway permit into 2027 in order to do a concrete apron by the road.
Case/Holm unanimous to approve extending driveway permit until October 31st, 2027.
- Norm Behnke – 28123 Lake Diann Road: Inquiring on what Baldwin residents do about barking and loose dogs. City Attorney, Ruppe, stated that the information shared with Norm Behnke is different from what was communicated at the meeting with Sherburne County Sheriff's Department. At the meeting, it was communicated that Sherburne County Sheriff's Office would take care of loose and barking dog violations. Norm Behnke to send additional information to the Clerk.
- Julie Wiedenborner – 14312 314th Avenue: Budget and Septic: Julie Wiedenborner is the current Frontier Trails HOA President. Julie had conversations with residents regarding the increase of the monthly utility billing

for 2026. Julie would also like the plans from NSU. Julie is also asking if there is a cap for expenditures that would be discussed by the City Council. Swanson stated that going forward these expenditures will go through the City Council, which would be expenditures over \$2000. Julie requested NSU research sump pumps being used by residents. Swanson stated that these should not be pumping into the community wastewater system. Swanson stated that NSU will be discussing sump pumps in the near future.

Approval of Consent Agenda – Rush/Walker unanimous to approve consent agenda. Swanson would like to recognize the last two items on the consent agenda and thank Calvin Schmock for his years of service on the Planning Commission. Swanson also thanked Bruce West and Mary Larson for joining the Baldwin Planning Commission.

- Approve Building Permits for September 2025
- Approve Engineering Workshop Meeting Minutes for September 23rd, 2025
- Approve Regular City Council Meeting Minutes for October 6th, 2025
- Approve Clerk Vacation Leave on October 23rd and 24th, 2025
- Approve Letter of Resignation for Planning Commission Calvin Schmock Effective November 1st, 2025
- Approve Resolution 25-25; Appointments to Planning Commissioner Bruce West and Mary Larson

Engineering:

Discuss/Approve/Disapprove Sink Hole Geo Report – Hakanson Anderson presented a geotechnical report. The city will need to determine if they want the engineers to prepare the request for quotes for the sinkhole repairs or if they want this handled in-house. Swanson stated that the City Council can approve the sink hole geo report at this time. **Case/Walker unanimous to approve** the sink hole geo report.

Discuss/Approve/Disapprove Allowing Wear Course on Oaks of Battle Brook 2nd Addition – The developer has requested that the City Council reconsider allowing the war course of bituminous to be paved prior to all “punch list” work being completed. Hakanson Anderson created a project review report in July of 2025 that summarized the remaining work for the development. The City Council reviewed this project review report at the July 21st, 2025 city council meeting and provided direction that the bituminous wearing course should only be constructed after all remaining punch list items have been completed. Per Hakanson Anderson, most items have been completed except one item which is the growth of vegetation throughout the site. Re-seeding work has been performed but the turf is not established. City Engineer, Jochum, stated that the Engineers do have a list of areas that need to have saw cuts done and small items on the punch list to complete. There are also some asphalt repairs that need to be completed. Swanson asked if the city had a way to stop the ware course and Ruppe stated only if it went through court. Jochum stated that Hakanson Anderson will manage and monitor the project until it's completed. **Case/Holm unanimous to approve** second

wear course including saw cutting and repairs to asphalt for the Oaks of Battle Brook second addition.

Discuss/Approve/Disapprove Additional 2-3 Hours for North Elk Lake Survey – A resident communicated to city staff that a section of the area was not surveyed. Hakanson Anderson previously confirmed that the right-of-way was staked on July 29th, 2025. If the city would like the right-of-way re-staked, Hakanson Anderson would schedule the work and invoice the city for the actual time incurred including travel time and expenses. **Case/Walker approved** additional two hours of surveying. **Holm/Rush disapproved, motion carried.**

Discuss/Approve/Disapprove PID# 01-00409-0210; Large Wooden Post in ROW – At the August 18th, 2025 City Council meeting, the Council requested Public Works to remove a large wooden post in the road-right-of-way at PID# 01-00409-0210. Baldwin Public Works visited the site and determined that they could not remove the post as it is attached to multiple other posts. The posts are creating support which is holding up the driveway. **Case/Walker approved** encroachment agreement and including request to the resident to reduce the post height. **Holm/Rush disapproved, motion carried.**

Discuss/Approve/Disapprove Public Works Installing Stop Sign at 294th Avenue and 142nd Street – Resident has requested a stop sign be installed at 294th Avenue and 142nd Street. **Case/Walker unanimous to approve** Public Works installing stop sign at 294th Avenue and 142nd Street.

Discuss/Approve/Disapprove 2026 Budget and Set Monthly Fee for Frontier Trails – Swanson discussed the capital expenditures for Frontier Trails. Swanson discussed that \$186.00 will provide a positive cash balance in 2027. NSU contract has been delayed which also delayed capital expenditure discussions. **Case made a motion** to approve the \$186.00 monthly utility bill for Frontier Trails starting January 1st, 2026. **Swanson second the motion, Rush disapproved, motion carried.**

Discuss/Approve/Disapprove NSU Contract – City Attorney, Ruppe, discussed the 3 ½ week delay in the contract due to NSU's Attorney being stationed in New York. Contract has been updated and is ready for City Council approval. **Case/Rush unanimous to approve** NSU contract for Frontier Trails.

Approve/Disapprove Resolution 25-24; Resolution Certifying Delinquent Community Sewer Treatment Fees and Related Interest – **Holm/Rush unanimous to approve** resolution 25-24.

Road Report:

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

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 reconstruction. **Walker/Holm unanimous to approve** delaying paving at this PID until after 100th Street reconstruction.

Discuss/Approve/Disapprove Tree Trimming and Brush on West Elk Lake and 101st Street – A resident has requested tree trimming at 101st Street and West Elk Lake. Swanson would like a plan for additional areas to have tree trimming completed and brush cut back. Case stated that this is especially needed by stop signs and intersections. Rush stated that Public Works Supervisor has selected 6-7 roads that need tree trimming. Swanson would like a future plan drafted up so that the city can go out for RFP (Request for Proposals) for tree trimming. **Rush/Walker unanimous to approve** tree trimming on West Elk Lake and 101st Street to be done by Public Works Department. The Clerk will send letters to the residents the week of October 27th, 2025.

Discuss RFP for Engineering – Swanson would like to meet with the City Engineer. Case stated that he would like to have a couple City Council members meet with Hakanson Anderson directly. Rush would like a full City Council meeting since Hakanson Anderson has already terminated their contract. **Case made a motion** that Swanson and one other City Council member attend the meeting. **Holm second the motion, motion carried.**

Schedule Meeting with Hakanson Anderson – This agenda item was combined with RFP for Engineers above.

Discuss/Approve/Disapprove Advertising for Snowplow Drivers – Case/Rush unanimous to approve advertisement in local newspaper for alternate snowplow driver.

Discuss/Approve/Disapprove Winter Parking Signs – Existing winter parking signs reference an outdated ordinance. A new ordinance has been passed and should be reflected on any replacement signs. Suggested locations for signs are West Elk Lake, North Elk Lake, Lake Diann, North, South and East Sandy Lake. **Case/Walker unanimous to approve** changing date on future made signs to read from November 1st to April 30th and removing ordinance number.

Discuss 2026 Chip Seal over Gravel – West Elk Lake, South Sandy Lake, and Lake Diann Areas – The city currently has a stormwater project by South Sandy Lake. In the project, it calls for an application of chip sealing. This presents challenges due to being so late in the year. An option would be to remove the chip sealing from the current bid tab and include it in next year's chip seal over gravel program. **Case/Rush unanimous to approve** deferring until spring 2026.

Discuss Coordination of RFP (Request for Proposals) for 2026 Chip Seal over Gravel Program – Walker/Case unanimous to approve going out for RFP in February and March for chip seal over gravel. The chip sealing for West Elk Lake, South Sandy Lake and Lake Diann areas to be done at the same time.

Discuss Deferring South Sandy Lake Stormwater Project Chip Seal

Requirements, for Application in the Spring of 2026 – This was already discussed on the previous agenda item.

Discuss/Approve/Disapprove Publishing Snowplow Policy – Rush/Case
unanimous to approve advertising in the Union Times the first week of November.
Clerk to send TextMyGov message referring residents to snowplow policy on website.

Tabled Items:

Discuss Empowering Small Minnesota Communities Program – Holm discussed the Empowering Small Minnesota Communities Program. The Empowering Small Minnesota Communities (ESMC) program is a community-centered collaboration with the University of Minnesota to support small communities in becoming well-positioned to benefit from federal, state, and local investments. This program could be used for a variety of activities such as planning for projects that would be bonded through the state. The city needs to apply to this program. The city could also request guidance on developing the city for the future. This program is funded by the State of Minnesota and will be brought up again in February when the application period opens. Case thanked Holm for looking into this and stated this would be a great opportunity for the city. Holm went on to say that this could be used to develop a plan for developing the City of Baldwin that could be brought to legislation.

County Commissioner Brad Schumacher arrived at 8:34 p.m.

Discuss/Approve/Disapprove Partial Payment to SealPros – Swanson/Case
unanimous to approve payment of \$112,500 partial payment to SealPros.

Discuss/Approve/Disapprove Expenditure Limits – Rush would like to setup a purchasing procedure/policy for purchasing limits. Swanson stated that City Council spending limits are for emergency purposes only. Swanson would also like a policy on defining what the most responsible bidder is. City Attorney, Ruppe, to research this. Rush would like City Council to review template provided by the Clerk and bring ideas back to the November 3rd City Council meeting. This is for discussion only at this time.

New Business:

Discuss/Approve/Disapprove Painting Chain Link Fence at Cemetery – Case would like the chain link fence painted black. Rush stated the Cemetery Sexton said the fence has been this color for 25 years. Rush proposes to leave the fence as is. This is for discussion only at this time.

Discuss ISD# 477 School Referendum Informational Meeting – Swanson spoke to Princeton Superintendent regarding the informational meeting being held at Baldwin City Hall. This would have to be the week of October 27th, 2025. This election is for a 50-million-dollar referendum. Clerk to put this information on the city website and a TextMyGov message. The City Council would like this setup in the far back garage. The

first date proposed would be October 29th, 2025 and October 28th as the second choice. Clerk to also send this to the meeting minutes/agenda groups. Case did a friendly to have this held on October 29th, 2025 due to the Fire Department training Tuesday nights. **Holm/Case unanimous to approve** ISD# 477 school referendum informational meeting.

Announcements:

- a. Budget Meeting Tuesday, October 21st, 2025 at 7:00 p.m.
- b. Planning Commission Meeting Wednesday, October 22nd, 2025 at 7:00 p.m.
- c. Infrastructure Committee Meeting Thursday, October 30th, 2025 at 7:00 p.m.
- d. Next City Council Meeting Monday, November 3rd, 2025, at 7:00 p.m.
- e. ISD# 477 Referendum Election Tuesday, November 4th, 2025, Polls Open From 7:00 a.m. – 8:00 p.m. for the City of Baldwin, Blue Hill Township and Santiago Township

Any Other Business:

Rush/Walker unanimous to approve Towmaster invoice for \$48,739.00 and for this expenditure to come out of the capital project fund.

County Commissioner, Brad Schumacher, presented Flock Safety Falcon AI which would be used in obtaining license plates at parks/cemeteries for crimes or public safety concerns.

Schumacher also communicated about the road construction on Highway 169 and County Road 4.

Holm discussed a resident that utilizes a lot of staff time. Going forward, the City Council would like the resident to fill out a public data request form for all requests.

Approve Bill for Payment – Rush/Walker unanimous to approve check number 28977 – 29007 for \$51,586.90; check number 28982 is a void reissue from July and 28983 is a void reissue in May, 4 EFT payments for \$4256.18 for a total of \$55,843.08.

Adjourn – Holm/Rush unanimous to adjourn at 9:21 p.m.

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

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

Date

Attendees: Public Works Supervisor; Zac Good, Norm Behnke, Mark & Charlotte Lofgren, Darren & Josiah Lieser, Jennifer & Randy Dropik, Delmas Hines, Kathryn Lundberg, Hanna Nelson, Ken & Linda Kluge, Bruce West, Julie Weidenborner, Ron Messer.



BALDWIN CITY COUNCIL SPECIAL MEETING

OCTOBER 21ST, 2025

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

Also Present – Baldwin City Finance Consultant, Elizabeth Diaz from Ehler's

Call to Order – The October 21st, 2025 special meeting of the City of Baldwin was called to order by Mayor Jay Swanson at 7:00 p.m.

Pledge of Allegiance – All present recited the Pledge of Allegiance

Discuss/Approve/Disapprove Distribution of Investment Funds – City Finance Consultant, Elizabeth Diaz, from Ehlers went over the distribution of the investment account that the City of Baldwin currently has. The account currently has a balance of \$1,093,183.34. The general fund is currently showing a negative balance. The investments should be pro-rated across the various funds. Elizabeth is recommending that the City Council consider proportioning this money into each fund to show a true cash balance for the city. The city should set up a pooled cash fund, and any future interest would be put in this fund. This would bring the city into best accounting practices and show the true balance of each fund. Ehler's will write a proposal so this can be completed by the fiscal year and show on the 2025 financial statements. **Holm made a motion to approve** Ehler's writing the proposal for this work, **Case second the motion, motion carried.**

Review 2025 Budget/Line Items for Each Fund and Establish 2026 Budgets/Line Items for Each Fund – Elizabeth directed the City Council to line 40 on the financial statements and compared year 2022 to 2024. Rating agencies look at fund balances and it's important to have healthy fund balances. Elizabeth reviewed the preliminary levy with the City Council that was submitted to Sherburne County Auditor's Office prior to the deadline of September 30th, 2025. Case proposed changing the special revenue from \$26,000 to \$25,000. Case also could change the Fire fund from \$275,000 to \$240,000. Rush stated that the Park fund needs to remain at \$90,000. Elizabeth at Ehler's explained that the city does not control assessed values, tax capacity and market values. The only control that the City Council has is the levy of the city. Elizabeth to move micro surfacing and signs from the road and bridge fund to the general fund. City Council is proposing to reduce the capital fund fire to \$50,000. Holm would like to transfer \$50,000 from the road & bridge to the general fund making the general fund \$840,400. After much discussion by the City Council, it was determined to make the following changes to the preliminary levy:

PRELIMINARY LEVY 2026

GENERAL FUND 101 – \$590,400

ROAD & BRIDGE FUND 275 - \$800,000

FIRE FUND 250 - \$275,000

CAPITAL FUND 403 (FIRE) - \$125,000

PARK FUND 404 - \$90,000

DEBT SERVICES FUND 301 & 302 - \$119,644

SPECIAL REVENUE FUND 250-33420 - \$26,000**TOTAL: \$2,026,044****PROPOSED LEVY 2026**

\$840,400

\$500,000

\$240,000

\$50,000

\$75,000

\$119,644

\$25,000**\$1,850,044****Holm/Rush unanimous to approve** proposed levy for 2026.**Approve/Disapprove Proposed 2026 Line-Item Budget – Rush/Holm unanimous to table** until next budget meeting that will be scheduled at the November 3rd, 2025, City Council meeting.**Approve/Disapprove Proposed 2026 Levy – Rush/Holm unanimous to table** until the next budget meeting that will be scheduled at the November 3rd, 2025, City Council meeting.**Adjourn – Rush/Case unanimous** to adjourn at 8:18 p.m.

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

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

Date

Attendees: Ron Messer and Bruce West

CITY OF BADLWIN

WINTER PARKING

**NO
PARKING**
ON ANY STREET

NOV 1 - APR 30

CITY OF BADLWIN

**NO
PARKING**
EITHER SIDE OF
THIS STREET

NOV 1 - APR 30

Jellyfish Graphics
\$25 per sign - 100% off for ordering 20 or more
20 signs = \$450

INVOICE

Vehicle Response Training LLC
465 W 220th St
Jordan, MN 55352-9699

cruhmann@vehiclereponsestraining.
com
+1 (612) 242-9696



Bill to
Baldwin Fire Department
30239 128th St
Princeton, MN 55371

Ship to
Baldwin Fire Department
30239 128th St
Princeton, MN 55371

Invoice details

Invoice no.: 2080
Terms: Net 30
Invoice date: 10/23/2025
Due date: 11/22/2025

#	Product or service	Description	Qty	Rate	Amount
1.	Semi-Truck Mileage	Semi-Truck Mileage	145	\$3.50	\$507.50
2.	Classroom Training And hands-on trailer (incl. 1 trainer)		1	\$2,200.00	\$2,200.00
3.	Electric Vehicle Hands-on Training Liability Insurance		1	\$174.95	\$174.95
4.	Admin	Office Admin fees	1	\$35.00	\$35.00
5.	EV Training Blanket usage fee		1	\$55.90	\$55.90

Total **\$2,973.35**

Note to customer

Reminder: You get a discount on the Fire Isolator blanket for 60 days
— regular price \$2,899.95, sale price with training \$2,700. Please let
us know if you have any questions. Thank you.

October 24, 2025

To: Joan Heinen, Clerk /Treasurer
City of Baldwin

RE: Planning Commission – Letter of Resignation

It has been a privilege to work alongside such dedicated commissioners, and I have great respect for the important work the board does. I also truly enjoyed contributing articles to the city newsletter.

However, due to some upcoming commitments, I will no longer have the time to dedicate to these two endeavors and must respectfully submit my resignation from the Planning Commission effective November 30, 2025.

Thank you again for the opportunity to serve our community in this capacity.

Patti Miller

RESOLUTION NO: 25-27

CITY OF BALDWIN
COUNTY OF SHERBURNE, MINNESOTA

APPROVAL OF AN INTERIM USE PERMIT
NORTH COUNTRY GOLDENS LLC

WHEREAS, applicants Travis and Mikaela Nietz (d/b/a North Country Goldens LLC) are requesting an Interim Use Permit to allow a commercial kennel; and

WHEREAS, the property is PID 01-00007-1105 located at 31516 136th Street NW; and

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

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

WHEREAS, commercial kennels are allowed in the R1 District subject to approval of an Interim Use Permit in accordance with Section 900-5-4.H of the Zoning Ordinance; and

WHEREAS, The City Council must take into consideration the possible effects of the request with their judgment based upon (but not limited to) the criteria outlined in Section 900-5-3 of the Zoning Ordinance:

- A. The proposed action's consistency with the specific policies and provisions of the City Comprehensive Plan.

Finding: The Comprehensive Plan promotes continuation and development of rural character. Operation of a commercial kennel is a use common in rural areas and consistent with the policies of the Comprehensive Plan.

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

Finding: The 10.00 acre property is surrounded by large unplatted rural residential parcels such that the area of the surrounding parcels and the subject site will separate the proposed commercial kennel from adjacent dwellings mitigating potential compatibility issues. Furthermore, the proposed kennel is to be located within an existing building upon the property surrounded by existing mature trees, which will further mitigate any potential compatibility issues.

- C. The proposed use's potential to impact natural resources such as surface water, groundwater, or wetlands; sites identified for rare biological species habitat; ecologically sensitive areas; or historically significant areas.

Finding: The proposed commercial kennel will not impact existing natural resources within the

property.

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

Finding: The proposed commercial kennel complies with the requirements of the Zoning Ordinance and other ordinances adopted by the City.

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

Finding: The traffic generated by the proposed commercial kennel is within the capacity of 136th Street and other streets serving the property.

WHEREAS, the planning reports dated 13 October 2025 and 26 October 2025 prepared by the City Planner, The Planning Company LLC, is incorporated herein

WHEREAS, the Planning Commission conducted a public hearing at their meeting on 22 October 2025 to consider the application, preceded by published and mailed notice; based upon review of the application and evidence received, the public hearing was closed and the Planning Commission voted to adopt findings and recommended that the City Council approve the request based on the aforementioned findings.

NOWHEREFORE BE IT RESOLVED BY THE BALDWIN CITY COUNCIL THAT Based on the foregoing information and applicable ordinances, the Interim Use Permit is hereby **APPROVED**, subject to the following conditions:

1. The property shall be developed in accordance with the plans on file with the Town as provided for by Section 900-5-7 of the Zoning Ordinance, subject to review and approval of the Zoning Administrator.
2. The 1,296 square foot pole building shall be subject to inspection by the Building Official; and Building Code deficiencies shall be corrected by the property owner.
3. Dogs shall be confined or under control of the operator and/or staff at all times; at minimum of one employee shall be present 24 hours each day.
4. The number of dogs that may be kept at the kennel shall be limited to not more than boarding for 40 dogs over six months of age, including no more than 10 unsterilized female dogs over six months of age.
5. Outdoor exercise areas shall be subject to review and approval of the Zoning Administrator, and:
 - a. Fenced with a minimum height of six feet and constructed with durable materials to keep dogs from escaping over, under, or through the fence.
 - b. Setback a minimum of 500 feet from any single family dwelling not that of the property owner.

6. Waste management:
 - a. The property owner shall provide for proper disposal of animal feces at least twice each with disposal into containers suitable to control odor and prevent organism contamination, subject to review and approval of the Zoning Administrator.
 - b. Waste containers shall be emptied, removed from the property, and disposed of by a licensed mixed municipal solid waste hauler.
7. A driveway permit shall be required for any modification of the existing driveway within the public right-of-way, subject to review and approval of the City Engineer.
8. The Interim Use Permit shall terminate upon any of the following events, whichever occurs first:
 - a. Upon violation of conditions under which the interim use permit was issued.
 - b. Upon change in the town's zoning regulations that renders the use nonconforming.
 - c. The redevelopment of the use and property upon which it is located to a permitted or conditional use as allowed within the respective zoning district.
 - d. Upon a change in ownership, whether pursuant to move, sale, transfer, assignment, or otherwise, the interim use permit is terminated and the proposed new owner is required to apply for a new Interim Use Permit in accordance with the provisions of the Zoning Ordinance.
 - e. The approved use is inactive for one year or longer as determined by the zoning administrator.

(Remainder of this page intentionally blank)

ADOPTED by the Baldwin City Council this 3rd day of November, 2025.

MOTION BY:

SECOND BY:

ALL IN FAVOR:

THOSE OPPOSED:

CITY OF BALDWIN

Jay Swanson, Mayor

ATTEST:

Joan Heinen, City Clerk/Treasurer



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

PLANNING REPORT

TO: Baldwin Mayor and City Council

FROM: D. Daniel Licht

REPORT DATE: 26 October 2025

120-DAY DATE: 13 December 2025

RE: Baldwin – North Country Goldens, LLC; Commercial Kennel IUP

TPC FILE: 269.02

BACKGROUND

Travis and Mikaela Nietz own the property at 31516 136th Street (PID 01-00007-1105). The 10.00 acre property is developed with a single family dwelling and two detached accessory buildings. The property owners operate a commercial kennel upon the property that includes dog boarding as a secondary use of the property.

Commercial animal kennels are allowed with approval of an Interim Use Permit. Applications for approval of an interim use permit are processed in accordance with Section 900-5-4 of the Zoning Ordinance subject to review by the Planning Commission and approval of the City Council.

A public hearing to consider the application was held by the Planning Commission on 22 October 2025. Mr. and Ms. Nietz were present and provided information to the Planning Commission. There were no public comments and the public hearing was closed. After discussion, the Planning Commission voted 7-0 to recommend approval of the Interim Use Permit.

Exhibits:

- Site Location Map
- Applicant Narrative
- Distances to Surrounding Dwellings

ANALYSIS

Comprehensive Plan. The Comprehensive Plan guides development of land uses that provide for continuation of rural character. The Planning Commission recommended, and the Town Board, approved in September 2023 amendments of the Animal Ordinance and Zoning Ordinance related to kennels to ensure that animal kennels continue to be allowed as it is considered to be consistent with the character of rural areas.

Zoning. The subject site is zoned R1, General Rural District. The existing single family dwelling and detached accessory buildings upon the property are permitted uses. Development of the proposed commercial kennel is allowed as an interim use. Section 900-5-4.H of the Zoning Ordinance establishes conditions for approval of an interim use permit to allow the proposed use, which are reviewed in subsequent paragraphs.

Surrounding Uses. The property is surrounded by larger unplatted rural residential parcels ranging in area from 2.5 acres to more than 60 acres. The area of the surrounding parcels and the subject site will separate the proposed commercial kennel from nearby residential dwellings mitigating potential compatibility issues. The proposed kennel is to be located within an existing detached accessory building surrounded by existing mature trees that further mitigates any potential compatibility issues.

Building. The kennel is operated from an existing 1,296 square foot detached accessory building located along the north line of the subject property. The existing building should be subject to inspection by the Building Official to identify any Building Code deficiencies related to the kennel operation that may pose health and safety risks. Any Building Code compliance issues that are identified will be required to be corrected, subject to review and approval of the Building Official.

Number of Dogs. Section 900-5-4.H.2 of the Zoning Ordinance limits the number of dogs that may be kept to no more than 40 dogs over six months of age, including no more than 10 unsterilized female dogs over six months of age, unless approved by the City Council. City staff recommends that this number of dogs be set as a limit on the number of animals be a condition of approval.

Confinement. Section 900-5-4.H.3 of the Zoning Ordinance requires that dogs be confined and under control of the operator and/or staff at all times. The commercial kennel is to be operated by the property owners, who reside on the property.

Section 900-5-4.H.6.a of the Zoning Ordinance requires provision of adequate shelter for dogs boarded at the kennel. The kennel is operated from the 1,296 square foot pole building. The narrative describes that dogs are kept inside the building or shelters as required by the Zoning Ordinance.

There is an outdoor kennel area adjacent to the detached accessory building that is enclosed by a fence. Section 900-5-4.H.5 of the Zoning Ordinance requires that outdoor exercise areas be fenced with a minimum height of six feet and constructed with durable materials to keep dogs from escaping over, under, or through the fence. The narrative states that the fence is six feet in height.

Shelters and outdoor kennel areas, including required fencing, is to be subject to inspection and approval of the Zoning Administrator.

Waste. Section 900-5-4.H.7 of the Zoning Ordinance requires the operator to submit a waste management plan for proper disposal of animal feces. The applicants indicate that animal waste is collected twice each day and disposed of in enclosed containers that prevent odor. The waste management plan is to be subject to review and approval of the Zoning Administrator.

Lot Requirements. Section 900-5-4.H.8.a of the Zoning Ordinance requires that the kennel be located on a parcel that complies with the minimum lot requirements of the Zoning Ordinance. Unplatted parcels within the R1 District are required by Section 900-51-7 of the Zoning Ordinance to be 20.0 acres in area, 200 feet in width measured at the front setback line abutting a public right-of-way, and 300 feet in depth. The subject site is 10.0 acres in area, approximately 330 feet in width, and approximately 1,300 feet in depth. The property is a legal non-conforming lot of record governed by Section 900-15-3.C of the Zoning Ordinance. Provided that the proposed use complies with applicable setback requirements, the non-conforming area of the subject property is not a concern.

Setbacks. The table below summarizes the setback requirements of the R1 District established by Section 900-51-8 of the Zoning Ordinance applicable to buildings within the subject site. The existing 1,296 square foot pole building used for the kennel complies with these setback requirements.

136 th St.	Side	Rear
50ft.	10ft.	25ft.

Section XX-5-4.H.8.b of the Zoning Ordinance further requires that the kennel building and any outdoor runs shall be setback a minimum of 500 feet from any existing residence except that of the kennel owner. The proposed kennel is approximately 600 feet from the closest existing house, which is to the northeast of the 1,296 square foot pole building. The location of the kennel building and outdoor run complies with the additional setback requirements for kennel uses.

Utilities. The existing single family dwelling within property is served by a Subsurface Sewage Treatment System and private well. So long as no building permit is required for any improvements upon the property a certificate of compliance for the existing Subsurface Sewage Treatment System is not required to be provided as required by Section 11-4-2.C of the Building Ordinance at this time.

Access. The property is currently accessed from 136th Street via an existing driveway, which is designated as a collector roadway intended to carry higher volumes of traffic than that within in a residential neighborhood. The City is developing plans for improvement of 136th Street that will improve capacity and the condition of the 136th Street. The single family dwelling and kennel operation share use of this single driveway to 136th Street. Any modification of the existing driveway within the public right-of-way requires a driveway permit subject to review and approval of the Town Engineer.

Wetlands. The existing 1,296 square foot pole building and outdoor dog runs do not impact wetlands within the subject property identified on the National Wetland Inventory Map.

Termination. Section 900-5-6 of the Zoning Ordinance outlines the events that terminate allowance of the commercial kennel use. City staff recommends that these conditions be included as a condition of approval for the Interim Use Permit.

RECOMMENDATION

Our office and the Planning Commission recommend approval of an Interim Use Permit allowing a commercial kennel subject to the conditions outlined below and in the resolution prepared by City staff.

POSSIBLE MOTION

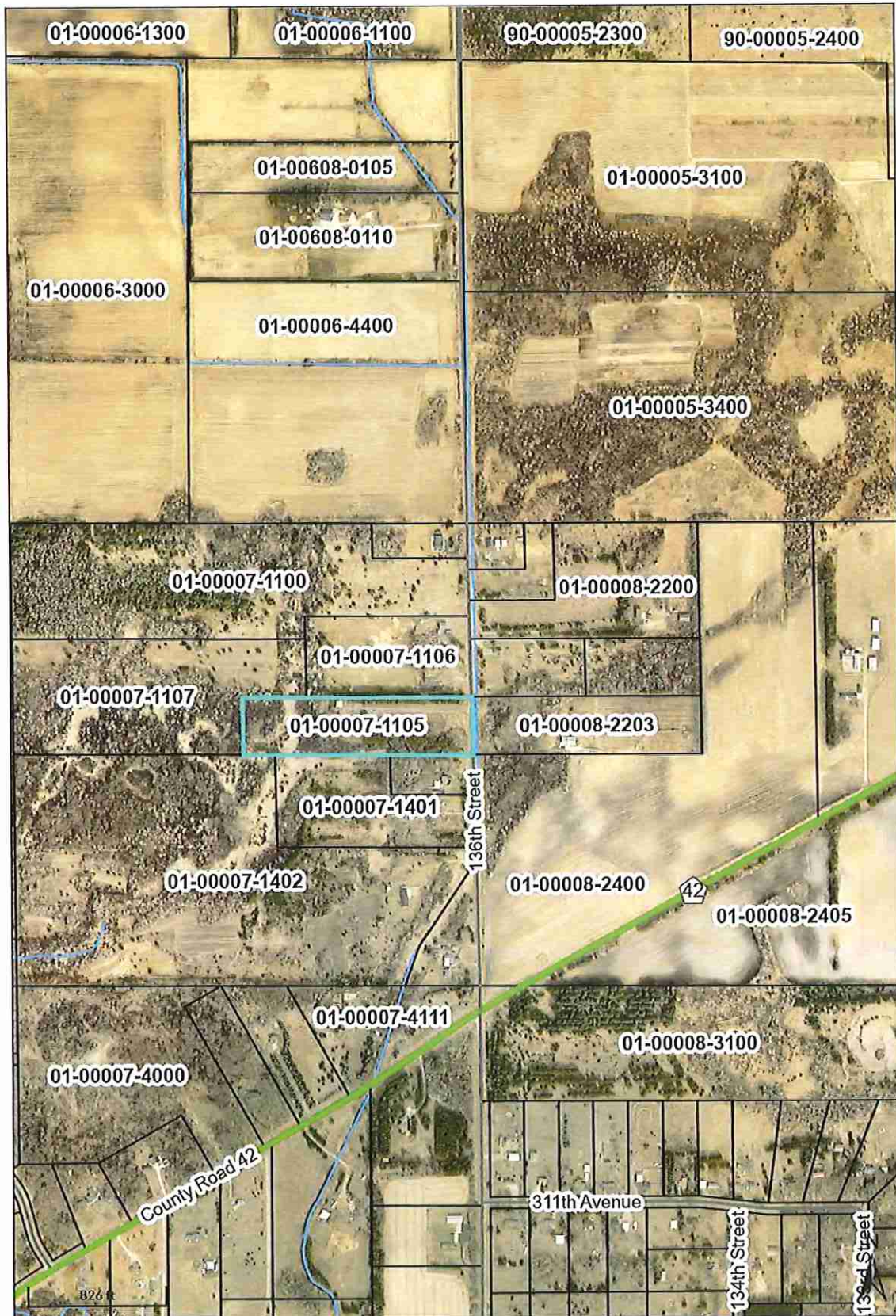
Motion to adopt a resolution approving an Interim Use Permit for a commercial kennel upon 31516 136th Street, subject to the following conditions:

1. The property shall be developed in accordance with the plans on file with the Town as provided for by Section 900-5-7 of the Zoning Ordinance, subject to review and approval of the Zoning Administrator.
2. The 1,296 square foot pole building shall be subject to inspection by the Building Official; and Building Code deficiencies shall be corrected by the property owner.
3. Dogs shall be confined or under control of the operator and/or staff at all times; at minimum of one employee shall be present 24 hours each day.
4. The number of dogs that may be kept at the kennel shall be limited to not more than boarding for 40 dogs over six months of age, including no more than 10 unsterilized female dogs over six months of age.
5. Outdoor exercise areas shall be subject to review and approval of the Zoning Administrator, and:

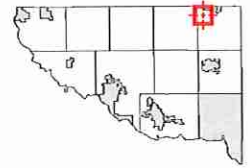
- a. Fenced with a minimum height of six feet and constructed with durable materials to keep dogs from escaping over, under, or through the fence.
 - b. Setback a minimum of 500 feet from any single family dwelling not that of the property owner.
- 6. Waste management:
 - a. The property owner shall provide for proper disposal of animal feces at least twice each with disposal into containers suitable to control odor and prevent organism contamination, subject to review and approval of the Zoning Administrator.
 - b. Waste containers shall be emptied, removed from the property, and disposed of by a licensed mixed municipal solid waste hauler.
- 7. A driveway permit shall be required for any modification of the existing driveway within the public right-of-way, subject to review and approval of the City Engineer.
- 8. The Interim Use Permit shall terminate upon any of the following events, whichever occurs first:
 - a. Upon violation of conditions under which the interim use permit was issued.
 - b. Upon change in the town's zoning regulations that renders the use nonconforming.
 - c. The redevelopment of the use and property upon which it is located to a permitted or conditional use as allowed within the respective zoning district.
 - d. Upon a change in ownership, whether pursuant to move, sale, transfer, assignment, or otherwise, the interim use permit is terminated and the proposed new owner is required to apply for a new Interim Use Permit in accordance with the provisions of the Zoning Ordinance.
 - e. The approved use is inactive for one year or longer as determined by the zoning administrator.
- c. Joan Heinen, City Clerk/Treasurer
Andy Schreder, Building Official

31516 136th Street

Subject Property



Overview



Legend

Public Water Inventory

Not Classified

General Development

Natural Environment

Recreational Development

Narrative Response for Interim Use Kennel Permit – North Country Goldens

At North Country Goldens, dogs aren't just pets — they're part of the family. That belief is the foundation of everything we do and the reason we began dedicating our lives to caring for our furry children and creating a home full of wagging tails and slobbery kisses.

Our journey began 11 years ago when My husband, Travis, and I began watching our friends' and family's dogs while they went away on vacation. That quickly grew into caring for neighbors' dogs, who were just like family too. When we moved to the country, in Baldwin Township, we knew we had found the perfect home — a place where we could continue welcoming dogs into our lives and give them a safe, happy space to stay. Today, the City of Baldwin is not only our home, but also the home away from home for so many of our furry friends.

When your pup comes to stay with us, they become part of our extended family. Both my husband and I are fully hands-on in the daily care of the dogs, from feeding and cleaning to exercise, playtime, and lots of affection. The permit will always remain solely in our names and would never be transferred. At no time will more than 40 dogs over six months of age be housed on the property. The kennel will strictly adhere to the limit of no more than 10 unsterilized female dogs unless otherwise approved by the city council. Unlike large commercial kennels that bring in dozens of dogs at a time, we intentionally prefer to keep our kennel small. This allows us to know each pup individually — whether we've seen them once or a hundred times — and give them the attention, care, and comfort they deserve.

We also recognize that quality pet care should be accessible. That is why we strive to offer an economical solution for local families, giving them peace of mind knowing their dogs are safe, loved, and well cared for without the high cost often associated with larger operations.

Our kennel is operated with a strong focus on safety, compliance, and community harmony. Dogs are always either securely housed in comfortable, all-weather shelters or under direct supervision always. This includes whether indoors or outdoors, ensuring no pup is left unattended or uncontrolled. Outdoor areas are fully fenced with at least six-foot or greater, durable barriers and the are are secured and designed to prevent escape. Additionally, we are mindful of the unique individual needs of each pup and have areas that support smaller, larger or a need for less socialization. The care of our extended family is our primary focus.

Our property is well-suited for this purpose and fully compliant with zoning requirements. The kennel, shelters, and runs are located on a parcel that meets all minimum lot requirements, with kennel structures located more than 500 feet from any neighboring residence other than our own. This thoughtful placement ensures compatibility with the surrounding area.

Cleanliness and sanitation are a top priority. We have a daily waste management system in place to collect and dispose of waste in a safe and odor-free manner, protecting both the environment and the comfort of our neighbors. Waste is collected at least twice daily disposed of properly in odor-proof containers, in full compliance with sanitation requirements. In addition, we are mindful of sound and activity levels to ensure our operation does not disturb the peace and quiet

of those around us. Noise reduction measures, including thoughtful scheduling of outdoor activities, sound-mitigating building materials, and attentive supervision, support minimizing disturbances

Beyond the direct benefit to pets and their owners, North Country Goldens contributes positively to the community. As a small, family-run business, we bring economic value to the City of Baldwin by providing trusted local services, supporting responsible pet ownership, and keeping business revenue within the community. By keeping our business local, we not only provide trusted services but also support the community with responsible, small-scale growth.

North Country Goldens is more than just a kennel — it's a family-centered haven where dogs are cared for with love, attention, and respect. Noise control, waste management, and thoughtful scheduling all ensure our facility remains a respectful part of the neighborhood. We are committed to maintaining the highest standards of safety, compliance, and cleanliness while giving each pup the feeling of being at home.

A Day at the Kennel

Our daily routine balances activity, rest, cleanliness, and care. This structured routine keeps pups safe, happy, and healthy while ensuring a clean and peaceful environment in our community.

A typical day at North Country Goldens looks like this:

- **6 - 8:00 AM – Morning Routine Potty Breaks & Breakfast**
Greet all pups and check for health and well-being. Dogs start the day with supervised outdoor potty breaks, small groups or solo. kennels are refreshed with bedding checks and a full morning, disinfect cleanup. Care and instructions as per family followed (Special diets, medications etc.) Fresh water is provided, breakfast is served in clean feeding areas, and laundry collected.
- **8 - 11:00 AM – Morning Play & Exercise**
Dogs enjoy time in secure outdoor play areas, running, socializing, and playing under direct supervision. Small groups, individual and enrichment for those needing added socialization or solo time, and games. Photo and video Ops. This helps burn energy and keeps tails wagging. Supervision and cleaning of waste in yard
- **11- 3:00 PM – Midday Rest & Refresh and Afternoon Enrichment & Care**
After exercise, dogs have quiet time to rest comfortably indoors or in shaded areas. Waste removal and cleaning are performed throughout the day to maintain a sanitary environment. Health and wellness check on dogs following socialization and playtime. Organize and sanitize toys,
- **3 – 5:00 PM Enrichment or One on one time/ Afternoon play and Dinner prep**
Dogs receive individual attention — from puzzles, games, baths, walks and training games to extra snuggles and enrichment activities. *New photos and videos and update clients as requested. Prep dogs belongings that will be leaving at the end of the day. Check and refill/ clean cleaning supplies. Check community water and clean and

then refill. Supervise another round of play time. Kennel areas are cleaned again to ensure odor-free, fresh spaces.

- **5- 7:00 PM – Dinner & Evening Routine**

Let dogs out for potty breaks before and after dinner. Dinner is served with fresh water provided. Dogs have a final round of supervised play and potty breaks to end the day on a positive note. Feed Dinner and monitor eating. Give evening meds. Begin calming activities for wind down, such as a movie for the pups. After dinner clean up/Wash including bowls for the dogs that finished dinner.

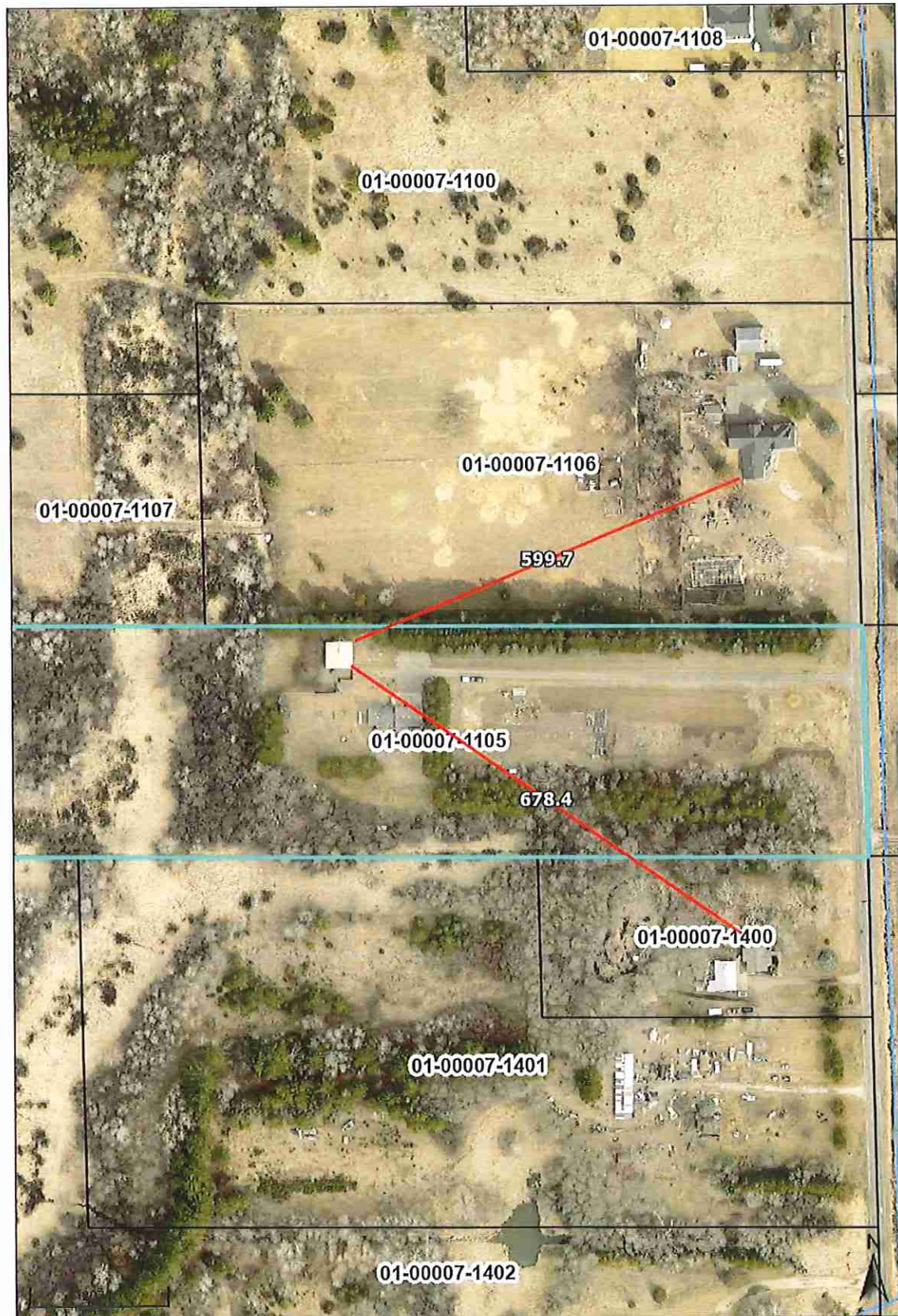
- **7- 9:00 PM – Bedtime & Final Checks**

Dogs are settled in with clean bedding, fresh water, and a final health and wellness check to ensure comfort and security for the night. Lock up securely and log end of day notes as needed.

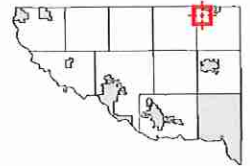
This routine provides structure, consistency, and plenty of attention while ensuring that sanitation, safety, and community harmony remain top priorities.

31516 136th Street

Distance to Surrounding Dwellings



Overview



Legend

Public Water Inventory

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

Narrative Response for Interim Use Kennel Permit – North Country Golden

At North Country Golden, dogs aren't just pets — they're part of the family. That belief is the foundation of everything we do and the reason we began dedicating our lives to caring for our furry children and creating a home full of wagging tails and sloppy kisses.

Our journey began 11 years ago when My husband, Travis, and I began watching our friends' and family's dogs while they went away on vacation. That quickly grew into caring for neighbors' dogs, who were just like family too. When we moved to the country, in Baldwin Township, we knew we had found the perfect home — a place where we could continue welcoming dogs into our lives and give them a safe, happy space to stay. Today, the City of Baldwin is not only our home, but also the home away from home for so many of our furry friends.

When your pup comes to stay with us, they become part of our extended family. Both my husband and I are fully hands-on in the daily care of the dogs, from feeding and cleaning to exercise, playtime, and lots of affection. The permit will always remain solely in our names and would never be transferred. At no time will more than 40 dogs over six months of age be housed on the property. The kennel will strictly adhere to the limit of no more than 10 unsterilized female dogs unless otherwise approved by the city council. Unlike large commercial kennels that bring in dozens of dogs at a time, we intentionally prefer to keep our kennel small. This allows us to know each pup individually — whether we've seen them once or a hundred times — and give them the attention, care, and comfort they deserve.

We also recognize that quality pet care should be accessible. That is why we strive to offer an economical solution for local families, giving them peace of mind knowing their dogs are safe, loved, and well cared for without the high cost often associated with larger operations.

Our kennel is operated with a strong focus on safety, compliance, and community harmony. Dogs are always either securely housed in comfortable, all-weather shelters or under direct supervision always. This includes whether indoors or outdoors, ensuring no pup is left unattended or uncontrolled. Outdoor areas are fully fenced with at least six-foot or greater, durable barriers and the are are secured and designed to prevent escape. Additionally, we are mindful of the unique individual needs of each pup and have areas that support smaller, larger or a need for less socialization. The care of our extended family is our primary focus.

Our property is well-suited for this purpose and fully compliant with zoning requirements. The kennel, shelters, and runs are located on a parcel that meets all minimum lot requirements, with kennel structures located more than 500 feet from any neighboring residence other than our own. This thoughtful placement ensures compatibility with the surrounding area.

Cleanliness and sanitation are a top priority. We have a daily waste management system in place to collect and dispose of waste in a safe and odor-free manner, protecting both the environment and the comfort of our neighbors. Waste is collected at least twice daily disposed of properly in odor-proof containers, in full compliance with sanitation requirements. In addition, we are mindful of sound and activity levels to ensure our operation does not disturb the peace and quiet

of those around us. Noise reduction measures, including thoughtful scheduling of outdoor activities, sound-mitigating building materials, and attentive supervision, support minimizing disturbances

Beyond the direct benefit to pets and their owners, North Country Goldens contributes positively to the community. As a small, family-run business, we bring economic value to the City of Baldwin by providing trusted local services, supporting responsible pet ownership, and keeping business revenue within the community. By keeping our business local, we not only provide trusted services but also support the community with responsible, small-scale growth.

North Country Goldens is more than just a kennel — it's a family-centered haven where dogs are cared for with love, attention, and respect. Noise control, waste management, and thoughtful scheduling all ensure our facility remains a respectful part of the neighborhood. We are committed to maintaining the highest standards of safety, compliance, and cleanliness while giving each pup the feeling of being at home.

A Day at the Kennel

Our daily routine balances activity, rest, cleanliness, and care. This structured routine keeps pups safe, happy, and healthy while ensuring a clean and peaceful environment in our community.

A typical day at North Country Goldens looks like this:

- **6 - 8:00 AM – Morning Routine Potty Breaks & Breakfast**
Greet all pups and check for health and well-being. Dogs start the day with supervised outdoor potty breaks, small groups or solo. kennels are refreshed with bedding checks and a full morning, disinfect cleanup. Care and instructions as per family followed (Special diets, medications etc.) Fresh water is provided, breakfast is served in clean feeding areas, and laundry collected.
- **8 - 11:00 AM – Morning Play & Exercise**
Dogs enjoy time in secure outdoor play areas, running, socializing, and playing under direct supervision. Small groups, individual and enrichment for those needing added socialization or solo time, and games. Photo and video Ops. This helps burn energy and keeps tails wagging. Supervision and cleaning of waste in yard
- **11- 3:00 PM – Midday Rest & Refresh and Afternoon Enrichment & Care**
After exercise, dogs have quiet time to rest comfortably indoors or in shaded areas. Waste removal and cleaning are performed throughout the day to maintain a sanitary environment. Health and wellness check on dogs following socialization and playtime. Organize and sanitize toys,
- **3 – 5:00 PM Enrichment or One on one time/ Afternoon play and Dinner prep**
Dogs receive individual attention — from puzzles, games, baths, walks and training games to extra snuggles and enrichment activities. *New photos and videos and update clients as requested. Prep dogs belongings that will be leaving at the end of the day. Check and refill/ clean cleaning supplies. Check community water and clean and

then refill. Supervise another round of play time. Kennel areas are cleaned again to ensure odor-free, fresh spaces.

- **5- 7:00 PM – Dinner & Evening Routine**

Let dogs out for potty breaks before and after dinner. Dinner is served with fresh water provided. Dogs have a final round of supervised play and potty breaks to end the day on a positive note. Feed Dinner and monitor eating. Give evening meds. Begin calming activities for wind down, such as a movie for the pups. After dinner clean up/Wash including bowls for the dogs that finished dinner.

- **7- 9:00 PM – Bedtime & Final Checks**

Dogs are settled in with clean bedding, fresh water, and a final health and wellness check to ensure comfort and security for the night. Lock up securely and log end of day notes as needed.

This routine provides structure, consistency, and plenty of attention while ensuring that sanitation, safety, and community harmony remain top priorities.

RESOLUTION NO: 25-28

**CITY OF BALDWIN
COUNTY OF SHERBURNE, MINNESOTA**

**SITE AND BUILDING PLAN APPROVAL
RUFF START ANIMAL RESCUE**

WHEREAS, Ruff Start Rescue, Inc. (the “developer”) is proposing to expand the principal building on property described as Lot 6 and Lot 9 , Block 1, Buenaventura Vista (PIDs 01-00419-0170 and 01-00419-0190); and

WHEREAS, the developer has submitted application for Site and Building Plan Review to be processed in accordance with Section 900-9-2.A of the Zoning Ordinance; and

WHEREAS, the Planning Reports dated 15 October 2025 and 26 October 2025 prepared by the City Planner, The Planning Company, LLC, is incorporated herein by reference; and

WHEREAS, the Planning Commission considered the application at their regular meeting on 22 October 2025; based upon review of the application and evidence received, the Planning Commission recommended by a 7-0 vote that the City Council approve the request.

WHEREAS, the City Council considered the application at their meeting on 3 November 2025.

NOW, THEREFORE, BE IT RESOLVED BY THE BALDWIN CITY COUNCIL THAT the Site and Building Plan Review application is approved subject to the following conditions:

1. The subject property shall be developed in accordance with the site and building plans submitted to the City subject to the stipulations, limitations, and conditions as approved by the City Council in accordance with Section 900-9-5 of the Zoning Ordinance.
2. The building plans shall be subject to review and approval of the Building Official in accordance with Section 900-17-4 of the Zoning Ordinance.
3. A site plan shall be submitted prepared using a Certificate of Survey identifying a minimum of 24 off-street parking spaces compliant with Section 900-21-6.A of the Zoning Ordinance, subject to review and approval of the Zoning Administrator.
4. Any new exterior lighting shall comply with Section 900-16-10 of the Zoning Ordinance, subject to review and approval of the Zoning Administrator.
5. Any exterior storage of waste containers shall be within an enclosure that screens the area from view of public rights-of-way and adjacent properties, subject to review and approval of the Zoning Administrator.

6. All signs shall comply with Chapter 23 of the Zoning Ordinance, subject to issuance of a sign permit of the Zoning Administrator.
7. All grading, drainage, and erosion control issues shall be subject to review and approval of the City Engineer.
8. The existing septic system shall be subject to review and approval of the Building Official as required by Section 920-4-2.C.2 of the Building Ordinance.
9. Approval of a building permit shall be contingent upon vacation of the existing drainage and utility easement interior to the subject property.

(Remainder of page intentionally blank signatures to follow)

ADOPTED by the Baldwin City Council this 3rd day of November, 2025.

MOTION BY:
SECONDED BY:
IN FAVOR:
OPPOSED:

CITY OF BALDWIN

Jay Swanson, Mayor

ATTEST:

Joan Heinen, City Clerk/Treasurer



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

PLANNING REPORT

TO: Baldwin Mayor and City Council

FROM: D. Daniel Licht

REPORT DATE: 31 October 2025

60-DAY DATE: 9 December 2025

RE: Baldwin – Ruff Start Animal Rescue (01-00419-0170)

TPC FILE: 269.02

BACKGROUND

Ruff Start Animal Rescue is proposing another addition onto the existing principal building located at 12526 319th Avenue. An addition to the principal building had previously been approved by the Town Board on 7 October 2024. This proposed 3,040 square addition is in the northwest elbow of the existing building and will include space for veterinary services, administration and indoor/outdoor space for kenneling cats.

Section 900-9-2.A of the Zoning Ordinance requires that expansion of an existing principal building within the I1, General Industrial District is subject to review by the Planning Commission and approval of the City Council. A public hearing is not required for Site and Building Plan review applications. The Planning Commission considered the Site and Building Plan Review application at their meeting on 22 October 2025 at 7:00PM. Ms. Samantha Bistodeau of Ruff Start Rescue and provided information about the non-profit business, its operations, and planned expansion. The Planning Commission, after discussion, voted 7-0 to recommend City Council approval of the site and building plans.

Exhibits:

- Site Location Map
- Certificate of Survey dated 10/22/25
- Building Plans dated 10/6/25 (5 sheets)

ANALYSIS

Comprehensive Plan. The Comprehensive Plan guides the property for both industrial and commercial uses. The purpose of areas planned for commercial uses is to develop business locations that provide services to local and regional patrons. The existing animal rescue business is consistent with the uses guided by the Comprehensive Plan. Expansion of an existing business to include veterinary services is also consistent with the City's economic development goals to increase business activity. In-place expansion of an existing business demonstrates the success of the operation and contributes positively to the economic vitality in the area.

Zoning. The property is divided between the C1, General Commercial District and I1, General Industrial District. Animal services and veterinary clinics are allowed as a permitted use within both zoning districts.

Surrounding Uses. The property is at a mid-block location and has existing commercial and industrial businesses west, east and northeast. Directly north of the subject property is undeveloped as is the land south of 319th Avenue. There are no residential uses or rural zoned property abutting the property. The proposed expansion of the existing building will be compatible with surrounding uses, especially as the location of the expansion is largely screened from view from the public street by the 2024 addition.

Lot Requirements. Lots in the C1 and I1 Districts are to be a minimum of 22,500 square feet in area and 150 feet in width. The subject property is 0.91 acres or 39,639 square feet in area and approximately 200 feet in width at the front setback line. The existing lot complies with the minimum requirements of the Zoning Ordinance.

Setbacks. The table below outlines the setbacks applicable to the property and principal building and addition, as required within the C1 and I1 District by the Zoning Ordinance:

	319 th Ave.	Side	Rear
Required	50ft.	20ft.	20ft.
Proposed ¹	130ft.	40ft.	120ft.
1. Measurements are approximate			

The existing building complies with the setback requirements of the Zoning Ordinance. The proposed addition to within the elbow at the northwest corner of the building not extend closer to the side (west), or rear (north) lot lines than the existing structure. The proposed building addition complies with the setback requirements of the Zoning Ordinance

Building Construction. The existing building constructed in 1971 has 4,096 square feet of office and 1,200 square feet of warehouse (5,296 square total area). A 30 foot by 40 foot (1,200 square feet) expansion was added to the west end of the building in 2024. The proposed 3,040 square foot expansion, for 9,526 square feet total area, will be post and beam construction with metal siding consistent with the building type and exterior finish of the existing building. The building plans are subject to review and approval of the Building Official in accordance with Section 900-17-4 of the Zoning Ordinance and issuance of a building permit

Building Height. Buildings within the I1 District are allowed to be constructed to a height of 2.5 stories or 35 feet measured to the midpoint of the pitched roof in accordance with Section 900-71-9.A of the Zoning Ordinance. The existing building and proposed expansion is a one story structure. The height of the proposed addition is 26 feet to the peak and 21 feet to the mid-point of the pitched roof. The height of the building complies with the Zoning Ordinance.

Parking. The following calculation of required off-street parking spaces is made with respect to Section 900-21-9 of the Zoning Ordinance based on the existing and proposed use of the building:

Use	Gross Floor Area	Net Floor Area	Required Spaces	Number Required
Office	6,048sf.	5,443sf.	1/250sf.	22
Warehouse	3,048sf.	2,743sf.	1/2,000sf.	2
				24

The applicant has submitted an updated site plan based on a certificate of survey. The site plan illustrates 29 off-street parking spaces upon the existing surface and a proposed surface to the west of the proposed building expansion. The dimensions of the expanded off-street parking area comply with Section 900-21-6.A of the Zoning Ordinance. The site plan would result in a one-way choke point for traffic to the northern most parking areas. We recommend the site plan be revised to eliminate the angled stalls west of the building to allow for better circulation within the site.

The on-site parking area is a mix of asphalt paving and gravel surfaces. The existing surface conditions, lack of perimeter, curb, and setbacks from property lines do not comply with the requirements of Section 900-21-6 of the Zoning Ordinance, but exist as legal non-conforming conditions. The applicant does intend in the future to improve the parking surface to asphalt to comply with Section 900-21-6.B.2 of the Zoning Ordinance. Section 900-21-6.B.3 of the Zoning Ordinance requires perimeter concrete curb or parking bollards be added at such time as the parking area is paved.

Landscaping. Section 900-19-2 of the Zoning Ordinance requires only that areas not taken up by buildings or parking and loading areas be landscape green areas or left in a natural state. Section 900-19-3 of the Zoning Ordinance further requires that landscape screening is required

where commercial property abuts a rural zoning district, which this property does not. No changes to the site landscaping are proposed as part of the current building expansion.

Outdoor Lighting. Section 900-16-10 of the Zoning Ordinance regulates standards for outdoor lighting. If any additional outdoor lighting is to be added with the building expansion, a plan will be required that includes photometric, intensity and illumination patterns, fixture shielding, and height specifications. Any new site lighting is to be subject to review and approval of the Zoning Administrator.

Waste Storage. The site and building plans do not identify a location for waste and recycling container storage. Any outdoor storage of waste and recycling containers will be required to be kept within an accessory structure that encloses the containers and screens the area from view of public streets and adjacent properties.

Signs. The submitted plans do not identify any free standing or wall signs to be placed upon the property. Installation of any signs upon the property must comply with Chapter 23 of the Zoning Ordinance and requires a sign permit approved by the Zoning Administrator.

Utilities. The property is served by an existing well and septic system. The existing septic system and any changes required for additional fixtures is to be subject to review and approval of the Building Official as required by Section 920-4-2.C.2 of the Building Ordinance as part of the building permit process.

Stormwater. The applicant has provided a Certificate of Survey identifying and indicated proposed grading of the subject site for the proposed expansion. All grading, drainage, and erosion control issues are subject to review and approval of the City Engineer.

Easements. The Certificate of Survey identifies an existing drainage and utility easement that bisects the lot north-to-south. Portions of the existing building already encroach into this drainage and utility easement. The proposed expansion would be a further encroachment upon the drainage and utility easement.

We recommend that the drainage and utility easement interior to the property be vacated prior to issuance of a building permit for the current expansion. The vacation will require a public hearing to be held. Statute does not require that the Planning Commission hold the public hearing to consider vacation requests. As such, the Planning Commission may recommend that the City Council vacate the drainage and utility easement subject to conducting the required public hearing.

Performance Agreement. Section 11-9-5 of the Zoning Ordinance requires that the applicant enter into a performance agreement with the City to provide for construction of the project improvements within the subject property. City staff does not recommend a performance agreement be required as there are no public improvements required for the proposed addition.

RECOMMENDATION

The proposed expansion of the Ruff Start Rescue is consistent with the economic development policies of the Comprehensive Plan and the site and building plans further comply with the requirements of the Zoning Ordinance. Our office and the Planning Commission recommend approval of the Site and Building Plan Review application subject to the conditions below.

POSSIBLE ACTIONS

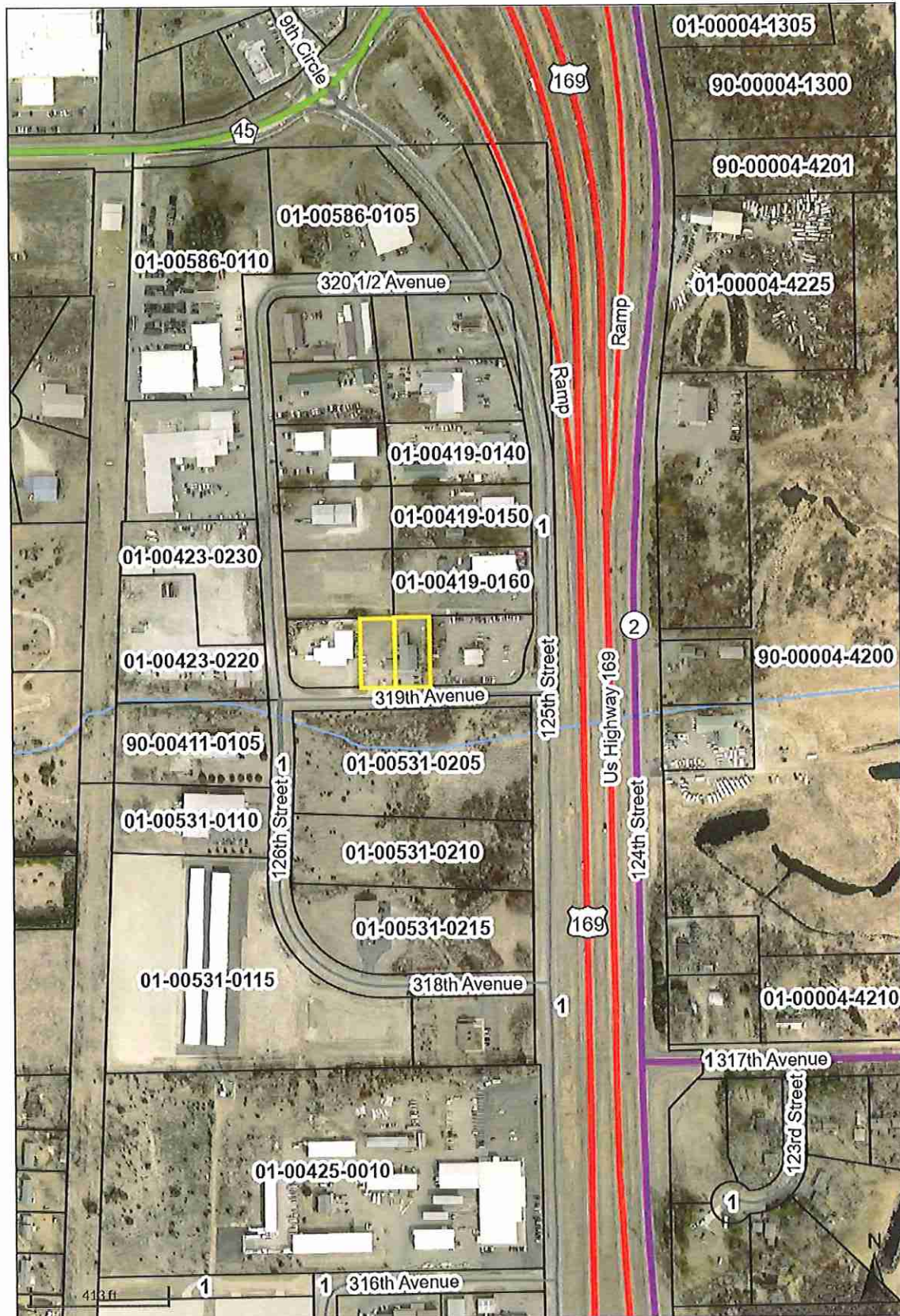
Motion to adopt a resolution approving site and building plans for 12526 319th Avenue, subject to the following conditions:

1. The subject property shall be developed in accordance with the site and building plans submitted to the City subject to the stipulations, limitations, and conditions as approved by the City Council in accordance with Section 900-9-5 of the Zoning Ordinance.
2. The building plans shall be subject to review and approval of the Building Official in accordance with Section 900-17-4 of the Zoning Ordinance.
3. A site plan shall be submitted prepared using a Certificate of Survey identifying a minimum of 24 off-street parking spaces compliant with Section 900-21-6.A of the Zoning Ordinance, subject to review and approval of the Zoning Administrator.
4. Any new exterior lighting shall comply with Section 900-16-10 of the Zoning Ordinance, subject to review and approval of the Zoning Administrator.
5. Any exterior storage of waste containers shall be within an enclosure that screens the area from view of public rights-of-way and adjacent properties, subject to review and approval of the Zoning Administrator.
6. All signs shall comply with Chapter 23 of the Zoning Ordinance, subject to issuance of a sign permit of the Zoning Administrator.
7. All grading, drainage, and erosion control issues shall be subject to review and approval of the City Engineer.
8. The existing septic system shall be subject to review and approval of the Building Official as required by Section 920-4-2.C.2 of the Building Ordinance.
9. Approval of a building permit shall be contingent upon vacation of the existing drainage and utility easement interior to the subject property.

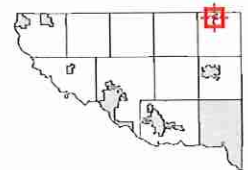
- c. Joan Heinen, City Clerk/Treasurer
 Sam Jochum, City Engineer
 Andy Schreder, Building Official

Site Location

Ruff Start Rescue



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

Certificate of Survey

for

Image Contracting, Inc.

**Lot 6, Block 1, BUENAVENTURA VISTA and
Lot 9, Block 1, BUENAVENTURA VISTA 2ND ADDITION**
City of Bladwin, Sherburne County, Minnesota

Existing Property Description (Per Dec. No. 822441):
ADDITION, BUENAVENTURA VISTA and Lot 9, Block 1, BUENAVENTURA VISTA 2ND
ADDITION, Sherburne County, Minnesota.

Survey Notes:

1. The survey was performed without the benefit of a title report. No search for restrictions or easements was made by the surveyor. We reserve the right to update this survey upon receipt of this documentation.
2. Bearings are based on the plat of BUENAVENTURA VISTA and BUENAVENTURA VISTA 2ND ADDITION, which is a part of the public record.
3. The Drainage & Utility Easement that was dedicated in BUENAVENTURA VISTA may still exist as shown on this survey. No documents were provided that would indicate otherwise.
4. The purpose of this survey is to show a proposed building addition and suggested grading. See the proposed Civil Grading Plan by Bogart, Pederson & Associates for additional information.

REFERENCE BENCHMARK

MINDOT Geodetic Monument "POTLAND"
Elevation = 966.60 feet (NAD 83)

PROPOSED ADDITION ELEVATIONS

Finished Floor Elev = 967.7

SETBACKS

20' Front (From ROW)

20' Side

ZONING

C1 - General Commercial

IMPERVIOUS SURFACES
Total Impervious Area = 10,000 S.F.
Existing Building Surface Area = 6,739 S.F.
Proposed Building Surface Area = 3,261 S.F.
Total Impervious Area = 10,000 S.F.
Total Impervious Area = 22,649 S.F. (26.6%)

LEGEND:

- Denotes found iron monument
- Denotes set iron monument
- Denotes existing ground elevation
- 975.4 Denotes proposed elevation
- [2.3] Denotes proposed drainage flow
- Denotes manhole
- Denotes septic cleanout
- Denotes sanitary manhole
- Denotes telephone pedestal
- Denotes electric meter
- Denotes cable television box
- Denotes fiber optic service box
- Denotes floor optic vault
- Denotes gas meter
- Denotes well
- Denotes air conditioning
- Denotes lawn, coniferous
- Denotes lawn, deciduous
- Denotes bituminous surface

LS 8104

Denotes gravel surface

Denotes wood fence

Denotes chainlink fence

Denotes underground telephone

Denotes underground gas line

Denotes underground electric

Denotes easement

Denotes major contour

Denotes minor contour

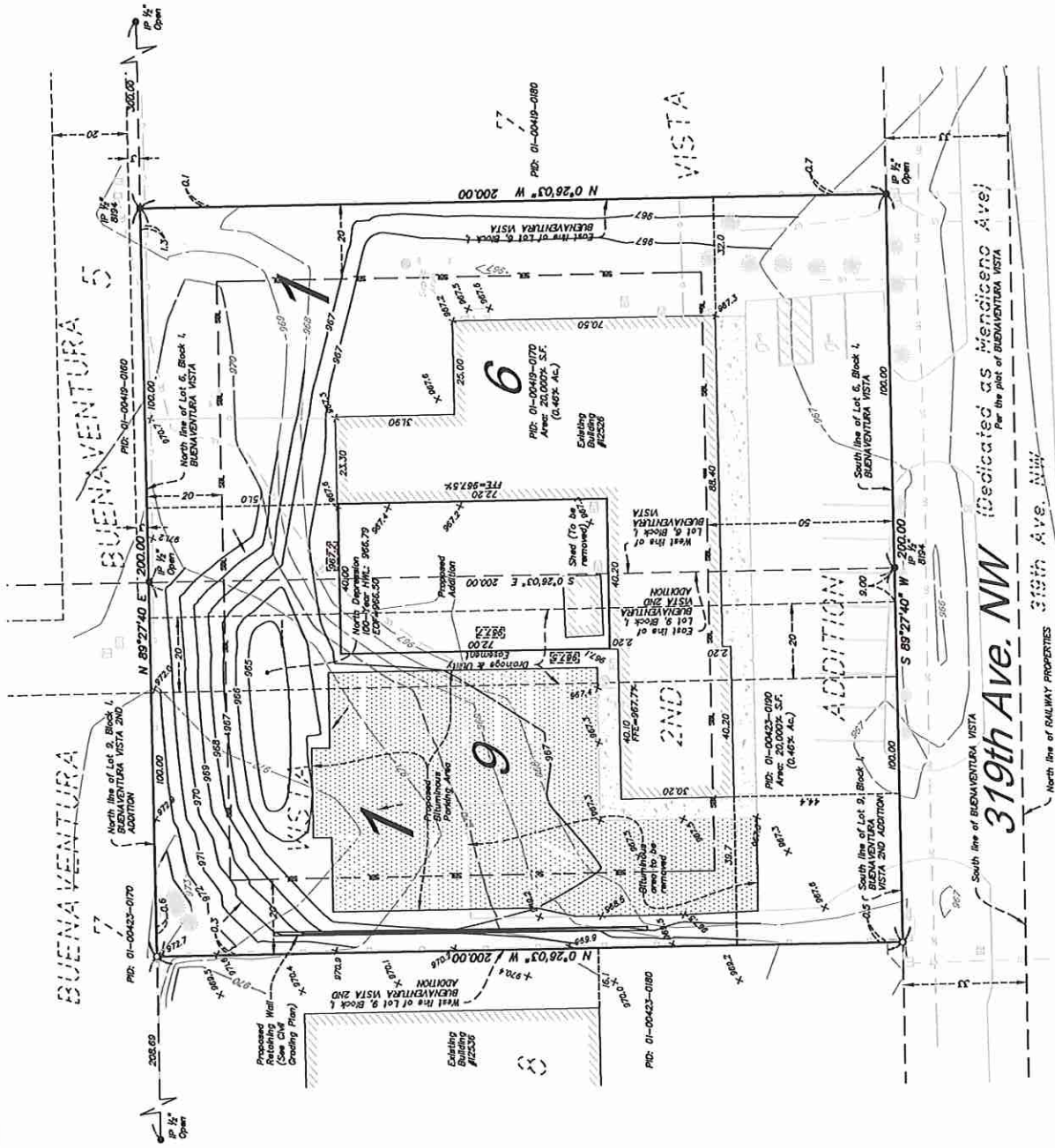
Denotes existing setback line

Denotes proposed contour

Denotes proposed bituminous surface



0 20
SCALE: 1" = 20'



I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision, and that I am a duly licensed Professional Surveyor of the State of Minnesota.

Signed: *Christopher E. Gray*
Date: 10/22/2025 Lic. No. 64367

**BOGART, PEDERSON
& ASSOCIATES, INC.**

LAND SURVEYING
ENGINEERING
13076 FIRST STREET, BECKER, MN 55305-9322
TEL: 763-262-8822 FAX: 763-262-8844

Image Contracting, Inc.
L6, B1, BUENAVENTURA VISTA &
L9, B1, BUENAVENTURA VISTA 2ND ADD.
12526 319th Ave. NW., Princeton, MN 55371
City of Baldwin, Sherburne County, Minnesota

Certificate of Survey

SHEET NO. 1
OF SHEETS

PRELIMINARY PLANS

[illegible]

TABLE R403.3(1)

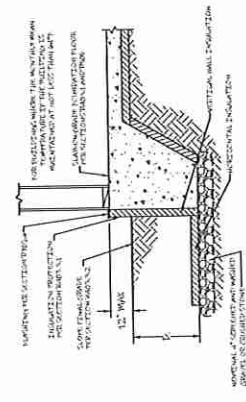


FIGURE RAD3.3(1) INSULATION DETAIL

FOUNDATION PLAN
SCALE: 1/4" = 1' (1/2" SCALE ON TIE-INS)

— 2012-06-22 09:56:55 UTC



7.2.3.6
EVSOP 2.2

1ST FLOOR PLAN
SCALE: 1/4" = 1' (1/2" SCALE ON 11/17)

PRINCE OF GEORGES
12526 319TH AVE
PRINCETON, MN 55371

E.M.F. DRAFTING

**INTELLECTUAL
PROPERTY:**
ANY INFORMATION, IDEAS,
OR CONCEPTS IN THIS FORM
ARE THE PROPERTY OF USC
AND MAY BE REPRODUCED
AND MAY BE USED WITHOUT
WRITTEN PERMISSION
FROM USC TRAINING.

DISCLAIMER:
THESE PLANS ARE FOR
GENERAL INFORMATION ON
CONCEPTS ONLY. EPC
DOES NOT WARRANT THE
ACCURACIES THAT ARE
NECESSARY TO APPLY THEM.
THESE PLANS ARE COMPLETE
TO ACCURATE. THE
RESPONSIBILITY FOR
APPLICATIONS WITH
THESE PLANS, HOWEVER,
LIES IN THE PLANS.

PRELIMINARY PLANS

DISCLAIMER:
THESE PLANS ARE FOR
GENERAL INFORMATION
ONLY. THEY ARE NOT
FOR CONSTRUCTION
OR FOR ANY OTHER
PURPOSE. THE USER
OF THESE PLANS
SHALL BE RESPONSIBLE
FOR OBTAINING ALL
NECESSARY PERMITS
AND FOR COMPLYING
WITH ALL APPLICABLE
CODES AND REGULATIONS.
THE DRAFTER ASSUMES
NO LIABILITY FOR
ANY ERRORS OR
OMISSIONS.

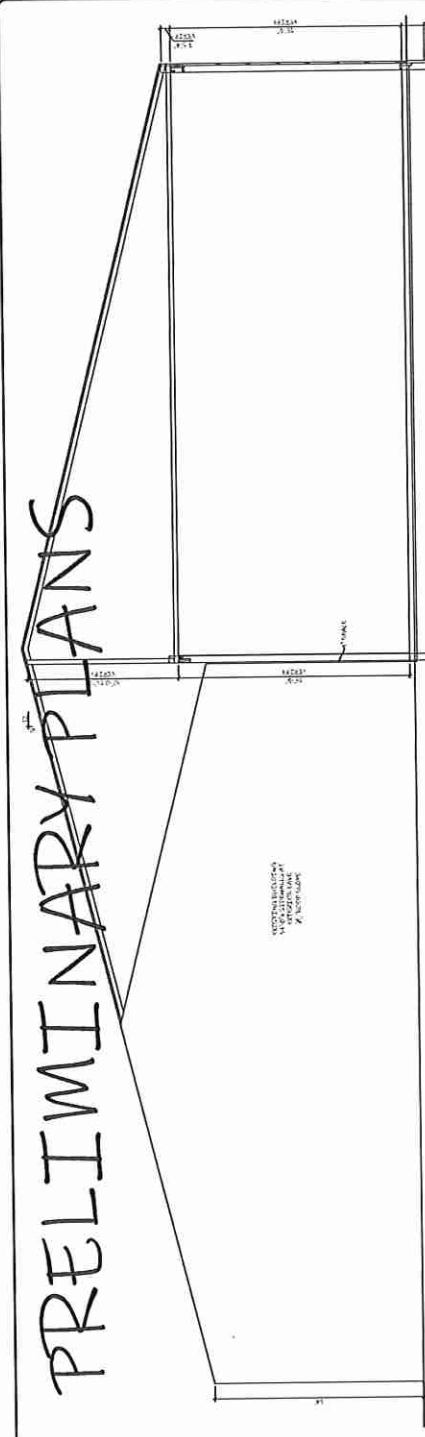
INTELLECTUAL
PROPERTY:
THESE PLANS ARE THE
PROPERTY OF E.M.E.
DRAFTING. ANY
REPRODUCTION OR
USE OF THESE PLANS
WITHOUT THE WRITTEN
CONSENT OF E.M.E.
DRAFTING IS STRICTLY
PROHIBITED.

E.M.E.
DRAFTING

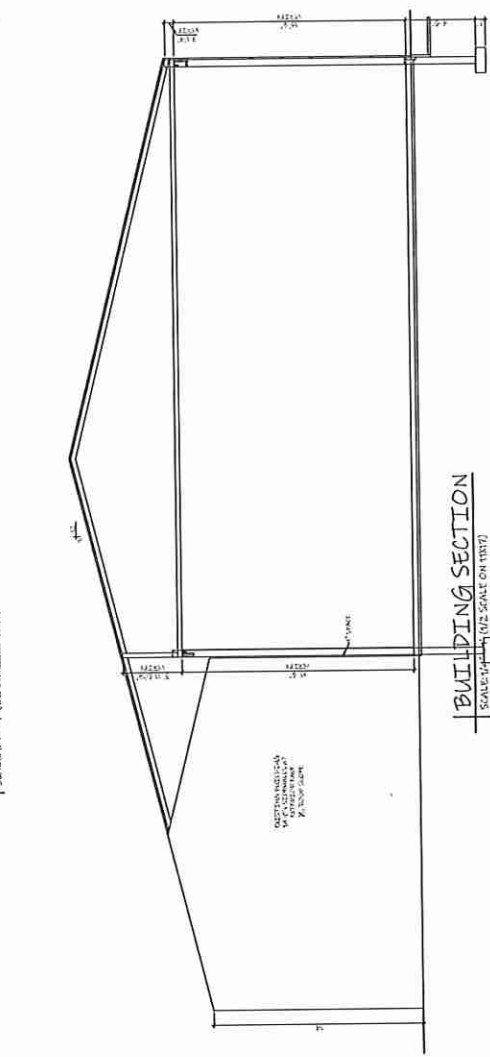
12526 319TH AVE
PRINCETON, MN 55374

RUFF START RESCUE
12526 319TH AVE
PRINCETON, MN 55374

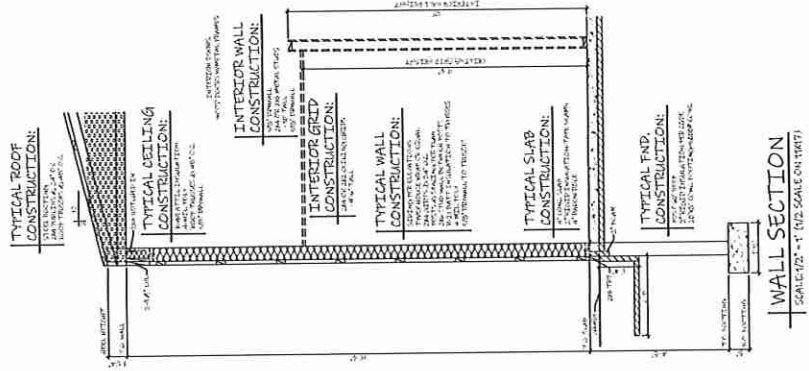
PROJECT	RUFF START RESCUE
DATE	01/27/25
BY	10/4/25
CHKD BY	
APP'D BY	
SCALE	
SECTION	A-A



BUILDING SECTION
SCALE: 1/4" = 1'-0" (1/2" SCALE ON THIS)

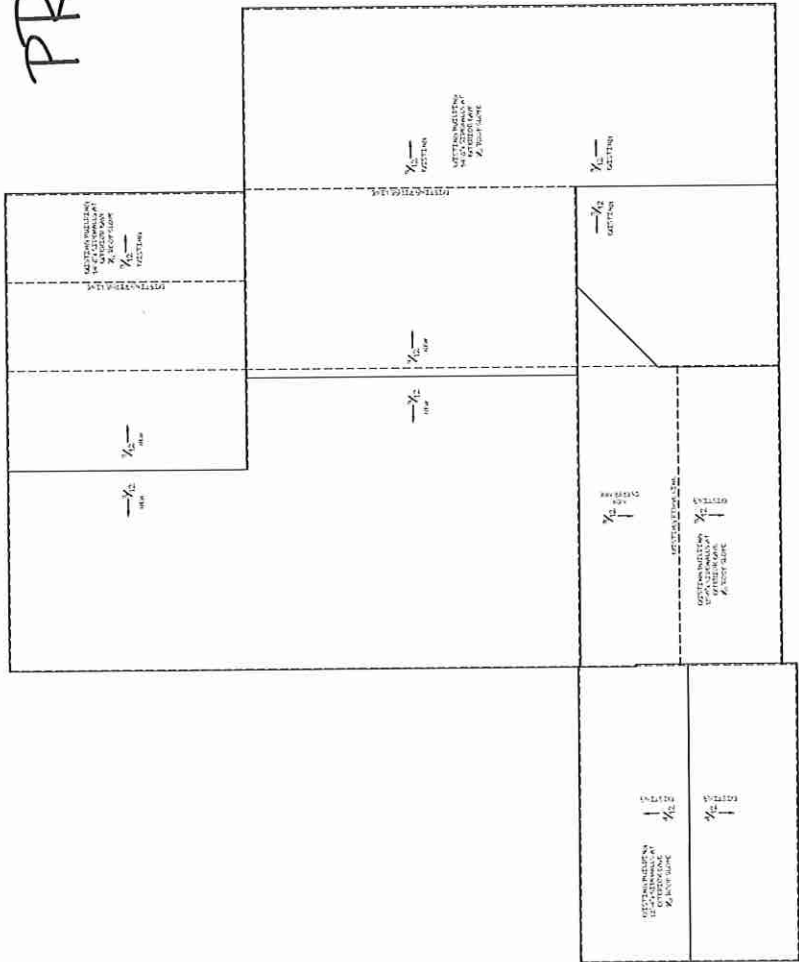


BUILDING SECTION
SCALE: 1/4" = 1'-0" (1/2" SCALE ON THIS)



WALL SECTION
SCALE: 1/2" = 1'-0" (1/2" SCALE ON THIS)

PRELIMINARY PLANS



ROOF PLAN
SCALE: 1/8" = 1' (1/2" SCALE ON TWT)



EXISTING PLAN
SCALE: 1/8" = 1' (1/2" SCALE ON TWT)

DISCLAIMER:

THIS DRAWING IS FOR INFORMATION ONLY. IT IS NOT A CONTRACT DOCUMENT. THE USER OF THIS DRAWING SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR VERIFYING THE ACCURACY OF ALL INFORMATION PROVIDED HEREON. THE USER OF THIS DRAWING SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR VERIFYING THE ACCURACY OF ALL INFORMATION PROVIDED HEREON.

INTELLECTUAL PROPERTY:

ALL INFORMATION CONTAINED HEREIN IS THE PROPERTY OF E.M.E. DRAFTING. NO PART OF THIS DRAWING SHALL BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, WITHOUT PERMISSION IN WRITING FROM E.M.E. DRAFTING.

E.M.E. DRAFTING

12526 319TH AVE
PRINCETON, MN 55371

PROJECT: RUFF START RESCUE

DATE: 9/22/25

SCALE: 1/8" = 1'

BY: [Signature]

CHECKED: [Signature]

DATE: 10/10/25

PROJECT: RUFF START RESCUE

DATE: 10/10/25

SCALE: 1/8" = 1'

BY: [Signature]

CHECKED: [Signature]

DATE: 10/10/25

EXISTING

A5

RESOLUTION NO: 25-29

**CITY OF BALDWIN
COUNTY OF SHERBURNE, MINNESOTA**

**SITE AND BUILDING PLAN APPROVAL
PID 01-00455-0105**

WHEREAS, Boe Resources, LLC. (the "developer") is proposing to construct a 12,000 square foot principal building and site improvements on property located at 31540 125-1/2 Street NW; and

WHEREAS, the property is legally described as Lot 1, Block 1, Georgetown Second Addition; and

WHEREAS, the developer has submitted application for Site and Building Plan Review to be processed in accordance with Section 900-9-2.A of the Zoning Ordinance; and

WHEREAS, the Planning Reports dated 12 October 2025 and 26 October 2025 prepared by the City Planner, The Planning Company, LLC, is incorporated herein by reference; and

WHEREAS, the Planning Commission considered the application at their regular meeting on 22 October 2025; based upon review of the application and evidence received, the Planning Commission recommended by a 7-0 vote that the City Council approve the request.

WHEREAS, the City Council considered the application at their meeting on 3 November 2025.

NOW, THEREFORE, BE IT RESOLVED BY THE BALDWIN CITY COUNCIL THAT the Site and Building Plan Review application is approved subject to the following conditions:

1. The subject property shall be developed in accordance with the site and building plans submitted to the City subject to the stipulations, limitations, and conditions as approved by the City Council in accordance with Section 900-9-5 of the Zoning Ordinance.
2. Uses occupying Building #1 shall include only those permitted uses allowed within the I1 District or those conditional or interim uses subject to approval of the applicable zoning application; residential occupancy of the principal building is prohibited.
3. The design and construction of the public street access and all off-street parking areas shall be subject to review and approval of the City Engineer.
 - a. The site plan shall be revised to provide for the concrete curb and/or concrete bollards as required by the Zoning Ordinance.

4. A photometric lighting plan detailing intensity, fixture design, and height that complies with Section 900-16-10 of the Zoning Ordinance shall be submitted prior to issuance of a building permit, subject to review and approval of the Zoning Administrator.
5. Any exterior storage of waste containers shall be within an enclosure that screens the area from view of public rights-of-way and adjacent properties, subject to review and approval of the Zoning Administrator.
6. All signs shall comply with Chapter 23 of the Zoning Ordinance, subject to issuance of a sign permit of the Zoning Administrator.
7. All grading, drainage, and erosion control plans shall be subject to review and approval of the City Engineer.
8. All utility plans shall be subject to review and approval of the Building Official.

(Remainder of page intentionally blank signatures to follow)

ADOPTED by the Baldwin City Council this 3rd day of November, 2025.

MOTION BY:
SECONDED BY:
IN FAVOR:
OPPOSED:

CITY OF BALDWIN

Jay Swanson, Mayor

ATTEST:

Joan Heinen, City Clerk/Treasurer



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

PLANNING REPORT

TO: Baldwin Mayor and City Council

FROM: D. Daniel Licht

REPORT DATE: 26 October 2025

60-DAY DATE: 1 December 2025

RE: Baldwin – Boe Resources, LLC; Site and Building Plan Review

TPC FILE: 269.02

BACKGROUND

Boe Resources, LLC has submitted plans for development of the 4.64 acre lot located at 31540 125-1/2 Street. The proposed development consists of a first phase construction of one 12,000 square foot industrial building. The site plan illustrates future plans for construction of four future principal buildings ranging between 7,800 square feet to 10,800 square feet.

The proposed Phase 1 development requires consideration of Site and Building Plan Review outlined by Chapter 9 of the Zoning Ordinance, subject to the recommendations of the Planning Commission and approval of the City Council. Site and building review applications will be required for future phases at the time construction of those buildings and site improvements are proposed.

The Planning Commission considered the Site and Building Plan Review application at their meeting on 22 October 2025. Mr. Andrew Harvala of Heritage Construction Companies, LLC was present on behalf of the applicant. The Planning Commission after discussing the proposed project voted 7-0 to recommend City Council approval of the site and building plans.

Exhibits:

- Site Location Map
- Architectural plan set dated 9/18/25 (8 sheets)
- Civil plan set dated 09/01/2025 (13 sheets)

ANALYSIS

Comprehensive Plan. The Comprehensive Plan guides development of high quality, high value industrial businesses that expand tax base and create employment opportunities within the community. Action steps included in the Comprehensive Plan call for development of an incubator business sites to help existing home based businesses that might want to consider becoming larger businesses. The proposed development is intended to accommodate the owner's electrical contracting business with Phase 1, but the building and expansion with future buildings on the property has potential to locate other businesses as well. Providing opportunity for new and expanded businesses within Baldwin is consistent with the economic development goals of the Comprehensive Plan.

Zoning. The subject property is zoned I1, General Industrial District. The occupant of 2,300 square feet of Building #1 is to the property owner's electrical contractor business. Use of the building space as office, shop, and warehouse for an electrical contractor is a permitted use within the I1 District. Occupants of the other four potential suites within the building will be required to be an allowed permitted, interim, or conditional use within the I1 District.

Surrounding Uses. The subject property is surrounded by the following existing and planned land uses:

Direction	Land Use Plan	Zoning Map	Existing Use
North	Industrial/Commercial	I1/C1 District	Marv's Tru Value
East	Commercial Industrial	C1 District	Medicomp
		I1 District	Affordable Transmission Precision Powder Coat
South	Commercial	C1 District	Self storage
West	Rural Residential	R1 District	Single family dwellings

The only potential compatibility issue with surrounding uses is the residential dwellings to the west. The subject property is separated from the Flower City neighborhood by an abandoned rail right-of-way owned by the City of Princeton intended for use as a regional recreation trail. The trail corridor serves to provide physical separation of the proposed industrial use on the subject property from the residential neighborhood. As future phases of development of the subject property are brought forward, the landscape requirements of Section 900-19-3 of the Zoning Ordinance will need to be installed. Consideration should be given to planting the required buffer yard now to allow trees to be established and grow to provide a more effective screen at the time the westerly portion of the subject site are developed.

Lot Requirements. Section 900-71-7 of the Zoning Ordinance requires lots within the I1 District are to be a minimum of 30,000 square feet in area, a minimum of 150 feet in width, and minimum of 200 feet deep. The subject property is 202,118.4 square feet in area. The width of the subject property is 320 feet. The depth of the property is 630 feet. The subject property complies with the minimum requirements of the I1 District.

Setbacks. Section 900-71-8 of the Zoning Ordinance establishes the following setbacks applicable to proposed Building #1. The location of proposed Building #1 complies with all setback requirements.

Yard	Required	Proposed
Abutting City Street	50ft.	(N) 50ft. (E) 50ft.
Interior Side	20ft.	205ft.
Rear Yard	20ft.	365ft.

Building Materials. The submitted plans detail that the exterior finish for Building #1 is to be a prefinished metal panel with two colors to simulate a wainscotting at the base. The exterior finish requirements applicable to the proposed building are established in Section 900-D.2 of the Zoning Ordinance for industrial uses not facing US Highway 169, 128th Street, 313th Avenue, or Rum River Drive. Prefinished metal siding is an allowed material for the exterior finish of the proposed building and the plans comply with the Zoning Ordinance.

Building Height. Section 900-71-9.A of the Zoning Ordinance limits the height of principal buildings within the I1 District to 35 feet. Building height is defined by the Zoning Ordinance as measured to the mid-point of a pitched roof. Building #1 has a shed roof with a peak height of 22 feet. The height of Building #1 measured to the mid-point of the pitched roof is 20 feet. The height of the proposed building complies with the Zoning Ordinance.

Access. The subject site abuts 125-1/2 Street and has one existing driveway to that street. The access is to be improved as part of the proposed development and is subject to the following requirements:

- Section 1.08.3(b) of the Right-of-Way Ordinance requires the driveway to be setback a minimum of 75 feet from the intersection of two public streets. The proposed driveway is to be setback 135 feet from the intersection of 125-1/2 Street and 316th Avenue. The location of the access complies with the Right-of-Way Ordinance.
- Section 1.08.3(c) of the Right-of-Way Ordinance requires the driveway to be setback a minimum of 10 feet from the south lot line. The proposed driveway is setback 155 feet from the south lot line and complies with the Right-of-Way Ordinance.
- The access to the subject property from 125-1/2 Street is off-set slightly from an existing driveway on the east side of the street. The alignment of the two driveways isn't ideal, but limited traffic volumes on the street or generated by the properties mean that this not a significant concern.

- Section 1.08.4(b) of the Right-of-Way Ordinance limits the driveway width to 24 feet measured at the right-of-way line. The proposed driveway is 24 feet wide and complies with the Right-of-Way Ordinance. A turning maneuver plan sheet has been submitted indicating the ability of fire apparatus to circulate within the subject property. This plan should be revised to illustrate the access of the fire apparatus (and other commercial vehicles) from the public street.

The subject property also abuts right-of-way for a future extension of 316th Avenue west of 125-1/2 Street, but no public street has been constructed. The submitted plans illustrate construction of 316th Avenue as part of Phase 2. This would be a developer cost of public infrastructure benefiting private properties. Construction of 316th Avenue would require dedication of right-of-way for a permanent cul-de-sac meeting the requirements of Section 910-10-4.C of the Subdivision Ordinance as the roadway is not likely to be extended further west than the subject property and property to the north due to the abandoned rail right-of-way corridor and Flower City plat. The site plan should be adjusted to indicate provision of a cul-de-sac that will be required when 316th Avenue is constructed.

Off-Street Parking. Section 11-21-7 of the Zoning Ordinance establishes the minimum number of off-street parking spaces to be provided for specific uses. The submitted building plans illustrate that Suite 101 is to be divided into 297 square feet of office, 1,804 square feet of warehouse, and 169 square feet of restroom and mechanical space. It will be assumed that the net floor area utilization will be consistent across all five tenant spaces as 15 percent office and 85 percent warehouse for the purpose of calculating the number of off-street parking spaces to be required. As shown below, Building #1 requires 12 off-street parking spaces. The site plan illustrates 16 off-street parking spaces being constructed with Building #1, including one Americans with Disabilities Act van accessible stall, which complies with the Zoning Ordinance.

Use	Gross Floor Area	Net Floor Area	Parking Required	Required Spaces
Office	1,800sf.	1,620sf.	1/250sf.	7
Warehouse	10,200sf.	9,180sf.	1/2000sf.	5
Total				12

Section 900-21-6.A of the Zoning Ordinance requires off-street parking spaces to be a minimum of 9-feet wide by 18-feet deep. The parking stalls shown on the site plan comply with these dimensions and are accessed by a 37 foot wide drive aisle to allow sufficient area for maneuvering and to access the loading doors on the south elevation of Building #1.

Section 900-21-6.B.2 of the Zoning ordinance requires that off-street parking spaces and drive aisles for industrial uses be surfaced with asphalt or concrete. The site plan illustrates that the Phase 1 off-street parking area is to be surfaced with asphalt.

Section 900-21-6.3 of the Zoning Ordinance requires a 6-inch concrete curb at the perimeter of off-street parking areas. Concrete bollards are allowed to be used to define the off-street parking area in areas other than the front yard. The site plan must be revised to provide for the concrete curb and/or concrete bollards as required by the Zoning Ordinance.

Landscaping. Section 900-19-2 requires all industrial uses to provide a landscape plan and specifications for plantings to be installed with an emphasis upon the following areas:

- a. *The boundary or perimeter of the proposed site at points adjoining other property.*
- b. *The immediate perimeter of the structure.*
- c. *The perimeter of parking and loading areas within the front yard or side yard of a corner lot abutting a public right-of-way.*
- d. *Quantities:*

Districts	Yard		
	Front	Side	Rear
<i>Industrial; only lots abutting US Highway 169, 128th Street, 313th Avenue, or Rum River Drive</i>	<i>-1 shade or evergreen tree/50ft. of frontage - Turf grass</i>	<i>Turf grass</i>	<i>Turf grass or natural landscape</i>
<i>Other Industrial</i>	<i>Turf grass</i>	<i>Turf grass</i>	<i>Turf grass or natural landscape</i>

Section 900-19-3 further requires installation of plantings for screening purposes when abutting rural zoned properties.

The subject property does not technically abut rural zoned property as the Flower City neighborhood is separated by the abandoned rail right-of-way that is within the City of Princeton. However, given the public recreation use of the trail corridor and the residential neighborhood, installation of a buffer yard along the west 20 feet of the property would be beneficial. This issue can be addressed in the future with additional building construction or could be installed now to establish plantings to grow and be more effective by the time additional buildings are added to the site. Requiring a buffer yard is likely to be a requirement of any future application to allow outdoor storage upon the subject property.

Lighting Plan. Section 900-16-10 of the Zoning Ordinance establishes performance standards for outdoor lighting. Industrial uses are required to provide a plan for any lighting used to illuminate a building, structure, parking, or other area within the lot, which must be arranged so as to deflect light away from any adjoining property or from any public right-of-way. A lighting plan has been submitted and is subject to review and approval of City staff prior to issuance of a building permit.

Waste Storage. The site and building plans do not identify locations for waste and recycling container storage for Building #1. Any outdoor storage of waste and recycling containers will be required to be kept within an accessory structure that encloses the containers and screens the area from view of public streets and adjacent properties.

Signs. The submitted plans do not identify free standing or wall signs to be placed upon the property. Installation of any signs upon the property must comply with Chapter 23 of the Zoning Ordinance and requires a sign permit approved by the Zoning Administrator.

Stormwater Management. Plans for grading, erosion control, and stormwater management have been submitted for the property. All grading, drainage, and erosion control plans are subject to review and approval of the City Engineer.

Utilities. Provision of sewer and water utilities for the proposed use of the subject property are to be provided using a Subsurface Sewage Treatment System and private well. All plans for construction of a SSTS and private well are to be subject to review and approval by the Building Official prior to issuance of a building permit.

Performance Agreement. Section 11-9-5 of the Zoning Ordinance requires that the developer enter into a performance agreement with the City to provide for construction of the project improvements within the subject property. As there are no public improvements proposed, a performance agreement will not be required.

RECOMMENDATION

The proposed site and building plans comply with the provisions of the Zoning Ordinance. Our office and the Planning Commission recommend approval of the application as outlined below.

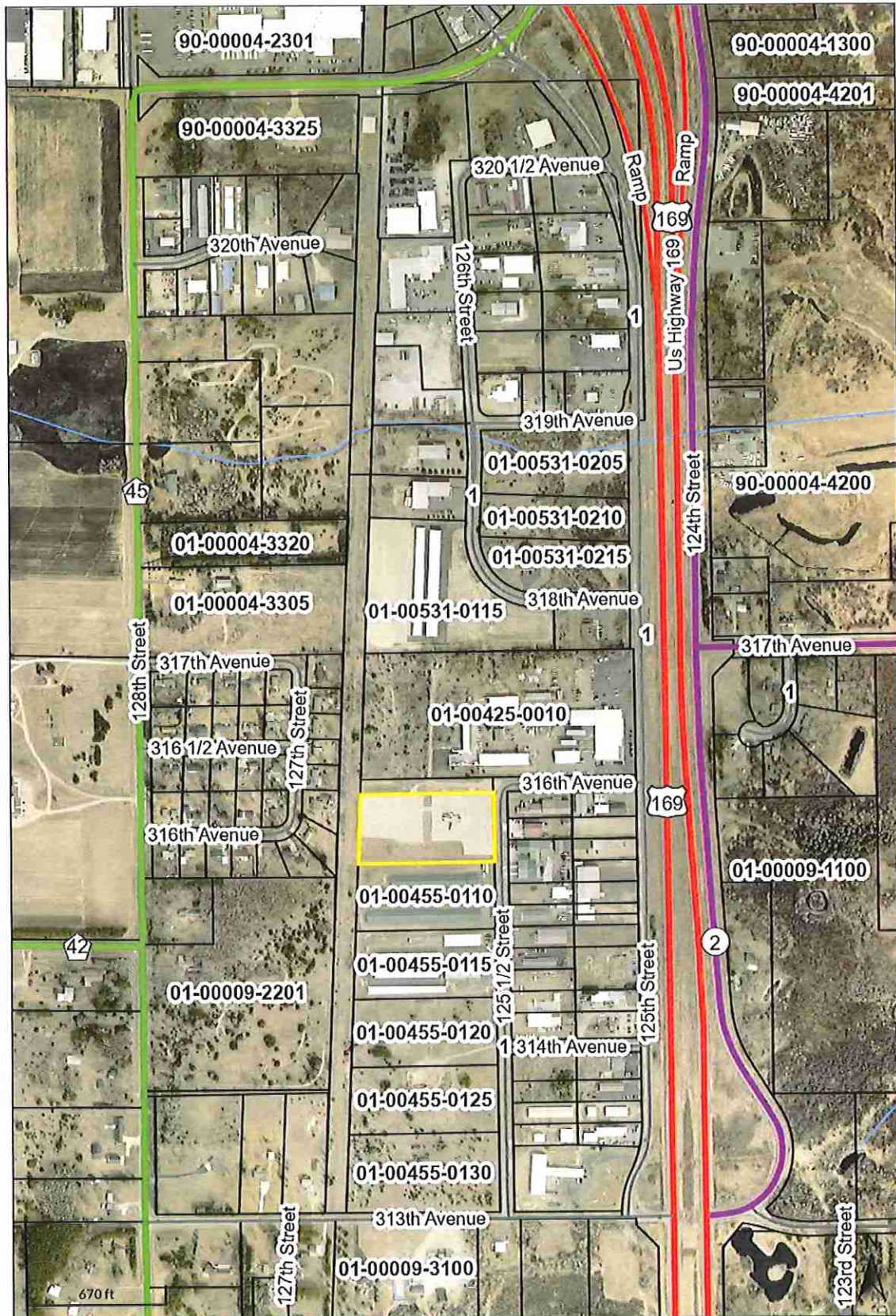
POSSIBLE MOTION

Motion to adopt a resolution approving site and building plans for 31540 125-1/2 Street subject to the following conditions:

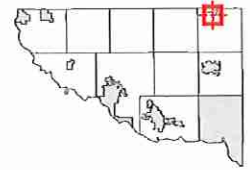
1. The subject property shall be developed in accordance with the site and building plans submitted to the City subject to the stipulations, limitations, and conditions as approved by the City Council in accordance with Section 900-9-5 of the Zoning Ordinance.

2. Uses occupying Building #1 shall include only those permitted uses allowed within the I1 District or those conditional or interim uses subject to approval of the applicable zoning application; residential occupancy of the principal building is prohibited.
 3. The design and construction of the public street access and all off-street parking areas shall be subject to review and approval of the City Engineer.
 - a. The site plan shall be revised to provide for the concrete curb and/or concrete bollards as required by the Zoning Ordinance.
 4. A photometric lighting plan detailing intensity, fixture design, and height that complies with Section 900-16-10 of the Zoning Ordinance shall be submitted prior to issuance of a building permit, subject to review and approval of the Zoning Administrator.
 5. Any exterior storage of waste containers shall be within an enclosure that screens the area from view of public rights-of-way and adjacent properties, subject to review and approval of the Zoning Administrator.
 6. All signs shall comply with Chapter 23 of the Zoning Ordinance, subject to issuance of a sign permit of the Zoning Administrator.
 7. All grading, drainage, and erosion control plans shall be subject to review and approval of the City Engineer.
 8. All utility plans shall be subject to review and approval of the Building Official.
- c. Joan Heinen, City Clerk/Treasurer
Sam Jochum, City Engineer
Bob Ruppe, City Attorney
Andy Schreder, Building Official

Site Location Map



Overview



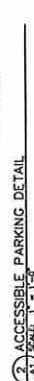
Legend

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



BOE INDUSTRIAL
BUILDING #1
Aldwin Township, Minnesota

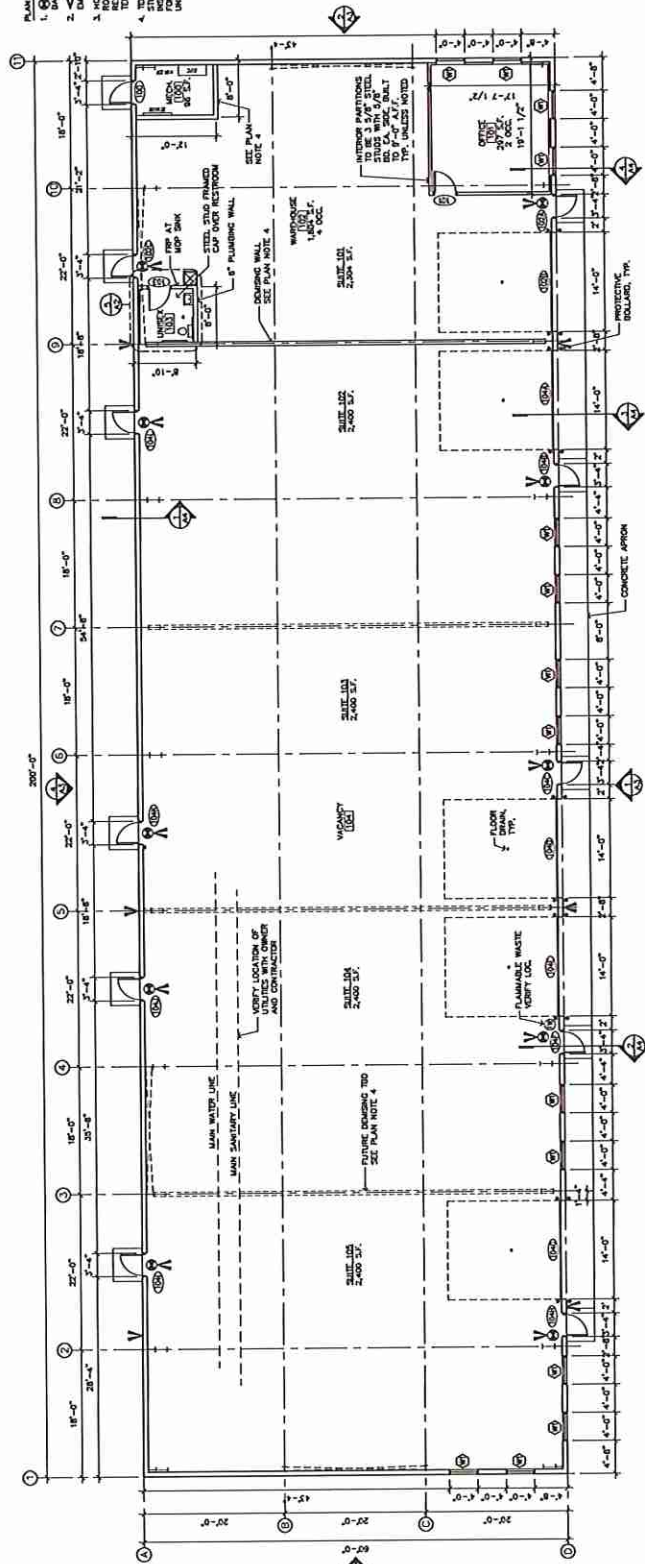
Copyright 2024 Continental Engineering, Inc.	Project Designer L. SCHMIDT	9/3/25	FOR PERMIT
Drawn By: LL3	Checked By: LL	9/8/25	COORDINATION
Revisions			

**FLOOR PLAN
COMPONENTS
RESTROOM DETAILS**

[illegible]

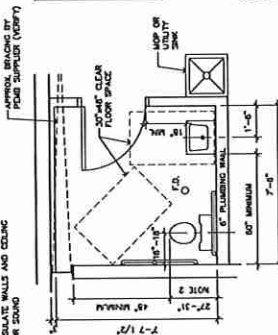
FLAM NOTES

- ④ - ENT DAMAGE, PROVIDE EMERGENCY
 BACK-UP POWER
 - < - EMERGENCY LIGHTING, PROVIDE
 EMERGENCY BACK-UP POWER
 HOLD CONCRETE FLOOR FROM UNIT PLUMBING
 RISERS AND LOCATED SO FAR AS POSSIBLE
 RESTROOMS WILL BE LOCATED ON A PER
 TENANT BASE.
 TENANT DOWNSING WALLS TO BE 6" METAL
 STUDS WITH 5/8" GYPSUM BOARD EACH. SPEC
 INSULATE STUD CAVITY AT LOCATING 1/2" FOR
 AIR SPACE. MECHANICAL ROOM WALLS TO BE
 2" CONCRETE.

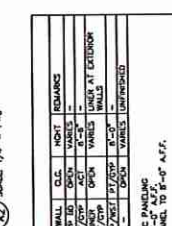


CLASSROOM PLAN NOTES

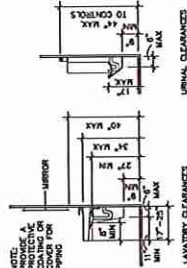
1. SEE 0/A2 DETAILS AND NOTES
2. 27" = WALL MOUNTED TOILET
31" = FLOOR MOUNTED TOILET
4. INTEGRATE WALLS AND CEILING



5 ENLARGED RESTROOM PLAN



6 RESTROOM DETAILS & NOTES



GOOD FRAME SCHEDULE

DOOR	DOOR TYPE	DOOR SIZE	DOOR FRAME	REMARKS
101	3" x 6" x 6"	12'-6" x 6'	01	INSULATED
102	3" x 6" x 6"	12'-6" x 6'	02	F1
103	3" x 6" x 6"	12'-6" x 6'	03	INSULATED
104	3" x 6" x 6"	12'-6" x 6'	04	INSULATED
105	3" x 6" x 6"	12'-6" x 6'	05	INSULATED
106	3" x 6" x 6"	12'-6" x 6'	06	INSULATED
107	3" x 6" x 6"	12'-6" x 6'	07	INSULATED
108	3" x 6" x 6"	12'-6" x 6'	08	INSULATED
109	3" x 6" x 6"	12'-6" x 6'	09	INSULATED
110	3" x 6" x 6"	12'-6" x 6'	10	INSULATED
111	3" x 6" x 6"	12'-6" x 6'	11	INSULATED
112	3" x 6" x 6"	12'-6" x 6'	12	INSULATED
113	3" x 6" x 6"	12'-6" x 6'	13	INSULATED
114	3" x 6" x 6"	12'-6" x 6'	14	INSULATED
115	3" x 6" x 6"	12'-6" x 6'	15	INSULATED
116	3" x 6" x 6"	12'-6" x 6'	16	INSULATED
117	3" x 6" x 6"	12'-6" x 6'	17	INSULATED
118	3" x 6" x 6"	12'-6" x 6'	18	INSULATED
119	3" x 6" x 6"	12'-6" x 6'	19	INSULATED
120	3" x 6" x 6"	12'-6" x 6'	20	INSULATED
121	3" x 6" x 6"	12'-6" x 6'	21	INSULATED
122	3" x 6" x 6"	12'-6" x 6'	22	INSULATED
123	3" x 6" x 6"	12'-6" x 6'	23	INSULATED
124	3" x 6" x 6"	12'-6" x 6'	24	INSULATED
125	3" x 6" x 6"	12'-6" x 6'	25	INSULATED
126	3" x 6" x 6"	12'-6" x 6'	26	INSULATED
127	3" x 6" x 6"	12'-6" x 6'	27	INSULATED
128	3" x 6" x 6"	12'-6" x 6'	28	INSULATED
129	3" x 6" x 6"	12'-6" x 6'	29	INSULATED
130	3" x 6" x 6"	12'-6" x 6'	30	INSULATED
131	3" x 6" x 6"	12'-6" x 6'	31	INSULATED
132	3" x 6" x 6"	12'-6" x 6'	32	INSULATED
133	3" x 6" x 6"	12'-6" x 6'	33	INSULATED
134	3" x 6" x 6"	12'-6" x 6'	34	INSULATED
135	3" x 6" x 6"	12'-6" x 6'	35	INSULATED
136	3" x 6" x 6"	12'-6" x 6'	36	INSULATED
137	3" x 6" x 6"	12'-6" x 6'	37	INSULATED
138	3" x 6" x 6"	12'-6" x 6'	38	INSULATED
139	3" x 6" x 6"	12'-6" x 6'	39	INSULATED
140	3" x 6" x 6"	12'-6" x 6'	40	INSULATED
141	3" x 6" x 6"	12'-6" x 6'	41	INSULATED
142	3" x 6" x 6"	12'-6" x 6'	42	INSULATED
143	3" x 6" x 6"	12'-6" x 6'	43	INSULATED
144	3" x 6" x 6"	12'-6" x 6'	44	INSULATED
145	3" x 6" x 6"	12'-6" x 6'	45	INSULATED
146	3" x 6" x 6"	12'-6" x 6'	46	INSULATED
147	3" x 6" x 6"	12'-6" x 6'	47	INSULATED
148	3" x 6" x 6"	12'-6" x 6'	48	INSULATED
149	3" x 6" x 6"	12'-6" x 6'	49	INSULATED
150	3" x 6" x 6"	12'-6" x 6'	50	INSULATED
151	3" x 6" x 6"	12'-6" x 6'	51	INSULATED
152	3" x 6" x 6"	12'-6" x 6'	52	INSULATED
153	3" x 6" x 6"	12'-6" x 6'	53	INSULATED
154	3" x 6" x 6"	12'-6" x 6'	54	INSULATED
155	3" x 6" x 6"	12'-6" x 6'	55	INSULATED
156	3" x 6" x 6"	12'-6" x 6'	56	INSULATED
157	3" x 6" x 6"	12'-6" x 6'	57	INSULATED
158	3" x 6" x 6"	12'-6" x 6'	58	INSULATED
159	3" x 6" x 6"	12'-6" x 6'	59	INSULATED
160	3" x 6" x 6"	12'-6" x 6'	60	INSULATED
161	3" x 6" x 6"	12'-6" x 6'	61	INSULATED
162	3" x 6" x 6"	12'-6" x 6'	62	INSULATED
163	3" x 6" x 6"	12'-6" x 6'	63	INSULATED
164	3" x 6" x 6"	12'-6" x 6'	64	INSULATED
165	3" x 6" x 6"	12'-6" x 6'	65	INSULATED

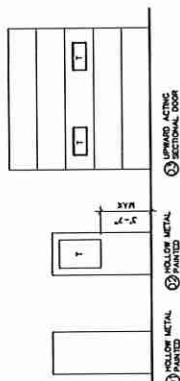
- NOTES:
1. ALL DOOR HARDWARE TO BE SPECIFIED & PROVIDED BY CONTRACTOR
 2. ALL EXIT HARDWARE SHALL NOT REQUIRE TIGHT GRASPING, PUNCHING, OR TWISTING OF THE WRIST. MOUNT HARDWARE BETWEEN 34"-45" (ANSI A177.1-404.2.6)

THE UNIVERSITY OF CHICAGO

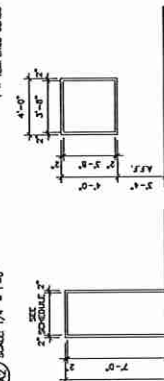
ROOM	FINISH SCHEDULE	FRM#	DESCRIPTION	FLOOR	BASE	N	N
100	MICROANAL	100	CONC	CONC	-	-	FR
101	OFFICE	101	CONC	CONC	WVNT	W	FR
102	WAREHOUSE	102	CONC	CONC	WVNT	W	FR
103	UNEXP	103	CONC	CONC	WVNT	W	FR
104	VACANCY	104	CONC	CONC	WVNT	W	FR

- FRP = FIBER REINFORCED PLASTIC PANELING
FRP/WST = FRP W/STAINCOAT TO 4'-0" A.F.F.
LINCR = PRE-FINISHED METAL PANEL TO 8'-0" A.F.F.
CONC = SEALED CONCRETE
PT/STP = PAINTED GYPSUM BOARD
GYP ED = GYPSUM BOARD TAPED AND CLANGED

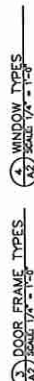
1 FLOOR PLAN
A2 SCALE 1/8" = 1'-0"



2) DOOR TYPES



PAINTED
HOLLOW METAL.



3 DOOR FRAME TYPES
A2 SCALE 1/A = 1'-0"



LANPERS ARCHITECTS
225 Superior Avenue South
St. Paul, MN 55105
Phone: (612) 221-1111 Fax: (612) 221-1112
www.lanpers.com

MOORE DESIGN GROUP
10000 Lake Avenue
St. Louis, MO 63143
Phone: (314) 433-1111 Fax: (314) 433-1112
www.mooredesign.com

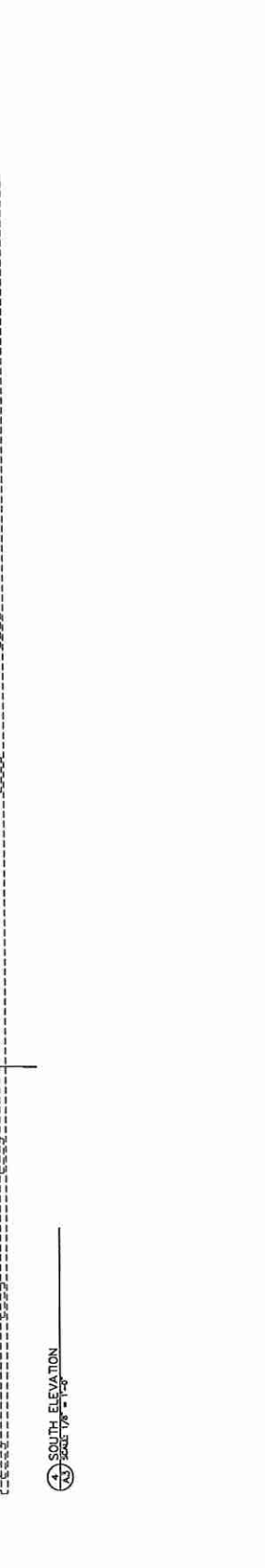
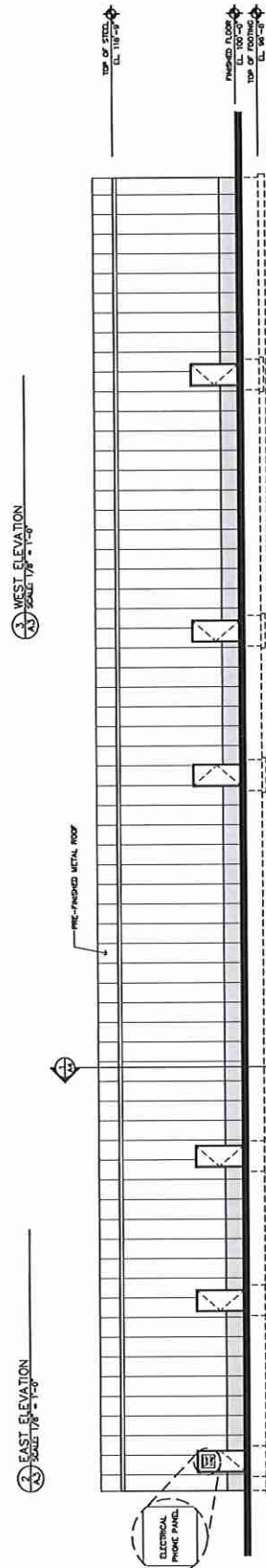
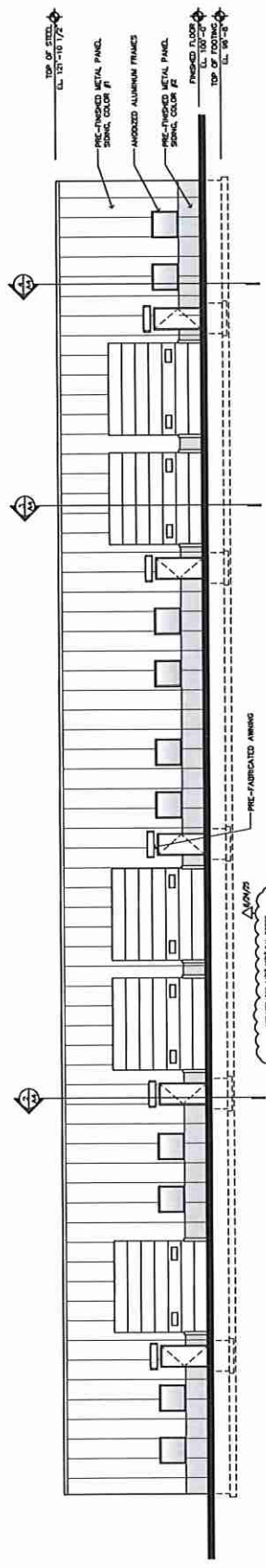
HERITAGE
10000 Lake Avenue
St. Louis, MO 63143
Phone: (314) 433-1111 Fax: (314) 433-1112
www.heritage.com

BOE INDUSTRIAL BUILDING #1
Baldwin Township, Minnesota

Project No.	250120-1
Project Name	BOE INDUSTRIAL BUILDING #1
Project Location	Baldwin Township, Minnesota
Project Architect	LANPERS ARCHITECTS
Project Engineer	MOORE DESIGN GROUP
Project Designer	HERITAGE
Project Date	10/1/2010
Project Status	FOR PERMIT
Project Coordination	COORDINATION

A3

Sheet Number





**LANPERS
ARCHITECTS**
225 SOUTH MAIN
SUITE 100
MINNEAPOLIS, MN 55402
TEL: 612.338.1111 FAX: 612.338.1111

PROJECT INFORMATION
PROJECT NAME: BOE INDUSTRIAL BUILDING #1
PROJECT LOCATION: BALDWIN TOWNSHIP, MINNESOTA
OWNER: BOE INDUSTRIES, INC.
DESIGNED BY: LANPERS ARCHITECTS
DATE: 10/15/2010

NOTES
1. ALL MATERIALS AND METHODS OF CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND STANDARDS OF THE STATE OF MINNESOTA.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
3. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.

HERITAGE
CONSTRUCTION
10000 LAMPERT
SUITE 100
MINNEAPOLIS, MN 55425
TEL: 612.338.1111 FAX: 612.338.1111

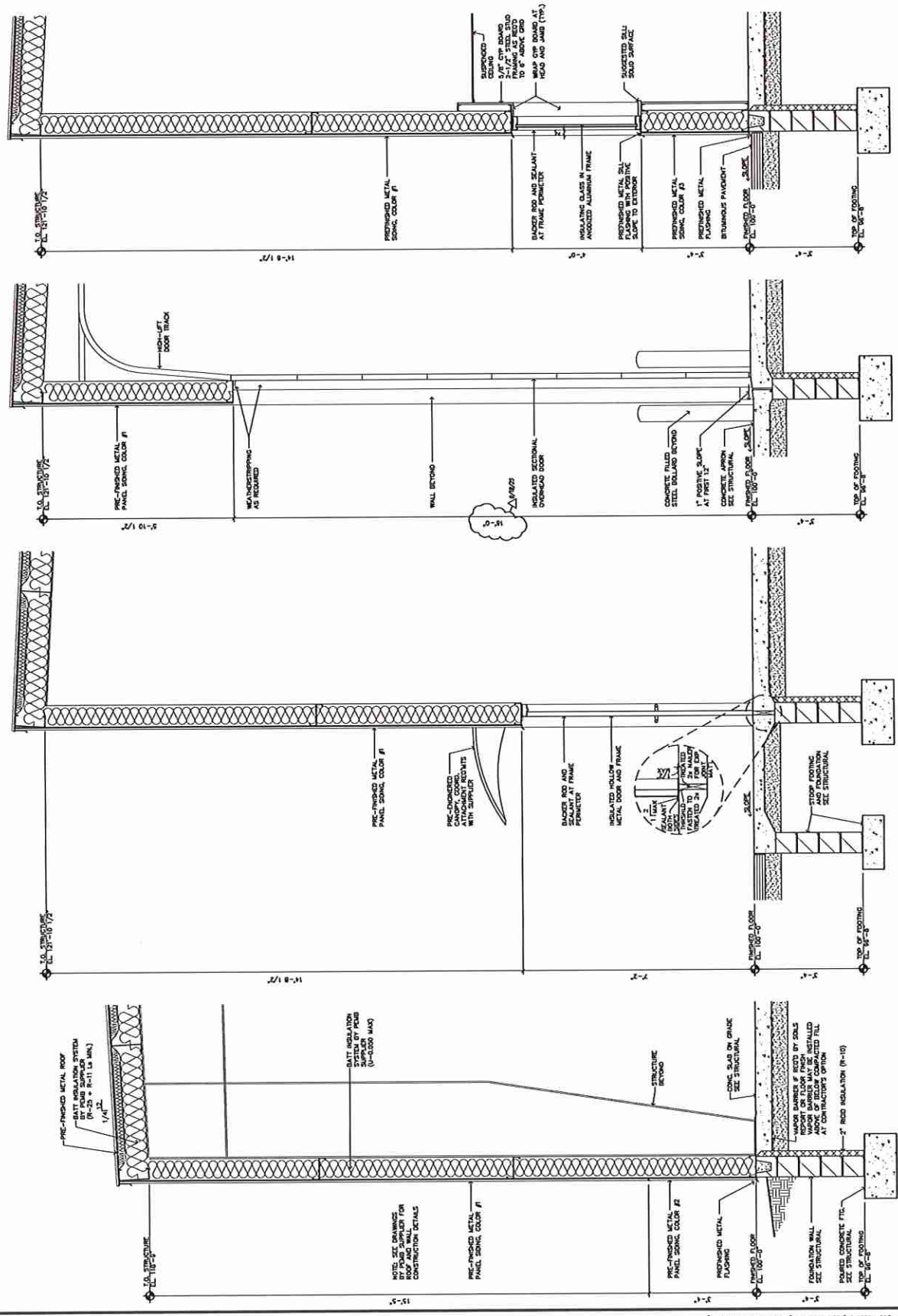
BOE INDUSTRIAL BUILDING #1 Baldwin Township, Minnesota

PROJECT DATA
PROJECT NAME: BOE INDUSTRIAL BUILDING #1
PROJECT LOCATION: BALDWIN TOWNSHIP, MINNESOTA
OWNER: BOE INDUSTRIES, INC.
DESIGNED BY: LANPERS ARCHITECTS
DATE: 10/15/2010
DRAWN BY: JLL
CHECKED BY: JLL
SCALE: 3/8" = 1'-0"

WALL SECTIONS
Sheet Number

A4

Project No. 250120-1



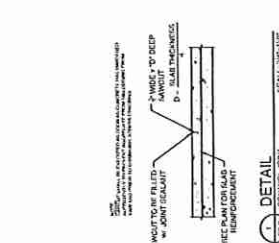
4. SECTION AT WINDOW
SCALE: 3/8" = 1'-0"

3. SECTION AT OVERHEAD DOOR
SCALE: 3/8" = 1'-0"

2. SECTION AT SERVICE DOOR
SCALE: 3/8" = 1'-0"

1. TYPICAL WALL SECTION
SCALE: 3/8" = 1'-0"

[illegible][illegible][illegible]



BOE INDUSTRIAL HERITAGE CONSTRUCTION

31540 125 1/2 STREET NW
CITY OF BALDWIN, SHERBURNE COUNTY, MN
SEPTEMBER 2025
FINAL PLANS

CIVIL & SURVEY PLANS PREPARED BY:



**Bogart, Pederson
& Associates, Inc.**
 CIVIL ENGINEERING
 LAND SURVEYING
 ENVIRONMENTAL SERVICES

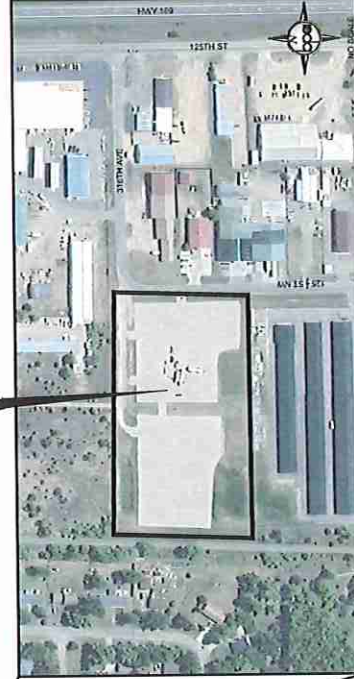
Traditional Values • Creative Solutions

Civil Plans	
Sheet Number	Sheet Title
	Cover
V1	Existing Conditions
C1	Demolition Plan
C2	Phasing Plan
C3	Site Plan
C4	Grading Plan
C5	Utility Plan
C6	Erosion Control Plan
C7	SWPPP Narrative
C9	Details
C10	Details
C11	Details
C12	Vehicle Turning Exhibit



SHERBURNE COUNTY, MINNESOTA

PROJECT LOCATION



VICINITY MAP

REV	NO.	DATE	DESCRIPTION

PRINTED AT: 125 1/2 STREET NW, BALDWIN, MN 55002
 DRAWN BY: J. BOGART
 CHECKED BY: J. PEDERSON
 DATE: 09/15/2025
 SCALE: AS SHOWN
 SHEET NO. 1 OF 12

1. PAINTED IMPERIMENT MARKING DIMENSIONS ARE SHOWN TO FACE OF CURB. ALL OTHER DIMENSIONS ARE SHOWN TO BACK OF CURB.
2. ALL CONCRETE PAVEMENT, SIDEWALKS AND ACCESSIBLE HANDICAPPED PARKING STALLS TO CONFORM TO CURRENT A.D.A. REQUIREMENTS.
3. CONTRACTOR SHALL FIELD VERIFY HORIZONTAL AND VERTICAL LOCATION OF EXISTING UTILITIES PRIOR TO START OF CONSTRUCTION.
4. CONTRACTOR SHALL INSTALL EROSION CONTROL MEASURES PRIOR TO THE START OF CONSTRUCTION.
5. CONSTRUCTION SHALL BE IN ACCORDANCE WITH APPLICABLE CITY, COUNTY AND STATE REGULATIONS.
6. CITY SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE PLANS APPROVED BY THE CITY.
7. LANDSCAPING AND TREE ESTABLISHMENT PER LANDSCAPE PLANS IS SPECIFICATIONS.
8. ALL DISTURBED AREAS OUTSIDE THE BUILDING PAD WHICH ARE NOT DESIGNATED TO BE PAVED OR RECENT AGGREGATE SHALL RECEIVE AT LEAST 10 TONS OF TOPSOIL AND 10 TONS OF SEED PER 1000 SQ. YD. OF DISTURBED AREA. CONSTRUCTION NOT SPECIFICALLY IDENTIFIED TO RECEIVE A CERTAIN SEED MIX SHALL BE MIXED WITH SEED MIX 25-31.
9. WHERE NEW DRAIN EXISTING DRAIN CATCH BASIN AND DRAINAGE DITCHES SHALL BE CUT TO ALLOW FOR A UNIFORM STRAIGHT EDGE. JACKED OR UNIFORM EXISTING DRAIN WILL NOT BE ACCEPTED FOR EXISTING. TOPSOIL AT JUNT BE TWENTY INCHES AND NEW AS

[illegible]

The diagram illustrates the proposed and future pavement structures for the project. It shows a cross-section of the road with various layers and materials. The layers are labeled as follows:

- PROPOSED ASPHALT PAVEMENT**: The top layer of the proposed pavement structure.
- PROPOSED CLASS V SURFACING**: The layer below the proposed asphalt pavement.
- PROPOSED CONCRETE PAVEMENT**: The layer below the proposed class V surfacing.
- PROPOSED TIE ESTABLISHMENT**: The layer below the proposed concrete pavement.
- FUTURE ASPHALT PAVEMENT**: The top layer of the future pavement structure.
- FUTURE CLASS V SURFACING**: The layer below the future asphalt pavement.
- FUTURE CONCRETE PAVEMENT**: The layer below the future class V surfacing.
- CONCRETE CURBS AND GUTTERS - 24"**: The concrete curb and gutter structure, 24 inches wide.
- PROPOSED SOIL**: The soil layer below the concrete curb and gutter structure.



DATE	09/10/2009	REV	NO.	DATE
DESIGN BY:	DAW			
DRAWN BY:	DAW			
CHECKED BY:	CJO			
DWG FILE:	25042.DWG			

I hereby certify that the plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Signed [Signature]
 Date: 06/10/2015 Lic. No. 5662

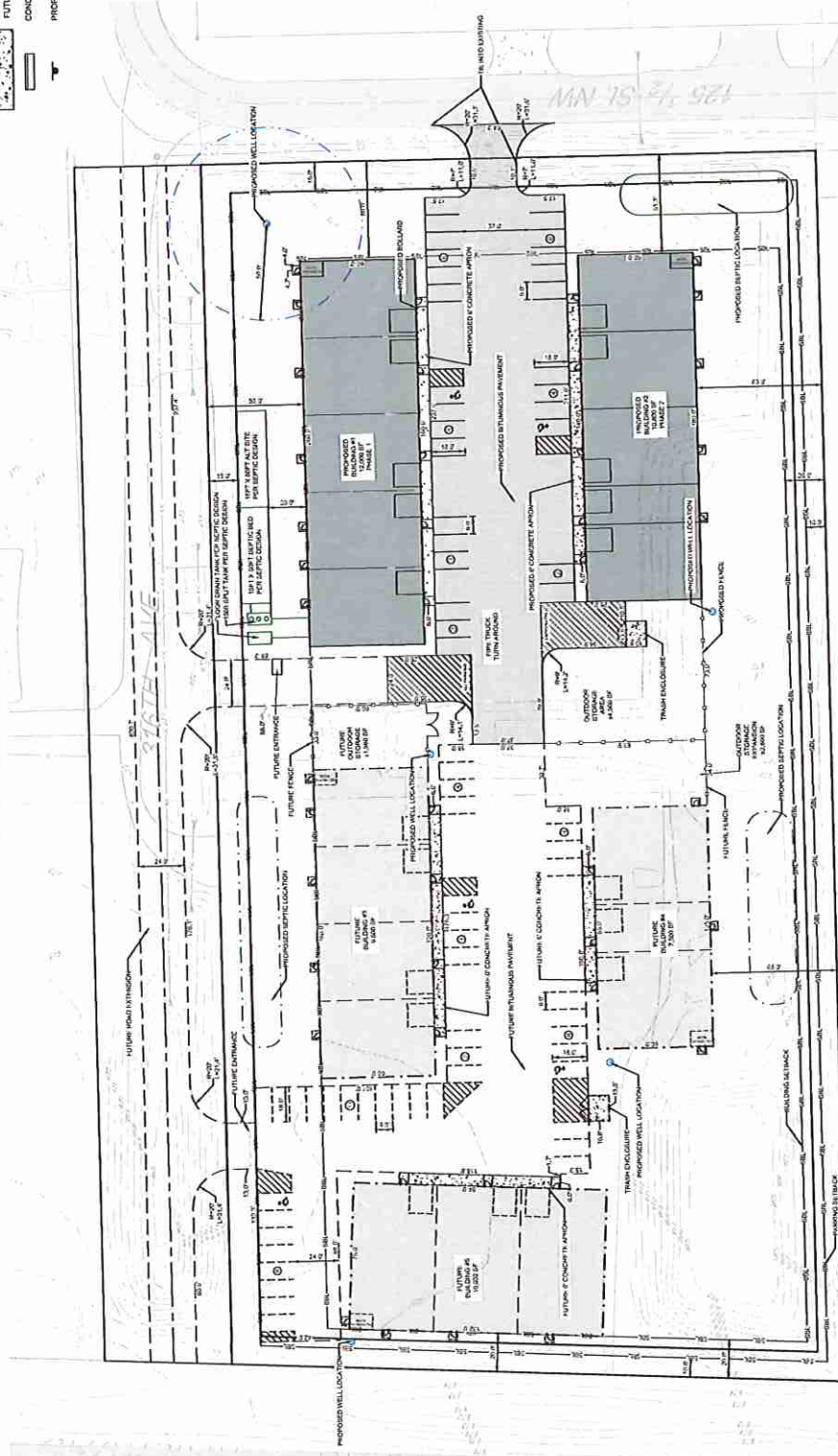
BOGART, PEDERSON & ASSOCIATES, INC.
LAND SURVEYING
CONSULTING SERVICES
11111 157TH STREET, FREDERICK, MD 21704-0022
TEL: 301-206-0022 FAX: 301-206-0044

BOE INDUSTRIAL
Haldwin, Sherburne County, MN
SITE PLAN

SHEET NO.

3

CALL 48 HOURS BEFORE DIGGING
GOPHER STATE ONE CALL
TWIN CITY AREA 651-454-0002
MINNESOTA TOLL FREE 1-800-252-1566

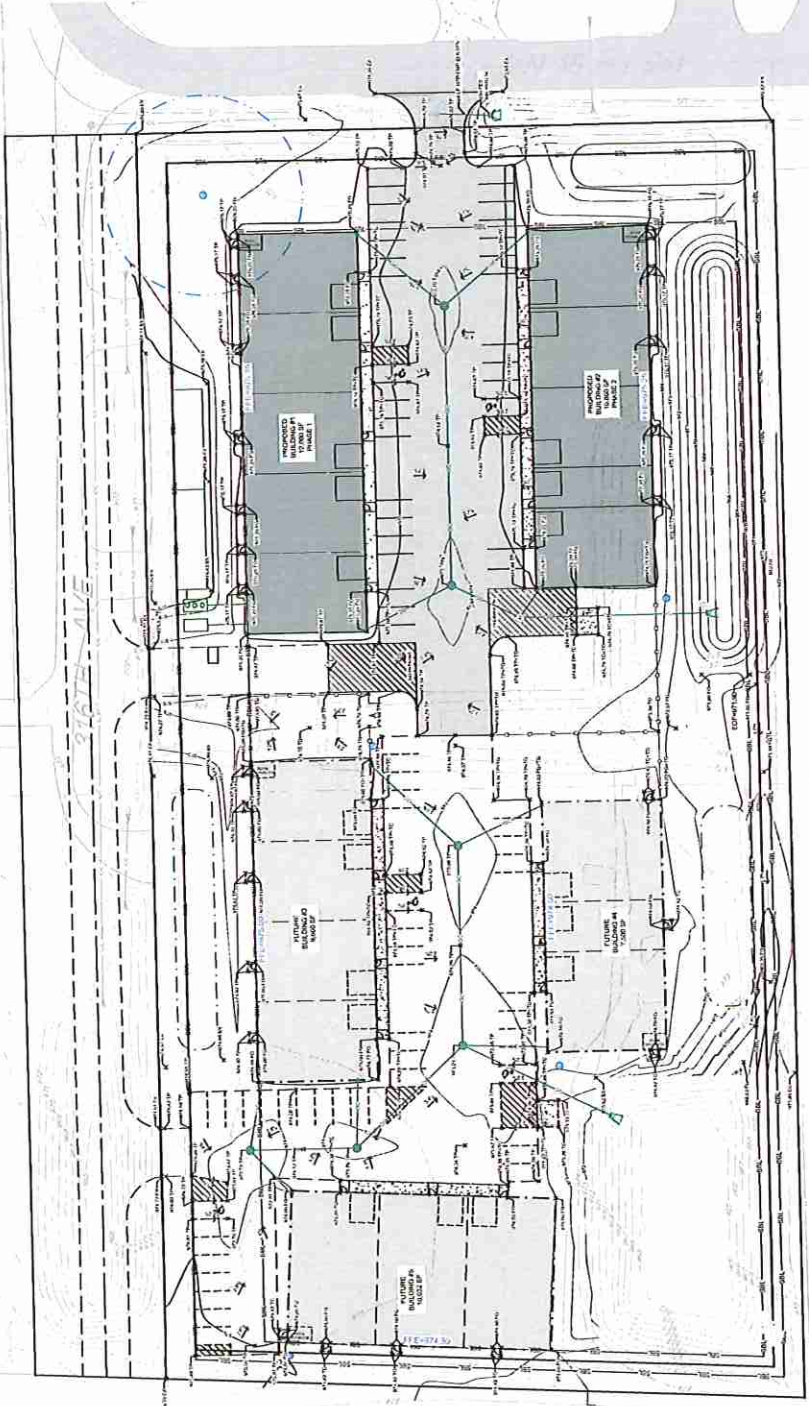


GRADING GENERAL NOTES:

1. THE CONTRACTOR SHALL NOTE ANY DISCREPANCIES BETWEEN EXISTING CONDITIONS IN THE FIELD REPRESENTED WITHIN THE PLANS AS SHOWN AND ALERT THE ENGINEER BEFORE BEGINNING THE PROJECT AND BEGINNING CONSTRUCTION.
2. CONTRACTOR SHALL LOCATE AND VERIFY ANY UTILITIES WHICH MAY AFFECT THIS WORK AND NOTIFY THE OWNER OF ANY CHANGES. CONTACT LOCAL UTILITY COMPANIES FOR EXACT LOCATIONS PRIOR TO BEGINNING THE PROJECT AND COMMENCING WORK.
3. CONTRACTOR SHALL TAKE NECESSARY PRECAUTIONS TO PREVENT SILT AND DEBRIS RUN-OFF DURING GRADING OPERATIONS (E.G. SILT FENCE, STRAW BALES, ETC.).
4. CONTRACTOR SHALL VERIFY CRITICAL ELEVATIONS TO ENSURE COMPLIANCE WITH GRADING PLAN, PARTICULARLY WITH EXISTING STRUCTURES AND EXISTING ELEVATIONS. THE CONTRACTOR SHALL MAINTAIN EXISTING ELEVATIONS AND CRITICAL ELEVATIONS. RESTORE ALL PAVEMENTS THAT REMAIN TO THEIR ORIGINAL, IF NOT BETTER, CONDITION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF EXISTING UTILITIES AND STRUCTURES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF EXISTING UTILITIES AND STRUCTURES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF EXISTING UTILITIES AND STRUCTURES.
5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF EXISTING UTILITIES AND STRUCTURES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF EXISTING UTILITIES AND STRUCTURES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF EXISTING UTILITIES AND STRUCTURES.
6. PROPOSED SPOT ELEVATIONS ARE TO THE TOP OF CURB UNLESS NOTED OTHERWISE. ELEVATION OF FLOW LINE IS IF BELOW TOP OF CURB UNLESS OTHERWISE SHOWN.
7. CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR DETERMINING QUANTITIES OF CUT, FILL AND WASTE MATERIALS TO BE HANDLED. AND FOR AMOUNT OF GRADING TO BE DONE IN ORDER TO COMPLETELY PERFORM ALL WORK INDICATED ON THE DRAWINGS. IMPORT, EXPORT, FILL, AND WASTE MATERIALS SHALL BE INSTALLED TO THE PROPOSED ELEVATION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF EXISTING UTILITIES AND STRUCTURES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF EXISTING UTILITIES AND STRUCTURES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF EXISTING UTILITIES AND STRUCTURES.
8. IT IS INTENDED THAT EARTHWORK (CUT VS. FILL) BALANCE ON SITE. THE CONTRACTOR SHALL SUBMIT THE QUANTITY OF CUT, FILL AND WASTE MATERIALS TO BE HANDLED. AND FOR AMOUNT OF GRADING TO BE DONE IN ORDER TO COMPLETELY PERFORM ALL WORK INDICATED ON THE DRAWINGS. IMPORT, EXPORT, FILL, AND WASTE MATERIALS SHALL BE INSTALLED TO THE PROPOSED ELEVATION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF EXISTING UTILITIES AND STRUCTURES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF EXISTING UTILITIES AND STRUCTURES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF EXISTING UTILITIES AND STRUCTURES.
9. FAILURE OF TURF DEVELOPMENT: IN THE EVENT THE CONTRACTOR FAILS TO PROVIDE AN ACCEPTABLE TURF, THE CONTRACTOR SHALL RE-SEED OR RE-GRADE ALL APPLICABLE AREAS, AT NO ADDITIONAL COST TO THE OWNER, TO THE SATISFACTION OF THE ENGINEER.
10. ANY MANHOLE, CATCH BASIN, STORM SEWER, SANITARY SEWER, DRAINAGE, OR OTHER POTENTIAL SOURCE FOR CONTAMINATION SHALL BE INSTALLED AT LEAST 15 FEET HORIZONTALLY FROM ANY WATERMAIN PER MINNESOTA PLUMBING CODE. THIS ISOLATION DISTANCE SHALL BE MEASURED FROM THE OUTER EDGE OF THE PIPE TO THE OUTER EDGE OF THE CONTAMINATION SOURCE (OUTER EDGE OF STRUCTURED OR UNSTRUCTURED MANHOLE, PIPING, ETC.) AS REQUIRED. EXISTING STORM SEWER SHALL NOT BE REMOVED UNTIL TEMPORARY PERMANENT STORM SEWER IS INSTALLED AND FUNCTIONAL. CONFINING ALL EXISTING STORM SEWER SHALL NOT BE REMOVED UNTIL TEMPORARY PERMANENT STORM SEWER IS INSTALLED AND FUNCTIONAL. CONFINING ALL EXISTING STORM SEWER SHALL NOT BE REMOVED UNTIL TEMPORARY PERMANENT STORM SEWER IS INSTALLED AND FUNCTIONAL.
11. CONTRACTOR SHALL MAINTAIN DRAINAGE FROM EXISTING BUILDING AT ALL TIMES. PROVIDE TEMPORARY STORM SEWER DRAINAGE FROM EXISTING BUILDING AT ALL TIMES. PROVIDE TEMPORARY STORM SEWER DRAINAGE FROM EXISTING BUILDING AT ALL TIMES. PROVIDE TEMPORARY STORM SEWER DRAINAGE FROM EXISTING BUILDING AT ALL TIMES.

LEGEND:

- PROPOSED SFP MAP
- NEW TOWNSHIP OF CURB ELEVATION
- NEW FLOW LINE OF CURB ELEVATION
- NEW SIDEWALK ELEVATION
- NEW SIDEWALK ELEVATION
- NEW TOP OF GRAVEL ELEVATION
- NEW TOP OF GRAVEL ELEVATION
- EXISTING ELEVATION
- PROPOSED SLOPE
- EMERGENCY OVERFLOW



BOGART, PEDERSON & ASSOCIATES, INC.

LAND SURVEYORS
CITY OF BALDWIN, MINNESOTA
REGISTERED PROFESSIONAL ENGINEERS
TEL: 763-252-0242 FAX: 763-252-0244

City of Baldwin, Sherburne County, MN

GRADING PLAN

BOE INDUSTRIAL

SHEET NO. C4

FILE NO.: 25000020

CHECKED BY: C.P.

DESIGNED BY: C.P.

DATE: 09/10/2025

DATE: 09/10/2025

FILE NO.: 25000020

CHECKED BY: C.P.

DESIGNED BY: C.P.

DATE: 09/10/2025

BOGART, PEDERSON & ASSOCIATES, INC.

LAND SURVEYORS
CITY OF BALDWIN, MINNESOTA
REGISTERED PROFESSIONAL ENGINEERS
TEL: 763-252-0242 FAX: 763-252-0244

City of Baldwin, Sherburne County, MN

GRADING PLAN

BOE INDUSTRIAL

SHEET NO. C4

EROSION CONTROL NOTES:

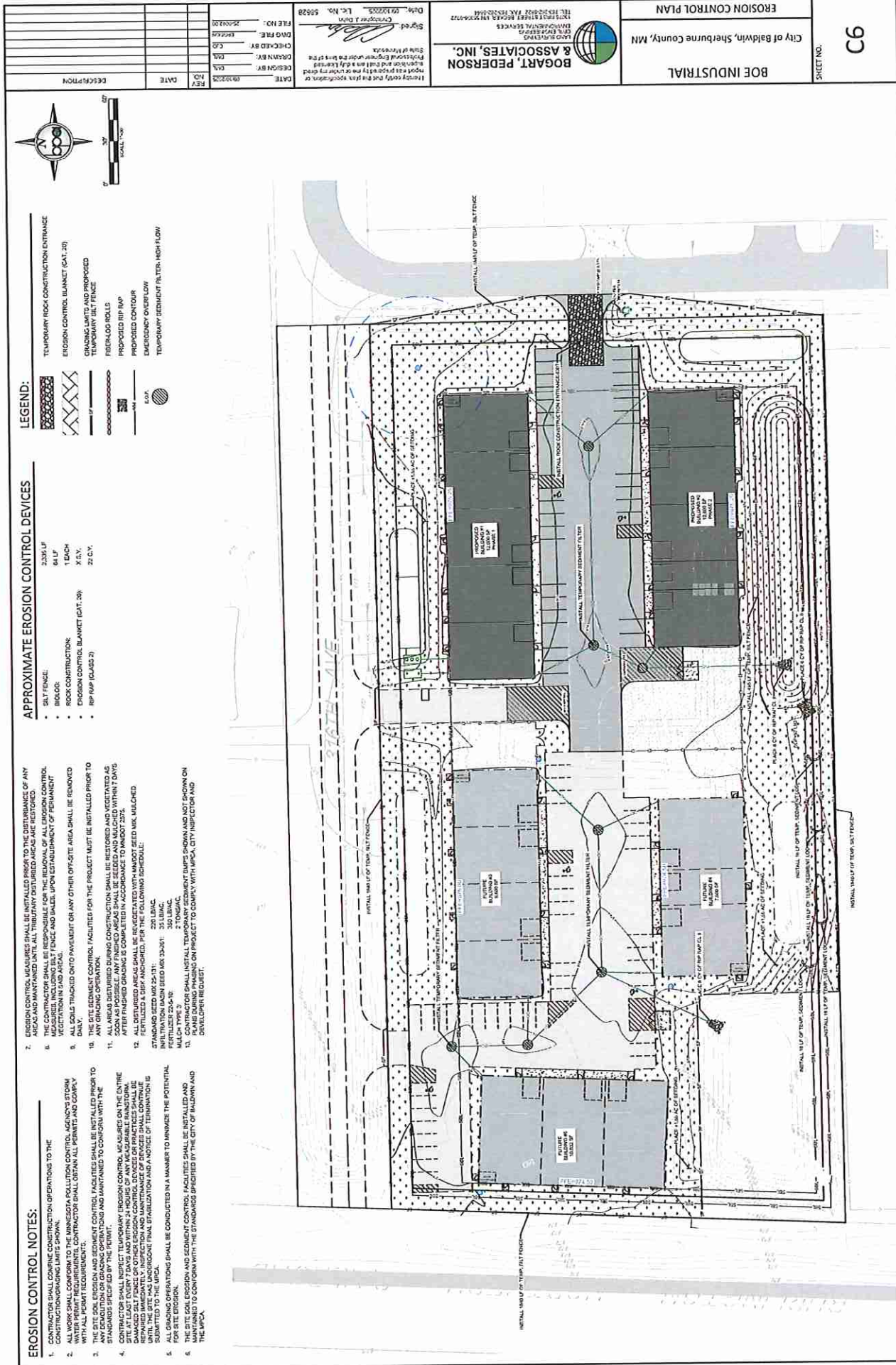
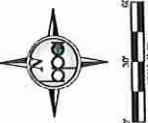
- CONTRACTOR SHALL CONFORM TO THE MINNESOTA POLLUTION CONTROL AGENCY'S STORM WATER MANAGEMENT STANDARDS.
- ALL WORK SHALL CONFORM TO THE MINNESOTA POLLUTION CONTROL AGENCY'S STORM WATER MANAGEMENT STANDARDS.
- THE SITE SOIL EROSION AND SEDIMENT CONTROL FACILITIES SHALL BE INSTALLED PRIOR TO ANY DEMOLITION OR GRADING OPERATIONS AND MAINTAINED TO CONFORM WITH THE STANDARDS SPECIFIED BY THE PERMIT.
- DAMAGED SILT FENCE OR OTHER EROSION CONTROL DEVICES OR PRACTICES SHALL BE REPLACED OR REPAIRED WITHIN 24 HOURS OF ANY DAMAGE OR NOTICE OF TERMINATION IS SUBMITTED TO THE MPCA.
- ALL GRADING OPERATIONS SHALL BE CONDUCTED IN A MANNER TO MINIMIZE THE POTENTIAL FOR EROSION AND SEDIMENTATION.
- THE SITE SOIL EROSION AND SEDIMENT CONTROL FACILITIES SHALL BE INSTALLED AND MAINTAINED TO CONFORM WITH THE STANDARDS SPECIFIED BY THE CITY OF BALDWIN AND THE MPCA.

APPROXIMATE EROSION CONTROL DEVICES

- 2350 LF
- 64 LF
- 1 EACH
- ROCK CONSTRUCTION: 2350 LF
- EROSION CONTROL BLANKET (EAT: 20)
- PROP. MAP (CLASS 2)

LEGEND:

- 2350 LF
- 64 LF
- 1 EACH
- ROCK CONSTRUCTION: 2350 LF
- EROSION CONTROL BLANKET (EAT: 20)
- PROP. MAP (CLASS 2)
- TEMPORARY ROCK CONSTRUCTION ENTRANCE
- EROSION CONTROL BLANKET (EAT: 20)
- GRADING LIMITS AND PROPOSED TEMPORARY SILT FENCE
- PROPOSED RIP RAP
- PROPOSED CONTOUR
- EMERGENCY OVERFLOW
- TEMPORARY SEDIMENT FILTER-HIGH FLOW



69

SHEET NO.

BOE INDUSTRIAL

City of Baldwin, Sherburne County, MN

EROSION CONTROL PLAN

BOGART, PEDERSON & ASSOCIATES, INC.
 1001 E. 1ST STREET, SUITE 100, BALDWIN, MN 55007
 TEL: 763-262-0000 FAX: 763-262-0044
 EROSION CONTROL SERVICES

Signed: Christopher J. Dorn
 Date: 09/02/2023
 License No. 50828
 Professional Engineer in the State of Minnesota
 Registered Professional Engineer in the State of Minnesota
 Registered Professional Engineer in the State of Minnesota

DATE: 09/02/2023
 DESIGN BY: CJA
 DRAWN BY: CJA
 CHECKED BY: CJA
 FILE NO.: 23000101

REV: NO. DATE

DESCRIPTION

[illegible]

- BRASS FLARED END TRANSITION FITTING OR STAINLESS STEEL MALE END TRANSITION FITTING WITH THREADED BY FLARE ADAPTER TO CONNECT TO A FLARE BY FLARE CURB STOP. TRANSITION FITTING TO BE BUTT WELDED TO HOPE MAIN.

C11

SHEET NO.

BOE INDUSTRIAL

City of Baldwin, Sherburne County, MN

DETAILS

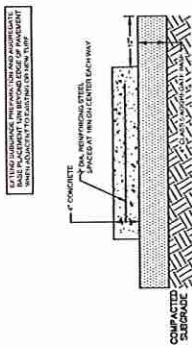
BOGART, PEDERSON & ASSOCIATES, INC.
 1075 FIRST STREET, SUITE 100, BALDWIN, MN 55007
 TEL: 763-262-0242 FAX: 763-262-0244
 CIVIL ENGINEERING
 SURVEYING SERVICES

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
 Signed: Christopher J. Bogart
 Date: 09/10/2025 Lic. No. 55528

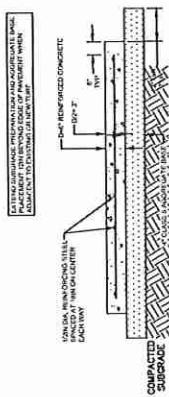
DATE: 09/10/2025
 DESIGN BY: CJS
 DRAWN BY: CJS
 CHECKED BY: CJS
 FILE NO.: 2500120

REV NO. DATE DESCRIPTION

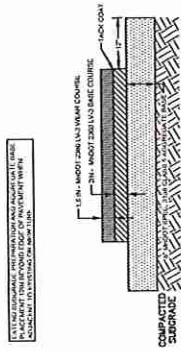
CONCRETE SIDEWALK
N.T.S.



CONCRETE PAVEMENT SECTION
N.T.S.



BITUMINOUS PAVEMENT SECTION
N.T.S.



SHEET NO.

BOE INDUSTRIAL
of Baldwin, Sherburne County, MN
VEHICLE TURNING EXHIBIT



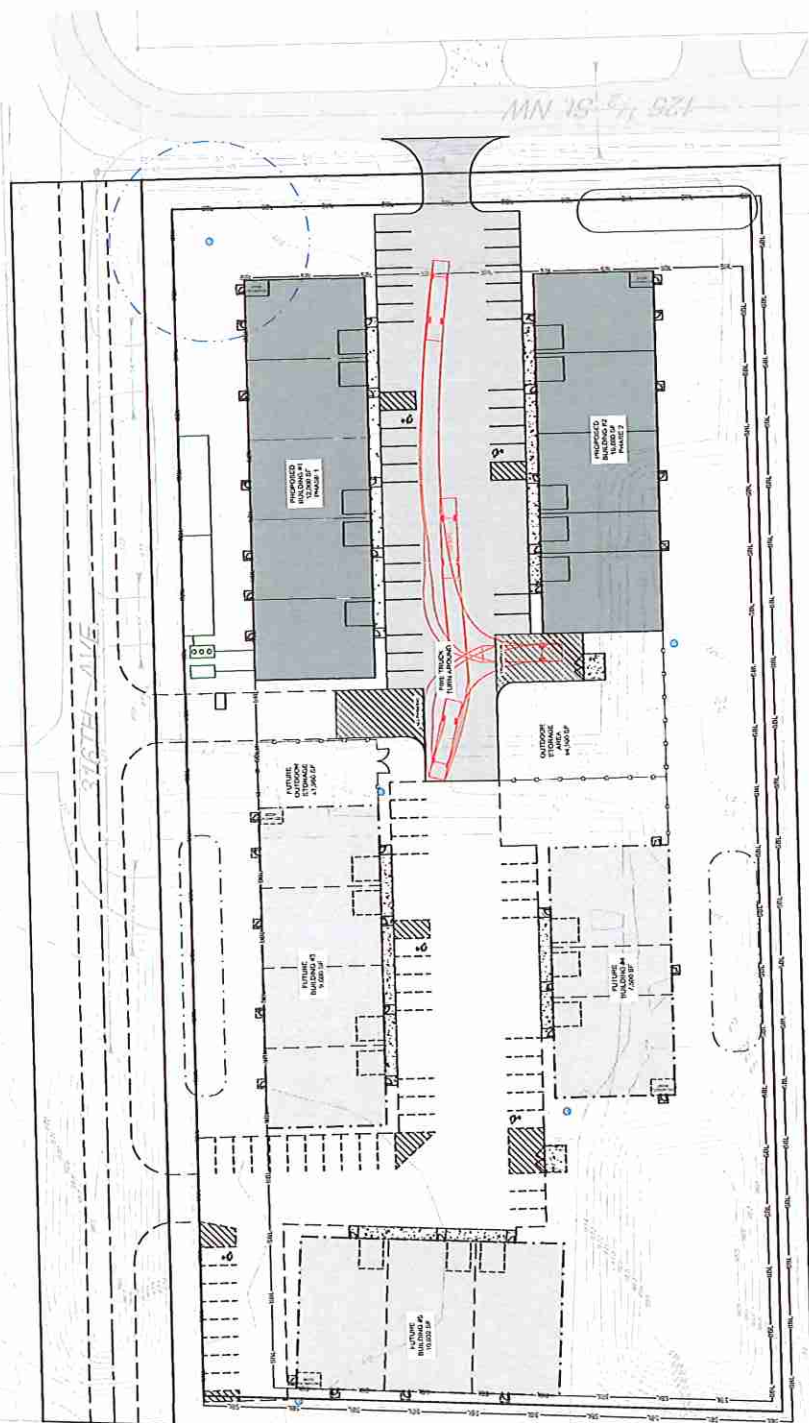
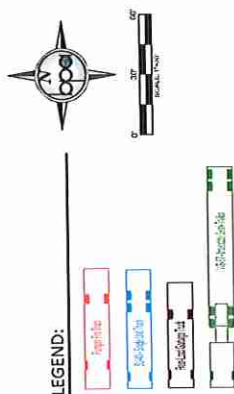
**BOGART, PEDERSON
& ASSOCIATES, INC.**
LAND SURVEYING
CIVIL ENGINEERING
ENVIRONMENTAL SERVICES
100 FIRST STREET, SUITE 200, WILMINGTON, DE 19801
TEL: 302/638-2222 FAX: 302/638-2244

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

Signed: 
 Christopher J. Dunn
 Date: 09/27/2005 Lic. No. 55628

DATE	NO	DATE	DESCRIPTION
DESIGN BY: CM			
DRAWN BY: CM			
CHECKED BY: CM			
CMO FILE: 10000000			
FILE NO.: 10000000			

CALL 48 HOURS BEFORE DIGGING.
GOPHER STATE ONE CALL
TWIN CITY AREA 612-454-0002
MINNESOTA TOLL FREE 1-800-223-1166



Joan Heinen

From: Robert Ruppe <bob@couriruppe.com>
Sent: Monday, October 27, 2025 1:22 PM
To: Joan Heinen
Cc: ddl
Subject: City of Baldwin; Contract with American Legal Publishing - Codification

Joan,

I am ok with the contract but wanted to point out two provisions that the City Council should be made aware of:

- Should the City abandon the project prior to completion, it will be billed for a total of 80% of the base price which would be \$9,996.
- The Agreement contains a provision which limits American Legal Publishings' cumulative liability with respect to services performed and software licensed hereunder to the amount paid to American Legal Publishing pursuant to this Agreement. I am not aware of specifically how the City could be damaged by American Legal Publishings' negligence, but I wanted to make the City aware of this provision.

Please call with any questions.

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

From: Joan Heinen <city.clerk@baldwinmn.gov>
Date: Monday, October 27, 2025 at 8:50 AM
To: Bob Ruppe <bob@couriruppe.com>
Subject: FW: Baldwin - Codification

Hi Bob,
Let me know if you approve the contract.
Thank you.

Joan Heinen
Clerk/Treasurer
City of Baldwin
30239 128th Street NW
Baldwin, MN 55371
763-389-8931
city.clerk@baldwinmn.gov

From: D. DANIEL LICHT <ddl@planningco.com>
Sent: Sunday, October 26, 2025 1:51 PM
To: Joan Heinen <city.clerk@baldwinmn.gov>; Robert Ruppe <bob@couriruppe.com>
Subject: Baldwin - Codification

Hi Joan/Bob:

I reviewed AMP's contract and checked off the items the CC approved on Oct 5. Based on the meeting minutes, I think we're good to go to have the Mayor sign and return the contract and 10% downpayment.

Sincerely,

D. Daniel Licht
THE PLANNING COMPANY LLC
3601 Thurston Avenue, Suite 101
Anoka, MN 55303
612.991.2230
DDL@PlanningCo.com

Code of Ordinances

Proposal for Baldwin, MN



League of Minnesota Cities
145 University Avenue West
St. Paul, MN 55103-2044

Kyle Hartnett, Esq.
Codification Attorney
(651) 215-4084



American Legal Publishing, LLC
525 Vine Street, Ste. 310
Cincinnati, OH 45202

Ray Bollhauer, Esq.
President
(800) 445-5588

**LEAGUE OF MINNESOTA CITIES
and
AMERICAN LEGAL PUBLISHING
PROPOSAL FOR BALDWIN, MINNESOTA**

TABLE OF CONTENTS

- 1) Letter
- 2) Qualifications and Experience
Key Personnel Profile
- 3) References and League Affiliations
- 4) Proposed Agreement
- 5) Sample Code Style
- 6) Internet Services; Search & Retrieval Program
- 7) Additional Services via International Code Council
- 8) Sample Legal Report



CONNECTING & INNOVATING
SINCE 1913

September 5, 2025

Scott Richards
The Planning Company
3601 Thurston Ave., N Ste. 100
Anoka, MN 55303

Re: Codification of Baldwin Ordinances

Dear Mr. Richards:

As requested, enclosed is the League of Minnesota Cities' proposal for codification of the City of Baldwin ordinances. As part of the League's Codification Services Program, American Legal Publishing who is the codification consultant to the League, will assist the League by performing the editorial and publishing aspects of the codification project. **The League's experience in codifying Minnesota municipal ordinances is unmatched. We currently provide codification services to over 300 Minnesota cities. The proposal is based on the ordinances currently posted on the city's website, and does not include resolutions. I did not find a prior Code of Ordinances.**

A custom codification includes organizing ordinances by subject matter, creating an index and tables as needed, formatting the pages into single or dual column print at the city's option, and printing complete copies of the entire code book. It also includes a legal review and written report by one of our staff attorneys. The review will uncover inconsistency between the ordinances that are being codified, and inconsistency with state statutes. Binders and divider tabs are included in the price. There is also the option to have us post the new code on the internet in a searchable format.

In future years, new ordinances can be easily added to your code with American Legal's supplement services. And, when you need a model ordinance, simply call us; we don't charge for providing model ordinances. You can also search all codes on our internet site free of charge when you feel like looking for models yourself.

Should you have any questions about the proposal, please call us.

Sincerely,

RAY BOLLHAUER, Esq.
ALP President

(800/445-5588)
rbollhauer@amlegal.com

KYLE HARTNETT, Esq.
LMC Codification Attorney

(615/215-4084)
khartnett@lmc.org

If signing contract, please return to Ray at:

American Legal Publishing
525 Vine Street, Ste. 310
Cincinnati, OH 45202

QUALIFICATIONS AND WORK EXPERIENCE

The League of Minnesota Cities proposes to work in conjunction with its Codification Consultant, American Legal Publishing, to perform this project for the City of Baldwin.

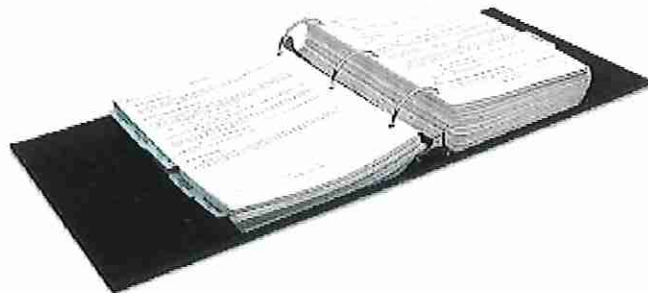
The League's codification attorney will assist American Legal in performing a legal review of the code. In addition, American Legal Publishing will perform the editorial and printing work for the project.

American Legal Publishing began as the codification division of the Anderson Publishing Company of Cincinnati in 1934 and became a separate corporation in 1979. Beginning in 2006, it became primarily employee-owned, and is now a Member of the International Code Council Family of Solutions. The editorial support staff consists of over 20 experienced editors skilled in the multiple disciplines required in providing codification services: editing, computer operation, proofreading and indexing. Our typical editor is a college graduate with a degree in English, Journalism, or Law. Today, American Legal serves nearly 3,400 local government clients across the nation, ranging in size from New York, Los Angeles, Philadelphia, Chicago, Dallas and Boston, to cities with populations under 500.

The League of Minnesota Cities has provided quality codification services to over 250 member cities during the last decade. This joint effort between LMC and ALP will allow your city to have the best of both worlds utilizing American Legal's codification expertise and the League's vast experience with Minnesota law and Minnesota local government.

The primary contact persons for this project will be Kyle Hartnett, Codification Attorney with The League of Minnesota Cities. American Legal's project coordinator will be Ray Bollhauer, President and Staff Attorney.

The only work which is subcontracted is the printing of code binders and tab dividers.



KEY PERSONNEL

LEAGUE OF MINNESOTA CITIES:

KYLE HARTNETT

- B.A. Political Science, Saint John's University (Minnesota)
- J.D. Hamline University School of Law
- Serves as a League of Minnesota Cities Staff Attorney in charge of codification program and as an Assistant Research Manager.

AMERICAN LEGAL PUBLISHING:

RAY G. BOLLHAUER - PRESIDENT

- J.D., University of Cincinnati College of Law
- B.A., Economics, University of Cincinnati
- Former Trustee and Past President of local Council
- Program Coordinator for League of Minnesota Cities codification program

American Legal has 13 attorneys and 3 paralegals on staff.

REFERENCES

City of Brooklyn Park
5200 85th Avenue N.
Brooklyn Park, MN 55443
Contact: Devin Montero
City Clerk
(763) 493-8180

City of Benson
1410 Kansas Avenue
Benson, MN 56215
Contact: Val Alsaker,
City Clerk
(919) 894-3553

City of North Saint Paul
2526 7th Avenue E.
North St. Paul, MN 55109
Contact: Jennie Kloos
Deputy City Clerk
(651) 748-2572

Other custom code clients: Aitkin, Amboy, Apple Valley, Arden Hills, Aurora, Austin, Avon, Babbitt, Backus, Bagley, Barnesville, Barnum, Battle Lake, Becker, Big Lake, Blooming Prairie, Bloomington, Braham, Brooten, Brownsville, Browton, Buhl, Byron, Cambridge, Cannon Falls, Carver County, Center City, Centerville, Chisholm, Clara City, Clarissa, Cokato, Cologne, Columbia Heights, Cook, Cosmos, Crookston, Crosby, Currie, Dassel, Dayton, Deephaven, Dilworth, Eagle Bend, East Grand Forks, Eden Valley, Elbow Lake, Elysian, Emily, Eyota, Fairmont, Forest Lake, Fulda, Gaylord, Gilbert, Glenwood, Good Thunder, Goodview, Grand Marais, Granite Falls, Grygla, Ham Lake, Hamburg, Hampton, Harris, Hastings, Hector, Henderson, Hinckley, Hokah, Hoyt Lakes, Hutchinson, Jackson, Jenkins, Jordan, Kassota, Kasson, Keewatin, Kettle River, LaCrescent, Lafayette, Lake City, Lake Crystal, Lake Elmo, Lakefield, Lakeland, LeSueur, Lewiston, Lindstrom, Lino Lakes, Litchfield, Lonsdale, Luverne, Madelia, Madison, Madison Lake, Mahanomen, Mantorville, Mapleton, Mayer, Maynard, Menahga, Milaca, Monticello, Montrose, Mora, Morristown, Motley, Mounds View, New Germany, New Prague, New York Mills, Newport, North Mankato, North Oaks, Oronoco, Ortonville, Osakis, Osseo, Owatonna, Park Rapids, Parkers Prairie, Perham, Pine River, Pipestone, Plato, Preston, Proctor, Redwood County, Redwood Falls, Robbinsdale, Rock County, Rushford, Rushmore, St. Anthony, St. Bonifacius, St. Charles, St. James, St. Michael, Sandstone, Sauk Centre, Scandia, Shakopee, Shorewood, Slayton, Spicer, Spring Valley, Stacy, Stewartville, Verndale, Virginia, Wabasha, Wadena, Wanamingo, Warren, Warroad, Waseca, Waseca County, Waterville, Watkins, Waverly, Wells, West St. Paul, Winnebago, Worthington, Wright County and Zumbrota.

AMERICAN LEGAL PUBLISHING

American Legal Publishing is proud of its relationship as consultants to the following organizations:

INTERNATIONAL MUNICIPAL LAWYERS ASSOCIATION (IMLA)

1110 Vermont Avenue, NW, Suite 200
Washington, DC 20005

Contact: Executive Director
(202) 466-5424

LEAGUE OF MINNESOTA CITIES

145 University Avenue West
St. Paul, MN 55103-2044

Contact: Kyle Hartnett
Codification Attorney
(651) 215-4084

LEAGUE OF ARIZONA CITIES AND TOWNS

1820 West Washington Street
Phoenix, AZ 85007

Contact: Matt Lore,
Deputy Executive Director
(602) 258-5786

OHIO MUNICIPAL LEAGUE

175 South Third Street, Suite 510
Columbus, OH 43215

Contact: Kent Scarrett
Executive Director
(614) 221-4349

NORTH CAROLINA LEAGUE OF MUNICIPALITIES

P.O. Box 3069
Raleigh, NC 27602

Contact: Kim Hibbard
General Counsel
(919) 834-1311

LEAGUE OF OREGON CITIES

1201 Court Street NE, Suite 302
Salem, OR 97301

Contact: Patty Mulvihill
General Counsel
(503) 588-6550

WEST VIRGINIA MUNICIPAL LEAGUE

2020 Kanawba Blvd., East
Charleston, WV 25311

Contact: Susan Economou
Executive Director
(304) 342-5564

INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS (IIMC)

8331 Utica Avenue
Rancho Cucamonga, CA 91730

Contact: Executive Director
(909) 592-4462

LEAGUE OF WISCONSIN MUNICIPALITIES

202 State Street, Suite 300
Madison, WI 53703-2215

Contact: Claire Silverman
General Counsel
(608) 267-2380

LEAGUE OF NEBRASKA MUNICIPALITIES

1335 L Street
Lincoln, NE 68508

Contact: L. Lynn Rex
Legal Counsel
(402) 476-2829

SOUTH DAKOTA MUNICIPAL LEAGUE

214 E. Capitol Avenue
Pierre, SD 57501

Contact: Yvonne Taylor
Executive Director
(605) 224-8654

INDIANA ASSOCIATION OF CITIES & TOWNS

150 West Market Street
Indianapolis, IN 46204

Contact: Jodie Woods
General Counsel
(317) 237-6200

LEAGUE OF KANSAS MUNICIPALITIES

300 SW 8th Avenue
Topeka, KS 66603

Contact: Nathan Eberline
Executive Director
(785) 354-9565

CODIFICATION SERVICES AGREEMENT

September 5, 2025

The City of Baldwin, Minnesota ("City") and the League of Minnesota Cities and its codification consultant, American Legal Publishing, L.L.C., (jointly known as "Codifier"), agree as follows:

I. THE CODIFIER SHALL:

- (1) Examine the City's ordinances as provided by the City and determine which materials are to be codified into the new Code. The zoning ordinance shall be included in full in the new Code.
- (2) Classify all materials into titles, chapters, and sections, according to subject matter.
- (3) Simplify language where appropriate to provide uniformity of style and to convert to gender neutral language wherever possible.
- (4) Organize the code in an easy to use manual which utilizes a numbering system that allows for the easy insertion of future ordinances.
- (5)
 - (a) Prepare title, chapter, and section headings.
 - (b) Prepare a legislative history for each section, citing the ordinance number and date of passage, as indicated on copies of ordinances supplied to the Codifier.
 - (c) Prepare a table of contents and sectional analysis for each chapter.
 - (d) Prepare an index (which will be created after the first draft of the Code is submitted).
- (6) Utilize its staff of attorneys to review all materials to be codified and prepare a written report for the city attorney.
 - (a) The report may include notice of and suggestions for resolving the following:
 1. Internal discrepancies such as duplications, ambiguities, and obsolete terminology.
 2. Repealed, renumbered, or obsolete state and federal statutory citations; and
 3. Apparent conflicts with prominent federal case law.
 - (b) Suggest new provisions which the City should consider including in the code, and suggest deleting old provisions which are no longer necessary.
 - (c) The review will not involve re-drafting of entire chapters by the Publisher. However, the Publisher will provide model ordinances to the City upon request if in possession of such models.
- (7) Within seven months of the execution of this contract and return of the code questionnaire, prior code and new ordinances by the City, submit to the City a draft of the code and then a legal report prepared by American Legal with the assistance of the League's Attorney.
- (8) When the City either returns to American Legal its answers to the legal report with any additional comments about the draft, or completes the legal conference, it shall be deemed authorization by the City to the Codifier to finish editing and publish the code in final form. Any further changes, additions, or deletions shall be made in the future supplements to the code in accordance with paragraph III (3) of this Agreement.

- (9) Within three months of receipt of authorization as indicated in paragraph (8), the Codifier will deliver 5 printed copies of the code meeting the following specifications:
 - (a) Type to be single or dual column, at the option of the City.
 - (b) Page size to be 8½" x 11".
 - (c) All copies to be in hard leather-like covered, 3-ring, loose leaf binders. All binders shall have the City's name stamped in gold and shall contain divider tabs.
- (10) Deliver to the City a sample ordinance that can be used to adopt the new code.

II. THE CITY SHALL:

- (1) Provide clear copies of all materials necessary to perform the codification, including a copy of any previously published code of ordinances, ordinances passed since the code was last updated, and completed code questionnaire.
- (2) After receipt of the draft of the code and legal report described in paragraph I (7), the City shall have 60 days to review the draft and report and to return to the Codifier its answers to the legal report. In the alternative, if the City opts for the legal conference described in paragraph III (1), it must contact the Codifier's Staff Attorney within 60 days to set up a meeting date. The meeting, itself, need not occur within the same 60 day period. If the City is unable to either return its comments and answers to the legal report within 60 days or, if applicable, to set up a meeting date, the City may request that the Codifier extend the deadline in writing. The Codifier may adjust the contract price to cover any increased costs due to the City's delay, including applying a supplement editing rate to incorporate new ordinances, resolutions or changes to the code not previously provided to the Codifier within the 60 day time period - even if an extension is granted. Should the City abandon the project prior to completion, it will be billed for a total of 80% of the base price.
- (3) Pay the following sums (which can be paid over two fiscal years):
 - a) The sum of \$12,495 (plus shipping/handling) for codification, payable as follows:
 - 10% down payment due upon acceptance of this agreement;
 - 60% of the balance upon receipt of the code draft;
 - The remaining balance upon receipt of the printed code books.
- (4) The base price above is based upon a code of the following number of pages according to the format option of the City. Should the final number of code pages exceed the estimate by more than 5%, the base price will increase accordingly at the time of final invoice:

FORMAT	NUMBER OF PAGES	INCREASE
8½" x 11" Single-column page	595	\$18 per page beyond 5%
8½" x 11" Dual-column page	500	\$22 per page beyond 5%

- (5) Pay any invoices within 30 days of the invoice date. Invoices outstanding beyond the 30 day period shall be subject to a late payment equal to 1.5% of the unpaid balance per month, or part thereof.

III. OPTIONAL SERVICES.

The City, by the initials of the person signing the agreement, chooses the following options:

INITIAL

(1) Legal Conference: _____

The Codifier's Staff Attorney will meet with City representatives to review the draft of the code and legal report. The City will pay for the Staff Attorney's travel expenses from Cincinnati, Ohio, including meals and lodging expenses, and this charge is in addition to the base contract price. There is no additional charge for phone conferences.

(2) Code Format:

Print style (circle one): Single-column or Dual-column

(3) Three year supplemental service plan: _____

X

For a period of three years after delivery of the code:

(a) The Codifier shall:

1. Incorporate into the code new pertinent ordinances submitted by the City.
2. Revise or make additional entries to the table of contents and index as necessary to reflect the incorporation of additional, changed or deleted material.
3. Deliver to the City 5 printed copies of supplemental pages with an instruction sheet for directing the placement of the new pages in the code.

(b) The City shall:

1. Provide a copy of ordinances or resolutions passed subsequent to publication of the previous code supplement;
2. Pay to the Codifier the sum of \$19 per single column page or \$22 per dual column page which is re-printed for the supplement, plus shipping/handling.

The prices above are for a three-year period and cannot be changed except for adjustments starting in the second year of this agreement to reflect any increase in the United States Consumer Price Index calculable from the month of delivery of the Code.

- (c) Upon completion of the three-year period, this agreement shall automatically renew itself from year to year except that either party may alter or cancel the terms of this agreement at any time upon ninety days written notice.

(4) Code Online in Searchable Program:

- (a) The Publisher shall convert the Municipality's code into a fully searchable format for Internet for a one-time setup fee: \$795 (Future Code Updates to Searchable Code are at \$1.95/page; cost is in addition to editing charge for printed pages in Par. 3(b)2. above)

X

- (b) Code on the Internet annual hosting fee: \$595 per year (increases 2% per year).

X

- (c) Access and Search other codes on American Legal Publishing's Website

No charge

Choose a schedule for future updates:

Printed Book Updates: ☒ annually ☐ six months ☐ quarterly ☐ as ordinances pass

Internet Updates: ☐ annually ☐ six months ☒ quarterly ☐ as ordinances pass

OPTIONAL ONLINE SERVICES:	Price	Initial if Choosing
New Ordinance List Service (Advance Legislation) <i>Ordinances not yet codified are listed with a link to the ordinances (ordinances are removed from the list once they are codified)</i>	\$125/yr + \$10/ordinance <i>or</i> \$300/yr for unlimited ordinances	☒
New Ordinance Notification <i>Notice posted at beginning of code section with a link to ordinances that will amend that code section (ordinances are removed from code once they are codified)</i>	\$10/ordinance linked (5 links included; \$2 per addit. link)	
Comprehensive Ordinance List <i>Ordinances linked to list of all ordinances codified and remain even after code is updated</i>	\$8/ordinance if hosted on city's website, or \$10/ordinance if hosted on ALP website; additional \$50/year hosting fee with annual increase of \$15	
Ordinances History Links within code section histories <i>Ordinances linked in section history following a code section as new ordinances are added to the code</i>	\$8/ordinance if hosted on city's website, or \$10/ordinance if hosted on ALP website	
Definition Links <i>Popup box with definition appears when hovering over a term that is defined in the code</i>	\$75/hour	
Searchable desktop version <i>Searchable version of the code can be provided for desktop/ PC use offline</i>	\$50	

Archive of prior code versions and Comparing different versions <i>Prior versions of the code hosted online for research purposes, including creating a compared document</i>	Annual code updates: \$50/yr; 2 - 4 code updates per year: \$100/yr; More than 4 code updates per year: \$250/yr	
Custom Website Banner <i>Government seal or logo posted at code site</i>	\$25 for seal/logo on front page; \$100-950 for banner	

Meeting Minutes online in searchable database	Price	Initial if Choosing
Setup fee to create database	\$250	
Per page fee	\$1 per page if provided from city to ALP in electronic format such as PDF or MS Word (min. fee \$10 per update)	
Hosting fee	\$250/year + 3% increase in subsequent years	

IV. ADDITIONAL TERMS:

City License. The City will retain all rights, including copyrights, and title to the text of its municipal code (the "Code") but hereby grants to the Codifier the right and license to reproduce, distribute, display and advertise the Code, and to digitize the Code and to prepare, reproduce, publish, distribute, transmit, perform, display, broadcast, upload, download, communicate to the public, lend or otherwise transfer or make available or store in any medium a copy of the Code whether or not adapted or abridged on its own or in combination with any other work by means of or through any electronic medium, including, digital, optical and magnetic information storage and retrieval platforms or systems, on-line, electronic or other reproduction, transmission or publication, or by any other means whether now known or subsequently developed.

Codifier Intellectual Property. All computer software and other intellectual property of the Codifier used in performing its services shall remain the property of the Codifier and/or its affiliates and/or licensors. Model building codes and/or other model codes used by the Codifier in the Licensed Program or otherwise in performing its services shall remain the property of the Codifier and/or its affiliates, and no ownership or other proprietary right in those model codes is conveyed in the City.

Warranties. The Codifier warrants that the services and any deliverables provided hereunder will be in accordance with the terms and conditions of this Agreement and will be free of material defects. Regardless of the City's acceptance of completed materials when delivered, the Codifier shall correct errors found either by the City or the Codifier.

Disclaimers. The Codifier's warranties contemplated herein do not extend to failures arising out of (i) incorrect or insufficient data, specifications or instructions provided by the City or (ii) work or services performed by others. Except as expressly stated herein, THE CODIFIER MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED, OF ANY KIND, INCLUDING, WITHOUT LIMITATION, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, WITH REGARD TO ANY SERVICES, DELIVERABLES AND/OR RELATED MATERIALS FURNISHED BY THE CODIFIER HEREUNDER.

Limitations on Liability. The cumulative liability of the Codifier and its licensors for all obligations, warranties and guaranties, whether express or implied, with respect to services performed and software licensed hereunder shall be limited to the amount paid to the Codifier pursuant to this Agreement. The Codifier and its licensors shall not be liable to the City or any other person or entity for lost profits, revenues, use, opportunities, or data, or any indirect, special, incidental, punitive or consequential damages arising from the performance or nonperformance of services or the use or inability to use any software or product. The limitations and protections against liability afforded the Codifier, and its licensors herein shall apply to any action or claim in connection with the services, whether based on contract, tort, statute or otherwise (including but not limited to negligence, warranty and strict liability).

Assignment. Codifier may, without the other party's consent with thirty (30) days written notice, transfer this agreement or any of its rights and obligations under this Agreement, to any of its affiliated entities, including but not limited to International Code Council, Inc., General Code Enterprises, LLC, or ICC Codification, Inc.

V. TRANSMITTAL AS OFFER:

The transmittal of this Agreement to the City is an offer by the Codifier to perform the stated services at the terms referenced within the Agreement. This offer will expire if not executed by the City by December 31, 2025, unless such date is extended in writing by the Codifier.

IN WITNESS WHEREOF, the parties have hereunto set their hands on the date(s) indicated:

CITY OF BALDWIN, MN

BY

TITLE

DATE

LEAGUE OF MINNESOTA CITIES AND
AMERICAN LEGAL PUBLISHING, L.L.C.

BY

TITLE

DATE

Return signed contract to:

Ray Bollhauer
American Legal Publishing
525 Vine Street, Ste. 310
Cincinnati, OH 45202



1) Sample Typestyle and Formatting:

- Sample of formatted page in single column
- Sample of formatted page in dual column

Note: We recommend 12 point font size for single column printing (but 11 point is acceptable). And, we recommend 11 point font size for dual column printing. 10 point font is available, but we believe it is too small for comfortable reading. (This line is printed in 10 point font.)

2) American Legal Publishing standard numbering and organizational chart

(City can chose to use ALP's standard or retain current numbering and organization of the code)

3) **Binders:**

- **Ring Binders:** Most clients prefer ring binders over post for the following reasons:

- Ring binders stay open to the page you are reading if you lay it flat on a desk (post binders tend to close up when laid open).
- If you need to copy one page out of the code book, you can turn to just that page and remove it, while with post binders, you have to remove all of the pages in front of it to get to the page you want (and then re-insert all of them).
- When the code is updated annually or more often, it takes much longer to insert the new pages in a post binder because you have to remove all of the pages in front of the page you want to remove (and then re-insert all of them).

CHAPTER 71: TRAFFIC REGULATIONS

Section

General Provisions

- 71.01 Speed limit in city alleys
- 71.02 Operation of motor vehicles on unpaved public or private property prohibited

Motorcycles; Motor Scooters and Motor Bikes

- 71.25 Safety helmet or headgear required
- 71.26 Operator's permit required

- 71.99 Penalty

Cross-reference:

Speed limits on designated streets, see Chapter 76, Schedule I

Citations for traffic and parking violations, see §§ 72.150 through 72.157

GENERAL PROVISIONS

§ 71.01 SPEED LIMIT IN CITY ALLEYS.

(A) For purposes of this chapter an **ALLEY** shall mean every street or way within a block, which is set apart for public use, vehicular traffic and local convenience. ('72 Code, § 34-4)

(B) No person shall drive a motor vehicle upon any alley in the city at a speed in excess of ten miles per hour. ('72 Code, § 34-5)
(Ord. 2087, passed - - ; Am. Ord. O-87-72, passed 12-23-87) Penalty, see § 71.99

§ 71.02 OPERATION OF MOTOR VEHICLES ON UNPAVED PUBLIC OR PRIVATE PROPERTY PROHIBITED.

(A) It shall be unlawful for any person to operate a motor vehicle, as defined by the Florida Uniform Traffic Control Law, F.S. Chapter 316, as may be amended from time to time, on any unpaved public property, or on any paved or unpaved shoulder of a public road.

CHAPTER 71: TRAFFIC REGULATIONS

Section

General Provisions

- 71.01 Speed limit in city alleys
- 71.02 Operation of motor vehicles on unpaved public or private property prohibited

Motorcycles; Motor Scooters and Motor Bikes

- 71.25 Safety helmet or headgear required
- 71.26 Operator's permit required

- 71.99 Penalty

Cross-reference:

*Speed limits on designated streets, see
Chapter 76, Schedule I*

*Citations for traffic and parking violations, see
§§ 72.150 through 72.157*

GENERAL PROVISIONS

§ 71.01 SPEED LIMIT IN CITY ALLEYS.

(A) For purposes of this chapter an *ALLEY* shall mean every street or way within a block, which is set apart for public use, vehicular traffic and local convenience. ('72 Code, § 34-4)

(B) No person shall drive a motor vehicle upon any alley in the city at a speed in excess of ten miles per hour. ('72 Code, § 34-5)
(Ord. 2087, passed - - ; Am. Ord. O-87-72, passed 12-23-87) Penalty, see § 71.99

§ 71.02 OPERATION OF MOTOR VEHICLES ON UNPAVED PUBLIC OR PRIVATE PROPERTY PROHIBITED.

(A) It shall be unlawful for any person to operate a motor vehicle, as defined by the Florida Uniform Traffic Control Law, F.S. Chapter 316, as may be amended from time to time, on any unpaved public property, or on any paved or unpaved shoulder of a public road.

(B) It shall be unlawful for any person to operate a motor vehicle on any unpaved private property, not owned by the operator or his immediate family, without the express written consent of the owner, lessee, tenant or other person entitled to possession and use of such premises; said written consent to be carried on the operator's person.

(C) The foregoing provisions shall not apply to the following:

- (1) A licensed and franchised public utility in the conduct of its business;
- (2) Any federal, state or local governmental agency;
- (3) Any licensed emergency vehicle;
- (4) Any situation where such operation is necessary to avoid collision with other traffic;
- (5) Where such operation is in compliance with other laws or the directions of a law enforcement officer or official traffic-control devices.
(('72 Code, § 34-13) (Ord. O-73-51, passed 6-27-73) Penalty, see § 71.99

American Legal Publishing's:

STANDARD NUMBERING SYSTEM

31.01 = Title 3, First Chapter (or referred to as Ch. 31),

STANDARD FORMAT AND ORGANIZATION

The city can retain its current organization and format or choose another that it prefers; we suggest the following organization of the code:

Municipal Officials/Officers List

Table of Contents

Charter and Charter Index

Title 1 General Provisions

Title 3 Administration Ordinances

Title 5 Public Works Ordinances

Title 7 Traffic Code Ordinances

Title 9 General Regulations Ordinances

Title 11 Business Regulations Ordinances

Title 13 General Offenses Ordinances

Title 15 Land Usage Ordinances

Table of Special Ordinances (ordinances that are included in summary form only)

Parallel Reference Tables

Index

Titles are odd numbered to allow for expansion if necessary.

Sections within a chapter are grouped in a subchapter name if appropriate and a gap of 5-10 section numbers are left for expansion within that subchapter.

Divisions within a section are as follows, with a space tab added in front of each new subdivision:

§ 31.03 DUTIES.

(A)

(B)

(1)

(2)

(a) Subdivisions rarely go beyond (A)(1)(a/b)

(b)

American Legal Publishing Internet Code Features



Our online codes have the following features:

Online Features:	Many features are included in current annual hosting fee at no additional cost	Price:
PC, Tablet, Smart Phone versions	PC and Mobile Views	Included
Multiple Search formats	1. Quick Search 2. Advanced Search Template	Included
Automatic Stem Searches (finds plurals of words)	<i>Dog</i> finds <i>dog</i> and <i>dogs</i> <i>Fence</i> finds <i>fence</i> , <i>fences</i> , <i>fencing</i> and <i>fenced</i>	Included
Synonym Searches	Users can choose synonym searching: <i>Grass</i> finds <i>grass</i> , <i>turf</i> , <i>lawn</i> <i>Garbage</i> finds <i>garbage</i> , <i>litter</i> , <i>trash</i> , <i>rubbish</i>	Included
Continuous Next Hit feature	You can go through all hits without having to go back to the Results List for each chapter	Included
Table of Contents expands and links to sections	View and navigate the TOC while also viewing code text and option to view TOC, Document and Search Results at same time	Included
Download text in multiple file choices from the web	Can download into MS Word, HTML, TXT, PDF, MOBI and EPUB (can also use copy/paste feature)	Included
Email links to text	Can email link to specific text in code	Included

Cross-references hyperlinked	Cross-references to other sections, including Penalty references are hyperlinked	Included
Color Graphics	Yes - if provided in color by the Municipality	Included
Static Links to specific sections can be set	Ability to set links to titles, chapter or individual sections in the code	Included
Scrolling tables - static header	The titles of table columns remain visible as you scroll through tables	Included
Limit searches to specific sections	Use TOC feature to limit search to chapters or sections (or expand search to other municipal codes)	Included
Email notifications of code changes	Staff and the public can create a free account to receive email notifications when the code changes	Included
Annotations	Staff and the public can create a free account to create annotations	Included
Electronic format	Online document flows uninterrupted; no page breaks or page numbers to interrupt the text	Included
Translation into other languages	Apply Google Translate to the Code	Included
Search over 2,000 municipal codes	Free access to all codes we publish online; no need to subscribe to any service	Included
Online help features	Use online help features or contact our technical service reps via email or toll-free phone number	Included
OPTIONAL SERVICES:		
New Ordinance List Service (Advance Legislation Notice)	Ordinances not yet codified listed with link to full text of ordinances (ordinances removed from list once they are codified)	
New Ordinance Notification	Notice posted at beginning of code section with link to ordinance that will amend that section (ordinances removed from code once they are codified)	
Comprehensive Ordinance List	New ordinances added to list of all ordinances codified and remain even after code is updated	

Ordinances History Links within code section histories	As new ordinances are added to the code section history list, links to the original ordinance can be set	
Definition Links	Defined terms in the code can be hyperlinked directly to their definition (See Weston, FL code)	
Archive of prior versions of code online and Comparing different versions	Prior versions of the code may be hosted online for research purposes, including creating a compared document	
Custom Website Banner	Municipal seal or logo posted at code site, or partial or complete banner from the Municipality's website can be used	

Meeting Minutes hosted online in searchable database:
--

Prior minutes (initial set-up of database): \$1 per page if provided from city to ALP in electronic format such as PDF or MS Word (minimum start up fee of \$250) + hosting fee

Future minutes posted at \$1 per page if provided from city to ALP in electronic format such as PDF or MS Word (minimum fee of \$10 per update) + hosting fee

Hosting Fee: \$250/year hosting fee; increases by 3% per year after third year



ICC INNOVATION

Digital Solutions to Empower
Growth & Efficiency

As a member of the ICC Family of Solutions, American Legal Publishing is proud to share ICC Innovation - digital solutions and services to empower growth and efficiency.



CONTENT,
CODIFICATION &
TOOLS

Stay ahead with our digital content and constantly updated resources on building safety content, codification, software & technology platforms and consultancy tailored to meet the needs of building professionals.



DIGITAL CODES
2021-2024

MapLink™
powered by ZingSoft™



ICC Code Connect™ API



PERMITTING & CODE
ENFORCEMENT

Switch to virtual permitting and inspections with a highly configurable web-based software solution.



RECORDS
MANAGEMENT

Automate your procedures, and digitize any data, including paper documents.

Laserfiche



TRAINING &
CREDENTIALING

The Code Council offers a range of training and certification opportunities to earn CEUs, LUs, or PDHs for CodeCouncil certification renewal and career advancement.

ONLINE
LEARNING

pronto
ICC ONLINE EXAMS



S. K. GHOSH
ASSOCIATES



Let us know if you would like more information about these optional services.

Sample LEGAL AND EDITORIAL RESEARCH AND REPORT
STACY, MINNESOTA
AMERICAN LEGAL PUBLISHING

Introduction

These editorial notes have been created in conjunction with the preparation of a preliminary manuscript of the code of ordinances for Stacy, Minnesota, and are intended to assist in the review of the preliminary manuscript of your code. They describe editorial decisions made in creating the manuscript and provide a list of questions which need to be addressed by the city.

Please note that any questions of a legal nature contained in this report should be addressed to your City Attorney. This editorial report should not be considered as a substitute for the competent advice of your City Attorney, and we are in no way assuming the role of attorney for the city.

Upon receipt of your answers to the following notes, we will be able to complete production of your new code. Under provision II(2) of your contract, the review period (during which the city is to review the draft manuscript and respond to these notes) is **60 days** following your receipt of these notes. If the city needs additional time to respond, please contact Aimee Mercer at American Legal Publishing (amercer@amlegal.com) to discuss the city's options. There may be a charge to include ordinances adopted by the city after this 60-day review period ends.

Please remember that the draft manuscript is for review purposes only. The new code books will have tab dividers inserted before each chapter, parallel reference tables, and the index. The code pages will also be printed on both sides of each page, on white paper.

General Comments

- 1) We have organized the new code into the following titles with chapters, subchapters, and sections. Note that titles are designated only with odd numbers so as to accommodate maximum expansion during future supplementation:

Title I General Provisions
Title III Administration
Title V Public Works
Title VII Traffic Code
Title IX General Regulations

Title XI Business Regulations
Title XIII General Offenses
Title XV Land Usage
Table of Special Ordinances

- 2) Definitions and rules of construction contained in Title I will not be repeated throughout the code unless a variation of the definition or rule applies to a particular code provision.
- 3) Severability provisions throughout the code have been eliminated, as they are covered by the severability provisions of § 10.06.
- 4) A simplified penalty reference ("Penalty, see § . . .") has been placed in a separate line at the end of the

text of each section, where appropriate.

- 5) As histories for the code sections, we have listed the specific number and passage date of the original ordinance and any amending ordinances. Example: (Ord. 19, passed 1-1-60; Am. Ord. 20, passed 1-1-70; Am. Ord. 30, passed 1-1-80).
- 6) An M.S. cite included in the history indicates that the text of the section reads either verbatim or substantially the same as the statute. Example: (M.S. § 13.01) (Ord. 10, passed 1-17-80; Am. Ord. 20, passed 1-1-85). An M.S. cite set forth as a “statutory reference” following the text of the section indicates that the reader should refer to that statute for further information. Example:

§ 39.10 PUBLIC RECORDS AVAILABLE.

The city shall make available to any person for inspection or copying all public records, unless otherwise exempted by state law.

Statutory reference:

For provisions concerning the inspection of public records, see M.S. § 13.01 et seq.

- 7) To determine the disposition of codified ordinances, please see the Parallel Reference table near the end of the draft manuscript. This table specifies the section(s) of the code in which each ordinance is codified. Please keep in mind that only current ordinances of a general and permanent nature are codified. Ordinances which are special or temporary in nature are not codified. Ordinances which have been repealed, superseded, or are otherwise obsolete are also not codified. In some instances, we substituted Minnesota Basic Code models for local legislation; each of those instances are noted later in this report.
- 8) Note that the titles in your new code are separately paginated, for ease of supplementation. If, for example, the city adds material to Title III during a supplement, then the page numbers in Title III will shift accordingly. The page numbers in the remaining titles (V through XV) will not shift, because they have self-contained pagination. Because the city will pay a charge per changed page in supplementation, this style of pagination will actually save the city money. If someone is concerned about ability to locate material quickly, please remember that the final product will have tabbed dividers before each title, clearly marked with the name of that title.
- 9) In order to complete your new code, we require the following items from the city:
 - a) Responses to this report, which may be marked directly on this report;
 - b) A copy of each new ordinance passed since the last one included in the draft manuscript (which is listed on the front cover of the blue draft manuscript); and
 - c) Any other changes the city may wish to make, which may be marked directly on the blue draft manuscript or on a separate sheet of paper.
- 10) After your new code is completed and adopted, additional changes can be made by ordinance at any time. We recommend that each time a new ordinance is passed, the city routinely send a copy to American Legal Publishing (at the address listed on the first page of this report). Ordinances will be kept on file, and the city may request that supplement pages be issued at any time. We suggest that your new code be updated at least annually.

Responses

Research and analysis

GENERAL COMMENTS

- 11) Many municipalities insert prior to the actual code sections a page acknowledging the current officials of the municipality. If you desire such an acknowledgment, the responses to this report should include a current list of the any officials the city wants to include. Should such an acknowledgment page be added to the code?
- 12) The base price will be adjusted according to Contract provision II(4) if the code is shorter or longer. The current page count of the draft manuscript is 326 pages. The index will add approximately 30 - 40 pages. Please also keep in mind that adding or deleting provisions in your code (such as Basic Code models recommended in this report) may affect the final page count.

The city made a down payment of \$500. After you receive this report, the city will be billed for 60% of the remaining balance. The remaining amount will be due when the code is completed and the city receives its new code books.

- 13) Copies of state laws, session laws, and rules may be easily obtained through the internet at the following link: <http://www.let.state.mn.us/leg/statutes.htm>
- 14) Whenever a statute or rule is cited, after the citation the words, "as it may be amended from time to time," has been added in your code. Under M. S. § 471.62, which authorizes cities to adopt laws and rules by reference, there is some controversy over whether, when a rule or law is referenced or adopted in an ordinance or code, future amendments to the law or rule are or can also be included. The Attorney General is of the opinion that future amendments to laws and rules cannot be adopted by reference because at the point of time when an ordinance is enacted or a code is adopted, the governing body has no knowledge what future amendments to state laws and rules will be.

However, in drafting codes, the Minnesota League recommends including the language "as they may be amended from time to time" after a citation to a statute or rule to at least attempt to include future amendments in the adoption of a law or rule by reference. Please note that even including this language may not be effective to adopt future amendments to laws and rules.

The League further recommends that each year after the legislative session the city should adopt a brief ordinance stating that: "Any amendments to a rule or statute adopted by reference in the city code shall be included by reference in the code as if the amended statute or rule had been in existence at the time the code was adopted." The above phrase has been inserted in your draft code as § 10.19 as well.

Responses

Research and analysis

TITLE I: GENERAL PROVISIONS

- 15) Chapter 10: General Provisions. The purpose of this chapter is to reduce duplication and create consistency throughout the code. To this end, we have replaced obsolete and repetitive ordinance sections with comprehensive, general code provisions, most of which are self-explanatory in nature and need no particular comment; however, we ask that you review the chapter and advise if anything is unclear or unsatisfactory.

TITLE III: ADMINISTRATION

- 16) § 30.01 Meetings. Division (B) of this section cites M.S. § 471.705, which was repealed and replaced with M.S. § 13D.04. We will correct this citation accordingly. Is this acceptable?
- 17) § 30.09 Salaries of Mayor and Council members. Most municipalities do not include specific salary amounts in their codes, because this information is internal and administrative in nature, and subject to frequent change. We suggest replacing this section with the below model, referring to your salary legislation and the authorizing statute. Do you wish to make this revision?

COMPENSATION OF MAYOR AND COUNCIL MEMBERS.

The compensation of the Mayor and the compensation of each Council Member shall be established from time to time by City Council ordinance pursuant to M.S. § 415.11, as it may be amended from time to time.

- 18) Chapter 33: Emergency Management. Please note that this chapter is a model chapter from the Minnesota Basic Code. It replaces the city's prior legislation regarding civil defense, which appeared dated and perhaps obsolete. Please review this model chapter to verify that it meets your city's current needs. Unless otherwise instructed, we will retain this model chapter as presently edited.

TITLE V: PUBLIC WORKS

- 19) Chapter 52: Sanitary Sewer System. Please review this chapter to verify that it reflects current city practices and procedures. It appears to be derived from older legislation, as evidenced in some of the cited documents (see, for example, § 52.01, referring to a 1972 Standards of Industrial Classification Manual). You may specify any revisions you wish to make to this chapter. Unless otherwise instructed, we will retain this chapter as presently edited.

TITLE VII: TRAFFIC CODE

- 20) § 73.07 Uses specifically prohibited. Division (A)(1) of this section cites M.S. § 169.211, which does not exist. The correct citation appears to be M.S. § 169A.03. We will replace this citation accordingly. Is this acceptable?

TITLE IX: GENERAL REGULATIONS

- 21) § 91.12 Rules adopted by reference. This section cites Minn. Rules parts 7005.0705 to 7005.0805, which are repealed. Please find enclosed MBC §§ 92.60 - 92.70, Open Burning. We suggest replacing your current §§ 91.01 - 91.12 with the enclosed models. Do you wish to make this revision?
- 22) Ch. 92: Animals. Please find enclosed a copy of MBC Ch. 91: Animals. The enclosed model appears to address current issues more comprehensively than your prior code provisions. For example, the enclosed includes barking dog provisions, drafted in compliance with state case law requiring a specific time definition for nuisance barking. Please also note that the enclosed model provisions regarding animals running at large eliminate the often-used excuse that the animal, "just got away from me; I didn't permit it to run at large." Do you wish to replace your current Ch. 92 with the enclosed MBC model?
- 23) § 93.09 Assessment. This section cites M.S. § 429.01, which was repealed and replaced with M.S. § 429.011. We believe, however, that it would be better to cite to the entire authorizing chapter, and will revise this citation to read, "M.S. Ch. 429." Is this acceptable?
- 24) § 95.03 Public nuisances affecting morals and decency. Since limited gambling is now authorized under state law, we suggest revising division (A) of this section to read, "All gambling devices, slot machines, and punch boards, except as otherwise authorized by federal, state, or local law." Do you wish to make this revision?

TITLE XI: BUSINESS REGULATIONS

- 25) Chapter 112: Alcoholic Beverages. Some provisions in this chapter appear outdated or refer to repealed statutes, as below noted. We have enclosed for your reference a copy of the MBC Chapter 112: Alcoholic Beverages. The enclosed is for your review and use if you should decide to revise your current alcoholic beverages provisions. Please specify any changes you wish to make to this chapter. Unless otherwise instructed, we will retain this chapter as presently edited, with the exception of updating statutes as below noted.
- 26) § 112.053 Suspension and revocation. This section cites M.S. §§ 15.0418 to 15.0426. These sections, for the most part, were renumbered M.S. §§ 14.57 - 14.69. (Some text was not renumbered; please refer to M.S. Ch. 14 for details.) We will replace this citation accordingly. Is this acceptable?

- 27) § 112.074 Suspension and revocation. Division (A) of this section cites M.S. § 14.70, which was repealed in 1983. We will update this citation by revising it to read, “M.S. §§ 14.57 to 14.69.” Is this acceptable?
- 28) Please note that our editors did not include Ord. 61, entitled, “An order Prohibiting the Presence of Intemperate Drinkers and Drunkards in the Stacy Municipal Liquor Dispensary.” Should this legislation be added to Ch. 112?
- 29) Chapter 113: Gambling. We were unsure of the age of this legislation. Parts of it appear obsolete. (See, for example, the next note regarding a statutory citation.) We suggest you review the League’s research memorandum, *Lawful Gambling*, available in the Library section of the League’s website, www.lmnc.org. Please specify any changes you wish to make to this chapter. Unless otherwise instructed, we will retain these provisions as presently edited.
- 30) § 113.01 Lawful gambling permitted. This section cites M.S. § 349.12, subd. 2, for the definition of “lawful gambling.” However, the term is actually defined in subd. 24 of M.S. § 349.12. We will correct this citation accordingly. Is this acceptable?

TITLE XIII: GENERAL OFFENSES

- 31) § 130.02 Curfews. Division (B) of this section cites M.S. § 260.015, subd. 9, which is repealed. Please also note that prevailing case law holds that an ordinance which prohibits any minor under the age of 18 from being on the streets during restrictive hours unless accompanied by a person over 18 is invalid under the U.S. Constitution for being overbroad, because it prohibits return from employment or attendance at religious or social activities which are a part of the growing-up process. See, for example, *Johnson v. City of Opelousas*, 658 F.2d 1065 (5th Cir. 1981). This section does not appear to provide such constitutionally-required exceptions to the curfew imposed.

Please find enclosed for your reference a copy of the MBC Title XIII, which includes a model curfew section (§ 130.03). We recommend replacing this section with the enclosed model curfew section. Do you wish to make this revision?

TITLE XV: LAND USAGE

- 32) Title XV: Land Usage. Enclosed for your reference is a copy of the League’s research memorandum, *Common Mistakes in Land Use Ordinances*. We suggest the city refer to the enclosed while reviewing your land use regulations. Please especially note that the 60 day rule, which is explained briefly in the enclosed (point #1), applies to the process of issuing permits. The zoning administrator should be familiar with this law and ensure that decisions are made within its framework. The courts apply this law very strictly against cities and counties.

33) § 150.01 Building Code.

- a) Please find enclosed for your reference a model provision from the Minnesota Basic Code. The state adopted a new building code in March of 2003, and the enclosed model provision is the ordinance the state recommends cities use for its adoption. If you decide to use the enclosed model, your building official should assist the city in completing the blanks. Do you wish to replace your current section with the enclosed model?
- b) Division (D) of this section cites M.S. § 16B.775, which does not exist. We believe the correct citation should be, "... pursuant to M.S. §§ 16B.59 through 16B.875...." Should we revise this citation accordingly?
- c) Division (D)(1) contains a list of adopted codes. Please review the list to verify that it accurately reflects what the city is enforcing. Unless otherwise instructed, we will retain this list as presently edited, with the exception of updating citations to repealed and replaced rules as below noted. Is this acceptable?
- d) Division (D)(1)(a) cites Minn. Rules Ch. 1313, which was repealed and replaced with Minn. Rules Ch. 1315. We will update this citation accordingly. Is this acceptable?

34) Chapter 151: Subdivision Regulations. This chapter contains forms which refer to the year 19____. Do you wish to revise these to 20____ ?

35) § 151.02 Purpose. This section cites M.S. § 62.358, which does not exist. It appears that this may have been a clerical error, the correct cite being M.S. § 462.358. We will replace this citation accordingly. Is this acceptable?

36) § 153.008 Street lighting standards. This ordinance contained text which directed the city to adopt residential standards. We have retained and highlighted this text for your review, as it is not the type of material usually included in a code. Should we delete this text from your code?

37) § 153.031 Accessory buildings and structures. Division (F) of this section had handwritten text in the margin: "... if 120 sq ft or less then no permit necessary." If we should revise this section to reflect this handwritten text, please specify exactly how this section should read. Unless otherwise instructed, we will retain this section as presently edited.

38) § 153.032 Fence requirements. We received part (last page only) of an ordinance placed between the pages of your code. The ordinance was passed 9-14-93. We edited the part we received (Subd. 6, permits) into this section as division (F). Please specify any changes or deletions we should make to this section. If you wish to include the entire ordinance, please send a complete copy with your responses to this report.

- 39) § 153.070 Roadside standards. This section had the following handwritten text in the margin: "... county row is 50ft no of 19 + 75 ft south of 19. Take row plus 60 for setback." If we should revise this section to reflect this handwritten text, please specify exactly how this section should read. Unless otherwise instructed, we will retain this section as presently edited.
- 40) §§ 153.095 - 153.099 Signs. As a general note, the City Attorney should probably review the sign regulations in light of the following case law. The following is not meant to be all-inclusive list of case law concerning signs; rather, these issues are common problem areas, both in theory and practice. We especially recommend that the City Attorney closely examine any content-based regulations, particularly relating to political signs and commercial signs. In the meantime, unless otherwise directed, we will make no revisions to your sign regulations.
- a) A resident should not be restricted from displaying both election and non-election political yard signs of reasonable size on a front lawn or window. *City of Ladue v. Gilleo*, 114 S. Ct. 2038 (1994).
 - b) Regulations on election political signs has been held to be an unconstitutional content-based restriction when no provisions have been made for non-election political signs. *City of Ladue v. Gilleo*, 114 S. Ct. 2038 (1994); *McCormack v. Township of Clinton*, 872 F. Supp. 1320 (D. N.J. 1994); *Collier v. City of Tacoma*, 854 P.2d 1046 (Wash. 1993).
 - c) Durational limits for temporary political signs tied to a specific election violate the First Amendment when applied to prohibit a person from posting on their own private property a political sign outside of the durational period set by the ordinance. *Painesville Bldg. Dept. v. Dworken & Berstein Co., L.P.A.*, 733 N.E.2d 1152 (Ohio 2000).
 - d) Restricting advertising to the product sold (or to the business conducted on the premises) and excluding all non-commercial messages violates the First Amendment. *Norton Outdoor Advertising, Inc. v. Village of Arlington Heights*, 433 N.E.2d 198 (Ohio 1982).
 - e) Imposing a fee or a cash bond for political signs and limiting the number of political signs may be unconstitutional. *Verrilli v. Concord*, 548 F.2d 262 (9th Cir. 1977); *Whitton v. City of Gladstone, Mo.*, 54 F.3d 1400 (8th Cir. 1995); *Arlington County Republican Committee v. Arlington County Virginia*, 983 F.2d 587 (4th Cir. 1993); Mcquillin, *Municipal Corporations* § 24.446.10.
- 41) § 153.136 Action requiring environmental assessment worksheets. Division (B)(4) of this section cites M.S. § 105.485, which was repealed in 1990. It appears the correct replacement citation is M.S. § 103F.205. We will revise this citation accordingly. Is this acceptable?

- 42) § 153.191 Moratorium. We were unsure whether this section was intended to be included in this chapter, or intended as a temporary measure that has not been extended. Should we delete this section from your code??

Editorial report prepared by:
Staff Attorney



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

MEMORANDUM

TO: Baldwin Mayor and City Council

FROM: D. Daniel Licht

DATE: 16 October 2025

RE: Baldwin – Park Ordinance; Permit limits

TPC FILE: 269.01

BACKGROUND

The Park Committee, at its meeting on 18 September 2025, recommended an amendment of the Park Ordinance. The proposed amendment would limit issuance of a permit for special event or rental to one event or rental each day. City staff has drafted an ordinance amendment to effect the change recommended by the Park Committee. The City Council will consider the proposed amendment at its meeting on 3 November 2025.

Exhibits:

- Draft ordinance

RECOMMENDATION

The Park Committee and City staff recommend approval of the proposed Park Ordinance amendment, as presented.

POSSIBLE MOTION

Motion to adopt Ordinance 2025-14 amending the Park Ordinance regarding permits.

- c. Joan Heinen, City Clerk/Treasurer
Kayla Nielsen, Deputy City Clerk

ORDINANCE NO.: 2025-14

CITY OF BALDWIN
SHERBURNE COUNTY, MINNESOTA

AN ORDINANCE AMENDING ORDINANCE NO. 100 REGULATING PARKS.

THE BALDWIN CITY COUNCIL ORDAINS:

Section 1. Section 8.B of Ordinance No. 100 (Permits) is hereby amended to read as follows:

B. Permits.

1. A person may be granted a permit by the City Council or their authorized representative for special uses or activities within a park, or for temporary exclusive use of a reserved space within a park.
2. Permits shall be required for any entertainment, tournament, exhibition, or any other special use or gathering which can reasonably be expected to involve 20 or more persons.
3. Only one permit shall be issued for each calendar day for each park or facility within a park.
4. The City Council or its authorized representative may impose conditions upon use in connection with the granting of a permit.
5. Any person, whether the permit applicant or not, who is using a park in accordance with a permit that has been granted, shall comply with the conditions of said permit.
6. It shall be unlawful for a person to violate any condition of a permit.
7. Any permit granted pursuant to this Section may be revoked by the Park Administrator/Town Board or his authorized representative upon the violation by the permit holder of any portion of this Ordinance or any provision of city, county, state, or federal law.

Section 2. This ordinance shall be in full effect upon adoption and publication.

(This page intentionally blank signatures follow)

ADOPTED by the Baldwin City Council this 3rd day of November, 2025.

MOTION BY:
SECONDED BY:
IN FAVOR:
OPPOSED:

CITY OF BALDWIN

Jay Swanson, Mayor

ATTEST:

Joan Heinen, City Clerk/Treasurer

Kayla Nielsen

From: Jim's Mille Lacs Disposal <jimsmldisposal@frontiernet.net>
Sent: Thursday, October 30, 2025 11:37 AM
To: Kayla Nielsen
Subject: RE: Baldwin/ Winter Rate

Follow Up Flag: Follow up
Flag Status: Flagged

Kayla,

We will be keeping the same pricing (\$50/service) as the summer season. You can set the schedule for will call. We would need to have a call at least 2 days before the scheduled servicing, which is Wednesdays.

While winter servicing requires less cleaning due to water freezing upon contact with the plastic. Hand sanitizer for the winter is alcohol-based; it will not freeze, and the water in the holding tank contains salt to prevent freezing. However, we do save time on cleaning, which is the reason we will not change the rate.

Please note: if a portable toilet becomes completely frozen, it must be moved into a heated building to thaw before it can be pumped out. Please take into consideration that the toilet will be heavy to move if it is full and frozen like an ice block.

Roxie

From: Kayla Nielsen <deputy.clerk@baldwinmn.gov>
Sent: Thursday, October 30, 2025 11:11 AM
To: jimsmldisposal@frontiernet.net
Subject: Baldwin/ Winter Rate

Hi Roxy -

Can you please let me know what the Winter Rate would be if we kept our portable restrooms at the park?

Thank you

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



2025 Newsletter Design & Delivery Quote

Option 1 - Every other month distribution - Minimal exposure
All US Mailboxes Within the City Limits of Baldwin

- Includes delivery to only homes in the Baldwin Limits.
- Example: Sell 16 Ad spaces at \$225ea = up to \$3600/month credit

Price breakdown
Price/Issue \$3,600
Ad Sales credit - \$3,600
City Total Cost/mth = \$0

Option 2 - Every other month distribution - Maximum exposure
All US Mailboxes in Baldwin, Princeton & Zimmerman

- Includes delivery to all homes from both Post Offices
- Includes newsstands in Princeton & Zimmerman
- Example: Sell 22 Ad spaces at \$225ea = up to \$4,950/month credit

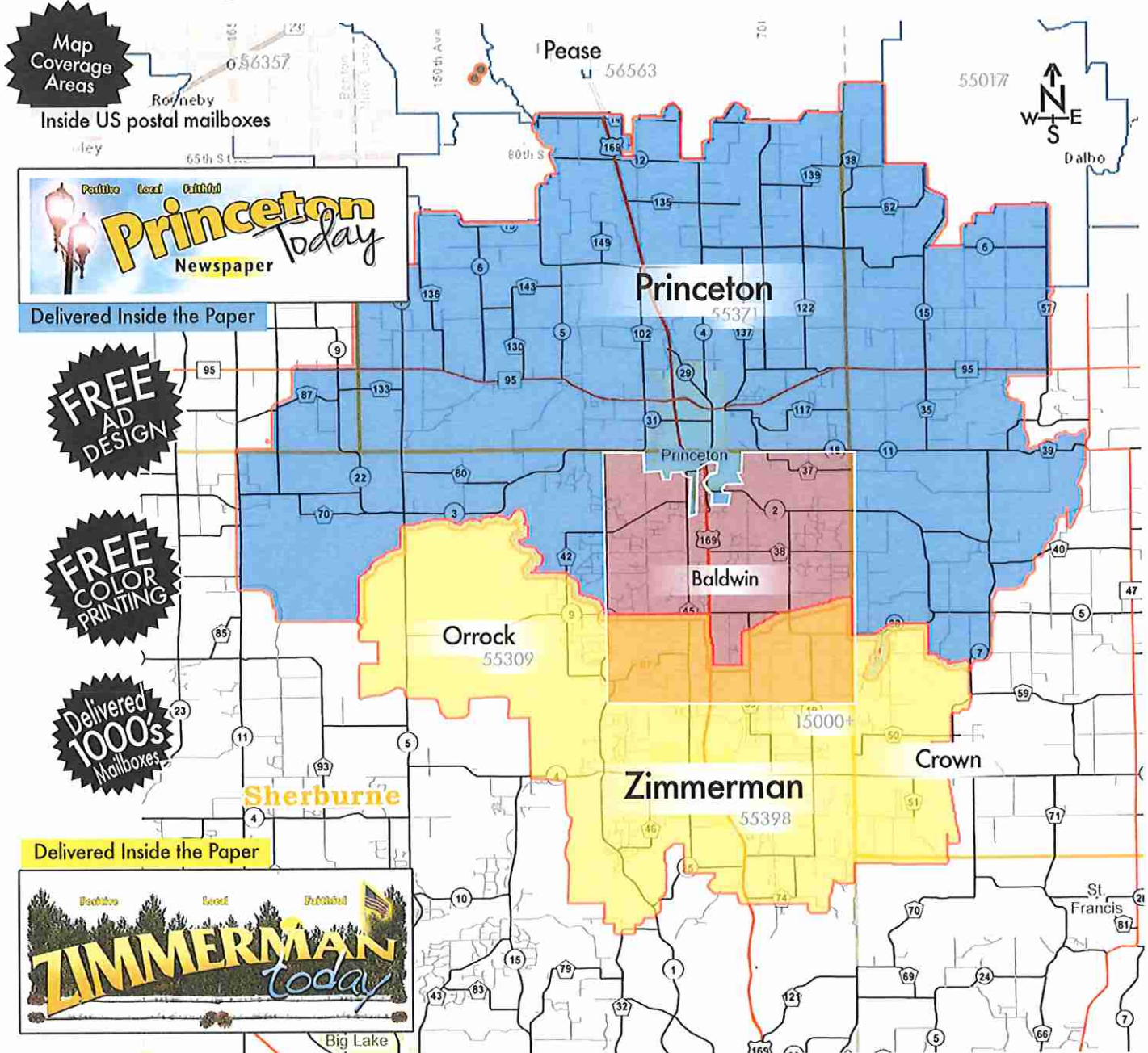
Price breakdown
Price/Issue \$4,950
Ad sales credit - \$4,950
City Total Cost/mth = \$0

Included Benefits in Options 1 or 2 above

Cover the entire city limits or the entire 55398 and 55371 ZIP Codes
Published 6 times a year to business and residential mailboxes
US Post Office postage cost included
Digital PDF version included for posting on website
All newsletter layout, advertiser ad design, photography, copy editing.
Billing/Collection handled by Paper directly to advertisers
Advertiser calls or emails ad direct to paper.
Front cover callout for delivery months

BALDWIN AREA ADVERTISING OPPORTUNITIES

Color City Newsletter – Delivered to 1,000's of Baldwin Residents



Step 1

Pick a Advertisement Size

Advertising Ad Spaces	Price/month
Advertising in paper - Small	\$225each
Advertising in paper - Medium	\$395each
Advertising in paper - Big	\$495each
Advertising in paper - Large	\$595each
Advertising in paper - Full page	\$695each

Step 2

How to Place a Color Advertisement in the City of Baldwin Newsletter

- Place an ad by calling 763-856-4336 or send email to: Everything@Papers.Today
- Ad design is FREE! Ad proof sent for approval.
- Ad billing comes direct to advertiser from Paper

Contract Amendment Form

Organization: Sherburne SWCD	Contract Number: #2025-06-01	Amendment Number: 2	Amendment Type Date ☒ Amount ☐ Land Occupier ☐ Practice ☐
		Approval Date: 11/13/2025	

Original Contract Install Date: <u>12/1/2025</u>	Amended Contract Install Date: <u>6/30/2026</u>
Original Total Amount Authorized: <u>\$7,500.00</u>	Amended Total Amount Authorized: _____
Original Land Occupier/Landowner: <u>City of Baldwin</u>	Amended Land Occupier/Landowner: _____
Original Practice: <u>812M</u>	Amended Practice: _____

The Parties whose names are signed below hereby agree that the above-referenced Conservation Practice Assistance Contract is amended as follows:

The practice expiration date has been extended to 6/30/2026

The original contract, as numbered, shall remain in full force and effect, except for those changes made necessary by the amendment.

This amendment is to take affect on the date of the last signature hereto.

Date	Land Occupier
Date	Landowner, if different from applicant

Technical Assessment

I have the appropriate technical expertise and have reviewed the proposed amendment and deem the changes necessary.

Date	Technical Assistance Provider
10/24/25	<u>Chris Dahn</u> Chris Dahn (Oct 24, 2025 12:22:26 CDT)

Organizational Approval

Approval Date	Authorized Signature
---------------	----------------------

*Attach this form to the Conservation Practice Assistance Contract

City of Baldwin_Sandy_Amendment

Final Audit Report

2025-10-24

Created:	2025-10-16
By:	Franny Gerde (fgerde@sherburneswcd.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAEjleh8WWRwxF0HG7KsOMZnGKs_NZtdWH

"City of Baldwin_Sandy_Amendment" History



Document created by Franny Gerde (fgerde@sherburneswcd.org)

2025-10-16 - 3:01:27 PM GMT



Document emailed to Chris Dahn (cdahn@bogart-pederson.com) for signature

2025-10-16 - 3:01:31 PM GMT



New document URL requested by Franny Gerde (fgerde@sherburneswcd.org)

2025-10-24 - 1:39:25 PM GMT



Email viewed by Chris Dahn (cdahn@bogart-pederson.com)

2025-10-24 - 5:21:49 PM GMT



Document e-signed by Chris Dahn (cdahn@bogart-pederson.com)

Signature Date: 2025-10-24 - 5:22:26 PM GMT - Time Source: server

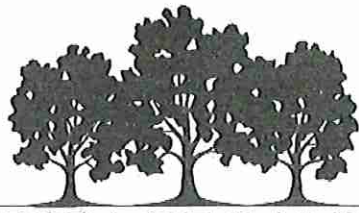


Agreement completed.

2025-10-24 - 5:22:26 PM GMT



Adobe Acrobat Sign



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: _____

Date Received: _____

Driveway Inspection Form

Date of Inspection: 10/15/2025

Location: 13014 295th Avenue

Driveway condition:

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

Inspection: Pass _____ Fail X

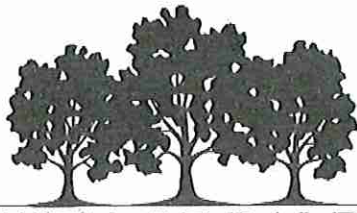
Reason(s) for failure:

- ☐ 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 side slopes are still well over 4:1. They are roughly 2.5:1.

Authorized Signature:  Date: 10/21/2025

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.



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: _____

Date Received: _____

Driveway Inspection Form

Date of Inspection: 10/15/2025

Location: 13438 295th Avenue

Driveway condition:

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

Inspection: Pass _____ Fail X

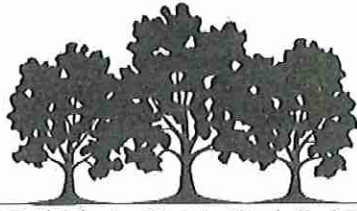
Reason(s) for failure:

- ☐ 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: Erosion control is not established.

Authorized Signature:  Date: 10/21/2025

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.



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: _____

Date Received: _____

Driveway Inspection Form

Date of Inspection: 10/15/2025

Location: 13495 295th Avenue

Driveway condition:

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

Inspection: Pass _____ Fail X

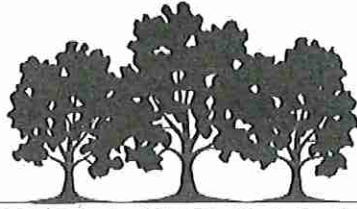
Reason(s) for failure:

- ☐ 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 not paved and erosion control missing on side slopes.

Authorized Signature:  Date: 10/21/2025

Please contact the Baldwin Town Hall at 763-389-8931 or by email, town.clerk@baldwintwp.mn 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.



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: _____

Date Received: _____

Driveway Inspection Form

Date of Inspection: 10/15/2025

Location: 13282 295th Avenue

Driveway condition:

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

Inspection: Pass _____ Fail X

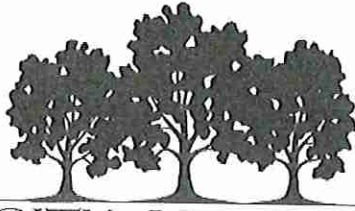
Reason(s) for failure:

- ☐ 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 13' wide. Variance will be needed unless council approves as is.
Erosion control is not established.

Authorized Signature:  Date: 10/21/2025

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.**



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: _____

Date Received: _____

Driveway Inspection Form

Date of Inspection: 10/15/2025

Location: 13437 295th Avenue

Driveway condition:

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

Inspection: Pass _____ Fail X

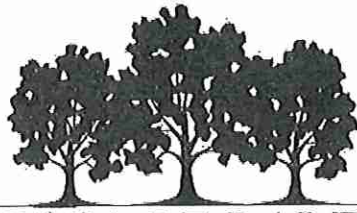
Reason(s) for failure:

- ☐ 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 14' wide. Variance will be needed unless council approves as is.
Erosion Control is not established.

Authorized Signature:  Date: 10/21/2025

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.



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:

24-13

Date Received:

10/21/25

Driveway Inspection Form

Date of Inspection: 10/15/2025

Location: 13099 295th Avenue

Driveway condition:

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

Inspection: Pass _____ Fail X

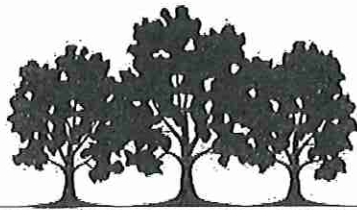
Reason(s) for failure:

- ☐ 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 12' wide. Variance will be needed unless council approves as is.

Authorized Signature:  Date: 10/21/2025

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.



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: 24-13

Date Received: 6/6/25

Driveway Inspection Form

Date of Inspection: 5/27/2025

Location: 13099 295th Avenue

Driveway condition:

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

Inspection: Pass _____ Fail X

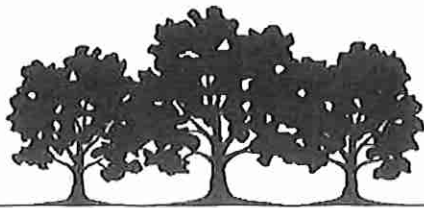
Reason(s) for failure:

- ☐ 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: A majority of the driveway is 12' at right of way and beyond.

Authorized Signature:  Date: 6/6/2025

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.



BALDWIN TOWNSHIP

30239 – 128th Street NW, Baldwin Township, MN 55371

Phone: 763-389-8931 Fax: 763-389-2751

FOR OFFICE USE ONLY

Permit number: _____

Date Received: _____

Driveway Inspection Form

Date of Inspection: 11/28/24

Location: 13099 295th Ave NW #24-13
ONES OF BARE BROOK

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

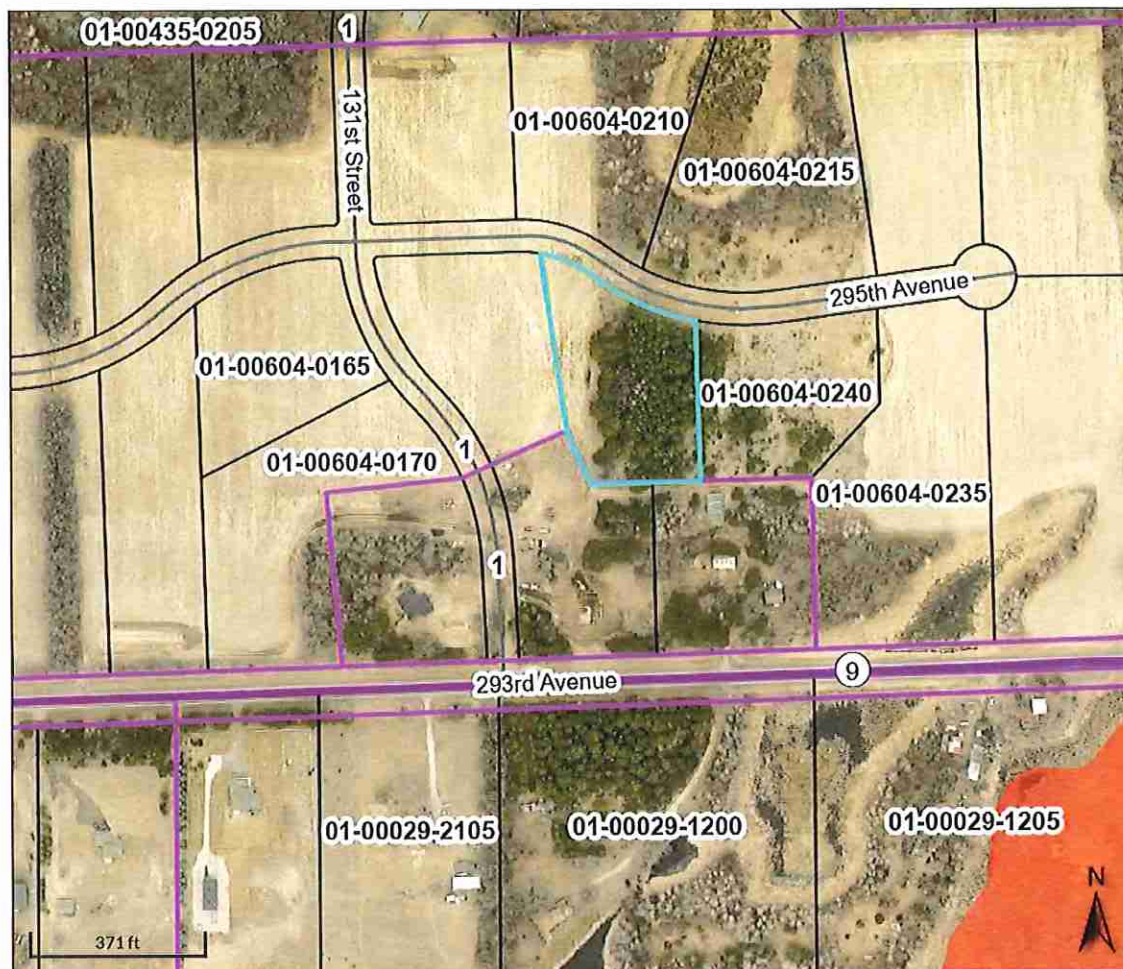
Fail
11/25/24

Comments: CONSTRUCTION ENTRANCE

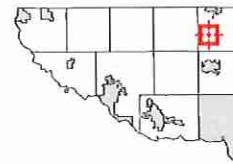
Culvert Installed

Authorized Signature: _____ Date: 11/21/24

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



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
-  Plats
-  Parcels
-  Streams

Parcel ID	01-00604-0245	Alternate ID	n/a	Owner Address	ABFALTER, HOLLY & KEVIN - TRUSTEES
Sec/Twp/Rng	20-35-26	Class	201-Residential 1 unit		13099 295TH AVE NW
Property Address	13099 295TH AVE NW	Acreage	2.5		PRINCETON MN 55371
	PRINCETON				
District	BALDWIN CITY				
Brief Tax Description	n/a				
	(Note: Not to be used on legal documents)				

Disclaimer: Every attempt has been made to ensure that the information contained on this web site is valid at the time of publication. Sherburne County reserves the right to make additions, changes, or corrections at any time and without notice. Additionally, Sherburne County disclaims any and all liability for damages incurred directly or indirectly as a result of errors, omissions or discrepancies and is not responsible for misuse or misinterpretation. Data is updated periodically. For the most current information contact the appropriate county department.

Disclaimer for St Cloud Parcels: Sherburne County information about St Cloud properties are limited to classification and value. Any questions regarding additional information please contact the City of St Cloud's assessor office.

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

For Office Use Only
Permit # 24-13
Sent to Engineer _____
Initial Insp _____
Final Insp _____
Refund _____

PERMIT APPLICATION FOR ACCESS TO TOWNSHIP ROAD

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

Inspection Fee, Construction Deposit and EMS Sign Fees are payable at time of application.

NOTE: Applicant for Access Permit is responsible for informing home buyer that headwalls are not allowed

credit card 3455
\$200.00 Administration Fee Cash _____ Check # _____ Date 9/16/24 Paid by Kevin Abfalter
\$100.00 Construction Deposit Cash _____ Check # _____ Date 9/16 Paid by " " "
\$70.00 EMS Sign Fee Cash _____ Check # _____ Date 9/16 Paid by " " "
receipt 59082

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

PLEASE PRINT

Applicant Name: Kevin Abfalter Phone: 612-328-2435 Fax: _____
Address: (Street, City, Zip) ~~XXXX~~

Property Owner: Kevin Abfalter Phone: 612-328-2435
Address: (Street, City, Zip) 17572 123rd St. SE Becker MN 55308

Proposed access location (Street name) 295th Ave NW miles/feet N-E-S-W of intersecting
Street (Name) 131st

Oaks of Battle Brook
Legal Description: Located in _____ Quarter of Section 20 Township 35 Range 26 or
Located in Plat of (Name) Oaks of Battle Brook 2nd Lot Lot 9 Block 2
Parcel Identification Number 01-0604-0245
Property Address XXXX 295th Ave NW

Access Purpose Residential X Commercial _____

Number of present accesses 0 Date access will be installed 11/18/2024 (if not inspected by
the date on the application the permittee will forfeit their construction deposit)

MORE THAN ONE DRIVEWAY ACCESS PER PROPERTY RE

Attach a sketch of the property, present & proposed access
I (we) the undersigned, herewith make application for permission to
said access to be constructed to conform to current Township Engineering Standards. No work in connection with this application will be started until the permit is issued. It is expressly understood that this permit is conditioned upon the Township Road to its original condition. Further, I (we) the undersigned agree to maintain the Township Engineering Standards and Minnesota Statute 160.27 Part 1. Misdemeanors.

Signed: [Signature]
Date: 9/16/2024

Name (Print) Kevin Abfalter
Address: _____

Fail 11/25/24
Fail 6/16/25
Fail 10/15/25

APPROVAL
g roads
ove location,
agreed that
e permit
f the
f current

Baldwin Maintenance

Subject: FW: Requests

- **Grounds**
 - (3) Thermostats
 - Pumping - FD & PW - floor drain holding tanks (*Historically done each Fall*)
 - Old shop - roof leaking at heater
 - Shop floor delamination - repairs needed
 - FD - (Eastern) Well power conduit broken / repairs needed
- **Tools / Shop**
 - Case of grease
 - Chainsaw boots (Each employee)
 - Chainsaw helmet
 - Rubber gloves (X3)
 - Hearing protection (Muffs, with radio) (X3)
 - Cold Patch bags (X10)
- **SIGNS**
 - Children at play sign (X3)
 - Stop sign (X5)
 - Handicap signs (X8)
 - No Parking - do not block door (X4)
 - Winter Parking Signs -
 - Has it been approved for installation at the recommended locations?
- **Commercial vehicle inspection:**
 - (4) heavy trucks @ \$100 per truck
- **WESTERN - WideOut XL**
 - Bench stock replacement cutting edges (X2) (None in stock)
- **John Deere 1565:**
 - Roof panel replacement options:
 - Midwest west machine (John Deere) \$1415.92 (in stock)
 - WEINGARTZ - \$1,079.99 (Shipped)
- **New Holland Loader /Plow:**
 - Hydraulic cylinder repair needed (heavy leak) (T.B.D)
- **Case 621D Loader:**
 - Parking brake repair (T.B.D)
 - Air conditioning repair (T.B.D)
 - Front right wheel leaking (replace or repair)
- **2012 John Deere 1565**
 - Rotate tires on rims.

Use a gift card, voucher, or promo code

Save your checkout settings as the default for future orders

☐ Use the selected group, shipping address, and payment method as my checkout defaults.

Important message

If tax exemption is applied to this order, you acknowledge your tax exemption certificate may be provided to any marketplace seller you purchase from when applicable.



Select Amazon Day shipment and earn 1% additional back in Business Prime Rewards

Need it faster? You can still select fast, FREE shipping at any time

Arriving Oct 24, 2025

If you order in the next 6 hours and 15 minutes



Heagstat H725 5/1/1 Day Programmable Heat Pump Thermostat, 2 Heat/1 Cool DIY Instal, with 4.5 sq. Inch Display
\$28.39

Business Price

✓prime & FREE Returns

Coupon applied. Terms

Ships from Amazon.com

Sold by Heagstat

— 3 +

Tax Exemption Applied. Remove

Add gift options

☒ **Tomorrow, Oct 24**
FREE One-Day Delivery

☐ **Monday, Oct 27**
FREE Amazon Day Delivery
Select Amazon Day as your delivery option and earn 1% back in Business Prime Rewards
Change delivery day

Place your order

By placing your order, you agree to the [Amazon Business Accounts Terms and Conditions](#) and [Amazon's privacy notice](#).

Items (3):	\$85.17
Shipping & handling:	\$0.00
Your Coupon Savings:	-\$4.26
Estimated tax to be collected:	\$0.00
Order total:	\$80.91

Place your order

Order total: \$80.91

By placing your order, you agree to the [Amazon Business Accounts Terms and Conditions](#) and [Amazon's privacy notice](#).

October 29, 2025

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

RE: Proposal for LRIP Application Assistance
100th Street and 297th Avenue

Dear Mayor and City Council:

Thank you for providing us with an opportunity to provide this proposal. We would describe the project and associated scope of work as follows:

PROJECT DEFINITION

This project as defined as the preparation of a grant application for the Local Road Improvement Program (LRIP) for 100th Street and 297th Avenue. If the City chooses to submit an application for this project, we anticipate that we will submit an application for the "Routes of Regional Significance" category.

SCOPE OF SERVICES

Hakanson Anderson, Inc., hereinafter referred to as HAI, will prepare the online grant application and required attachments for the project, further defined as follows:

Grant Application. HAI will prepare the online grant application and submit it on behalf of the City. The grant application consists of general City information, project readiness, a narrative, and attachments.

Resolution of Support. HAI will coordinate with the City Attorney to prepare a Resolution of Support to be approved by the City Council. The resolution of support will signify that the City approves the project and pledges support to fund engineering, right-of-way, inspection, and other non-LRIP eligible costs, as well as LRIP eligible costs in excess of the grant amount.

Detailed Cost Estimate. HAI will include a detailed preliminary cost estimate as an attachment as required.

Timeline. HAI will prepare a proposed project timeline showing that the project can be delivered prior to the expiration of the grant funds (December 31, 2028).

Project Exhibits and Typical Sections. HAI will prepare a project location map and typical sections to be utilized as attachments for the grant application.

SCHEDULE

Assuming authorization occurs on November 3, 2025 HAI will complete the grant application and resolution on or before November 25, 2025 such that the resolution can be considered at the December 1, 2025 City Council meeting. The deadline for the submission of the grant application is December 12, 2025.

COMPENSATION

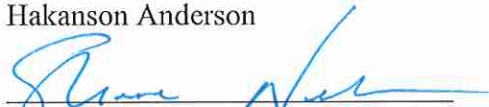
We propose to complete the services described herein for a fixed fee of \$1,700. Additional services, if requested, may be provided at our Standard Hourly Rates.

TERMS OF PAYMENT

Upon completion of the Grant Application, 100% of the specified fee will be invoiced. For other on-demand services, invoices will be prepared monthly. All invoices become due and payable within 30 days of issuance.

We thank you for the opportunity to provide this proposal. If you have any questions, please feel free to contact me at 763-852-0479 (direct) or ShaneN@haa-inc.com.

Sincerely,
Hakanson Anderson


Shane Nelson, Vice President

Cc: Sam Jochum, City Engineer

ACCEPTANCE OF PROPOSAL: The above fees and conditions are satisfactory and hereby accepted. Hakanson Anderson, Inc. is authorized to do the work as specified. Invoices for the above work will be issued on a monthly basis and at the completion of the project. Payment for invoices will be due within thirty (30) days of the date of billing.

Accepted by: _____ Date: _____
Name/Title

October 29, 2025

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

RE: Proposal for LRIP Application Assistance
303rd Avenue

Dear Mayor and City Council:

Thank you for providing us with an opportunity to provide this proposal. We would describe the project and associated scope of work as follows:

PROJECT DEFINITION

This project as defined as the preparation of a grant application for the Local Road Improvement Program (LRIP) for 303rd Avenue, from 128th Street to Trunk Highway 169. If the City chooses to submit an application for this project, we anticipate that we will submit an application for the "Routes of Regional Significance" category.

SCOPE OF SERVICES

Hakanson Anderson, Inc., hereinafter referred to as HAI, will prepare the online grant application and required attachments for the project, further defined as follows:

Grant Application. HAI will prepare the online grant application and submit it on behalf of the City. The grant application consists of general City information, project readiness, a narrative, and attachments.

Resolution of Support. HAI will coordinate with the City Attorney to prepare a Resolution of Support to be approved by the City Council. The resolution of support will signify that the City approves the project and pledges support to fund engineering, right-of-way, inspection, and other non-LRIP eligible costs, as well as LRIP eligible costs in excess of the grant amount.

Detailed Cost Estimate. HAI will include a detailed preliminary cost estimate as an attachment as required.

Timeline. HAI will prepare a proposed project timeline showing that the project can be delivered prior to the expiration of the grant funds (December 31, 2028).

Project Exhibits and Typical Sections. HAI will prepare a project location map and typical sections to be utilized as attachments for the grant application.

SCHEDULE

Assuming authorization occurs on November 3, 2025 HAI will complete the grant application and resolution on or before November 25, 2025 such that the resolution can be considered at the December 1, 2025 City Council meeting. The deadline for the submission of the grant application is December 12, 2025.

COMPENSATION

We propose to complete the services described herein for a fixed fee of \$4,800. Additional services, if requested, may be provided at our Standard Hourly Rates.

TERMS OF PAYMENT

Upon completion of the Grant Application, 100% of the specified fee will be invoiced. For other on-demand services, invoices will be prepared monthly. All invoices become due and payable within 30 days of issuance.

We thank you for the opportunity to provide this proposal. If you have any questions, please feel free to contact me at 763-852-0479 (direct) or ShaneN@haa-inc.com.

Sincerely,
Hakanson Anderson


Shane Nelson, Vice President

Cc: Sam Jochum, City Engineer

ACCEPTANCE OF PROPOSAL: The above fees and conditions are satisfactory and hereby accepted. Hakanson Anderson, Inc. is authorized to do the work as specified. Invoices for the above work will be issued on a monthly basis and at the completion of the project. Payment for invoices will be due within thirty (30) days of the date of billing.

Accepted by: _____ Date: _____
Name/Title
