



AGENDA FOR NOVEMBER 17TH, 2025
CITY OF BALDWIN REGULAR MEETING
7:00 p.m.
(Revised 11/13/2025)

7:00 p.m. Call to Order

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

Treasurer's Report:

Presentation by Sherburne County Solid Waste Administrator, Dave Lucas – Yard Waste Drop Off Sites and Projects

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 Deputy Clerk Vacation Leave on November 20th, 2025
- Approve Fund Balance Policy
- Approve Paid Leave Policy
- Approve City Council Meeting Minutes for November 3rd, 2025
- Approve Purchase of Backpack Blower Stihl BR800 for \$600
- Approve Purchase of Milwaukee Battery Powered Pole Saw for \$599

Engineering:

- a. Discuss/Approve/Disapprove Resolution 25-33; No Parking Resolution for 100th Street and 297th Avenue
- b. Discuss Update on Oaks of Battle Brook Second Addition

Frontier Trails Update:

Road Report – Alan Walker

- a. Discuss Public Works Report
- b. Discuss/Approve/Disapprove Encroachment Agreement for PID# 01-00030-1210
- c. Schedule Workshop with City Engineer; Hakanson Anderson
- d. Discuss/Approve/Disapprove Truck# 30; 2012 International, 8 Drive Tires
- e. Discuss 2023 GMC 2500 Tommy Gate Installation
- f. Discuss Public Works Position
- g. Discuss Road Right of Way Tree Clearing

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

Tabled Items:

- a. Discuss/Approve/Disapprove Zimmerman and Princeton Today Newspaper Insert – Scott Case
- b. Discuss/Approve/Disapprove Resolution 25-32; Fire Department Tire Purchase Program – Scott Case

New Business:

- a. Discuss/Approve/Disapprove Replacement Items for Speed Humps – Jay Swanson
- b. Discuss/Approve/Disapprove IPAWS TextMyGov Alerts – Scott Case
- c. Discuss City Council Goals for 2026- Jay Swanson
- d. Discuss/Approve/Disapprove Attorney Attendance at City Council Meetings Starting in 2026 – Jay Swanson
- e. Discuss/Approve/Disapprove Resolution 25-34; Meadows of Baldwin Final Plat and Development Contract – Jay Swanson
- f. Discuss/Approve/Disapprove AED Machine – Scott Case
- g. Discuss/Approve/Disapprove Public Works Director Job Description – Jay Swanson
- h. Discuss/Approve/Disapprove Budget and Spending Policy for Public Works Department – Jay Swanson
- i. Discuss/Approve/Disapprove Delaney Performing Municipal Liquor Store Feasibility Study – Jay Swanson
- j. Discuss/Approve/Disapprove Local Units of Government Grant – Scott Case
- k. Discuss/Approve/Disapprove Aggregate Purchase of \$50/ton Offer from Seal Pros – Jay Swanson

Announcements:

- a. Clerk Attending MCFOA Region IV Meeting Tuesday, November 18th, 2025
- b. Special Planning Commission Meeting Wednesday, November 19th, 2025 at 7:00 p.m.
- c. Infrastructure Committee Meeting Thursday, November 20th, 2025 at 7:00 p.m.
- d. City Hall Closed Thursday and Friday, November 27th and 28th, 2025 in Observance of Thanksgiving
- e. Truth in Taxation and Next City Council Meeting Monday, December 1st, 2025 at 7:00 p.m.
- f. Safety Committee Meeting Tuesday, December 2nd, 2025 at 10:00 a.m.

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

CITY OF BALDWIN

*Cash Balances

Cash Account: 10100

November 2025

Fund	Begin November 2025	Receipts	Disbursements	Transfers		JE Payroll	Balance No Investments	Investments	Balance
				Rec/Disb	Journal Entries				
10100 - Bremer									
101 - General Fund	(\$1,606,057.95)		(\$60,399.59)	\$0.00	\$0.00	(\$7,314.33)	(\$1,673,771.87)	\$0.00	(\$1,673,771.87)
225 - Cemetery Fund	\$8,395.24		(\$24.53)	\$0.00	\$0.00	(\$625.81)	\$7,744.90		\$7,744.90
250 - Fire Fund	\$64,567.85		(\$9,651.59)	\$0.00	\$0.00	(\$3,473.08)	\$51,443.18		\$51,443.18
275 - Street Capital	\$816,976.72		(\$51,875.73)	\$0.00	\$0.00		\$765,100.99		\$765,100.99
290 - Permits	\$167,229.96			\$0.00	\$0.00		\$167,229.96		\$167,229.96
301 - G.O. 2017A	\$373,645.89			\$0.00	\$0.00		\$373,645.89		\$373,645.89
302 - G.O. 2024A	\$23,326.91			\$0.00	\$0.00		\$23,326.91		\$23,326.91
401 - Capital Project Fund	\$154,171.13			\$0.00	\$0.00		\$154,171.13		\$154,171.13
402 - Fire Services	\$14,214.79			\$0.00	\$0.00		\$14,214.79		\$14,214.79
403 - Fire Infrastructure Fund	\$190,262.48			\$0.00	\$0.00		\$190,262.48		\$190,262.48
404 - Parks Capital Fund	\$33,467.71		(\$4,386.92)	\$0.00	\$0.00	(\$331.06)	\$28,749.73		\$28,749.73
602 - Sewer Fund	\$69,385.44	\$6,318.00	(\$8,058.67)	\$0.00	\$0.00	(\$139.20)	\$67,505.57		\$67,505.57
801 - Developers Account - Escrow	\$136,877.69		(\$8,377.20)	\$0.00	\$0.00		\$128,500.49		\$128,500.49
803 - Misty Hollow Escrow	\$0.00			\$0.00	\$0.00		\$0.00		\$0.00
805 - Sumser Farms 1st Addt Escr	\$2,186.41			\$0.00	\$0.00		\$2,186.41		\$2,186.41
Begin	MTD Amounts	YTD Amounts	MTD Amounts	MTD Amounts	Begin + YTD				
	\$448,650.27	\$958,164.65	Investments	\$0.00	\$1,093,183.34				
Receipt	\$6,318.00	\$1,744,579.89	Petty Cash	\$0.00	\$0.00				
Disbursements	(\$142,774.23)	(\$2,086,740.36)	Savings	\$0.00	\$0.00				
Transfers Rec/Disb	\$0.00	\$0.00	Money Market	\$0.00	\$0.00				
Transfers JE	\$0.00	\$0.00							
JE Payroll	(\$11,883.48)	(\$315,693.62)	Balance	\$300,310.56	In Balance				

CITY OF BALDWIN

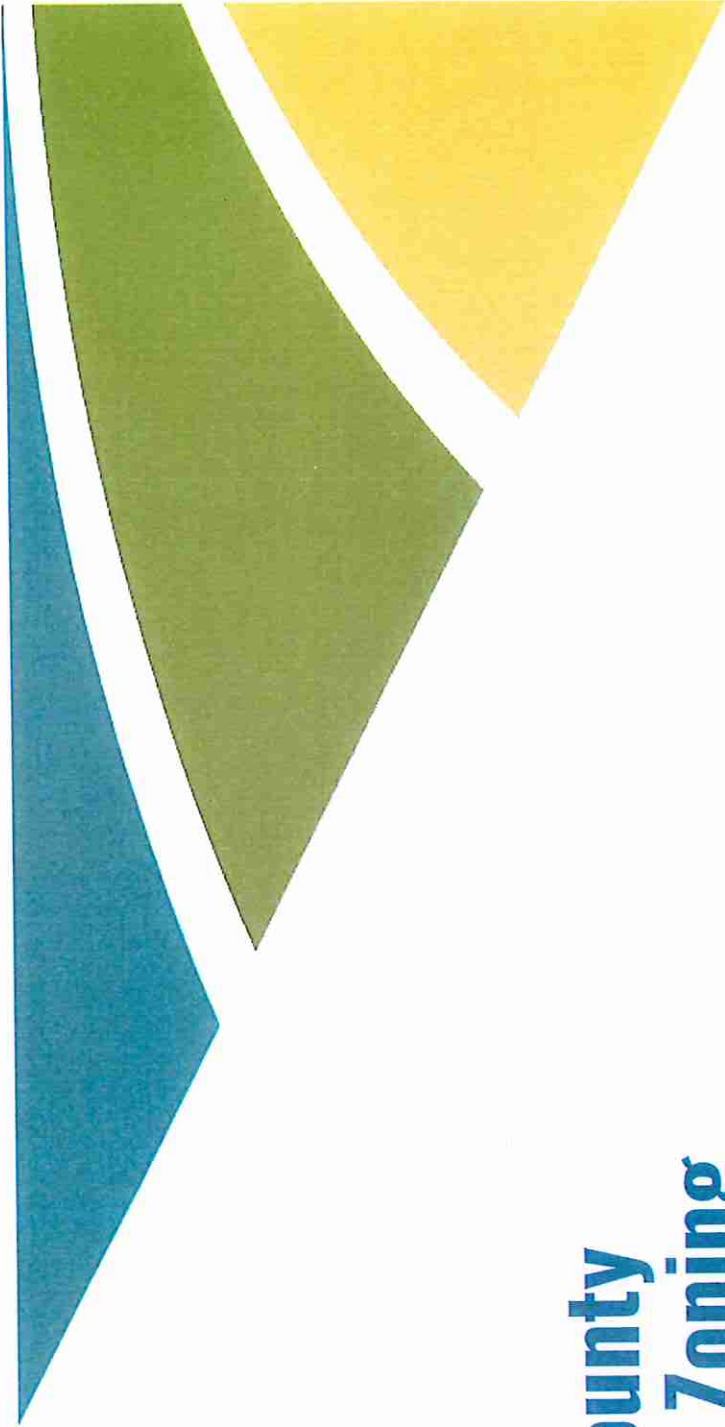
*Cash Balances

Cash Account: 10100

October 2025

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Fund	Begin October 2025	Transfers		Receipts	Disbursements	Rec/Disb	Journal Entries	JE Payroll	Balance No Investments	Investments	Balance
10100 - Bremer											
101 - General Fund	(\$1,454,708.59)			\$40,369.72	(\$178,365.42)	\$0.00		(\$13,353.66)	(\$1,606,057.95)	\$0.00	(\$1,606,057.95)
225 - Cemetery Fund	\$11,841.24			\$23.04	(\$3,361.39)	\$0.00		(\$107.65)	\$8,395.24		\$8,395.24
250 - Fire Fund	\$65,034.89			\$12,071.59	(\$37,453.83)	\$0.00	\$28,144.70	(\$3,229.50)	\$64,567.85		\$64,567.85
275 - Street Capital	\$818,958.70			\$221.52	(\$2,203.50)	\$0.00			\$816,976.72		\$816,976.72
290 - Permits	\$167,229.96					\$0.00			\$167,229.96		\$167,229.96
301 - G.O. 2017A	\$373,645.89					\$0.00			\$373,645.89		\$373,645.89
302 - G.O. 2024A	\$23,326.91					\$0.00			\$23,326.91		\$23,326.91
401 - Capital Project Fund	\$154,098.17			\$72.96		\$0.00			\$154,171.13		\$154,171.13
402 - Fire Services	\$42,359.49					\$0.00	(\$28,144.70)		\$14,214.79		\$14,214.79
403 - Fire Infrastructure Fund	\$190,042.93			\$219.55		\$0.00			\$190,262.48		\$190,262.48
404 - Parks Capital Fund	\$38,080.69			\$674.58	(\$2,673.72)	\$0.00		(\$2,613.84)	\$33,467.71		\$33,467.71
602 - Sewer Fund	\$66,089.47			\$6,179.93	(\$2,744.72)	\$0.00		(\$139.24)	\$69,385.44		\$69,385.44
801 - Developers Account - Escrow	\$127,300.48			\$15,818.71	(\$6,241.50)	\$0.00			\$136,877.69		\$136,877.69
803 - Misty Hollow Escrow	\$0.00					\$0.00			\$0.00		\$0.00
805 - Sumser Farms 1st Addt Escr	\$2,186.41					\$0.00			\$2,186.41		\$2,186.41
MTD Amounts				YTD Amounts		MTD Amounts		Begin + YTD			
Begin	\$625,486.64			\$958,164.65		\$0.00		\$1,093,183.34			
Receipt	\$75,651.60			\$1,738,261.89	Investments	\$0.00		\$0.00			
Disbursements	(\$233,044.08)			(\$1,943,966.13)	Petty Cash	\$0.00		\$0.00			
Transfers Rec/Disb	\$0.00			\$0.00	Savings	\$0.00		\$0.00			
Transfers JE	\$0.00			\$0.00	Money Market	\$0.00		\$0.00			
JE Payroll	(\$19,443.89)			(\$303,810.14)	Balance	\$448,650.27	In Balance				



Sherburne County Planning and Zoning

**City of Baldwin City Council Meeting
November 17, 2025**

SOLID WASTE

- Provide for enforcement and regulation of Solid Waste Ordinance, and various Landfill Abatement related programs and initiatives.
- Regulates, inspects, and licenses over 20 separate solid waste facilities located within the County.
- Administers state grant dollars to encourage and foster landfill abatement related initiatives, and household hazardous waste collections.
- Provides enforcement of failing Septic Systems.
- Administers the SSTS financial assistance programs.



Solid Waste Dept. Staff:
Dave Lucas – SW Administrator
Jerome Doede – Sr. Env. Specialist
Jillian Carlson – Env. Specialist
Maureen Mossak – Env. Specialist
June Volkers– Hydrogeologist
Kailee Vik – Planner

SOLID WASTE PROJECTS

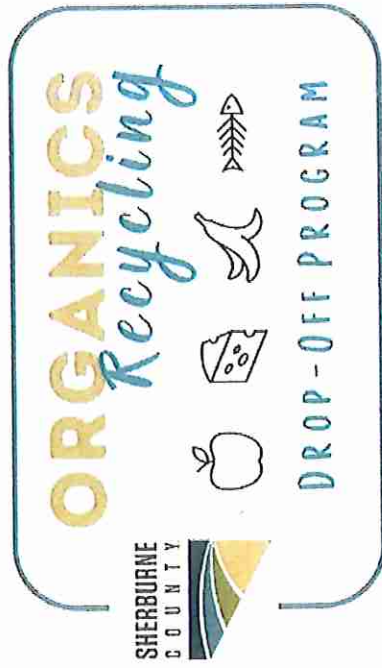
- HHW Collection Events and Update
- SSO Initiatives
- Mattress Recycling Event
- SW Complaints/Enforcement
- SSTs Enforcement, Loan & Grants
- Changes to Municipal Yard Waste Sites



HHW PROPOSED PERMANENT FACILITY

- Need for Permanent Facility Identified
 - Increasing population
 - Mobile events no longer sustainable
 - Weather
 - Vendor availability limited
- Services Offered
 - Collection of HHW
 - Possible other materials such as plastics, mattresses, problem materials.
- Scope and Location to be Determined





- Free program for County residents
- Each participating household can pick up a free starter kit
- Five drop site locations
 - Elk River City Hall
 - Elk River Yard Waste Site
 - Sherburne County Public Works - Becker
 - Sherburne County Public Safety - Zimmerman
 - Palmer Township Hall
- Material is hauled to Vonco II in Becker and turned into compost



m
MINNESOTA POLLUTION
CONTROL AGENCY

Funded by MPCA SCORE Grant Dollars

GRANT PROGRAMS

Institutional Source Separated Organics (SSO) Recycling SCORE Grant

- Becker Schools implemented SSO Recycling in Primary School and Intermediate School with plans to expand to Middle and High Schools
- Leftovers to Livestock Program
- Barthold Food Recycling

School Recycling & Source Separated Organics (SSO) Grant Program

- Becker Middle School implemented bulk milk machine
- Divert milk cartons from going to the landfill
- Reduce liquid food waste



2025 SHERBURNE COUNTY SPECIAL COLLECTION EVENT

- September 6th, 9am - 1pm
- 908 mattresses, 900 lbs. of cardboard, and 4 yd³ film plastics collected
- Partner with Certified Recyclers to Collect Mattresses
 - It is only feasible for this company to travel to our County once a year for this event
- Partner with Vonco II
 - Location is accessible and cardboard disposal is free
- Large demand



SEPTIC COMPLIANCE PROGRAM

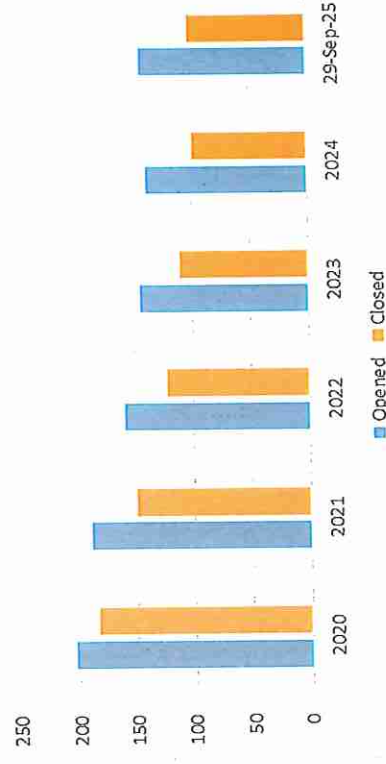
Track Failing Septic Systems

- A compliance inspection is required for:
 - Property transfers where the septic system is older than 5 years
 - Any land use permit for septic system is older than 10 years
- Certificate of Real-estate Value (CRVs) monitored for record of septic compliance

Provide Financial Assistance to Upgrade Failing Septic Systems

- Low Interest Loan Program
- Low-Income Septic Grant Opportunities

Septic Compliance



The Program ensures septic systems are compliant with the State standards and provides residents with a financially feasible option to upgrade their system.

LOW INCOME GRANT PROGRAM

- Began administering the Program in 2017
- County has been awarded an MPCA Septic Grant:
 - Low-Income Grant \$25,501
- Applicant must meet low-income criteria
- The maximum grant award is \$5,000

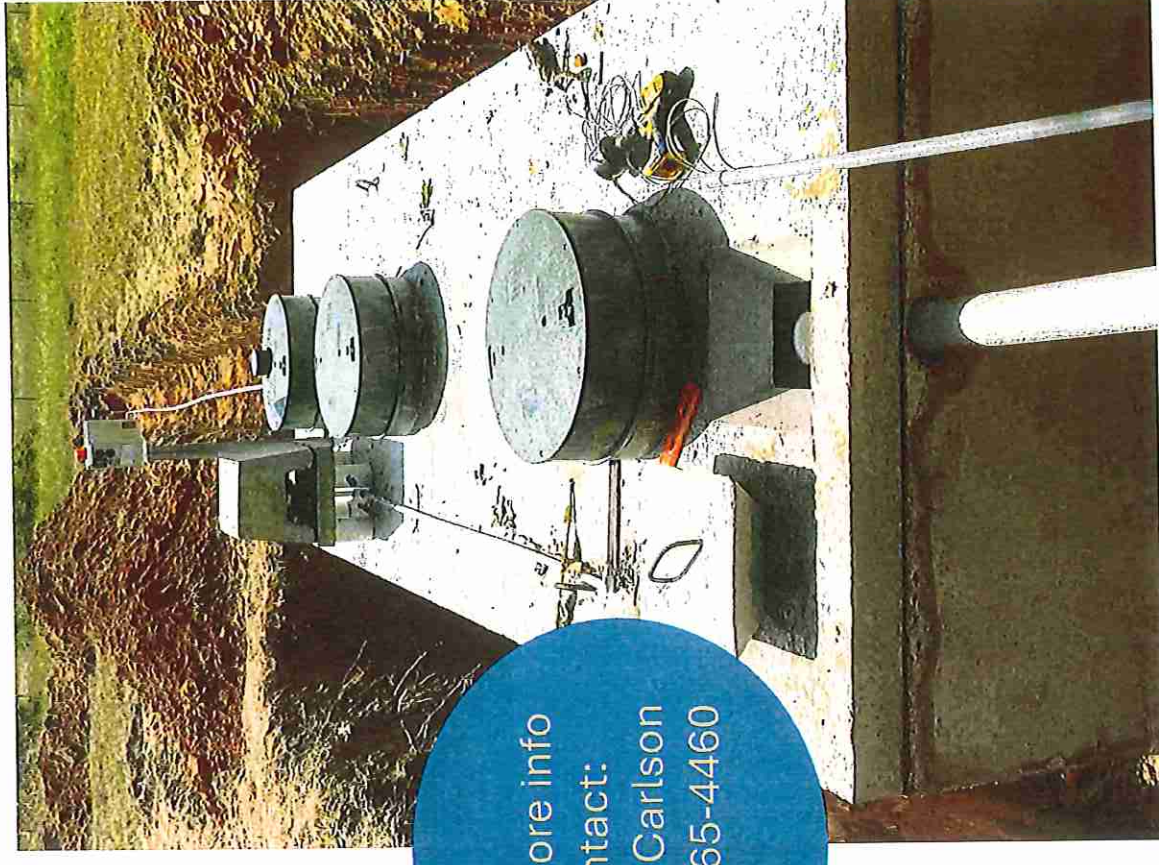
In order to qualify, applications must be approved prior to septic installation



LOW INTEREST LOAN PROGRAM

- Requirements for the Low-Interest Loan
 - Must have a non-compliant septic system
 - Current on mortgage/property tax (if applicable)
- County will loan 100% of costs up to \$20,000 and 95% of the costs that exceed \$20,000
 - Interest rate is 2% over a 10-year payment timeline

In order to qualify, application must be approved prior to septic installation



For more info
contact:
Jillian Carlson
763-765-4460

CHANGES COMING AT THE MUNICIPAL YARD WASTE SITES

- Hard reset on all municipal yard waste site access cards on January 1st, 2026
 - Software update
 - Cards will no longer work after January 1st, 2026, until they get reset
- To get your cards reset:
 - Residents of City of Elk River go to Elk River City Hall, and all other residents go to either Becker, Big Lake or Zimmerman City hall
 - Bring your old card(s) with to get them reset or pay a fee to get a new card(s)
 - Limit 2 cards per household



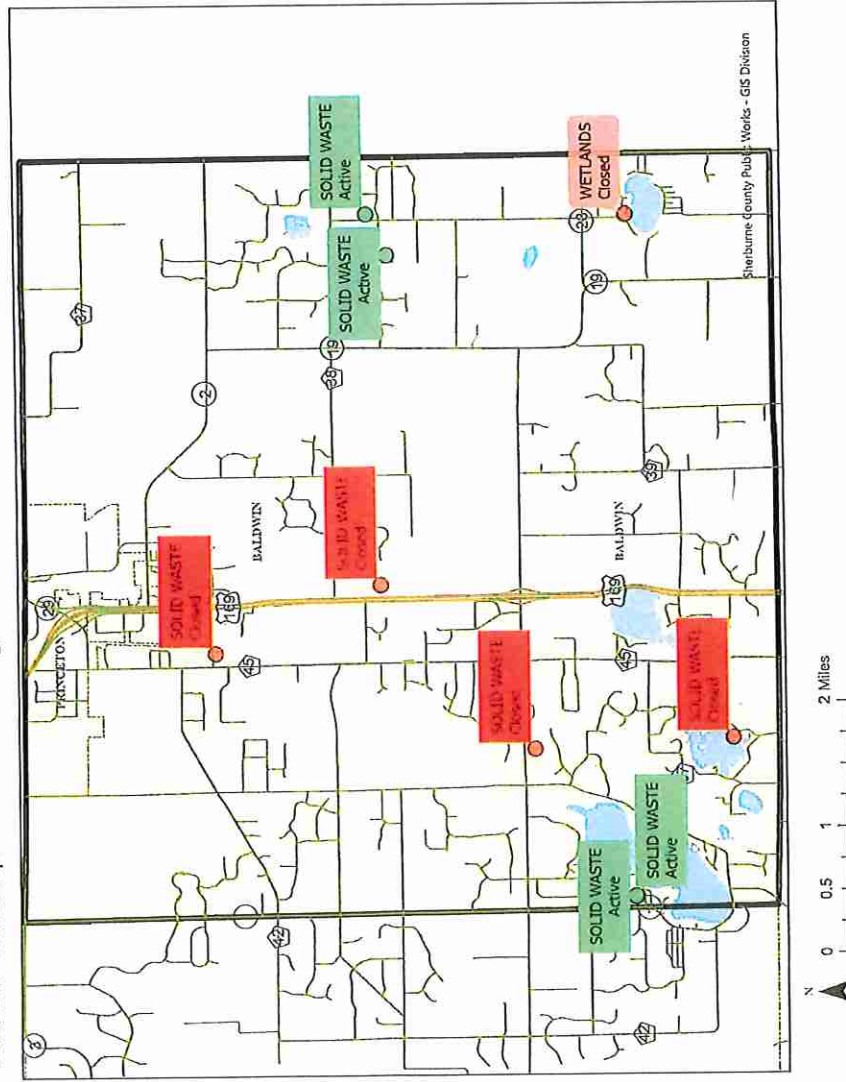
FUTURE YARD WASTE SITE?

- Potential funding available for additional public yard waste site for the Baldwin area
- SCORE Grant funding
- Eligible expenses for reimbursement include:
 - Infrastructure
 - Grinding & hauling
 - Security costs
 - Costs associated with maintaining site
 - Labor costs to operate and maintain site

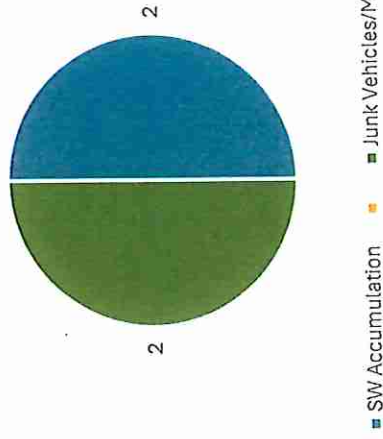


VIOLATIONS

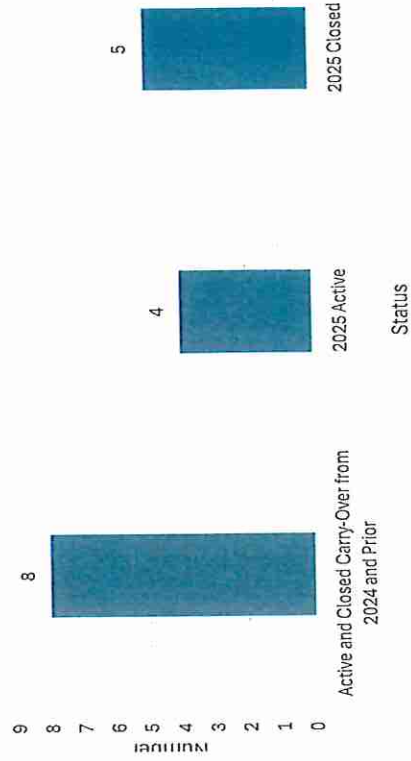
Baldwin Township Violations through 8-1-2025

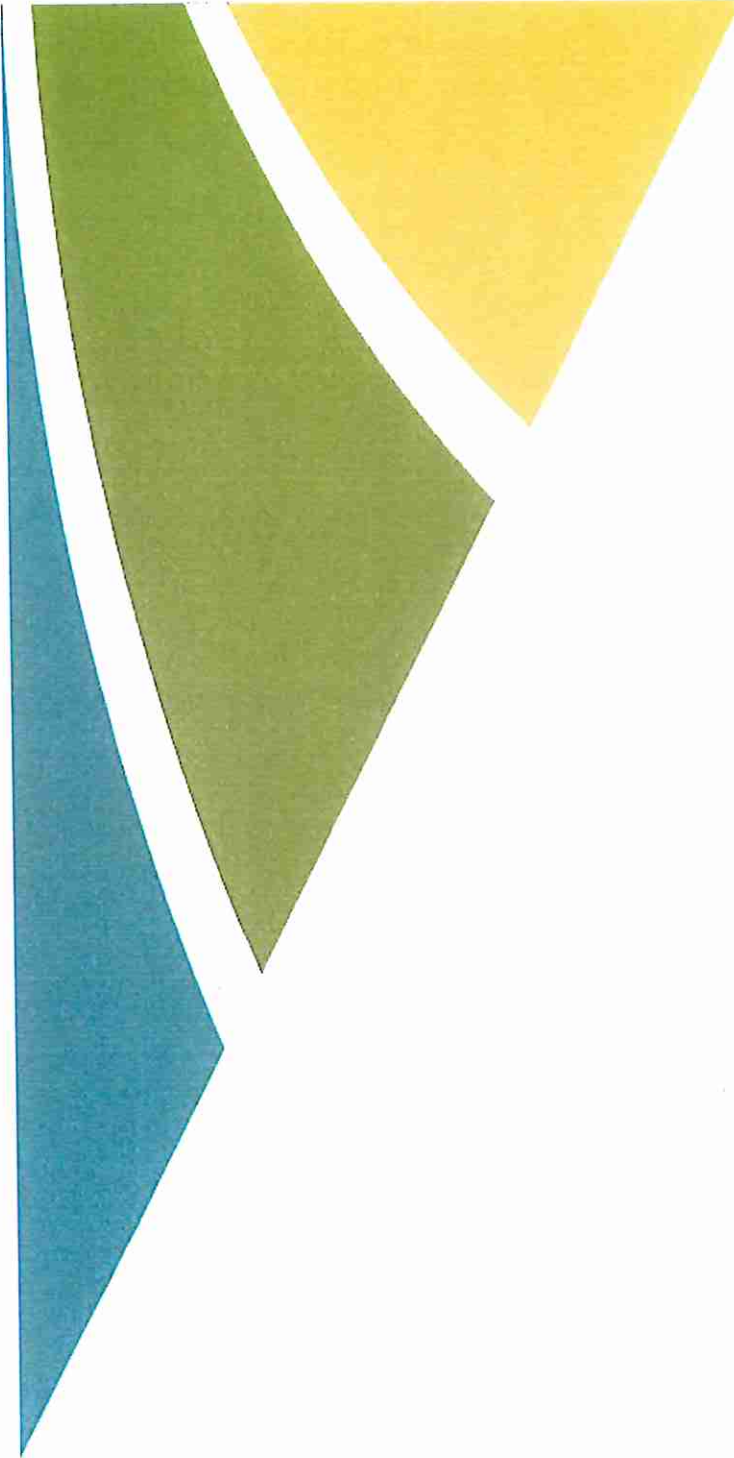


Active Violation Types
(as of August 1, 2025)



Baldwin 2025 Mid-Year Violations
(as of August 1, 2025)





QUESTIONS?

THANK YOU FOR YOUR TIME!

CITY OF BALDWIN, MN

FUND BALANCE POLICY

Adopted November 17th, 2025

- I. PURPOSE: The purpose of this policy is to establish specific guidelines the City of Baldwin will use to maintain an adequate level of fund balance to provide for cash flow requirements and contingency needs because major revenues, including property taxes and other government aids, are received in the second half of the City's fiscal year.

The purpose of this policy is to also establish specific guidelines the City of Baldwin will use to classify fund balances into categories based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in these funds can be spent.

II. CLASSIFICATION OF FUND BALANCE/PROCEDURES

1. **Non-spendable:** This category includes fund balance that cannot be spent because it is either (i) not in spendable form or (ii) is legally or contractually required to be maintained intact. Examples include inventories and prepaid amounts.
2. **Restricted:** Fund balance should be reported as restricted when constraints placed on those resources are either (i) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or (ii) imposed by law through constitutional provisions or enabling legislation.
3. **Committed**
 - Fund balance that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority. The committed amounts cannot be used for any other purpose unless the government removes or changes the specified use by taking the same type of action it employed to commit those amounts.
 - The City's highest level of decision-making authority (City Council) will annually or as deemed necessary commit specific revenue sources for specified purposes by resolution. This formal action must occur prior

to the end of the reporting period, however, the amount to be subject to the constraint may be determined in the subsequent period.

- To remove the constraint on specified use of committed resources the City Council shall pass a resolution.

4. **Assigned**

- Amounts that are constrained by the government's intent to use for specified purposes but are neither restricted nor committed. Assigned fund balance in the General fund includes amounts that are intended to be used for specific purposes.
- The City Council has delegated the authority to assign and remove assignments of fund balance amounts for specified purposes to the **Treasurer**.

5. **Unassigned**

- Unassigned fund balance represents the residual classification for the General fund. Includes amounts that have not been assigned to other funds and that have not been restricted, committed, or assigned to specific purposes within the General fund. The General fund should be the only fund that reports a positive unassigned fund balance amount.

Examples of the desired level of unrestricted fund balance, when unrestricted fund balance may be spent down, and the policy for replenishing unrestricted fund balance. (Modify based on the specific formal or informal policies of the organization.)

- i. The City will maintain an unrestricted fund balance in the General fund of an amount not less than **35 - 50%** of the next year's budgeted expenditures of the General fund. This will assist in maintaining an adequate level of fund balance to provide for cash flow requirements and contingency needs because major revenues, including property taxes and other government aids are received in the second half of the City's fiscal year.
- ii. If spending unrestricted fund balance in designated circumstances has reduced unrestricted fund balance to a point below the minimum targeted level, as noted above, the

replenishment will be funded by future property tax funding or other available funding sources.

II. MONITORING AND REPORTING

The **City Clerk** and **Treasurer** shall annually prepare the status of fund balances in relation to this policy and present to the City Council in conjunction with the development of the annual budget.

When both restricted and unrestricted resources are available for use, it is the City's policy to first use restricted resources and then use unrestricted resources as they are needed.

When committed, assigned or unassigned resources are available for use, it is the City's policy to use resources in the following order; 1.) committed 2.) assigned and 3.) unassigned.

A negative residual amount may not be reported for restricted, committed, or assigned fund balances in the General fund.

This policy was passed by the City of Baldwin City Council on this 3rd day of November, 2025.

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

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

Date

Minnesota Paid Family and Medical Leave

Effective Date: January 1, 2026

Applies To: All eligible employees of the City of Baldwin

1. Policy Statement: Beginning January 1, 2026, eligible employees may receive paid leave benefits through the Minnesota PFML program, administered by the Department of Employment and Economic Development (DEED). These benefits are intended to support employees during significant life events while maintaining job protection and continuity of benefits.

2. Eligibility: Eligibility is determined by DEED based on wages earned in Minnesota. The City of Baldwin does not determine eligibility or benefit amounts.

3. Covered Leave: Employees may apply for PFML for the following reasons:

- Personal serious health condition
- Bonding with a new child (birth, adoption, foster care)
- Caring for a family member with a serious health condition
- Safety leave (domestic abuse, sexual assault, stalking)
- Military-related exigencies

4. Duration and Benefits

- Up to **20 weeks of paid leave** per 52-week period
- Wage replacement is calculated and paid by the State of Minnesota
- Leave may be taken continuously or intermittently, as approved by DEED

5. Payroll Contributions: Employer will pay 100% of contributions.

6. Job Protection and Benefits: Employees approved for PFML are entitled to:

- Reinstatement to the same or equivalent position
- Continuation of health insurance benefits during leave

7. Notice and Documentation: Employees must:

- Provide **30 days' notice** for foreseeable leave
- Notify your Supervisor as soon as practicable for unforeseeable leave
- Submit required documentation to DEED for benefit approval

8. Coordination with Other Leave: PFML may run concurrently with other leave entitlements, including:

- Federal Family and Medical Leave Act (FMLA)
- City-provided paid time off (PTO, sick leave, vacation)



BALDWIN CITY COUNCIL REGULAR MEETING

NOVEMBER 3RD, 2025

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

Absent – City Council; Jeff Holm

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

Call to Order – The November 3rd, 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.

November 2025 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$433,132.12, no receipts yet for the month of November, Disbursements of \$80,633.26 leaving an unaudited ending balance of \$352,498.86.

Sheriff's Report – Deputy Wilson reported a total of 229 calls for service in the City of Baldwin for October 2025. These calls consisted of 3 thefts, which were 1 shoplifting at Marv's, 1 theft of a valuable coin by a guest which was recovered and returned to the owner, and a construction site had roofing materials that were taken. There was 9 motor vehicle accidents, 21 medicals, 62 traffic stops, 9 additional patrols were performed, and no burglaries were reported.

Deputy Wilson followed up regarding last meeting of ordinance enforcement. Deputy Wilson stated there has been communication between the City Attorney and County Attorney's office. City Attorney Bob Ruppe stated that the ordinances have been updated and sent to Sherburne County Attorney's office to code and put into law library. Swanson questioned the Sheriff's report on a mental case. Deputy Wilson stated this was a mental health crisis call and there are co-responder for more coverage. The Sheriff's Office secures the scene and usually turns this over to the co-responder.

Swearing in of Fire Fighter Brent Strand – Fire Chief, Scott Case, stated that Firefighter Strand has completed all necessary requirements for a probationary Fire Fighter with the City of Baldwin and is off probation. Brent Strand, was sworn in. Captain Holland performed the swearing in of Firefighter, Brent Strand.

Fire Department Report – Captain Holland reported 41 calls for the month of October 2025. These calls consisted of 32 medicals, 3 vehicle fires, 1 structure fire, 1 mutual aid, 1 motor vehicle crash, 2 alarms and 1 rescue/citizen assist. Of these calls, 10 were for Blue Hill Township.

Discuss New Tire Purchases – Statute was passed last year. Sec. 14. [471.3458] Volunteer Emergency Services Providers; 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 them to purchase up to four vehicle tires for one personal vehicle owned by the volunteer emergency services provided 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. The request must be in writing on the municipality's or fire department's letterhead. Case is requesting City Attorney check statute and research if this would be an option for the City of Baldwin. **Swanson/Rush unanimous to approve** City Attorney researching statute and providing information to the City Council.

Discuss Fire Department Coding for Budgeting Purposes - In January 2025, the city updated their chart of accounts to be more in line with becoming a city. Case is requesting a revision of the Fire Department's chart of accounts for budgeting purposes. Case stated that the new chart of accounts is too generalized for budgeting purposes.

Discuss/Approve/Disapprove Purchasing Lucas CPR with Donated Funds – Captain Holland stated that there are enough donations to purchase one Lucas CPR device. The department is at the halfway point in getting enough donations to purchase a second one. The Lucas device will be a city owned device. Case stated that the purchase price for both devices is \$18,000 and no more than \$20,000. **Rush/Walker unanimous to approve** up to \$20,000 of donated money to be used for the purchase of the Lucas CPR device.

Rush stated that the rescue rig is out of commission. Case said the expenditure for this is under \$1000. Rush requested that updates be sent to the fire department liaison regarding vehicles needing maintenance.

Presentation by Delaney Consulting LLC; Municipal Liquor Store Feasibility Study – Flora Delaney introduced herself and her company. Delaney is a proven retail consultancy, employing retail experts with MN cities across both liquor and cannabis business enterprises. Jim Langemo presented the rest of the presentation. The statement of work effective as of November 10, 2025 outlined the services and deliverables from Delaney Consulting if services are provided. Delaney gave a general overview of the work breaking down into 10 weeks. Phase 1 would be to complete a market study evaluating potential for establishment of liquor store (s) within the City of Baldwin. Phase 2 would provide recommendations on the timing, size, and location for liquor store (s) within the City of Baldwin and whether such stores should be standalone

or connected with other retail uses. Phase 3 would be outlining estimated costs associated with establishment of municipal liquor stores within the City of Baldwin including land, building, staff, product and inventory, and other expenditures. The final phase would be identifying opportunities, challenges or any other factors that need to be considered by the City of Baldwin regarding establishing Municipal Liquor Store operations. Jim Langemo stated that this is not teaching the city how to run a municipal liquor store. The duration of the project would be 10 weeks with a cost of \$36,650. Swanson stated that the city received 6 requests for proposals and they would not be ready to move forward and make a decision at this meeting.

Public Comment Requests:

- Norm Behnke – 28123 Lake Diann Road; Mr. Behnke questioned if the City Attorney is going to work on the animal control issues. City Attorney, Ruppe, stated that all updates to the city ordinances have been made and submitted to the County Attorney. Ruppe stated that the delay was in looking at all ordinances and which ones needed to be submitted to the County.

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

- Approve Resolution 25-26 Vacating Drainage and Utility Easement; Finlayson
- Approve Resolution 25-31; Exempt Gambling Permit Application for Knights 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 – **Case/Walker unanimous to approve** purchasing 20 no parking signs for winter parking.
- Approve Invoice from Vehicle Response Training for \$2973.35

Planning Items:

Approve Resignation for Planning Commissioner; Patti Miller – Case/Rush unanimous to approve resignation of Patti Miller.

Discuss/Approve/Disapprove Resolution 25-27 Interim Use Permit for North Country Goldens LLC – Full planning report on file in the Clerk's Office. **Rush/Walker unanimous to approve** resolution 25-27 contingent on 8 conditions being met.

Discuss/Approve/Disapprove Resolution 25-28 Site and Building Plan Review for Ruff Start Rescue, Inc. – Full planning report on file in the Clerk's Office. **Case/Rush unanimous to approve** contingent on 9 conditions being met.

Discuss/Approve/Disapprove Resolution 25-29 Site and Building Plan for Boe Resources – Full planning report on file in the Clerk's Office. **Case/Rush unanimous to approve** contingent on 8 conditions being met.

Discuss/Approve/Disapprove Codification Service Agreement Provisions – City Attorney approved the contract with American Legal Publishing but wanted to point out two provisions the city should be made aware of. City Attorney, Ruppe, is asking if the city should abandon the project prior to completion, it will be billed for a total of 80% of the base price which would be \$9996. The other provision is 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. Ruppe is not aware of specifically how the city could be damaged by American Legal Publishings' negligence. **Case/Rush unanimous to approve** codification service agreement provisions.

Park Committee Report:

Discuss/Approve/Disapprove Ordinance 2025-14, Amending Ordinance# 100 Regulating Parks – The Park Committee recommended an amendment of the park ordinance which would limit one permit issued for each calendar day. **Case/Rush unanimous to approve** ordinance 2025-14.

Discuss/Approve/Disapprove Portable Toilets at Parks During Winter Months – Proposal from Vendor is the same pricing as summer months which is \$50.00 per service and can be on a will-call basis. Rush proposes to store all 3 portable toilets for the winter months. Case stated that Young Park has walking paths and it would be nice to have the portable toilets at Young Park. Swanson stated that we could always bring the portable toilets out to the parks as needed. **Rush/Walker unanimous to approve** storing portable toilets during the winter months.

Rush stated that Boe Electric will be starting work next week for additional lighting at Young Park.

Cemetery Update – None

Tabled Items:

Discuss/Approve/Disapprove Zimmerman and Princeton Today Newspaper Insert – Two options were provided by Zimmerman and Princeton Today Newspaper. Option one would be distribution of all US mailboxes within the city limits of Baldwin. Option two would be distribution to all US mailboxes within Baldwin, Princeton and Zimmerman. Billing and collection would be handled by the paper directly for advertising. If advertising was successful, there would not be a charge for the newspaper insert for the City of Baldwin. Case stated that this would eliminate the quarterly newsletter. **Rush/Walker unanimous to table** until November 17th, 2025, City Council meeting.

Discuss Fiberglass Road Right of Way Obstructions – Last winter, the city was hindered with several fiberglass rods in the road right of way. The fiberglass rods interfere with snowplowing. Swanson stated these are a violation and should not be in

the road right of way. If snowplows hit these fiberglass rods, they will not be replaced by the city.

Discuss/Approve/Disapprove Purchasing Expenditure Limits – Swanson stated that the expenditure limits that the City Council have are for emergency purposes only. This is for discussion only at this time. Rush stated that Public Works previously had a \$1000 expenditure on thermostats, oil, supplies, etc. Swanson would like a list from Public Works on these items for future purchases and a procedure. Rush stated that this can be discussed further at the road workshop on November 10th, 2025. Walker and Rush to work through the expenditures for short-term interim use. **Rush/Walker unanimous to table** until November 10th, 2025, road workshop.

New Business:

Schedule Budget Meeting for November 12th, 2025 – Rush/Walker unanimous to approve November 12th, 2025, at 7:00 p.m. for the next budget meeting.

Schedule Code and Ordinance Workshop – Swanson asked Licht from (TPC) and City Attorney, Ruppe, if this meeting is needed. Both stated not at this time.

Discuss/Approve/Disapprove Amendment to Sandy Lake Project – Change order received from Sherburne SWCD is to change the expiration date for the completion of the project from December 1st, 2025, to June 30th, 2026. **Rush/Walker unanimous to approve** change order amendment to Sandy Lake project.

Discuss Builders Delinquent Driveways – City Council gave the builder until October 1st, 2025, to complete and bring failed driveway's to passing grade. This is based on the city's ordinance #100 and the driveway permit requirements given to the applicant at application time. City Engineer, Jochum from Hakanson Anderson, inspected the driveways and there were still 5 driveways that failed inspection. City Attorney, Ruppe, stated that notice should be sent to developer. Rush will grant the developer until November 6th, 2025 and then a letter will be sent by Baldwin's City Attorney. City Attorney, Ruppe, said terms of ordinance #100, certain notification should be given to assess certain costs. Ruppe went on to say that a deadline should be given to the developer, and the city would hire a contractor to complete the work. The City Council discussed the cul de sac on 131st Avenue and any additional costs would come out of the developer's escrow.

Discuss City Council Meeting Night for 2026 – Case stated that there is a lot of holidays in 2026 that land on a Monday. Proposal is to do the first and third Wednesday of each month. The Clerk will send this information to our City Engineers, Hakanson Anderson. The Clerk to post on the City Hall window, website, Marv's, banner on website, newsletter, TextMyGov and a friendly was given to publish in the local newspaper. Rush accepted friendly. **Case/Rush unanimous to approve** City Council meeting nights starting in 2026 to be the first and third Wednesday of each month.

Discuss Driveway that Failed Three Times for PID# 01-00604-0245 – The inspection of PID# 01-00604-0245 failed driveway inspection 3 times. **Rush/Walker unanimous to approve** City Attorney sending letter.

Discuss/Approve/Disapprove Expenditures for Public Works, Building, Grounds and Equipment –

Rush/Walker unanimous to approve up to \$600.00 to pump fire department and public works floor drain holding tanks.

Rush/Walker unanimous to approve purchase of 3 thermostats up to \$100.

Roof leaking at heater – Public Works to obtain quotes.

Shop floor delamination – to be discussed at a later date.

FD well power conduit broken/repairs needed – Public Works to obtain quotes.

Tools for shop – The City Council requested quote. Nitrile gloves to be obtained from the fire department.

Signs – City Council requested quotes.

Rush/Walker unanimous to approve four commercial vehicle inspections of \$100.00 per truck.

Case/Rush unanimous to approve \$1200.63 for two bench stock replacement cutting edges/blades for Western.

Rush/Walker unanimous to approve Midwest roof panel replacement for \$1415.92 for John Deere 1565 roof panel.

Rush/Walker unanimous to approve up to \$1000 for New Holland Loader/plow, hydraulic cylinder repair needed from Central Hydraulics. Public Works will take the cylinder off and bring it to Central Hydraulics.

Case 621D loader – City Council requested quotes for parking brake repair and air conditioning repair.

Rush/Walker unanimous to approve up to \$400.00 for Case 621D loader repair on right front wheel leaking.

Rush/Walker unanimous to approve up to \$100 to rotate tires with rims on 2012 John Deere 1565.

Discuss/Approve/Disapprove Local Road Improvement Program for 100th Street and 297th Avenue – The Local Improvement Program is a grant application that will need to be prepared by City Engineer, Hakanson Anderson. The grant application consists of general city information, project readiness, a narrative, a resolution, detailed cost estimates, timeline, project exhibits/typical sections and schedule. The proposal for this work is \$1700.00 and additional services, if needed, will be provided at Hakanson Anderson's standard hourly rate. **Case/Walker unanimous to approve** Local Improvement Program for 100th Street and 297th Avenue.

Discuss/Approve/Disapprove Local Road Improvement Program for 303rd Avenue – The Local Improvement Program is a grant application that will need to be prepared by City Engineer, Hakanson Anderson. The grant application consists of general city information, project readiness, a narrative, a resolution, detailed cost estimates, timeline, project exhibits/typical sections and schedule. The proposal for this work is \$4800.00 and additional services, if needed, will be provided at Hakanson

Anderson's standard hourly rate. **Case/Walker unanimous to approve** Local Improvement Program for 303rd Avenue.

Discuss/Approve/Disapprove Applications for Alternate Snowplow Driver – Rush/Case unanimous to approve hiring both alternate snowplow driver applicants.

Discuss/Approve/Disapprove Brunton Expenditure for \$4500 for Infrastructure Committee – The \$4500 would be credited for future developments and design for the City of Baldwin proposed new Fire Department and City Hall. **Case/Walker unanimous to approve** \$4500.00 expenditure for Brunton.

Discuss/Approve/Disapprove Drop off Site for Food Shelf Donation – Rush/Swanson unanimous to approve food shelf donation drop off site at the City Hall.

Discuss/Approve/Disapprove Road Grading – Rush/Walker unanimous to approve \$750.00 for road grading

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 – Swanson stated that Veterans day is November 11th, 2025. Paychecks will be signed on Monday, November 10th, 2025.

Hakanson Anderson rescinded resignation to the City of Baldwin.

School District informational meeting – Swanson asked residents how they heard about the ISD# 477 informational meeting that was held at City Hall on October 29th, 2025.

Residents gave Swanson feedback that they received this information on Swanson's Facebook page and TextMyGov message.

Approve Bills for Payment – Rush/Case unanimous to approve check numbers 29008 – 29049 for \$199,835.69 and 4 EFT Payments for \$6660.64 for a total of \$206,496.33.

Adjourn – Rush/Walker unanimous to adjourn at 9:57 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, Mikaela Nietz, Jaden Strand, Dan Moore, Pat Olsen, Chris Strand, Norm Behnke, Mike Anderson, Delmas Hinges, Andrew Harvala, Bruce West, Diane Neal, Kyle Boe and Chris Boe.



**Hakanson
Anderson**

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



MEMORANDUM

TO: Baldwin City Council

CC: Joan Heinen, City Clerk

FROM: Sam Jochum, City Engineer

DATE: November 17, 2025

RE: 100th Street and 297th Avenue No Parking Resolution

Please find attached a No Parking Resolution for the 100th Street and 297th Avenue reconstruction project. As you may be aware, the design for this project does not include additional width for vehicle parking. As per the minimum state aid standards, the proposed typical section for this project consists of 11-foot travel lanes and 4-foot shoulders (1 foot of bituminous and 3 feet of gravel).

Given these widths, the design does not allow enough room for vehicles to park without encroaching into the travel lanes and therefore on-street parking must be prohibited.

The No Parking Resolution needs to be submitted to MnDOT as part of their review.

**CITY OF BALDWIN
SHERBURNE COUNTY
STATE OF MINNESOTA**

RESOLUTION NO. 25-33

RESOLUTION RELATING TO BANNING PARKING ON 100TH STREET AND 297TH AVENUE

WHEREAS, this resolution passed this 17th day of November, 2025, by the City of Baldwin in Sherburne County, Minnesota. The Municipal Corporation shall hereinafter be called the City; and,

WHEREAS, the City has planned the reconstruction of 297th Avenue (S.A.P. 259-109-001) from 108th Street to 100th Street in the City of Baldwin, Minnesota; and,

WHEREAS, the City has planned the reconstruction of 100th Street (S.A.P. 259-110-001) from 289th Avenue to 305th Avenue in the City of Baldwin, Minnesota; and,

WHEREAS, the City will be expending Municipal State Aid funds on the improvement of these routes; and,

WHEREAS, the intended use of these improvements does not provide adequate width for parking on either side of the street; and approval of the proposed construction as a Municipal State Aid Street Project must be conditioned upon certain parking restrictions.

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

1. The City Council of the City of Baldwin, County of Sherburne, State of Minnesota, does hereby order the banning of motor vehicle parking on the above-described municipal state aid routes in accordance with the approved plans.

Passed this 17th day of November, 2025.

Jay Swanson
Mayor
City of Baldwin

Joan Heinen
Clerk/Treasurer
City of Baldwin

MEMORANDUM

TO: City of Baldwin City Council

CC: Joan Heinen, City Clerk

FROM: Sam Jochum, City Engineer

DATE: November 13, 2025

RE: Oaks of Battle Brook 2nd Development Update

The purpose of this memo is to provide the Baldwin City Council members with a development update for the Oaks of Battle Brook 2nd.

Erosion Control and Grading:

Major issues that remain throughout the project in terms of erosion control are the 5 infiltration basins on site. Many of the basin bottoms, surrounding slopes, and areas near incoming culverts have yet to fully establish turf. This has made the basins susceptible to washouts. This same issue can be found on 295th Avenue in the ditches from stations 4+50 to 10+00 and from station 25+00 to the end of the eastern cul-de-sac. These areas, as well as the basins, are described in Project Review Report #2. The developer is aware of the turf establishment issues throughout the site as it has been stated to him that final acceptance will not be given until vegetation is established.

The developer has worked on correcting washouts throughout the summer as they occur and has followed this work up with hydro-seeding to establish vegetation. However, we have yet to see the desired results needed for final acceptance. This work will continue to be monitored.

131st Street Cul-De-Sac Work:

A majority of the work involved with the removal of the existing cul-de-sac and reconstruction of the northern tie in point for 131st Street has been completed. The cul-de-sac wings have been removed, the existing driveways have been patched per the construction plans, and the surrounding ditch grading has been completed. During our inspection, the contractor was seeding the disturbed ditch areas and then covering with erosion control blanket. This area will continue to be monitored for vegetation establishment now that grading work is completed.

Driveway Inspections:

- 13437 295th Avenue: **Fail.** Eastern side of bituminous extension is failing. Large wheel ruts on side slopes need to be regraded and restored.
- 13282 295th Avenue: **Pass.** Driveway width acceptable. Hydro-seed and blanket added for proper erosion control.
- 13014 295th Avenue: **Pass.** Slopes have been flattened out. Hydro-seed and blanket added for proper erosion control.

- 13438 295th Avenue: **Pass.** More vegetation has been established since the last inspection. Additional hydro-seed added for proper erosion control.

We will be sending formal inspection reports for these 4 driveways in the near future.

Summary:

The development is not ready for the council to consider final acceptance. The major items remaining are the bituminous wearing course as well as vegetation establishment. Given the time of year, this work will need to be completed in 2026.

Wastewater Operation Summary

Frequency

Pretreatment Module

Log pump run times and event counters	1 / month	☒ Completed	☐ Not Completed
Verify pumps are operational	1 / month	☒ Completed	☐ Not Completed
Perform amp draw and voltage checks	2 / month	☒ Completed	☐ Not Completed
Check for orifice plugging	2 / year	☐ Completed	☒ Not Completed
Verify open pipes in VFW to flush solids	4 / year	☐ Completed	☒ Not Completed
Check blower for proper operation	1 / month	☒ Completed	☐ Not Completed

Disposal System

Sample effluent at WS002	4 / year	☒ Completed	☐ Not Completed
Visually inspect the drainfields	1 / month	☒ Completed	☐ Not Completed
Verify pumps are operational	2 / month	☒ Completed	☐ Not Completed
Turn pumps to hand to observe diverter operation at drainfields	2 / month	☒ Completed	☐ Not Completed
Sample wells at GW001-GW004 (Apr, July, Oct)	3 / year	☐ Completed	☒ Not Completed

Special Requirements

Home counts (Jun, Dec)	2 / year	☐ Completed	☒ Not Completed
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Monthly Flow Data

Current flow reading	<u>3150</u>	gpd
Previous flow reading	<u>#REF!</u>	gpd
Increase/decrease	<u>#REF!</u>	gpd

Comments

Flows were calculated using the known data from the south flowmeter. With the difference in the totalizers divided by the number of days between

Future Maintenance Needs

Date:	TG	TG	TG/GF
Operator:	16-Sep	24-Sep	30-Sep

"We're more than just operators...."

Providing experienced water and wastewater operations, maintenance, and management services to homeowners associations, local governments, and residential developers.

CITY OF BALDWIN

11/14/25 8:38 AM

Page 1

602 Transactions

2025

October

Last Dim Descr	Search Name	Dr/Cr Amt	Comments
R Revenue			
Late Payments Se		-\$71.02	UB Receipt Serv Pen 1 Frontier Trails
Sewer Charges	Credit Card Payments	-\$1,402.00	Frontier Trails
Sewer Charges		\$276.00	Credit Card
Sewer Charges		\$163.00	Credit Card
Sewer Charges		\$138.00	Credit Card
Sewer Charges	Credit Card Payments	-\$138.00	Frontier Trails
Sewer Charges	Credit Card Payments	-\$125.00	Frontier Trails
Sewer Charges	Credit Card Payments	-\$628.00	Frontier Trails
Sewer Charges		-\$3,623.98	UB Receipt Serv 1 Frontier Trails
Sewer Charges	Credit Card Payments	-\$138.00	Frontier Trails
R Revenue		-\$5,549.00	
E Expenditure			
Electric Utilities	Connexus Energy	\$393.97	Electric Utilities
Employer Paid Ins		\$29.06	Labor Distribution
FICA Contributions		\$5.93	Labor Distribution
Legal Fees	Couri and Ruppe PLLP	\$1,925.00	Frontier Trails SSD NSU Contract
Medicare Contribut		\$1.39	Labor Distribution
Other Professional	Wastewater Services Inc.	\$350.00	Frontier Trails SSD
Other Professional	Utility Consultants Inc	\$75.75	Frontier Trails SSD
Pera Contributions		\$7.18	Labor Distribution
Salaries and Wage		\$95.68	Labor Distribution
E Expenditure		\$2,883.96	
		-\$2,665.04	

CITY OF BALDWIN

*Cash Balances

Cash Account: 10100
October 2025

Fund	Begin October 2025	Transfers				Journal Entries		JE Payroll		Balance No	Investments	Balance
		Receipts	Disbursements	Rec/Disb	Journal Entries	JE Payroll	Investments					
10100 - Bremer												
101 - General Fund	(\$1,454,708.59)	\$40,333.74	(\$178,276.92)	\$0.00				(\$13,353.66)	(\$1,606,005.43)	\$0.00		In Bal
225 - Cemetery Fund	\$11,841.24		(\$3,361.39)	\$0.00				(\$107.65)	\$8,372.20			In Bal
250 - Fire Fund	\$65,034.89	\$12,000.00	(\$37,453.83)	\$0.00			\$28,144.70	(\$3,229.50)	\$64,496.26			In Bal
275 - Street Capital	\$818,958.70		(\$2,203.50)	\$0.00					\$816,755.20			In Bal
290 - Permits	\$167,229.96			\$0.00					\$167,229.96			In Bal
301 - G.O. 2017A	\$373,645.89			\$0.00					\$373,645.89			In Bal
302 - G.O. 2024A	\$23,326.91			\$0.00					\$23,326.91			In Bal
401 - Capital Project Fund	\$154,098.17			\$0.00					\$154,098.17			In Bal
402 - Fire Services	\$42,359.49			\$0.00			(\$28,144.70)		\$14,214.79			In Bal
403 - Fire Infrastructure Fund	\$190,042.93			\$0.00					\$190,042.93			In Bal
404 - Parks Capital Fund	\$38,080.69	\$550.00	(\$2,673.72)	\$0.00				(\$2,613.84)	\$33,343.13			In Bal
602 - Sewer Fund	\$66,089.47	\$6,107.00	(\$2,744.72)	\$0.00				(\$139.24)	\$69,312.51			In Bal
801 - Developers Account - Escrow	\$127,300.48	\$15,597.80	(\$6,241.50)	\$0.00					\$136,656.78			In Bal
803 - Misty Hollow Escrow	\$0.00			\$0.00					\$0.00			In Bal
805 - Sumser Farms 1st Addt Escr	\$2,186.41			\$0.00					\$2,186.41			In Bal

	MTD Amounts		YTD Amounts		MTD Amounts		Begin + YTD	
	MTD Amounts	YTD Amounts	MTD Amounts	YTD Amounts	MTD Amounts	Begin + YTD	MTD Amounts	Begin + YTD
Begin	\$625,486.64	\$958,164.65	Investments		\$0.00	\$1,093,183.34		
Receipt	\$74,588.54	\$1,737,198.83	Petty Cash		\$0.00	\$0.00		
Disbursements	(\$232,955.58)	(\$1,943,877.63)	Savings		\$0.00	\$0.00		
Transfers Rec/Disb	\$0.00	\$0.00	Money Market		\$0.00	\$0.00		
Transfers JE	\$0.00	\$0.00						
JE Payroll	(\$19,443.89)	(\$303,810.14)	Balance		\$447,675.71	In Balance		

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

WASTEWATER TREATMENT
DISCHARGE MONITORING REPORT

PERMIT #	LIMIT STATUS	FORMER #
MN0664459		

MONITORING PERIOD	
YEAR MO DAY	YEAR MO DAY
2025-09-01	2025-09-30

FROM:

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

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

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

PARAMETER	QUANTITY		UNITS	CONCENTRATION		UNITS	FREQUENCY OF ANALYSIS	SAMPLE TYPE		Exception
	SAMPLE	VALUE		REPORT	calendar month average			twice per month	Grab	
	PERMIT	*****		*****	*****			twice per month	Grab	
	REQ	*****		*****	*****			once per day	Measurement, Continuous	
BOD, Carbonaceous 05 Day (20 Deg C) 80082	SAMPLE	*****	Mgal	*****	*****	mgd	*****	*****	*****	*****
	VALUE	*****		*****	*****			*****		
	PERMIT	*****		*****	*****			*****		
	REQ	*****		*****	*****			*****		
pH 00400	SAMPLE	*****	In	*****	*****	SU	*****	*****	*****	*****
	VALUE	*****		*****	*****			*****		
	PERMIT	*****		*****	*****			*****		
	REQ	*****		*****	*****			*****		
Precipitation 00193	SAMPLE	*****	In	*****	*****	SU	*****	*****	*****	*****
	VALUE	*****		*****	*****			*****		
	PERMIT	*****		*****	*****			*****		
	REQ	*****		*****	*****			*****		
Solids, Total Suspended (TSS) 00530	SAMPLE	*****	In	*****	*****	mg/L	*****	*****	*****	*****
	VALUE	*****		*****	*****			*****		
	PERMIT	*****		*****	*****			*****		
	REQ	*****		*****	*****			*****		

COMMENTS:

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

WASTEWATER TREATMENT
DISCHARGE MONITORING REPORT

PERMIT #	LIMIT STATUS	FORMER #
MN0064459		

MONITORING PERIOD	
YEAR [MO] DAY	YEAR [MO] DAY
2025-09-01	2025-09-30
FROM: TO:	

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

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

x

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

PARAMETER		QUANTITY			UNITS	CONCENTRATION			UNITS	FREQUENCY OF ANALYSIS	SAMPLE TYPE	Exception
BOD, Carbonaceous 05 Day (20 Deg C) 80082	SAMPLE	*****	*****	*****		*****	10	*****	mg/L	twice per month	Grab	
	VALUE	*****	*****	*****		REPORT	calendar month average	*****				
	PERMIT	*****	*****	*****								
	REQ											
Flow 50050	SAMPLE	*****			Mgal	*****			mgd	once per day	Measurement, Continuous	
	VALUE	*****										
	PERMIT	*****	REPORT	calendar month total		0.00682	calendar month average	0.01023				
	REQ						daily maximum					
pH 00400	SAMPLE	*****	*****	*****		*****	*****	*****	SU	twice per month	Grab	
	VALUE	*****	*****	*****		*****	*****	*****				
	PERMIT	*****	*****	*****		REPORT	calendar month minimum	REPORT		calendar month maximum		
	REQ											
Solids, Total Suspended (TSS) 00530	SAMPLE	*****	*****	*****		*****	217	*****	mg/L	twice per month	Grab	
	VALUE	*****	*****	*****		*****	*****	*****				
	PERMIT	*****	*****	*****		*****	REPORT	calendar month average		*****		
	REQ											
COMMENTS:												

COMMENTS:

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

WASTEWATER TREATMENT
DISCHARGE MONITORING REPORT

PERMIT #	LIMIT STATUS	FORMER #
MIN0064459	Phase 2	

MONITORING PERIOD	
YEAR/MO/DAY	YEAR/MO/DAY
2025-09-01	2025-09-30

FROM:

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

STATION INFORMATION:
W5007 (End of Pipe New Drainfield)
Waste Stream

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

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

COMMENTS:

Public Works Report – November 17th, 2025

Frontier Trails

- 0 - hours invested

Parks

- Docks removed and secured
- *Young Park:*
- Mowed x1
- Sprinklers winterized
- Parking lot extension project – Perimeter rocks and gate - installed under budget
- Parking lot lighting –B.O. E Electric, installed light poll footings
- City owned portable restrooms – cleaned and transported back to at city hall.
- *Other Areas:*
- Elk Lake Rain Garden – mowed x1
- Elk Lake canoe access & open areas – mowed.

Roads

- Total road patching material for 2025 season: U.P.M. & hot patch – 53.90 tons + 27 cold patch bags.
- Crack sealing project – project coordination and inspection.

Cemetery

- Fall clean up completed

Trucks / Equipment

- Truck #30 – International Workstar 7600 – Replacement drive tires. (Estimates print out, for review)
- 2025 Freightliner 114SD Plus, plow truck delivery ETA, by the end of November 2025.
No parking stall available, what vehicle will be parked outside?
- New Holland loader – (L) attachment pin for bucket/plow mount, hydraulic cylinder – Completed (\$197.45)
- Case 621 loader – Parking brake & Air conditioning not working – (*Estimate in progress with Titan Machine*)
- Commercial vehicle inspection – Notice to proceed – scheduling

COURI & RUPPE, P.L.L.P

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

**Also Licensed in Illinois*

***Also Licensed in California*

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

November 7, 2025

Brian & Deborah Bluhm
7427 317th Avenue NW
Princeton, MN 55371

Re: City of Baldwin; License Agreement

Dear Mr. and Mrs. Bluhm:

This office represents the City of Baldwin. Enclosed please find a License Agreement for your review which would allow the fence located on your property and within the City's road right-of-way to remain provided that you enter into this Agreement with the City. It is anticipated that the City will approve this Agreement at its November 17, 2025 meeting. Please sign this Agreement were indicated in front of a notary public and return it to the City at the following address: City of Baldwin, 30239 128th Street NW, Baldwin, MN 55371.

You can also deliver the signed, notarized Agreement to City offices during normal business hours. The City Clerk is a notary who can witness your signature on the Agreement. The City will mail you a completed copy of the Agreement for your records once it is signed by the Mayor and City Clerk.

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

Sincerely,

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

Enclosure

Cc: City of Baldwin (via email)

**CITY OF BALDWIN
SHERBURNE COUNTY
STATE OF MINNESOTA**

LICENSE AGREEMENT

This License Agreement is made this ____ day of _____ 2025, between the City of Baldwin, a municipal corporation of the State of Minnesota, (the "City"), and Brian Bluhm and Deborah Bluhm, husband and wife, (collectively the "Owner"). The City and Property Owner are each a "Party" and collectively the "Parties" to this Agreement.

WITNESSETH:

Whereas, Owner is the fee owner of certain real property located at 14105 290th Avenue NW, Zimmerman, Minnesota 55398 in the City of Baldwin, Sherburne County, State of Minnesota, PID No. 01-00030-1210, and which is legally described on attached Exhibit A, (the "Owners' Property"); and

Whereas, adjacent to Owner's property is public property, namely City road right-of-way for 290th Street NW, (the "Easement"); and

Whereas, the Owners maintain a fence on the Owner's Property as graphically depicted on attached Exhibit B which encroaches on the Easement; and

Whereas, the Owner desires to maintain the fence in its current location. The City is willing to permit the fence to remain in its current location subject to the terms and conditions of this Agreement.

AGREEMENT

In consideration of the foregoing and the mutual covenants herein, the parties agree as follows:

1. Owner acknowledges that the fence currently encroaches on the Easement as graphically depicted on attached Exhibit B.
2. Subject to the City's right to terminate this Agreement as provided in this section, the Owner may maintain the fence in its location as of the date of this Agreement. The City may terminate this Agreement on sixty (60) days written notice to Owners (the "Termination Notice"). Within sixty (60) days of the date of the Termination Notice, the Owner shall remove so much offence as is necessary to remove the encroachment and shall restore the licensed premises to its original condition and any expense incurred in said removal and restoration shall be the obligation of the Owner. The Owner shall not increase the amount or scope of the encroachment as depicted on attached Exhibit B.

3. If Owner fails to timely remove the fence within the Easement and restore the licensed premises to its original condition; the City may remove the fence and restore the licensed premises to its original condition and any expense incurred in said removal and restoration shall be the obligation of the Owner. Owner shall pay such costs within thirty (30) days after receipt of an invoice for such costs from the City. Should the Owner fail to pay such costs within thirty (30) days, the Owner hereby agrees to allow the City to certify such costs to Owner's Property and/or specially assess Owner's Property identified above for all costs incurred by the City either in removing the fence or in enforcing any of the terms of this Agreement. Should the City assess Owner's Property for said costs, Owner agrees not to contest or appeal such certification and/or assessment and waive all statutory rights of appeal under Minnesota Statutes, including Minnesota Statutes 366.012, 429.081 and 429.091 and other applicable statutes.
4. Owner shall indemnify, defend and hold the City and its employees, contractors, agents, representatives, elected and appointed officials, and attorneys harmless from any and all claims, damages, losses, costs and expenses, including attorneys' fees, arising from, based on, or related to Owner being allowed to continue the encroachment of the fence on and within the Easement, including, but not limited to, any claim asserted against the City as a result of this Agreement, the installation, placement, building, erection, maintenance, occupation or use of the fence and/or failure of the Owner to maintain the fence in such a condition as to prevent against injury to persons or property.
5. Owner shall at Owner's expense maintain in effect liability insurance with limits not less than the maximum liability limits for a municipality as provided in Minnesota Statutes Section 466.04; the City shall be a named insured. The Owner's insurance policy and certificate shall not be canceled, or its conditions altered in any manner without (Ten) 10 days prior written notice to the City. The insuring company shall deliver to the City certificates of all insurance required, signed by an authorized representative, and stating that all provisions of the specified requirements are satisfied. The cancellation or alteration of said liability insurance policy without the express written consent of the Township shall be deemed to be a material breach of this contract and shall further be deemed a termination of this Agreement such that the provisions of Sections 2 and 3 shall apply.
6. Owner agrees to pay all real estate taxes which may be assessed against the real property being licensed hereunder as such real estate taxes become due and payable.
7. Any notice sent by one Party to the other shall be sufficient if mailed, postage prepaid to the address of Property Owner at 14105 290th Avenue NW, Zimmerman, Minnesota 55398 and to the City Clerk at 30239 128th Street NW, Princeton, Minnesota 55371.
8. The Owner acknowledges the City's ownership of the Easement and knowingly and voluntarily waives and releases any and all claims against the City arising from, based on, or related to Owner being permitted to maintain the encroachment of the fence within the Easement as permitted by this Agreement, including but not limited to claims of abandonment, diminution in value, takings and contractual claims arising out of this

Agreement, except any claims which are the result of the negligence or willful misconduct of the City or its employees or agents.

9. Owner acknowledges being represented by legal counsel in connection with this Agreement, and that the Owner have read and understands the terms of this Agreement.
10. Owner acknowledges that the City has made no representations or warranties regarding the condition of the Easement or its suitability for the uses permitted by this Agreement.
11. This Agreement shall not constitute or be construed as creating or establishing any vested right of the Owner to the Easement or area encroached upon.
12. This Agreement shall run with the land and be binding upon and extend to the representatives, heirs, successors and assigns of the parties hereto. Notwithstanding anything to the contrary contained in this Agreement, the Owners and each successor owner of the Owner's Property shall be fully discharged and relieved of liability under this Agreement upon ceasing to own any interest in the Owner's Property.
13. This Agreement contains all the terms and conditions relating to the encroachment on the City's Easement and replaces any oral agreements or other negotiations between the parties. No modifications of this Agreement shall be valid until they have been placed in writing and signed by all parties hereto.
14. Owner shall cause this Agreement to be filed for record with the Sherburne County Recorder/Registrar of Title (as applicable) within 30 days of its execution by the Owners and the City. Evidence of filing shall be provided to the City.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be duly executed on the day and year first above written.

PROPERTY OWNER

CITY OF BALDWIN

Brian Bluhm

Jay Swanson, Mayor

Deborah Bluhm

Joan Heinen, Clerk

STATE OF MINNESOTA)
) ss
COUNTY OF SHERBURNE)

On this _____ day of _____, 2025, before me, a Notary Public, personally appeared Jay Swanson and Joan Heinen to me personally known, who being each by me duly sworn, did say that they are respectively the Mayor and Clerk of the City of Baldwin, that said instrument was signed on behalf of said City by authority of its City Council.

Notary Public

STATE OF MINNESOTA)
) ss
COUNTY OF SHERBURNE)

On this _____ day of _____ 2025, before me, a Notary Public, personally appeared Brian Bluhm and Deborah Bluhm, husband and wife, to me known to be the person described herein and who executed the foregoing instrument and acknowledged that they executed the same as their free act and deed.

Notary Public

DRAFTED BY:

Couri & Ruppe, P.L.L.P.
705 Central Avenue East
P.O. Box 369
St. Michael, MN 55376
(763) 497-1930

EXHIBIT A

That Part of Government Lot 3 of Section 30, Township 35, Range 26, in Sherburne County, Minnesota described as follows:

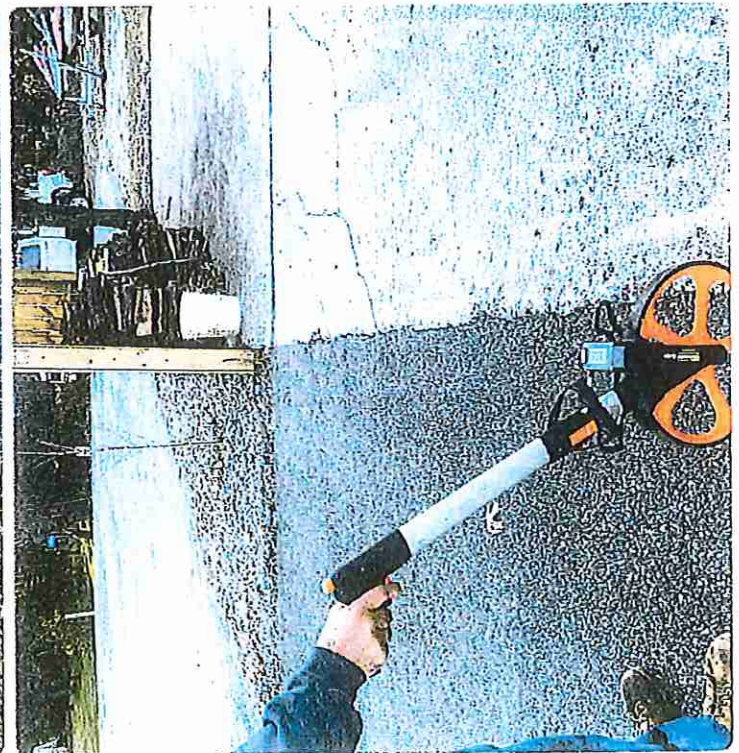
Commencing at the Southeasterly corner of Lot 8 in Block 3 of the Plat of Elk Point, in said Government Lot 3; Thence Southwesterly on the extension of the Southeasterly line of said Lot 8 a distance of 109.48 feet, more or less to the northerly line of Wooded Lane in said Plat, and the point of beginning of the tract to be described; thence return along the last described line to the Southeasterly corner of said Lot 8; thence Northwesterly along the Southwesterly line of said Lot 8 to the Southwesterly corner thereof; thence Southwesterly on the extension of the Westerly line of said Lot 8 a distance of 121.56 feet, more or less, to an intersection with the Northerly line of said Wooded Lane; thence Easterly and Southeasterly along the Northerly line of said Wooded Lane a distance of 111.04 feet, more or less to the point of beginning.

EXHIBIT

B



1-0110



* Done at Shop



Big Js Service Station sent you an estimate

Estimate expires on December 13, 2025

We look forward to working with you.

Show full details ▾

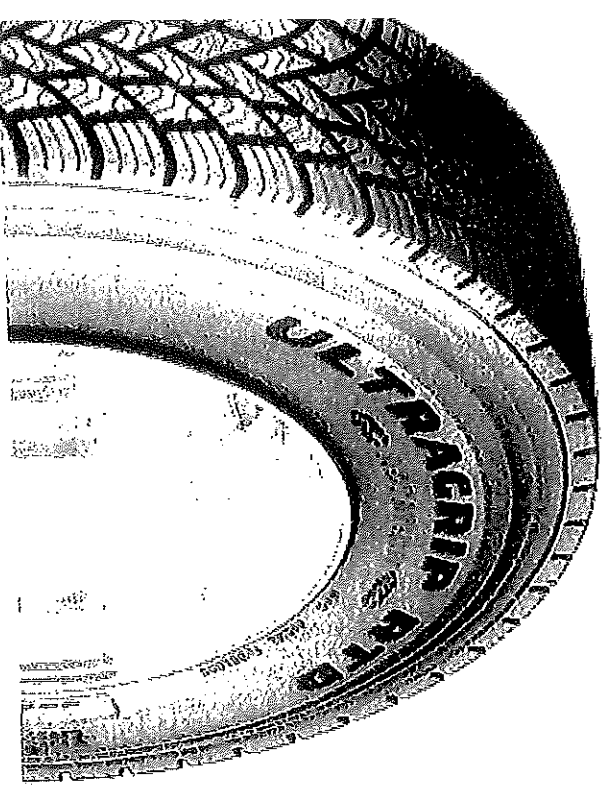
Tire Quote for #1786037

Tires	\$4,998.08
(\$624.76 ea.) × 8	
11R22.5 Goodyear UltraGrip RTD	
Labor	\$480.00
(\$60.00 ea.) × 8	
Labor to install when bringing to the shop	
Balancing beads	\$119.92
(\$14.99 ea.) × 8	
Metal Stem	\$47.92
(\$5.99 ea.) × 8	
Disposal of Semi Tire	\$120.00
(\$15.00 ea.) × 8	
Subtotal	\$5,765.92
Total	\$5,765.92

Big Js Service Station
305 Central Ave N
Milaca, MN 56353-1563
Bigjsstation@outlook.com
+1 (320) 983-3360

UltraGrip RTD 11R22.5 H/16PLY

Commercial Drive



Rims Not Included



Confirm that my tire will fit



Check by vehicle or size

Tire size
11R22.5

Availability

PPR TIRE

\$948.74 or **\$85.63/mo**

First Dibs Was \$1,185.93

Quantity
8 tires

PET

Estimated Delivery

Shipping Cost

Total

CHECK DELIVERY OPTIONS

* Done at City Hall



Big Js Service Station sent you an estimate

Estimate expires on December 12, 2025

We look forward to working with you.

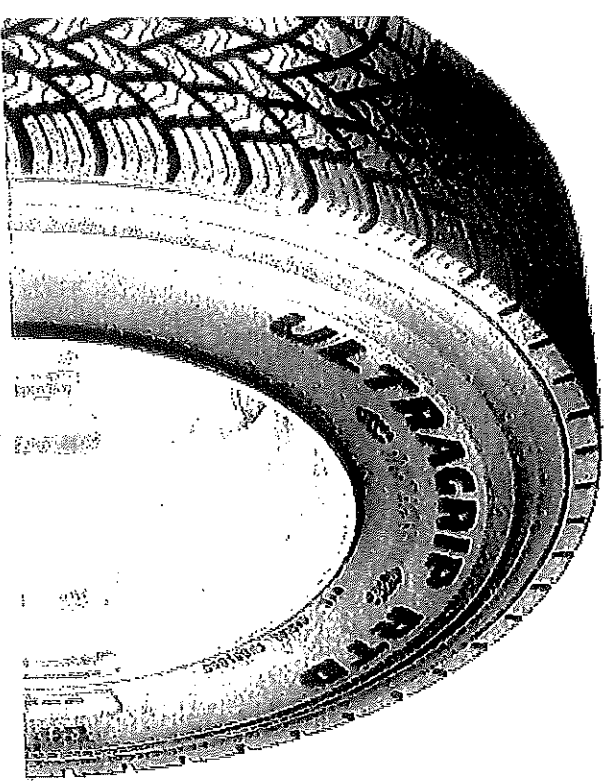
Show full details ▾

Tire Quote for #1786037

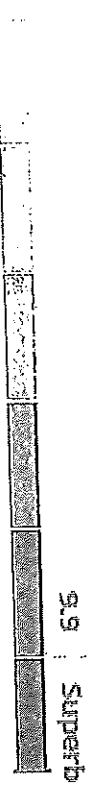
Tires	\$4,998.08
(\$624.76 ea.) × 8	
11R22.5 Goodyear Ultragrip RTD	
<i>SOURCEWELL CONTRACT</i>	
Labor 2	\$900.00
(\$150.00 ea.) × 6	
<i>Labor for truck to come and install per hour</i>	
Balancing Beads	\$119.92
(\$14.99 ea.) × 8	
10 Ounces of beads	
Disposal of Semi Tire	\$120.00
(\$15.00 ea.) × 8	
Metal Stem	\$47.92
(\$5.99 ea.) × 8	
Subtotal	\$6,185.92
Total	\$6,185.92

Big Js Service Station
305 Central Ave N
Milaca, MN 56353-1563
Bigjsstation@outlook.com
+1 (320) 983-3360

UltraGrip RTD 11R22.5 H/16PLY Commercial Drive



Rims Not Included



confirm that my tire will fit



check by vehicle or size

 Tire size
11R22.5

Availability

PER TIRE:

\$948.74 or \$85.63/mo 

 First Dibs Was \$1,185.93

Quantity
8 tires

FET

Estimated Delivery

Shipping Cost

Total

 CHECK DELIVERY OPTIONS

* Done at City Hall



BLAINE 094
8270 W 35W SERVICE DR NE

ESTIMATE #: 220996

PAGE: 1

BLAINE, MN 55449-7255

763/780-4644

CUSTOMER: CITY OF BALDWIN
30239 128TH ST NW
2287332
PRINCETON MN
55371-

SALESMAN: 94024

ESTIMATE DATE: 11/12/25

DUE: 12/15/25

PRODUCT	MECHANIC	QUANTITY	PRICE	F.E.T.	EXTENSION
11R225 H WORK SERIES AWD (3)		8	541.62		4332.96
CO172011011					
INSTALLATION TRUCK		8			0.00
IT					
TIRE MOUNT & DISMOUNT LABOR COMM		8	38.85		310.80
6803					
ON & OFF VEHICLE LABOR		8	20.00		160.00
6804					
FLOW THROUGH VALVE CAP		8	4.00		32.00
6809A					
DISPOSAL FEE COMMERCIAL TRUCK		8	12.75		102.00
6831					
SHOP SUPPLIES		1	50.00		50.00
1153					
METAL VALVE STEM TRUCK		8	10.00		80.00
6809					
SERVICE CALL		2.00	172.20		344.40
6817					
FUEL SURCHARGE/MILE		80	.75		60.00
6818B					

MERCHANDISE: 4494.96

LABOR: 815.20

OTHER: 162.00

ESTIMATE TOTAL: 5472.16

*****THIS IS NOT AN INVOICE*****

*****DO NOT PAY FROM THIS FORM*****

THANK YOU FOR DOING BUSINESS WITH BAUER BUILT TIRE & SERVICE
PLEASE RETORQUE LUG NUTS AFTER 50-100 MILES

Thank You for your business. Retorque lug nuts after 50-100 miles.

Payments are due and payable by the 15th day of the month. If payment is not received by the 15th day of the month a FINANCE CHARGE of 1 1/2% per month (ANNUAL PERCENTAGE RATE 18%) on the adjusted balance will be added. The adjusted balance is the previous balance less all payments and credits made since last billing date.

CUSTOMER SIGNATURE _____ PRINT _____

www.bauerbuilt.com

Cooper WORK SERIES AWD

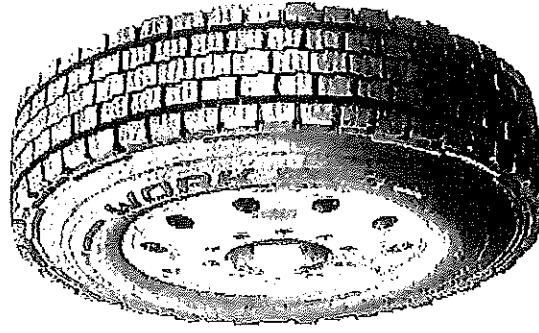
Commercial Truck/Bus. SmartWay Verified Winter Certified Medium-Duty Truck Open Shoulder All-Weather Drive (AWD) tire for Regional Delivery Service.

Features

* Open shoulder design with highly siped tightly packed center tread blocks * Full-depth 3D sipes * 26/32nds of tread depth and wide footprint * Wide snow grooves separating the three inner tread blocks with the outside ribs * Staggered and zigzag tread blocks * Shoulder pockets * EPA SmartWay Verified * Carries the Three-Peak Mountain Snowflake (3PMSF) symbol * Casing designed and warranted for multiple retreads and a full replacement value warranty for the first 50% of treadwear

Benefits

* Enhance traction, while interlocking to maintain tread stability while cornering * For long miles to removal * Allows snow to pack in the tire, enhancing traction * To promote optimum traction in all weather conditions * Provide additional traction "bite" in tough driving conditions * Lower rolling resistance for better fuel economy * Meets the required performance criteria for Use in Severe Snow Conditions



*Done at City 1/19/11



BLAINE 094
8270 W 35W SERVICE DR NE

ESTIMATE #: 220997

PAGE: 1

BLAINE, MN 55449-7255

763/780-4644

CUSTOMER: CITY OF BALDWIN
30239 128TH ST NW
2287332
PRINCETON MN
55371-

SALESMAN: 94024

ESTIMATE DATE: 11/12/25

DUE: 12/15/25

PRODUCT	MECHANIC	QUANTITY	PRICE	F.E.T.	EXTENSION
11R225 G XLINE GRIP D <u>Contract #: 0082521</u> MI26206		8	594.44		4755.52
INSTALLATION TRUCK IT		8			0.00
TIRE MOUNT & DISMOUNT LABOR COMM 6803		8	38.85		310.80
ON & OFF VEHICLE LABOR 6804		8	20.00		160.00
METAL VALVE STEM TRUCK 6809		8	10.00		80.00
FLOW THROUGH VALVE CAP 6809A		8	4.00		32.00
DISPOSAL FEE COMMERCIAL TRUCK 6831		8	12.75		102.00
SHOP SUPPLIES 1153		1	50.00		50.00
SERVICE CALL 6817		2.00	172.20		344.40
FUEL SURCHARGE/MILE 6818B		80	.75		60.00

MERCHANDISE: 4917.52
LABOR: 815.20
OTHER: 162.00

ESTIMATE TOTAL: 5894.72

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

THANK YOU FOR DOING BUSINESS WITH BAUER BUILT TIRE & SERVICE
PLEASE RETORQUE LUG NUTS AFTER 50-100 MILES

Thank You for your business. Retorque lug nuts after 50-100 miles.

Payments are due and payable by the 15th day of the month. If payment is not received by the 15th day of the month a FINANCE CHARGE of 1 1/2% per month (ANNUAL PERCENTAGE RATE 18%) on the adjusted balance will be added. The adjusted balance is the previous balance less all payments and credits made since last billing date.

CUSTOMER SIGNATURE _____ PRINT _____

www.bauerbuilt.com

Michelin X LINE GRIP D

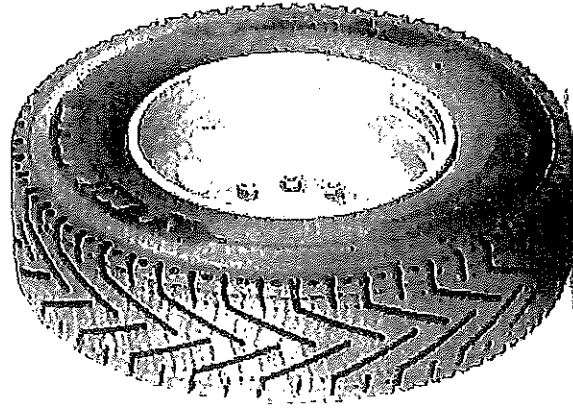
Commercial Truck/Bus. SmartWay Verified Winter Drive Position Medium Duty Radial Truck Tire for Long Haul Applications.

Features

* Infini-Coil Technology with 1/8-mile steel cable wound circumferentially around the belt package * Casing ply made with high tensile steel cables infused with rubber * Compact tread design utilizing angled grooves * Carries the Three-Peak Mountain Snowflake (3PMSF) symbol * M&S Rated

Benefits

* Provides casing protection, consistent footprint and long, even wear * Resist oxidation and friction damage for excellent casing durability and maximum retreading * Designed to improve wear life as well as provide lasting traction in snowy and wet conditions * Meets the required performance criteria for use in severe snow conditions



* Done at City Hall



BLAINE 094
8270 W 35W SERVICE DR NE

ESTIMATE #: 220998

PAGE: 1

BLAINE, MN 55449-7255

763/780-4644

CUSTOMER: CITY OF BALDWIN
30239 128TH ST NW
2287332
PRINCETON MN
55371-

SALESMAN: 94024

ESTIMATE DATE: 11/12/25

DUE: 12/15/25

PRODUCT	MECHANIC	QUANTITY	PRICE	F.E.T.	EXTENSION
11R225 H XDS2		8	683.76		5470.08
Contract #: 0082521					
MI05359					
INSTALLATION TRUCK		8			0.00
IT					
TIRE MOUNT & DISMOUNT LABOR COMM		8	38.85		310.80
6803					
ON & OFF VEHICLE LABOR		8	20.00		160.00
6804					
METAL VALVE STEM TRUCK		8	10.00		80.00
6809					
FLOW THROUGH VALVE CAP		8	4.00		32.00
6809A					
DISPOSAL FEE COMMERCIAL TRUCK		8	12.75		102.00
6831					
SHOP SUPPLIES		1	50.00		50.00
1153					
SERVICE CALL		2.00	172.20		344.40
6817					
FUEL SURCHARGE/MILE		80	.75		60.00
6818B					

MERCHANDISE: 5632.08

LABOR: 815.20

OTHER: 162.00

* ESTIMATE TOTAL: 6609.28

*****THIS IS NOT AN INVOICE*****

*****DO NOT PAY FROM THIS FORM*****

THANK YOU FOR DOING BUSINESS WITH BAUER BUILT TIRE & SERVICE
PLEASE RETORQUE LUG NUTS AFTER 50-100 MILES

Thank You for your business. Retorque lug nuts after 50-100 miles.

Payments are due and payable by the 15th day of the month. If payment is not received by the 15th day of the month a FINANCE CHARGE of 1 1/2% per month (ANNUAL PERCENTAGE RATE 18%) on the adjusted balance will be added. The adjusted balance is the previous balance less all payments and credits made since last billing date.

CUSTOMER SIGNATURE _____

PRINT _____

www.bauerbuilt.com

Michelin XDS2 (STANDARD)

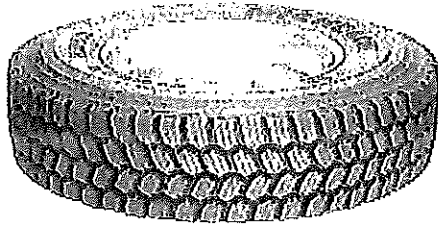
Commercial Truck/Bus, Medium-Duty Truck Radial Drive tire for Deep Snow and Mud Traction.

Features

* Rugged directional tread design * Michelin Durable Technology's Matrix™ 3-Dimensional siping * Extra robust four-belt crown package with extra wide working plies * Full-width elastic protector ply and extra thick rubber under the tread * SipeSaver teardrop at the base of the sipes

Benefits

* Helps boost snow and ice traction and helps reduce heel/toe wear typically associated with open shoulder designs * For enhanced stability and exceptional traction in both dry and slippery conditions * Help deliver exceptional casing life * Help protect the working plies from shocks, bruises and impacts * Relieves stresses and helps prevent tearing





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.

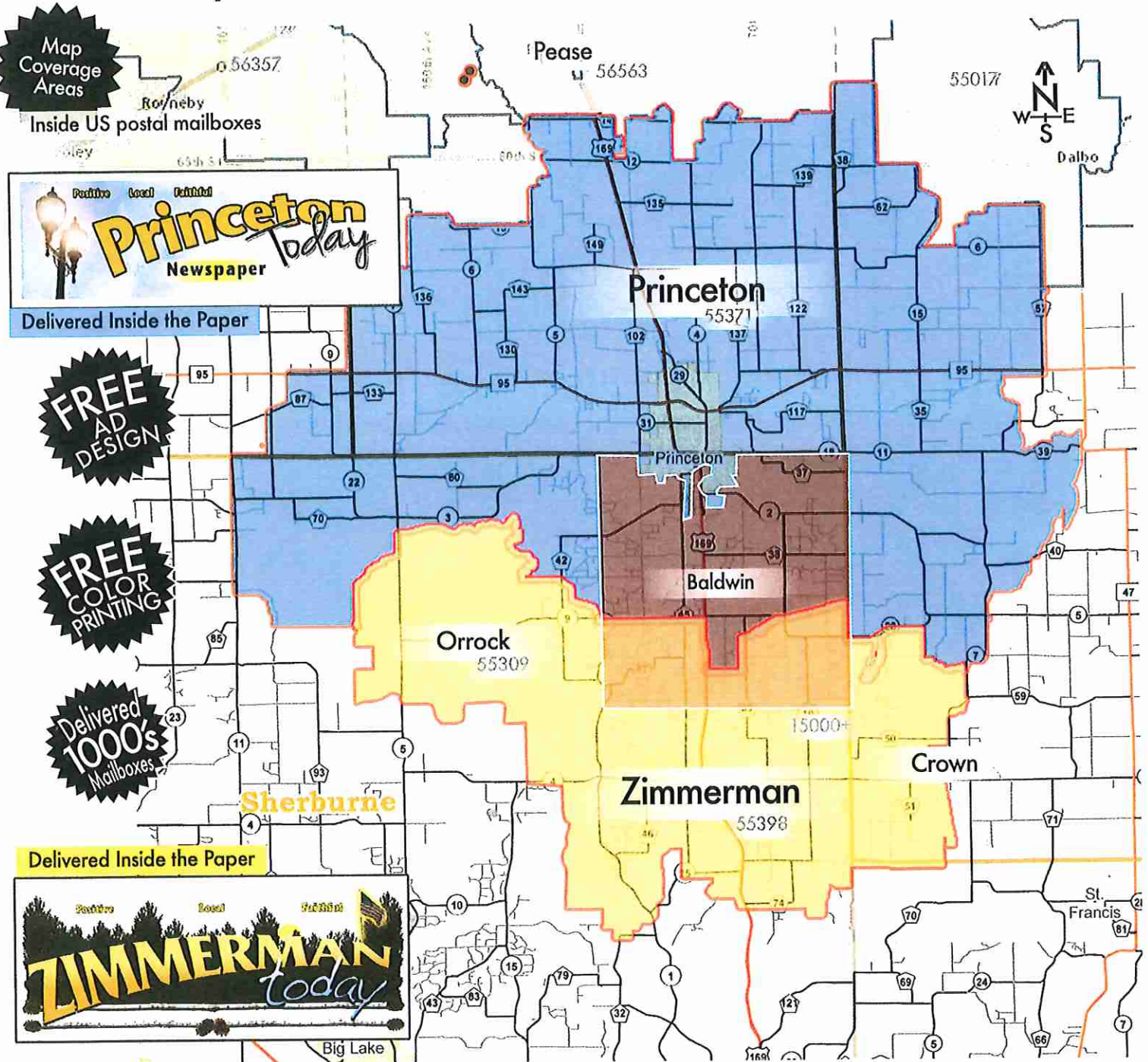
Billing/Collection handled by Paper directly to advertisers

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

Advertising in paper - Small
Advertising in paper - Medium
Advertising in paper - Big
Advertising in paper - Large
Advertising in paper - Full page

Price/month

\$225each
\$395each
\$495each
\$595each
\$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

**CITY OF BALDWIN
SHERBURNE COUNTY
STATE OF MINNESOTA**

RESOLUTION NO. 25-32

RESOLUTION APPROVING TIRE PURCHASE PROGRAM

WHEREAS, Minn. Stat. § 471.3458 allows qualified volunteer firefighters the opportunity to purchase one set of new tires for their personal vehicle using the state's discounted rate every 3 years; and

WHEREAS, the City Council supports saving volunteer firefighter's money by allowing them the opportunity to purchase new tires for their personal vehicle using the state's discounted rate.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Baldwin as follows:

1. The City Council approves offering the benefits of Minn. Stat. § 471.3458 to qualified volunteer firefighters and emergency responders currently employed by the City's Fire Department.
2. The Fire Chief and City Clerk are authorized and directed to execute and retain any necessary documents necessary to comply with the provisions of Minn. Stat. § 471.3458.

Passed this 17th day of November 2025.

Jay Swanson, Mayor

Joan Heinen, Clerk



30239 128th Street, Princeton, MN, 55371

(763) 389-7976

(763) 389-7995 (fax)

**AUTHORIZATION FOR STATE DISCOUNTED TIRE PROGRAM FOR
VOLUNTEER FIREFIGHTERS PURSUANT TO MINN. STAT. § 471.3458**

Minn. Stat. § 471.3458 allows qualified volunteer firefighters the opportunity to purchase one set of new tires for their personal vehicle using the state's discounted rate every 3 years. Firefighter may take this form to the tire dealer of choice to receive the discounted state price. After the tires are purchased, this form along with a copy of the sales receipt showing the number of tires purchased must be filed in the firefighter's personnel file at City offices.

Volunteer Firefighter's Name:

License Plate Number:

Starting date of firefighter's service:

Fire Department:

Fire Chief's Signature:

Date: _____

Tire Dealer Name:

Signature of Tire Dealer:

Date of Purchase:

*ATTACH RECEIPT TO THIS FORM AND RETURN TO CITY CLERK FOR
PERSONNEL FILE*

VOLUNTEER FIREFIGHTER TIRE PROGRAM

What is the Volunteer Firefighter Tire Program? Minn. Stat. § 471.3458 allows qualified volunteer firefighters the opportunity to purchase one set of new tires for their personal vehicle using the state's discounted rate every 3 years.

Who can use the program? If authorized by the City Council or Fire Chief, a volunteer firefighter who has performed services for the Fire Department for at least three years and who is currently performing services for the Fire Department may purchase four vehicle tires every three years through the Fire Department or city's contract to purchase tires under the state discount authority.

What vehicle can I put these tires on? The statute defines a "vehicle" as a personal vehicle owned by the volunteer firefighter.

Where can I purchase tires? You can choose the tire shop of your preference to purchase the tires. Some tire shops may not deal with government sales so you might have to go with a second choice.

What kind of tires can I purchase? The purchase can only include passenger or light truck tires and tires cannot be purchased for commercial use. The discount only applies to tires that are under the state contract. There are only certain tires on the state contract and this contract should cover most vehicles but not every size or style of tire out there.

How often can I purchase tires? The statute provides that a qualified volunteer firefighter is authorized to purchase no more than one set (four tires) every 3 years.

What costs am I responsible for? You are responsible for all related costs that are associated with the purchase of the set of tires. You will have to pay the invoice in full at the time of purchase. The invoice must include all tires (at the discounted rate) parts, labor and taxes.

What information does the tire shop need? You will need the Fire Chief to sign off on the written authorization form that you will need to give to the tire shop. For the tire shops, they can treat this as any other government sale. For this discount program to work it must be billed under the municipality the fire department is under. The firefighter will have to pay the invoice in full at the time of purchase. The invoice must include all tires (at the discounted rate) parts, labor and taxes.

How does a City or Fire Chief authorize this purchase: The written authorization must be on Fire Department or City letterhead and contain the following required information:

- the volunteer emergency services provider's name;
- the number of years the volunteer emergency services provider has performed services for the City or fire department;
- the license plate number of the personal vehicle on which the tires will be placed; and
- a reference to the contract under which the municipality or fire department purchases vehicle tires.

What is going to stop this from being abused? The Fire Chief is responsible for signing off on the firefighter to purchase tires. This form is to be filed in your personnel file with the City or Fire Department. The City or Fire Department must document how many tires each volunteer emergency services provider purchases.

If you have any questions, please reach out the City Clerk or Fire Chief.

Joan Heinen

From: Robert Ruppe <bob@couriruppe.com>
Sent: Monday, November 10, 2025 4:21 PM
To: Scott Case; Joan Heinen; Jay Swanson - External
Subject: City of Baldwin; Firefighter Tire Purchase Program
Attachments: Resolution Approving Tire Purchase Program.doc; Firefighter Tire Purchase Authorization Form.docx; Questions re Volunteer Firefighter Tire Purchase Program.docx

Scott, Joan and & Jay,

Attached please find the following documents regarding the Firefighter Tire Purchase Program for your review. Please let me know if you have any proposed changes to any of the documents:

- Resolution Approving Tire Purchase Program
- Authorization for State Discounted Tire Program For Volunteer Firefighters Pursuant to Minn. Stat. 471.3458 (This form must be on either the City or Fire Department's letterhead)
- Volunteer Firefighter Tire Program Questions and Answers

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

REPLACEMENT ITEMS FOR SPEED HUMPS

50 cones @ \$55.00 = \$2750.00

4—Type 3 Barricades @ \$775 = \$3100.00

4—Type 1 Barricades @ \$65 = \$260.00

33—Blank signs Reflective diamond grade sheets (DG3) & 3M EC film green 1177, size 48 X 9 @ \$120.00 = \$3960.00

33—Blank signs Reflective diamond grade sheets (DG3) & 3m EC film green 1177, size 42 X 9 @ 120.00 = \$3960.00

Grand total is \$14,030.00

Joan Heinen

From: Madelyn Korpos <mkorpos@textmygov.com>
Sent: Wednesday, September 10, 2025 10:24 AM
To: Joan Heinen; Fire Chief
Subject: IPAWS / Weather Alerts Demo Follow-up | Baldwin, MN
Attachments: IPAWS Integration Guide.pdf; IPAWS 101.pdf; IPAWS Breakdown.pdf

Hi Joan and Scott,

Thanks so much for your time this morning! I have attached 3 documents regarding IPAWS that provide more information. I would recommend getting in touch with your State IPAWS Rep to see Baldwin's capabilities and then we can touch base from there.

To add IPAWS, here are two options:

1. We will add IPAWS for an additional **\$500** each year, in addition to the current annual cost of \$4,000. A new **2-year agreement** with TextMyGov will need to be signed as well. The new agreement will begin the day that it is signed.
2. We will add IPAWS at **no additional cost** if you are to sign a new **3-year agreement** with TextMyGov beginning as soon as possible. We will include IPAWS in the contract at the same annual cost of \$4,000. The new agreement will begin the day that it is signed.

To add Weather Alerts with 75,000 annual texts:

1. We will add Weather Alerts and 75,000 annual texts for an additional **\$500** each year, in addition to the current annual cost of \$4,000. A new **3-year agreement** with TextMyGov will need to be signed as well. The new agreement will begin the day that it is signed.

To add Weather Alerts with 100,000 annual texts:

1. We will add Weather Alerts and 100,000 annual texts for an additional **\$750** each year, in addition to the current annual cost of \$4,000. A new **3-year agreement** with TextMyGov will need to be signed as well. The new agreement will begin the day that it is signed.

To add BOTH features, here are two options:

1. We will add **IPAWS, Weather Alerts**, and increase the annual message limit to **75,000** for an additional **\$1000** each year, in addition to the current annual cost of \$4,000. A new **3-year agreement** with TextMyGov will need to be signed as well. The new agreement will begin the day that it is signed.
2. We will add **IPAWS, Weather Alerts**, and increase the annual message limit to **100,000** for an additional **\$1250** each year, in addition to the current annual cost of \$4,000. A new **3-year agreement** with TextMyGov will need to be signed as well. The new agreement will begin the day that it is signed.

Please let me know if you have any questions!

IPAWS 101

America's
System for Local
Emergency Alerts



INTEGRATED PUBLIC ALERT & WARNING SYSTEM

WHAT IS IPAWS ?

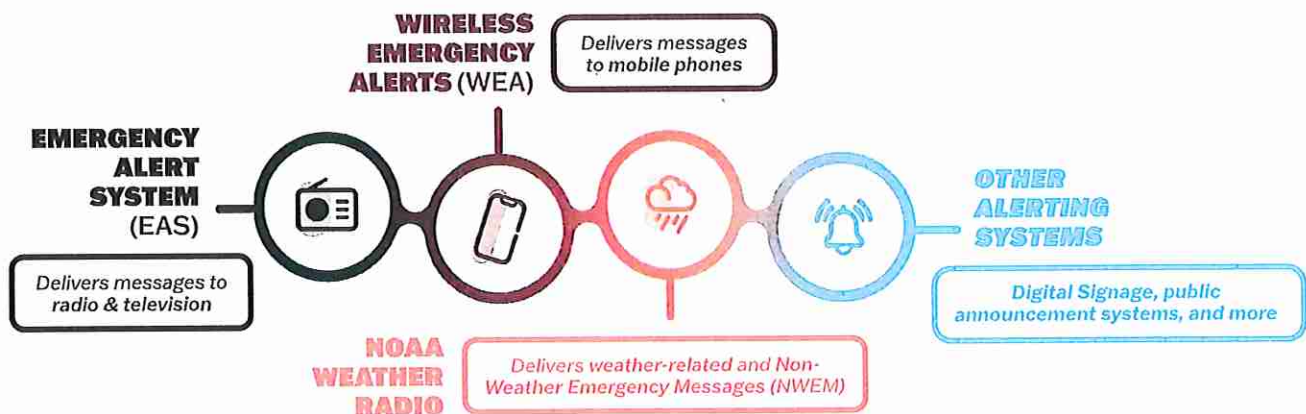
Integrated Public Alert & Warning System (IPAWS) is a tool that Federal, State, Local, Tribal, and Territorial (FSLTT) public safety agencies can use to notify the public of disasters and deliver emergency and public safety information.

FSLTT public safety agencies can sign up to become an **Alerting Authority**.

ALERTING AUTHORITY

A jurisdiction with the designated authority to alert and warn the public when there is an impending natural or human-made disaster, threat, or dangerous or missing person.

ALERT PATHWAYS INCLUDE



BENEFITS OF IPAWS

NO SIGN-UP REQUIRED TO RECEIVE ALERTS

There is no need to sign up or subscribe to receive alerts from IPAWS. There is no cost to receive alerts.

MINIMAL COST TO ALERTING AUTHORITIES

There is no cost to send or receive alerts through IPAWS. Alerting Authorities may incur costs to purchase compatible alert origination software that meets IPAWS requirements.

LOCAL TARGETING

With IPAWS, Alerting Authorities can target specific geographic areas to ensure only those in the affected area, including visitors, receive the alert. The content and timing of alerts is at the discretion of Alerting Authorities. FEMA does not review, edit, approve, or disapprove alerts sent by public safety agencies.

LANGUAGE & FUNCTIONAL ACCESSIBILITY

WEA's recipients can currently choose to display alerts in English or Spanish and EAS messages can include multilingual audio. IPAWS also allows for the integration of images and has text-to-speech capability to accommodate those with functional needs.



FEMA

January 2024

fema.gov/IPAWS

For any questions, please email fema-ipaws-stakeholder-engagement@fema.dhs.gov

SIGN UP TO BE AN IPAWS ALERTING AUTHORITY!

NOTE: BEFORE APPLYING, FIND OUT IF YOU ARE QUALIFIED.

Local authorities, please consult with your State IPAWS representative (typically found in the State Emergency Management Agency) about your ability to become an IPAWS Alerting Authority. Sovereign tribal and territorial authorities do not need to consult before applying. Other public or private-sector organizations may also be eligible depending on their public safety mission.

Detailed instructions for sign-up can be found on the [IPAWS website](#).

To sign up, you will be asked to complete the following:



KEY SUCCESS POINTS

1,800+

There are currently 1,800+ IPAWS Alerting Authorities.

180+

AMBER Alerts via IPAWS have led to the recovery of more than 180 missing children.

600

Through IPAWS, over 600 WEA alerts are sent per month.

IPAWS IN ACTION

MASSACHUSETTS 11-YEAR-OLD ONE OF MANY RECOVERED THANKS TO AMBER ALERT

After a stranger forced an 11-year-old girl in Springfield, Massachusetts into his vehicle, an AMBER Alert was promptly sent out, spurring the community in to action. An outpouring of videos and pictures of the suspected kidnapper and his vehicle flooded in, providing detectives with invaluable information that led to the safe recovery of the girl and the arrest of the kidnapper.

TORNADO SURVIVORS CREDIT WIRELESS EMERGENCY ALERT FOR SAVING THEIR LIVES

Survivors of a deadly tornado had more than luck to thank for their lives. At roughly 3 a.m., in the black of night, a tornado touched down in Bollinger County, Missouri, setting out on a path that left five dead and many injured and homeless. It could have been worse. A WEA sent by officials to all in the tornado's path, allowed many people to seek shelter, potentially saving their lives.

POWER BLACKOUTS AVERTED THANKS TO WIRELESS EMERGENCY ALERT

Power blackouts can disrupt societies like few other disasters. They can sever communications, water supplies, and transportation; close gas stations, ATMs and grocery stores; prevent the use of medical devices; and cause mass food spoilage. A record-breaking California heatwave led to an extraordinarily high level of energy consumption. The state's power grid was strained and power blackouts were imminent. A critical WEA was sent, asking Californians to "conserve energy now". Within five minutes, energy usage had reduced across the state by nearly 2.4 percent, leaving enough power to prevent disaster.



FEMA IPAWS

January 2024

① fema.gov/IPAWS

For any questions, please email fema-ipaws-stakeholder-engagement@fema.dhs.gov

IPAWS and TextMyGov Integration Guide

Below are the initial steps for obtaining approval to send messages through the IPAWS system. The TextMyGov team can answer questions and guide you through these steps as needed.

IPAWS recommends consulting with your State IPAWS representative, typically found in the State Emergency Management Agency, before beginning these steps to confirm the ability to become an IPAWS alerting authority.

Step 1: Complete the IPAWS web-based training course (approx. 2 hours) for those who want access to send within the system

[IPAWS Training IS-247.C](#)

Step 2: Register for a FEMA SID (student ID)

[Register for FEMA Student ID](#) or [Login in with an existing SID or FEMA PIV Card](#)

Step 3: Take the final exam

[FEMA Final Exam](#)

Step 4: Submit IS-0247 training certificates to IPAWS

email: IPAWS@fema.dhs.gov

Step 5: Complete the IPAWS Memorandum of Agreement (MOA)
Application [MOA Application](#)

-Page 2: Your agency's information and contacts (a TextMyGov developer will be listed as the technical point of contact by default)

-Page 3: TextMyGov's information

-Page 4 & 5: Leave blank

Step 6: Email the MOA to IPAWS with the correct subject line

email: IPAWS@fema.dhs.gov subject line: "COG Application"

Step 7: IPAWS will provide you with an application for defining your alert intentions and geographic areas for alert. They will also provide contact information for your designated state reviewer. This application must be reviewed and signed by your state reviewer before being sent to FEMA.

Additional IPAWS Information:

<https://www.fema.gov/emergency-managers/practitioners/integrated-public-alert-warning-system>

IPAWS Breakdown

Alert types – Test alert vs. Live alert

- Test alerts – required monthly by IPAWS once the customer is live. Safe to send an alert through the system. Requires that the initiate connection also used the ‘Test Alert’ option. Separate certificates and endpoints are used to communicate with IPAWS for each type. These alerts can be seen by the IPAWS lab and in the alert viewer.
- Live alerts- sends out an alert to people in the area.
- Initializing a connection should be used in both instances to connect to FEMA/IPAWS and get the authorized approval that a message can be sent.

Options for alerting – WEA, EAS, NWEM

- Not all agencies will be approved for all 3 alerting types. This is decided at a state level for the agency applying for the capabilities. If sending to NWEM, EAS must also be checked.
 - WEA- (Wireless Emergency Alerts) Mobile alerting system that sends emergency messages to cell phones and other mobile capable devices.
 - EAS – (Emergency Alert System) Public warning system to notify emergency alerts via broadcast, cable, satellite and other media options.
 - NWEM – (Non-Weather Emergency Management) Processed by the National Weather service and dispersed over the radio.
- EAS & NWEM go out to citizens by location code – not by the shape drawn on the map.

Alert Details

- Alert Type – All alerts will be sent for code LAE (Local Area Emergency) with the status of Severe, Expected Issue. Alerts should not be solely weather related, there should be a threat to the safety of the citizens always.
- Headline – Details of what the alert entails. Should be specific.
- Area Description – Can be a more granular breakdown of the affected area.
- Short Message – Brief explanation that quickly relays information. Relayed primarily through WEA.
- Long Message – More detailed alert when more context is given. Used more for EAS.
- Expire Time – How long the threat is expected to last.

Updating – When an issued alert is updated, the citizens may get re-notified about the event depending on the options they’ve selected. WEA or EAS both will relay the update depending on severity.

Canceling – will not be communicated to the public, but will stop all transmissions of the alert.

Open IPAWS Alert Viewer – This can be used to view the alerts sent from the FEMA side. We would advise any new agency to explore this when doing Test Alerts.

Cog Profile – Will connect to IPAWS and display the information noted for the account. Which codes they are approved for and the geocode locations they have access to send to.



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

PLANNING REPORT

TO: Balwin Mayor and City Council

FROM: D. Daniel Licht

DATE: 13 November 2025

60-DAY DATE: 6 January 2026

RE: Baldwin – Meadows of Baldwin; Final Plat

TPC FILE: 269.01

BACKGROUND

Meadows of Baldwin, LLC has submitted application to subdivide 58.34 acres located at the southwest quadrant of 305th Avenue and 136th Street into 17 single family lots. The City Council approved a preliminary plat on 8 September 2025 in accordance with Section 910-3-3.B of the Subdivision Ordinance. The developer is now requesting approval of a final plat and development contract to proceed with recording the subdivision and beginning construction. Applications for finalplat approval are subject to review and approval by the City Council as set forth in Section 910-3-3.C of the Subdivision Ordinance.

Exhibits:

- Site Location Map
- Preliminary Plat
- Final Plat
- Draft Resolution 25-34
- Development Contract

ANALYSIS

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

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

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

Preliminary Plat. The City Council approved a preliminary plat for subdivision of the subject property into 17 single family lots on 8 September 2025. Approval of the preliminary plat is subject to 12 conditions. The number of lots and subdivision layout of the proposed final plat is consistent with the approved preliminary plat. The final plat includes several errors that must be corrected listed below. City staff recommends that a revised final plat drawing be submitted for review prior to printing mylars for signature and recording.

- Correctly state developer as Meadows of Baldwin LLC (signature line and no periods)
- State that rights-of-way are dedicated to the public
- Include standard detail for drainage and utility easements at the perimeter of lots
- Change City Council signature line from "Chair" to "Mayor"
- Remove signature block for Planning Commission

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

At the south line of the final plat, 138th Street terminates as a temporary cul-de-sac within the Deer Path plat. Extension of 138th Street to 305th Avenue is required by the Subdivision Ordinance to provide multiple access points to neighborhoods, distribute traffic to surrounding collector streets, and facilitate circulation within neighborhoods. The final plat includes dedication of right-of-way for 138th Street between the south plat line and 305th Avenue to align with existing 137th Street at 305th Avenue.

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

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

The submitted construction plans include plan and profile for construction of 138th Street within the final plat. The proposed section for 138th Street is a 24 foot wide asphalt surface with gravel shoulders, which is subject to approval by the City Engineer in accordance with Section 910-10-4.B.3 of the Subdivision Ordinance. The developer is responsible for removal of the existing temporary cul-de-sac at the north terminus of 138th Street. Removal of the temporary cul-de-sac must also include restoration of the right-of-way and ditch and yards effected by the temporary cul-de-sac, including requires slopes and turf establishment. No construction of the streets within or adjacent to the plat will be allowed to occur until the City Engineer has approved the construction plans and the developer has executed the final plat and development contract.

Section 11-10-3.B.9.d of the Subdivision Ordinance prohibits direct lot access to roadways designated as collector streets unless no other access is feasible. Based on the designation of both streets as collector roadways, City staff recommends the following conditions related to lot access:

- Lot 7, Block 1 and Lot 8, Block 2 must access 138th Street
- Lot 9, Block 2 must access 305th Street

Driveways for lots platted after 3 April 2023 are required to be paved from the street surface to the 50 foot setback line within each lot a minimum width of 16 feet and maximum width of 24 feet. City staff recommends that the development contract provide a provision that the builder of each lot be required to provide a cash escrow in an amount determined by the City Engineer for completion of a paved driveway. The escrow is to include the culvert, side slope grading, seed, as well as a minimum asphalt surface.

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

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

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

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

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

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

Landscaping. Section 900-19-2.B.1 of the Zoning Ordinance requires planting two shade or evergreen trees per acre for each lot platted after 3 April 2023. The tree planting requirement will be satisfied as part of the building process for each lot. City staff recommends that the development contract require a cash escrow, in an amount determined by the Zoning Administrator, to be provided at the time a building permit is issued to ensure that the required number of trees are planted within each lot.

Stormwater. The submitted plans include a grading plan, erosion control plan, and stormwater report. The City Council approved a grading agreement at its meeting on 3 November 2025 to allow site work to begin. No work beyond the scope of the plans addressed by the grading agreement is allowed. All stormwater management issues are subject to review and approval of the City Engineer.

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

Utilities. The lots within the final plat are to be served by private Subsurface Sewage Treatment Systems (SSTS) and wells in accordance with Section 910-10-5 of the Subdivision Ordinance. The submitted plans identify a primary and secondary drainage field site within each lot for a SSTS. All SSTS and well plans are to be subject to review and approval of the City Engineer and Building Official at the time a building permit is applied for.

Easements. Section 910-10-8 of the Subdivision Ordinance requires dedication of drainage and utility easements a minimum of 12 feet in width at the perimeter of each lot, which may be centered on lot side and rear lines for abutting lots. The final plat indicates the required perimeter drainage and utility easements, as well as over stormwater basins or overland stormwater drainage areas corresponding to the proposed grading plan. The perimeter easements are not dimensioned and a standard detail should be added to the final plat indicating the width of these easements. All drainage and utility easements are to be subject to approval of the City Engineer.

Park Dedication. Section 910-10-10 of the Subdivision Ordinance requires developers to dedicate 10 percent of the buildable area of a parcel being subdivided to the City for park purposes. The City may also elect to receive a cash fee in lieu of land dedication to be used only for development of the City park system. The decision as to whether the developer is required to dedicate land, pay a cash fee in lieu of land, or provide for dedication of a combination of land and cash fees to satisfy park dedication requirements is to be made by the City. Park dedication requirements for the proposed final plat are recommended by the Park Committee to be satisfied as a cash fee in lieu of land. The required park fee in lieu of land dedication, to be paid at the time the development contract is executed, is calculated as:

- 17 lots x \$1,200.00/lot = \$20,400.

Development Contract. Section 910-11-5 of the Subdivision Ordinance requires the developer to execute a development agreement at the time of final plat approval to provide for completion of all public improvements, establishment of required securities, and payment of applicable fees. The City Attorney has drafted the development contract. The development contract is to be approved by resolution of the City Council concurrent with the final plat approval. No work beyond the current grading agreement may occur until the development contract is executed.

RECOMMENDATION

The proposed Meadows of Baldwin final plat complies with the Subdivision Ordinance. City staff recommends approval of the final plat and development contract as outlined below.

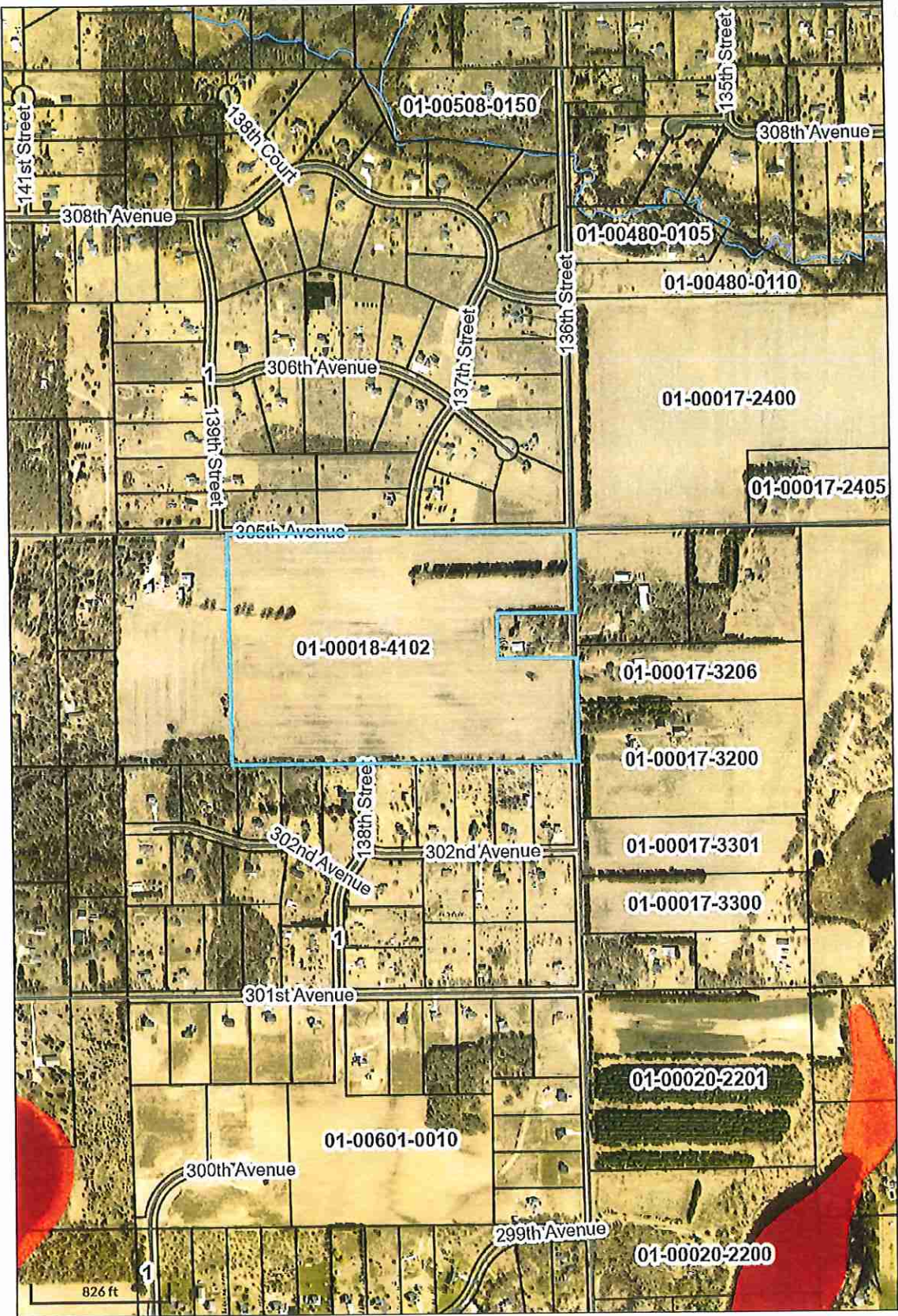
POSSIBLE MOTION

Motion to Resolution 25-34 approving a final plat and development contract for Meadows of Baldwin, subject to the following conditions:

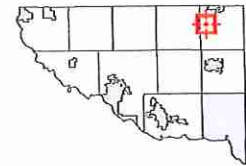
1. The subject property shall be developed in accordance with the preliminary plat and plans submitted to the City subject to the stipulations, limitations, and conditions as approved by the City Council.
2. All stipulations set forth herein shall be the responsibility of the property owner and Developer and all proposed improvements shall be the responsibility of the Developer.
3. All right-of-way dedication shall be subject to review and approval of the City Engineer.
4. The proposed design and construction plans for 138th Street, including removal of the existing temporary cul-de-sac, shall be subject to review and approval of the City Engineer.
5. Lot access shall include the following conditions to be recorded as deed restrictions for the respective lots:
 - a. Lot 7, Block 1 and Lot 8, Block 2 shall only access 138th Street.
 - b. Lot 9, Block 2 shall only access 305th Street.
6. The builder shall provide a cash escrow, as determined by the City Engineer, for completion of driveway construction in accordance with Section 1.08 of the Right-of-Way Ordinance and Section 900-21-6.B.2.b(1) of the Zoning Ordinance.
7. Two shade or evergreen trees per acre shall be installed within each lot by the builder; an escrow as determined by the Zoning Administrator shall be submitted at the time a building permit is issued to ensure completion of required landscaping.
8. All stormwater management and wetland issues are subject to review and approval of the City Engineer.
9. All drainage and utility easements are to be subject to approval of the City Engineer; the final plat shall be revised to include a standard detail illustrating the minimum width of perimeter drainage and utility easements.
10. Park dedication requirements shall be satisfied as a cash fee in lieu of land dedication of \$20,400 paid at the time the development contract is executed.

11. The developer shall execute a development contract as drafted by the City Attorney and approved by the City Council prior to recording of the final plat.
- c. Joan Heinen, City Clerk/Treasurer
Sam Jochum, City Engineer
Bob Ruppe, City Attorney

Property Location



Overview



Legend

- Public Water Inventory**
- Not Classified
 - General Development
 - Natural Environment
 - Recreational Development
- Roads**
- MN Highway; US Highway
 - Municipal-State Aid Street
 - Municipal Street
 - Township Road
 - State Forest Road
 - Bureau of Fish and Wildlife Road
 - Connector (Ramp)
 - Privately Maintained Public Access Road
 - County Road
 - County-State Aid Highway
- Parcels**
- Parcels
 - Streams

MEADOWS OF BALDWIN

CITY OF BALDWIN
SHERBURNE COUNTY, MN

BEFORE ME, the undersigned authority, on this _____ day of _____, 20____, personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

My commission expires _____ day of _____, 20____.

Witness my hand and seal of office on the day first above written.

Notary Public, _____ County, Minnesota

My commission expires _____ day of _____, 20____.

Notary Public, _____ County, Minnesota

My commission expires _____ day of _____, 20____.

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My commission expires _____ day of _____, 20____.

Notary Public, _____ County, Minnesota

My commission expires _____ day of _____, 20____.

Notary Public, _____ County, Minnesota

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Notary Public, _____ County, Minnesota

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Notary Public, _____ County, Minnesota

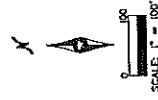
My commission expires _____ day of _____, 20____.

Notary Public, _____ County, Minnesota

My commission expires _____ day of _____, 20____.

Notary Public, _____ County, Minnesota

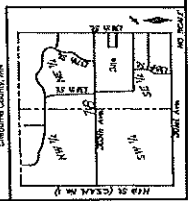
**CITY OF BALDWIN
SHERBURNE COUNTY, MN**



Sharks are based on the Southern County Certificate System (NACS Model). For the purposes at this site, the North line of the North Pier at the Southwest Quarter is considered to bear North 86 degrees 40 minutes 23 seconds East.

BOGART, PEDERSON & ASSOCIATES, INC.
SHEET 2 OF 2

2 OF 2 SHEETS



RESOLUTION NO: 25-34

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

**MEADOWS OF BALDWIN
FINAL PLAT APPROVAL AND
AUTHORIZATION TO EXECUTE AGREEMENTS**

WHEREAS, The Meadows of Baldwin, LLC (the “developer”) is proposing to subdivide property described by Exhibit A; and

WHEREAS, a preliminary plat for the proposed subdivision was approved by the City Council on 8 September 2025.

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

WHEREAS, the Planning Report dated 13 November 2025 prepared by the City Planner, The Planning Company, LLC, is incorporated herein by reference; and

WHEREAS, Section 910-11-5 of the Subdivision Ordinance requires the developer to enter into a development contract to provide the City construction and warranty securities for the public and private improvements and to provide the City various remedies in the event that the developer breaches the terms and conditions of said agreement; and

WHEREAS, the City Council considered the application at their meeting on 17 November 2025.

NOW, THEREFORE, BE IT RESOLVED by the Baldwin City Council that:

- A. The final plat of Meadows of Baldwin is hereby approved, subject to the following stipulations:
1. The subject property shall be developed in accordance with the preliminary plat and plans submitted to the City subject to the stipulations, limitations, and conditions as approved by the City Council.
 2. All stipulations set forth herein shall be the responsibility of the property owner and Developer and all proposed improvements shall be the responsibility of the Developer.
 3. All right-of-way dedication shall be subject to review and approval of the City Engineer.

4. The proposed design and construction plans for 138th Street, including removal of the existing temporary cul-de-sac, shall be subject to review and approval of the City Engineer.
 5. Lot access shall include the following conditions to be recorded as deed restrictions for the respective lots:
 - a. Lot 7, Block 1 shall only access 138th Street.
 - b. Lot 8, Block 2 shall only access 138th Street.
 - c. Lot 9, Block 2 shall only access 305th Street.
 6. The builder shall provide a cash escrow, as determined by the City Engineer, for completion of driveway construction in accordance with Section 1.08 of the Right-of-Way Ordinance and Section 900-21-6.B.2.b(1) of the Zoning Ordinance.
 7. Two shade or evergreen trees per acre shall be installed within each lot by the builder; an escrow as determined by the Zoning Administrator shall be submitted at the time a building permit is issued to ensure completion of required landscaping.
 8. All stormwater management and wetland issues are subject to review and approval of the City Engineer.
 9. All drainage and utility easements are to be subject to approval of the City Engineer; the final plat shall be revised to include a standard detail illustrating the minimum width of perimeter drainage and utility easements.
 10. Park dedication requirements shall be satisfied as a cash fee in lieu of land dedication of \$20,400 paid at the time the development contract is executed.
 11. The developer shall execute a development contract as drafted by the City Attorney and approved by the City Council prior to recording of the final plat.
- B. The development contract between the City of Baldwin and Meadows of Baldwin, LLC is hereby approved in form subject to modification of fees, charges, and securities as approved by City staff.
- C. The Mayor and City Clerk/Treasurer are hereby authorized to sign the final plat and execute the development contract on behalf of the City.

(remainder of page intentionally blank signatures follow)

ADOPTED by the Baldwin City Council this 17th day of November, 2025.

MOTION BY:
SECONDED BY:
IN FAVOR:
OPPOSED:

CITY OF BALDWIN

Jay Swanson, Mayor

ATTEST:

Joan Heinen, City Clerk/Treasurer

EXHBIT A
LEGAL DESCRIPTION

The North Half of the Southeast Quarter of Section 18, Township 35, Range 26, Sherburne County, Minnesota, EXCEPTING THEREFROM the West 629.75 feet thereof. ALSO EXCEPTING THEREFROM that part described as follows: Beginning at a point on the East line of said North Half of the Southeast Quarter distant 469.00 feet South of the Northeast corner of said North Half of the Southeast Quarter, as measured along said East line of the North Half of the Southeast Quarter; thence Westerly, parallel with the North line of said North Half of the Southeast Quarter, a distance of 455.00 feet; thence Southerly and parallel with said East line of the North Half of the Southeast Quarter, a distance of 259.00 feet; thence Easterly, parallel with said North line of the North Half of the Southeast Quarter, a distance of 455.00 feet to the intersection with said East line of the North Half of the Southeast Quarter; thence Northerly, along the East line of the North Half of the Southeast Quarter, a distance of 259.00 feet to the point of beginning.

Joan Heinen

From: Joan Heinen
Sent: Wednesday, November 12, 2025 2:42 PM
To: Joan Heinen
Subject: FW: Baldwin/FW: Cabinet Included with AED Rental and Compliance Package

From: AED Market <info@aedmarket.com>
Sent: Wednesday, November 12, 2025 10:40 AM
To: Joan Heinen <city.clerk@baldwinmn.gov>
Subject: Cabinet Included with AED Rental and Compliance Package



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[Pads and Batteries](#)

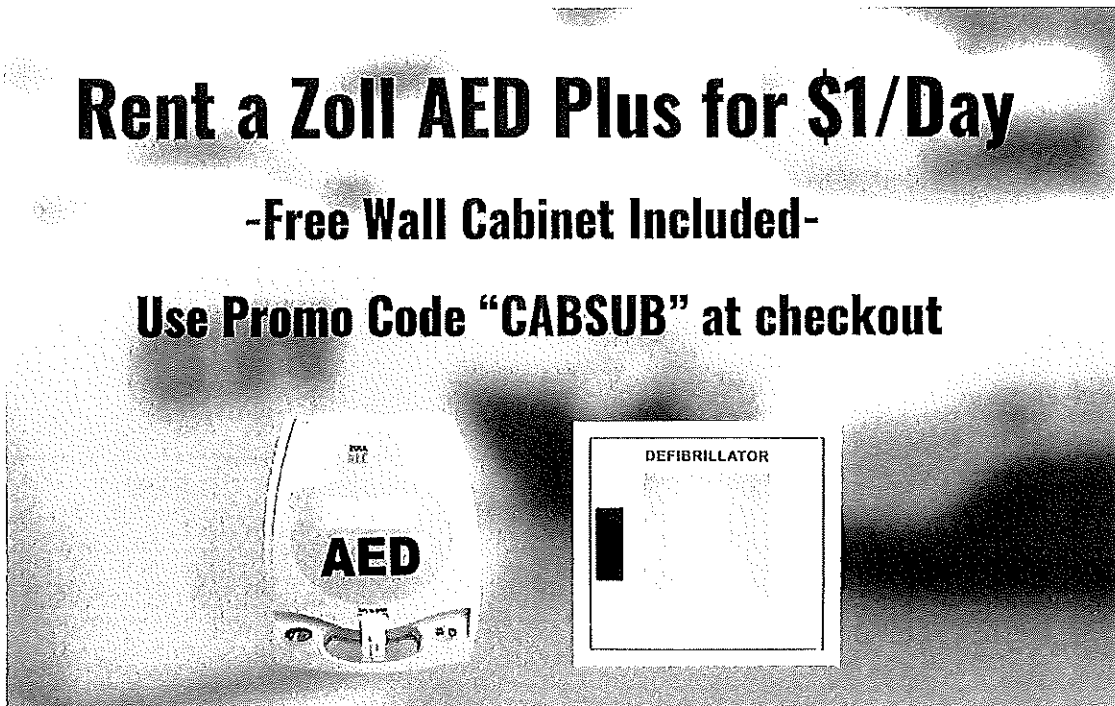
[Quote Requests](#)

**ZOLL AED Plus Rental – Just \$1/Day + Cabinet
Included**

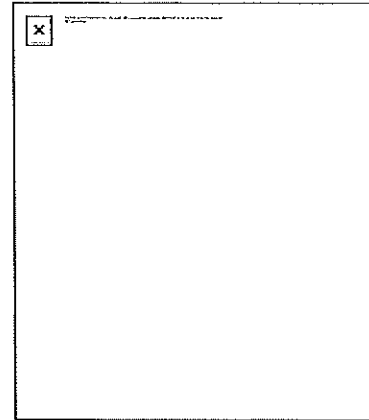
Rent a Zoll AED Plus for \$1/Day

-Free Wall Cabinet Included-

Use Promo Code “CABSUB” at checkout



The Minnesota Dept of Commerce **seeks proposals from Local Units of Government (LUGs)** in counties across the southeastern region of the state who are not served by a Regional Development Commission, along with LUGs in Benton and Sherburne counties, and that did not receive direct funding from the U.S. Department of Energy for Energy Efficiency and Conservation Block Grants (EECBG). LUGs in **Benton, Dodge, Fillmore, Freeborn, Goodhue, Houston, Mower, Olmstead, Rice, Sherburne, Steele, Wabasha, and Winona counties** are encouraged to apply.



Cities, counties, and school districts with populations under 15,000 are eligible.

Grants may provide financial and technical assistance to cities and counties for long-term planning centered on energy efficiency practices, the incorporation of renewable energy technology, and other energy resilience measures. Grants may also provide funding for preliminary services that support long-term energy planning and resilience actions.

Goals of the project are:

- Actionable plans to reduce energy use in public buildings
- Studies, assessments, or audits empowering LUGs to accomplish future actions toward strategies identified
- Results serving as bases for decision makers, constituents, and public to make progress on savings and efficiency that benefits residents
- Improvement in energy independence and security for regional stakeholders

A Request for Proposal ("RFP") and required forms are available for download on Commerce's RFP website at mn.gov/commerce/business/rfp.jsp. Proposals must be submitted through Commerce's grant submission portal. A link to the portal and instructions for submitting proposals can be found in the RFP.

Proposals are **due by December 8, 2025**, at 5:00 PM CDT. **Late proposals will not be considered.** If funds are not fully expended in the first round, Commerce will have multiple rounds of applications until funding is fully expended.

This request does not obligate the State to complete the work contemplated in this notice. The State reserves the right to cancel this solicitation. All expenses incurred in responding to this notice are solely the responsibility of the Responder.

Minnesota Department of Commerce | Energy Division
85 7th Place East, Suite 280 | St. Paul, MN 55101
Email: energy.info@state.mn.us
Local: 651-539-1886 | Greater MN: 1-800-657-3710

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