



AGENDA FOR DECEMBER 15TH, 2025
CITY OF BALDWIN REGULAR MEETING
7:00 p.m.
(Revised 12/11/2025)

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:

Public Comment Requests:

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

- Approve Building Permits for October 2025
- Approve Nutt Excavation Wetland Escrow Refund of \$320.25
- Approve Parker Administrative Subdivision Escrow Refund of \$240.00
- Approve Sagstetter/Sandberg Administrative Subdivision Escrow Refund of \$100.00
- Approve City Council Meeting Minutes for December 1st, 2025
- Approve Fire Department Election for Captains of Brian Torborg, Nick Cole and Matt Sullivan
- Approve Clerk Vacation Leave of December 23rd, 2025 Through January 2nd, 2026

Sherburne County Administrator; Bruce Messelt Presentation – General County Update

Planning Items:

- a. Discuss/Approve/Disapprove SSTS Administration Program Proposal
- b. Discuss/Approve/Disapprove Ordinance 2025-16; Fee Schedule

Engineering:

- a. Discuss/Approve/Disapprove 278th Culvert Grading Project Construction Plans and Request for Quotes
- b. Discuss/Approve/Disapprove Final Payment to Knife River for 305th Avenue Reconstruction Project

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.

- c. Discuss/Approve/Disapprove MnDOT Master Partnership Agreement Contract and Resolution 25-42

Frontier Trails Update:

Road Report – Alan Walker

- a. Discuss Public Works Report
- b. Discuss Expenditure Policy for Public Works – Tom Rush
- c. Discuss/Approve/Disapprove Additional Time for Driveway Compliance of PID# 01-00604-0245 – Tom Rush
- d. Discuss/Approve/Disapprove Additional Time for Driveway Compliance of PID# 01-00604-0145 – Tom Rush
- e. Discuss/Approve/Disapprove Public Works and City Council Member Attendance at MN Equipment Government/Commercial Show on January 8th 2026 from 8:00 – 1:00

Tabled Items:

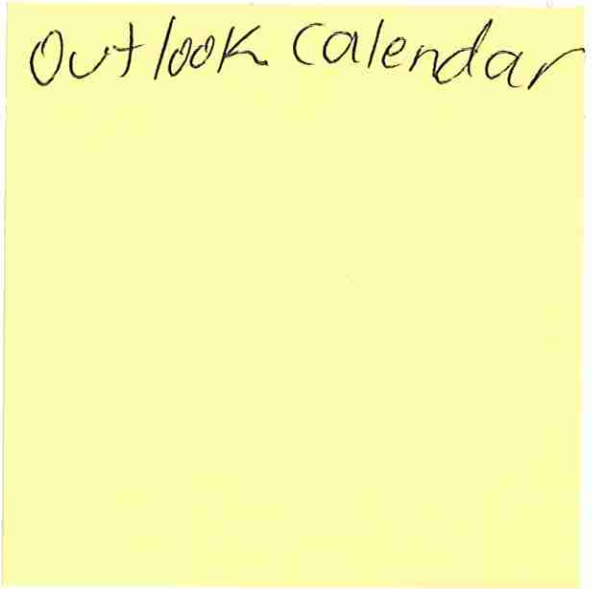
- a. Discuss/Approve/Disapprove IPAWS TextMyGov Alerts – Scott Case
- b. Discuss City Council Goals for 2026 – Jay Swanson

New Business:

- a. Discuss Agenda Additions – Jay Swanson
- b. Discuss/Approve/Disapprove The Planning Company (TPC) Rate Change – Jay Swanson
- c. Discuss/Approve/Disapprove Rum River Consultants Posting of Work Without a Permit Notices (WWOP) or Stop Work Orders (SWO) with Associated Costs – Jay Swanson
- d. Discuss/Approve/Disapprove Special Parking Permit for Ridgewood Bay Ice Fishing Contest on February 21st, 2026 – Scott Case
- e. Discuss/Approve/Disapprove Fire Department Volunteering at Ridgewood Bay Ice Fishing Contest on February 21st, 2026 – Scott Case
- f. Discuss/Approve/Disapprove Resolution 25-37; Adopting the 2026 Final Levy – Jay Swanson
- g. Discuss/Approve/Disapprove Resolution 25-38; Authorizing a City Absentee Ballot Board – Jay Swanson
- h. Discuss/Approve/Disapprove Resolution 25-39; Designating Polling Places Within The City of Baldwin – Jay Swanson
- i. Discuss/Approve/Disapprove Resolution 25-40; Establishing Procedures Related to Compliance with Reimbursement Bond Regulations Under the Internal Revenue Code – Jay Swanson
- j. Discuss/Approve/Disapprove Resolution 25-41; Accepting Donation for Purchase of Lucas 3 – Jay Swanson
- k. Discuss/Approve/Disapprove Local Board of Appeal and Equalization Date and Time – Jay Swanson

Announcements:

- a. Infrastructure Committee Meeting Thursday, December 18th, 2025 at 7:00 p.m.
- b. City Hall Closed Wednesday, December 24th and December 25th, 2025 for Christmas Eve and Christmas Day
- c. City Hall Closed Thursday, January 1st, 2026 in Observance of New Years Day
- d. Next City Council Meeting, Wednesday, January 7th, 2026 at 7:00 p.m.

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

Outlook Calendar

CITY OF BALDWIN

*Cash Balances

Cash Account: 10100
December 2025

Fund	Begin December 2025	Receipts	Disbursements	Transfers		JE Payroll	Balance No		Investments	Balance
				Rec/Disb	Journal Entries		Investments			
10100 - Old National Bank										
101 - General Fund	(\$1,648,708.21)	\$130,635.82	(\$117,748.40)	\$0.00	\$0.00	(\$12,468.95)	(\$1,648,289.74)	\$0.00	(\$1,648,289.74)	In Bal
225 - Cemetery Fund	\$7,744.90		(\$82.00)	\$0.00	\$0.00	(\$107.65)	\$7,555.25		\$7,555.25	In Bal
250 - Fire Fund	\$54,816.53	\$122,953.00	(\$46,699.62)	\$0.00	\$0.00	(\$3,229.50)	\$127,840.41		\$127,840.41	In Bal
275 - Street Capital	\$765,100.99	\$350,000.00	(\$105,806.00)	\$0.00	\$0.00		\$1,009,294.99		\$1,009,294.99	In Bal
290 - Permits	\$167,229.96			\$0.00	\$0.00		\$167,229.96		\$167,229.96	In Bal
301 - G.O. 2017A	\$373,645.89	\$12,500.00		\$0.00	\$0.00		\$386,145.89		\$386,145.89	In Bal
302 - G.O. 2024A	\$23,326.91	\$48,825.00		\$0.00	\$0.00		\$72,151.91		\$72,151.91	In Bal
401 - Capital Project Fund	\$154,171.13			\$0.00	\$0.00		\$154,171.13		\$154,171.13	In Bal
402 - Fire Services	\$14,214.79			\$0.00	\$0.00		\$14,214.79		\$14,214.79	In Bal
403 - Fire Infrastructure Fund	\$190,262.48	\$50,000.00		\$0.00	\$0.00		\$240,262.48		\$240,262.48	In Bal
404 - Parks Capital Fund	\$28,467.05	\$45,000.00	(\$2,028.48)	\$0.00	\$0.00		\$71,438.57		\$71,438.57	In Bal
602 - Sewer Fund	\$67,919.57	\$26,640.99	(\$3,216.93)	\$0.00	\$0.00	(\$292.40)	\$91,051.23		\$91,051.23	In Bal
801 - Developers Account - Escrow	\$209,804.49	\$5,500.00	(\$12,455.00)	\$0.00	\$0.00		\$202,849.49		\$202,849.49	In Bal
803 - Misty Hollow Escrow	\$0.00			\$0.00	\$0.00		\$0.00		\$0.00	In Bal
805 - Sumner Farms 1st Addt Escr	\$2,186.41			\$0.00	\$0.00		\$2,186.41		\$2,186.41	In Bal

	MTD Amounts		YTD Amounts		Begin + YTD	
	MTD Amounts	YTD Amounts	MTD Amounts	YTD Amounts	Begin + YTD	In Balance
Begin	\$410,182.89	\$958,164.65	Investments	\$0.00	\$1,093,183.34	
Receipt	\$792,054.81	\$2,654,751.12	Petty Cash	\$0.00	\$0.00	
Disbursements	(\$288,036.43)	(\$2,374,877.99)	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	(\$16,098.50)	(\$339,935.01)	Balance	\$898,102.77	In Balance	

CITY OF BALDWIN

*Cash Balances

Cash Account: 10100

November 2025

Fund	Begin November 2025	Transfers			Receipts	Disbursements	Rec/Disb	Journal Entries		JE Payroll	Balance No	
		MTD Amounts	YTD Amounts	Begin + YTD				MTD Amounts	YTD Amounts		Investments	Balance
10100 - Old National Bank												
101 - General Fund	(\$1,606,057.95)				\$33,025.07	(\$60,500.79)	\$0.00	\$0.00	\$0.00	(\$15,174.54)	(\$1,648,708.21)	In Bal
225 - Cemetery Fund	\$8,395.24					(\$24.53)	\$0.00	\$0.00	\$0.00	(\$625.81)	\$7,744.90	In Bal
250 - Fire Fund	\$64,567.85				\$3,373.35	(\$9,651.59)	\$0.00	\$0.00	\$0.00	(\$3,473.08)	\$54,816.53	In Bal
275 - Street Capital	\$816,976.72					(\$51,875.73)	\$0.00	\$0.00	\$0.00		\$765,100.99	In Bal
290 - Permits	\$167,229.96						\$0.00	\$0.00	\$0.00		\$167,229.96	In Bal
301 - G.O. 2017A	\$373,645.89						\$0.00	\$0.00	\$0.00		\$373,645.89	In Bal
302 - G.O. 2024A	\$23,326.91						\$0.00	\$0.00	\$0.00		\$23,326.91	In Bal
401 - Capital Project Fund	\$154,171.13						\$0.00	\$0.00	\$0.00		\$154,171.13	In Bal
402 - Fire Services	\$14,214.79						\$0.00	\$0.00	\$0.00		\$14,214.79	In Bal
403 - Fire Infrastructure Fund	\$190,262.48						\$0.00	\$0.00	\$0.00		\$190,262.48	In Bal
404 - Parks Capital Fund	\$33,467.71					(\$4,386.92)	\$0.00	\$0.00	\$0.00	(\$613.74)	\$28,467.05	In Bal
602 - Sewer Fund	\$69,385.44				\$6,732.00	(\$8,058.67)	\$0.00	\$0.00	\$0.00	(\$139.20)	\$67,919.57	In Bal
801 - Developers Account - Escrow	\$136,877.69				\$81,304.00	(\$8,377.20)	\$0.00	\$0.00	\$0.00		\$209,804.49	In Bal
803 - Misty Hollow Escrow	\$0.00						\$0.00	\$0.00	\$0.00		\$0.00	In Bal
805 - Sumser Farms 1st Addt Escr	\$2,186.41						\$0.00	\$0.00	\$0.00		\$2,186.41	In Bal

	MTD Amounts		YTD Amounts		MTD Amounts		YTD Amounts		Begin + YTD	
	MTD Amounts	YTD Amounts	MTD Amounts	YTD Amounts	MTD Amounts	YTD Amounts	MTD Amounts	YTD Amounts	Begin + YTD	YTD Amounts
Begin	\$448,650.27	\$958,164.65	Investments		\$0.00		\$1,093,183.34		\$1,093,183.34	
Receipt	\$124,434.42	\$1,862,696.31	Petty Cash		\$0.00		\$0.00		\$0.00	
Disbursements	(\$142,875.43)	(\$2,086,841.56)	Savings		\$0.00		\$0.00		\$0.00	
Transfers Rec/Disb	\$0.00	\$0.00	Money Market		\$0.00		\$0.00		\$0.00	
Transfers JE	\$0.00	\$0.00								
JE Payroll	(\$20,026.37)	(\$323,836.51)	Balance		\$410,182.89		In Balance			



Contract Area: City of Baldwin - October 2025

Permit #	Paid Date	Address	Project Description	Permit Portion	70% Billable	Plan Review	80% Billable	Project Fee
BA2024-334	10/7/25	28127 Par Dr NW	Mechanical - Permit Investigation - Reissuance for expired permit	\$ 50.00			\$ -	\$ 50.00
BA2025-174	5/29/25 Cancelled 10/3/25	10334 310th Ave NW	Plumbing - Cancellation as of 10/3/25 - 80% Refund of \$125 is \$100.	\$ (100.00)	\$ (70.00)		\$ -	\$ (70.00)
BA2025-238	10/21/2025	13344 295th Ave NW	New Construction - Revised Plan Review and additional Permit Fee from original 7/31/25 Issued Permit	\$ 46.65	\$ 32.66	\$ 95.00	\$ 76.00	\$ 108.66
BA2025-279	10/9/2025	28214 120TH ST NW	Deck	\$ 149.65	\$ 104.76	\$ 97.27	\$ 77.82	\$ 182.57
BA2025-317	10/21/2025	14141 COUNTY ROAD 42 NW	Alteration/Remodel	\$ 298.60	\$ 209.02	\$ 194.09	\$ 155.27	\$ 364.29
BA2025-319	10/15/2025	13736 283RD AVE NW	New Septic	\$ 350.00			\$ -	\$ 350.00
BA2025-326	10/3/2025	14262 277th Ave NW	New Construction	\$ 1,942.65	\$ 1,359.86	\$ 1,262.72	\$ 1,010.18	\$ 2,370.03
BA2025-329	10/2/2025	13736 283RD AVE NW	New Construction	\$ 2,124.90	\$ 1,487.43	\$ 1,381.19	\$ 1,104.95	\$ 2,592.38
BA2025-331	10/1/2025	30863 105TH ST NW	Replacement Septic	\$ 350.00			\$ -	\$ 350.00
BA2025-332	10/22/2025	28529 143RD ST NW	Deck	\$ 298.60	\$ 209.02	\$ 194.09	\$ 155.27	\$ 364.29
BA2025-333	10/6/2025	13222 289TH AVE NW	Demolition	\$ 200.00	\$ 140.00		\$ -	\$ 140.00
BA2025-339	10/6/2025	13403 283RD AVE NW	Window/Door	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2025-340	10/14/2025	14300 293RD AVE NW	New Construction	\$ 1,760.40	\$ 1,232.28	\$ 1,144.26	\$ 915.41	\$ 2,147.69
BA2025-341	10/14/2025	14300 293RD AVE NW	Accessory Structure	\$ 464.10	\$ 324.87	\$ 301.67	\$ 241.34	\$ 566.21
BA2025-343	10/6/2025	10312 311TH AVE NW	Window/Door	\$ 125.00	\$ 87.50		\$ -	\$ 87.50



Contract Area: City of Baldwin - October 2025

Permit #	Paid Date	Address	Project Description	Permit Portion	70% Billable	Plan Review	80% Billable	Project Fee
BA2025-344	10/1/2025	10225 299TH AVE NW	Furnace	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2025-347	10/15/2025	13811 306TH AVE NW	New Construction	\$ 1,962.90	\$ 1,374.03	\$ 1,275.89	\$ 1,020.71	\$ 2,394.74
BA2025-348	10/6/2025	12116 280TH AVE NW	Siding	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2025-349	10/31/2025	13726 286TH AVE NW	Demolition	\$ 200.00	\$ 140.00		\$ -	\$ 140.00
BA2025-350	10/27/2025	29833 137TH ST NW	Accessory Structure	\$ 364.80	\$ 255.36	\$ 237.12	\$ 189.70	\$ 445.06
BA2025-351	10/8/2025	30544 116TH ST NW	Replacement Septic	\$ 350.00			\$ -	\$ 350.00
BA2025-352	10/6/2025	30209 116TH ST NW	Non-Residential Plumbing Alteration/Remodel**	\$ 100.00	\$ 85.00		\$ -	\$ 85.00
BA2025-353	10/6/2025	28015 LAKE DIANN RD NW	Window/Door	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2025-354	10/31/2025	11772 280TH AVE NW	New Septic	\$ 350.00			\$ -	\$ 350.00
BA2025-355	10/28/2025	29098 128th St NW	New Construction	\$ 2,874.15	\$ 2,011.91	\$ 1,868.20	\$ 1,494.56	\$ 3,506.47
BA2025-357	10/14/2025	14328 285 1/2 AVE NW	Replacement Septic	\$ 350.00			\$ -	\$ 350.00
BA2025-358	10/14/2025	12740 289TH AVE NW	Water Heater	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2025-359	10/14/2025	13310 308TH AVE NW	Furnace & A/C	\$ 185.00	\$ 129.50		\$ -	\$ 129.50
BA2025-360	10/20/2025	30209 116TH ST NW	Non-Residential New Septic	\$ 350.00			\$ -	\$ 350.00
BA2025-361	10/14/2025	14262 277th Ave NW	Plumbing New Construction	\$ 150.00	\$ 105.00		\$ -	\$ 105.00
BA2025-362	10/17/2025	13811 306TH AVE NW	New Septic	\$ 350.00			\$ -	\$ 350.00
BA2025-363	10/14/2025	13838 COUNTY ROAD 42 NW	Roof	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2025-367	10/16/2025	29840 100TH ST NW	Roof	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2025-368	10/16/2025	13945 305TH AVE NW	Roof	\$ 125.00	\$ 87.50		\$ -	\$ 87.50



Contract Area: City of Baldwin - October 2025

Permit #	Paid Date	Address	Project Description	Permit Portion	70% Billable	Plan Review	80% Billable	Project Fee
BA2025-370	10/27/2025	13015 295TH AVE NW	New Construction	\$ 2,003.40	\$ 1,402.38	\$ 1,302.21	\$ 1,041.77	\$ 2,444.15
BA2025-374	10/21/2025	13811 306TH AVE NW	Plumbing New Construction	\$ 150.00	\$ 105.00		\$ -	\$ 105.00
BA2025-375	10/22/2025	14300 293RD AVE NW	New Septic	\$ 350.00			\$ -	\$ 350.00
BA2025-376	10/21/2025	13736 283RD AVE NW	Plumbing New Construction	\$ 150.00	\$ 105.00		\$ -	\$ 105.00
BA2025-377	10/23/2025	14304 296TH AVE NW	Roof	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2025-378	10/22/2025	13405 288TH AVE NW	Window/Door	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2025-380	10/29/2025	29170 138TH ST NW	Water Conditioner	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2025-381	10/28/2025	30243 119TH ST NW	Plumbing Alteration/Remodel	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2025-382	10/29/2025	14300 293RD AVE NW	Plumbing New Construction	\$ 150.00	\$ 105.00		\$ -	\$ 105.00
BA2025-385	10/29/2025	29018 142ND ST NW	Roof	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
TOTAL				\$ 20,075.80	\$ 12,073.06	\$ 9,353.71	\$ 7,482.97	\$ 22,406.03

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

**Permit Fee at 85% for Commercial Plumbing Review. Considered minor project, therefore, \$300 minimum waived.



BALDWIN CITY COUNCIL REGULAR MEETING

DECEMBER 1ST, 2025

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

Also Present – Baldwin City Finance Consultant; Elizabeth Diaz from Ehler's and City Planning & Zoning Administrator; Dan Licht from The Planning Company (TPC)

Call to Order – The December 1st, 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.

December 2025 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$404,991.91, no receipts yet for the month of December, disbursements of \$160,873.54 leaving an unaudited ending balance of \$244,118.37.

Sheriff's Report – Deputy Wilson reported a total of 236 calls for service in the City of Baldwin for November 2025. There were no burglaries or thefts. These calls consisted of 19 medicals, 63 traffic stops, 10 motor vehicle accidents, 11 welfare checks, 14 civil complaints in nature and 8 traffic complaints. The traffic complaints resulted in leads to the Sheriff's Department due to license plate numbers being reported. There were 4 extra patrols performed for the public. Deputy Wilson communicated that the City Attorney and County Attorney are still working on ordinance actions. Swanson questioned the civil complaints and asked if there were any similar in nature. Deputy Wilson stated this is typically two parties that entered into an agreement and there was a disagreement. These civil complaints need to be heard by a Judge in order for proper ruling or course of action to be completed.

Holm questioned sign damage and Deputy Wilson stated that they have received leads and are working on this.

Fire Department Report – Captain Miller reported a total of 34 calls for service for the month of November 2025. These calls consisted of 28 medicals, 1 structure fire, 2 mutual aids fires, 2 grass/rubbish fires and 1 CO alarm. There were 4 calls for service in Blue Hill Township in the month of November.

Rush asked how many calls the Fire Department has had this year and Case stated there have been 370 calls to date for 2025.

Discuss/Approve/Disapprove Leave of Absence (LOA) for Kevin Wessel –
Rush/Walker unanimous to approve LOA for Kevin Wessel.

7:30 Truth-in-Taxation Presentation – 2026 Property Tax Levy: Presented by Elizabeth Diaz with Ehlers. Full presentation on file in the Clerk's office and posted on Baldwin's website under Agenda and Minutes.

Public Comments-Truth-in-Taxation:

This public hearing provides Baldwin Resident's an opportunity to comment and ask questions about the City's budget and related levy. At times, this hearing gets confused with the Board of Equalization Hearing that is typically scheduled in the spring whereby the City hosts a public hearing on property values. Any comments regarding property values will be deferred to the Board of Equalization Hearing in the spring.

Brian Torborg- 29522 131st Street- Brian Torborg questioned what the median house values in the City of Baldwin. Elizabeth from Ehlers stated that for 2025 it was \$396,400 and for 2026 it is \$404,300.

Case/Rush unanimous to approve closing the Truth-in-Taxation hearing at 7:43 p.m.

Public Comment Requests - None

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

- Approve Finlayson Administrative Subd. and IUP Escrow Refund of \$72.00
- Approve Special City Council Meeting Minutes for November 10th, 2025 and November 12th, 2025
- Approve City Council Meeting Minutes for November 17th, 2025
- Approve \$400.00 Expenditure for Energy Audit for Fire Station and City Hall Buildings

Public Hearing: 7:30 or Soon After as Time Permits – Ruff Start Rescue

Seeing no comments, questions or concerns, **Rush/Case unanimous to approve** closing the public hearing at 8:06 p.m.

Planning Items:

Discuss/Approve/Disapprove Resolution 25-30; Vacation of Drainage and Utility Easement for Ruff Start Rescue, Inc. - Full planning report on file in the Clerk's office and posted on Baldwin's website under Agendas and Minutes.

Holm/Rush unanimous to approve resolution 25-30.

Discuss Code Enforcements – Rush/Walker unanimous to approve sending below correspondences.

Step 1 Letter:

- 31220 127th St. re: Dogs at large, junk/debris

Administrative Notices:

- 13399 279th Ave. re: occupancy of an accessory building
- 31611 127th St. re: outdoor storage/junk/debris
- 30840 141st St. re: shipping container
- 9604 285 1/2 Ave. re: construction debris, unlicensed vehicle
- 9746 300th Ave. re: home business, RV/semi-tractor as dwelling, residential parking

Dogs at Large:

- 13938 302nd Ave.
- 12748 316th Ave.

Park Committee Report – Rush stated that the Park Committee did not meet in November. The concrete slabs at Young Park were poured for installation of additional light poles at Young Park and we are waiting on the light fixtures.

Cemetery Update – Rush said the cemetery fence has been removed by the guard rail at the cemetery. This will help residents see down County Road 19 at the intersection.

Tabled Items – None

New Business:

Discuss/Approve/Disapprove Resolution 25-35; LRIP Grant Agreement for 100th Street and 297th Avenue – Rush/Case unanimous to approve resolution 25-35.

Discuss/Approve/Disapprove Resolution 25-36; LRIP Grant Agreement for 303rd Avenue – Rush/Walker unanimous to approve Resolution 25-36

Discuss New York Truck – Walker stated the turbo needs to be looked at in the New York truck. **Walker/Case unanimous to approve** travelling mechanic looking at the New York Truck at City Hall.

Discuss Policy to Dis-allow Council Meetings without Quorum – Holm stated that a couple of Council Members have met with vendors or contractors which should have had a quorum. An example of this is the meeting the Mayor and Council Member, Case, had with the Engineers. Holm stated there should have been 3 members of the Council at this meeting. Walker stated he would have liked to have attended the Engineering meeting. Holm and Rush stated that meetings should be in the evening so all Council members can attend. Swanson stated meetings are scheduled in the evenings for transparency. Case stated some vendors do not have availability to meet in the evenings. Holm would like a clear policy written so future meetings are clear and

defined. Swanson asked Holm to work on a policy and Holm stated this is for discussion only at this time.

Discuss/Approve/Disapprove all Staff Tracking Time with Outlook Calendar – Public Works has been using outlook calendar for some time and Holm recommends, for budgeting purposes, outlook calendar be used by all internal staff. Rush stated that outlook calendar is currently used in Public Works along with a monthly road report. Holm made a motion for all internal departments to start using outlook calendar to track time. Rush seconded the motion. A friendly was given by Swanson to have Fire Department Management use outlook calendar to track time. Holm and Rush took this as a friendly. Walker/Rush/Holm approved, Walker/Swanson/Case disapproved.

Roll call was called by Swanson.

Walker – Aye

Rush-Aye

Swanson-Nay

Holm-Aye

Case-Nay

Motion carried for all Office Staff, Public Works and Fire Administration using outlook calendar to track time doing tasks.

Discuss/Approve/Disapprove Cancellation of Fire Engine Contract and Request Refund of Deposit on Order – Holm stated there is class action lawsuit in federal court against several major fire apparatus manufacturers. Holm stated he does not think the city should proceed with purchasing the fire engine when this lawsuit is in process. Holm made a motion for City Attorney to look at cancelling the contract and researching if the deposit can also be refunded. Rush seconded the motion. Case spoke that there are different costs for rigs. Case went on to say he recommends waiting for the class action case outcome and there could possibly be some benefit from the case. Case stated the \$117,000 payment will not be refunded. Baldwin's new engine will be delivered in July 2027 and if the contract is cancelled, this will add another 3 years to the contract if the apparatus is ordered at a later date. Rush would like City Attorney's advice/recommendation if the city should proceed with purchasing the fire engine. Holm/Rush do not want to lose the deposit on the engine. Holm added to his motion for Attorney fees up to \$1000. Rush took this as a friendly. Swanson stated that the motion on the table is for the City Attorney to come up with a plan to cancel the fire truck purchase and get the city's money back. Walker/Rush/Holm approved, Case/Swanson disapproved, motion carried for Baldwin's City Attorney to review the contract in order to see if fire engine purchase can be cancelled with a full refund.

Discuss/Approve/Disapprove Posting all Meetings on YouTube including previous Budget Meetings and Engineering Meetings in the last 6 months – Holm/Rush unanimous to approve posting all meeting videos on YouTube including the past budget meetings and the past 6 months of engineering meetings.

Announcements:

- a. Safety Committee Meeting Tuesday, December 2nd, 2025 at 1:30 p.m.
- b. Engineering Workshop Monday, December 8th, 2025 at 7:00 p.m.
- c. League of MN Meeting Wednesday, December 10th, 2025 at 9:00 a.m.
- d. Next City Council Meeting Monday, December 15th, 2025 at 7:00 p.m.
- e. Infrastructure Committee Meeting Thursday, December 18th, 2025 at 7:00 p.m.

Any Other Business – Holm discussed the levy and asked when the City Council would approve the 2026 levy. Swanson stated the resolution approving the final levy will be on the December 15th City Council agenda.

Case/Rush unanimous to approve City Hall being closed all day on Christmas Eve, December 24th, 2025.

City Planner, Licht, stated that City Staff is reviewing the oak wilt ordinance for a resident.

Approve Bills for Payment - Rush/Walker unanimous to approve check numbers 29085 – 29124 for \$169,016.43 and 2 EFT Payments for \$101.20 for a total of \$169,117.63.

Adjourn – Holm/Rush unanimous to adjourn at 8:54 p.m.

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

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

Date

Attendees: Delmas Hines, Chad Miller, Mike Anderson, Laura Anderson, Brian Torborg, Ron Messer and Zac Good



December 2, 2025

Joan M. Heinen, City Clerk/Treasurer
City of Baldwin
30239 128th Street NW
Baldwin, MN 55371
Sent via Email

RE: Subsurface Sewage Treatment System (SSTS) Program Administration Proposal

Dear Ms. Heinen,

Rum River Consultants (RRC) currently administers a portion of the City of Baldwin's Subsurface Sewage Treatment System (SSTS) program, including permitting and inspection services. Some of these services have previously been provided at no cost. As we look ahead to 2026, we would like to provide a proposal to administer Baldwin's SSTS program in its entirety.

Ordinance Revision

RRC would provide a full repeal and replace of Baldwin City Code Chapter 4, *Subsurface Sewage Treatment Systems* to align the City's ordinance with current State regulations, MPCA requirements, and best administrative practices. This project includes drafting the ordinance language and submitting it to the Minnesota Pollution Control Agency (MPCA) for State review and approval. This is a one-time project.

Construction Permits

SSTS construction permits are submitted electronically through Baseline. RRC currently completes permit intake, plan review, field inspections, and compliance documentation. This service remains budget neutral for the City. Construction permitting would continue to be fully administered by RRC under this model.

Compliance Report Tracking and Enforcement

SSTS professionals submit compliance reports after system evaluations. Compliant reports are recorded for tracking purposes, while non-compliant reports require notification to the property owner, citation of applicable codes, timelines for corrective action, and follow-up documentation. If compliance is not achieved, enforcement measures must be initiated. This function can be administered by RRC to ensure deadlines are met and reporting remains accurate for annual MPCA requirements.

Maintenance and Operating Permit Administration

Maintenance (pumping) and operating permits obtained by contractors with documentation should be filed upon completion. RRC can administer these permits, file all records, and communicate with property owners as needed regarding documentation or renewal. The program would operate similar to SSTS construction permitting, with Baseline collecting permit fees directly once the SSTS module is ready to launch.

Annual Minnesota Pollution Control Agency (MPCA) Reporting

Each year, the MPCA requires jurisdictions to submit a full program report documenting new construction, repairs, maintenance activities, compliance and enforcement actions, installer data, and tracking needs. RRC



can compile all program records and prepare the annual MPCA report on behalf of the City of Baldwin. This ensures consistency between program administration and State reporting requirements.

Because SSTS program oversight is tied to the Designated Building Official, Andy Schreder will remain responsible for reviewing and signing the MPCA reports. If compliance monitoring is retained by Baldwin staff, RRC would need electronic access to the City's record management system to maintain State-required workflow continuity for permitting.

Proposal Overview

Item	Scope	Initial Cost	Ongoing Cost
Ordinance Revision – SSTS Code Update	Repeal and replace Baldwin City Code, Chapter 4 and submit to MPCA.	\$900	One-time project
Construction Permitting	Intake, review, inspection, and documentation through Baseline.	No cost to Township	Percentage of permit
Compliance Report Tracking & Enforcement	Notification, tracking, follow-up, enforcement coordination, recordkeeping.	Hourly	Estimated 2 hours for non-compliant report follow-up & No charge for compliant reports
Maintenance & Operating Permit Administration	Issue permits, record receipt of documentation, homeowner communication.	No cost to Township	Permit fee retained by RRC
Annual MPCA Reporting	Compile data, complete and submit annual SSTS program report	Hourly	Estimated 10 – 16 hours

RRC respectfully asks that this proposal be placed on the December 15, 2025 City Council meeting agenda. Our team will prepare a concise 10-minute presentation outlining service options and seeking direction on how the City of Baldwin would like its SSTS Program administered moving into 2026.

Please let me know when materials for the City Council packet are due so I can ensure this proposal, along with the staff report and presentation, is submitted in time for inclusion in the December 15, 2025 packet.

Thank you for considering this proposal and for the opportunity to support your community.

Warmly,

Carri Levitski
Senior Advisor | Government Relations
Rum River Consultants
carri@rumrivercc.com
763-464-8798



CITY OF BALDWIN COUNCIL ACTION REQUEST



PRESENTER: Rum River Consultants (RRC)
Andy Schreder, Chief Building Official & Co-Owner
Carri Levitski, Senior Advisor | Government Relations

DATE: December 15, 2025

AGENDA ITEM: SSTS Administration Program Proposal

BACKGROUND INFORMATION:

Rum River Consultants (RRC) currently administers a portion of the City of Baldwin's Subsurface Sewage Treatment System (SSTS) program, including permitting and inspection services. Some of these services have previously been provided at no cost. As we look ahead to 2026, we would like to provide a proposal to administer Baldwin's SSTS program in its entirety.

Ordinance Revision

RRC would provide a full repeal and replace of Baldwin City Code Chapter 4, *Subsurface Sewage Treatment Systems* to align the City's ordinance with current State regulations, MPCA requirements, and best administrative practices. This project includes drafting the ordinance language and submitting it to the Minnesota Pollution Control Agency (MPCA) for State review and approval. This is a one-time project.

Construction Permits

SSTS construction permits are submitted electronically through Baseline. RRC currently completes permit intake, plan review, field inspections, and compliance documentation. This service remains budget neutral for the City. Construction permitting would continue to be fully administered by RRC under this model.

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SSTS professionals submit compliance reports after system evaluations. Compliant reports are recorded for tracking purposes, while non-compliant reports require notification to the property owner, citation of applicable codes, timelines for corrective action, and follow-up documentation. If compliance is not achieved, enforcement measures must be initiated. This function can be administered by RRC to ensure deadlines are met and reporting remains accurate for annual MPCA requirements.

Maintenance and Operating Permit Administration

Maintenance (pumping) and operating permits obtained by contractors with documentation should be filed upon completion. RRC can administer these permits, file all records, and communicate with property owners as needed regarding documentation or renewal. The program would operate similar to SSTS construction permitting, with Baseline collecting permit fees once the SSTS module is ready to launch.

Annual Minnesota Pollution Control Agency (MPCA) Reporting

Each year, the MPCA requires jurisdictions to submit a full program report documenting new construction, repairs, maintenance activities, compliance and enforcement actions, installer data, and tracking needs. RRC can compile all program records and prepare the annual MPCA report on behalf of the City of Baldwin. This ensures consistency between program administration and State reporting requirements.

Because SSTS program oversight is tied to the Designated Building Official, Andy Schreder will remain responsible for reviewing and signing the MPCA reports. If compliance monitoring is retained by Baldwin staff, RRC would need electronic access to the City's record management system to maintain State-required workflow continuity for permitting.



CITY OF BALDWIN
COUNCIL ACTION REQUEST



Proposal

SSTS Program Component	Scope	Initial Cost	Ongoing Cost
Ordinance Revision	Repeal and replace City Code, Chapter 4 & submit to MPCA.	\$900	One-time project
Permits & Inspections	Intake, review, inspection, and documentation.	\$0 budget impact	Percentage of permit
Compliance Reports	Notification, tracking, follow-up, enforcement coordination, recordkeeping.	Hourly	~2 hours for non-compliance & no charge for compliance reports
Maintenance & Operating Permit Administration	Issue permits, record receipt of documentation, homeowner communication.	\$0 budget impact	Permit fee retained by RRC
Annual MPCA Reporting	Compile data, complete & submit annual SSTS program report	Hourly	Estimated 10 – 16 hours

REQUESTED COUNCIL ACTION:

1. Discuss Proposal
2. If the council supports the proposal, a motion and second to approve the proposal as presented with a do not exceed amount of \$900 for RRC to author a repeal and replace ordinance amendment.

ATTACHMENTS:

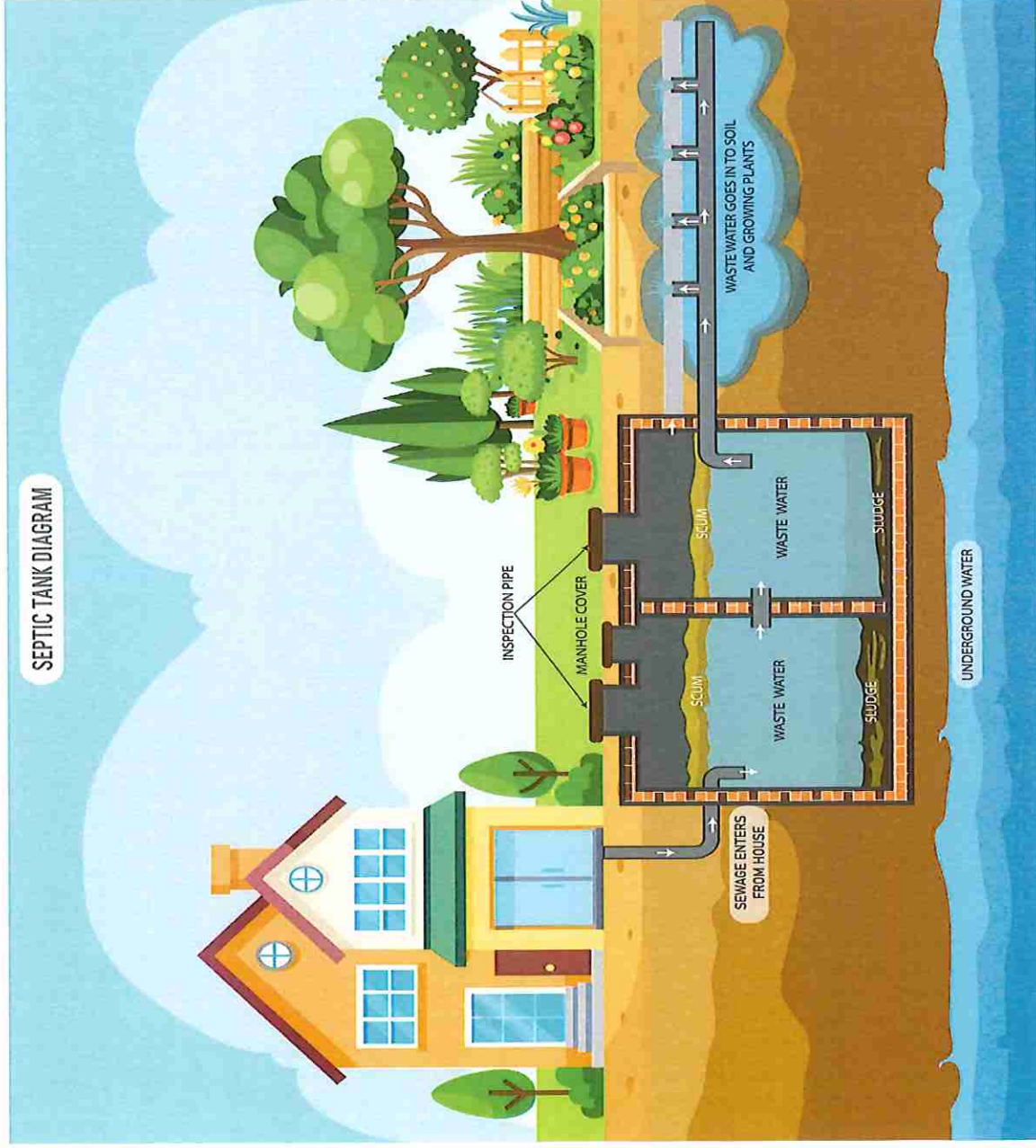
1. SSTS Presentation
2. December 2, 2025 Letter to City Clerk Heinen



SUBSURFACE SEWAGE TREATMENT SYSTEM *ADMINISTRATION*



Presented by Rum River Consultants, LLC
Baldwin City Council Meeting
December 15, 2025



PURPOSE & INTENT

To ensure the proper location, design, installation, use, and maintenance of subsurface sewage treatment systems (SSTS).

Which protects the public health, safety, and general welfare by adequately discharging treated sewage to groundwater

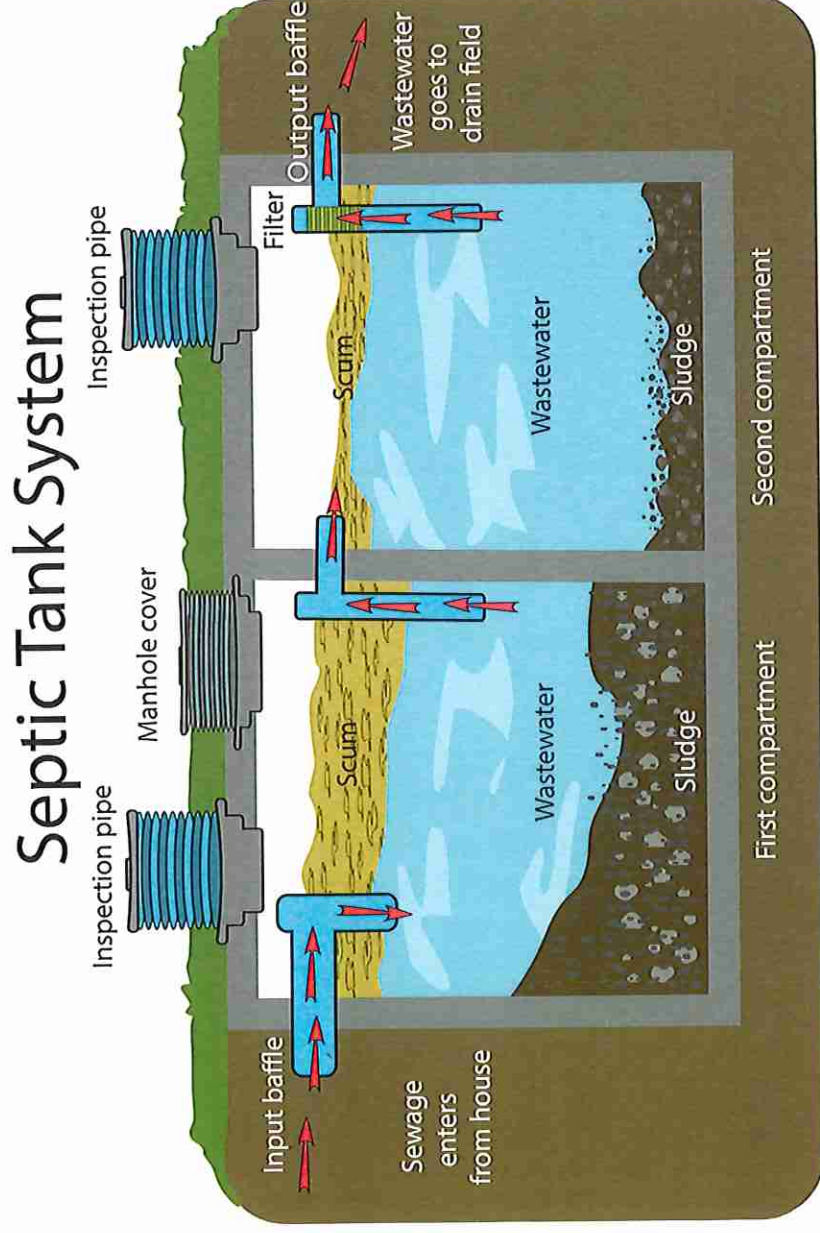
WHAT IS A TANK ASSESSMENT?

A tank assessment is an evaluation of your septic tank to answer two basic questions:

1. Is the septic tank watertight?
 - a. Water must not be leaking out of the tank into the surrounding ground.
 - b. Excess water should not be leaking into the tank as this can overload the system.
2. Are the levels or amounts of solids inside the tank within operating parameters? These solid layers are:
 - a. Scum – material floating at the top of the tank; and
 - b. Sludge – material sitting at the bottom of the tank

WHAT IS A TANK ASSESSMENT?

Solids are held inside the tank by baffles (see diagram). The Maintainer should verify the presence and condition of the baffles while completing on site work.



TIPS FOR TANK ASSESSMENTS

If the tank's contents are removed (pumped out) as a matter of practice or abundance of caution, measurement (assessment) of the tank's solids is not required.

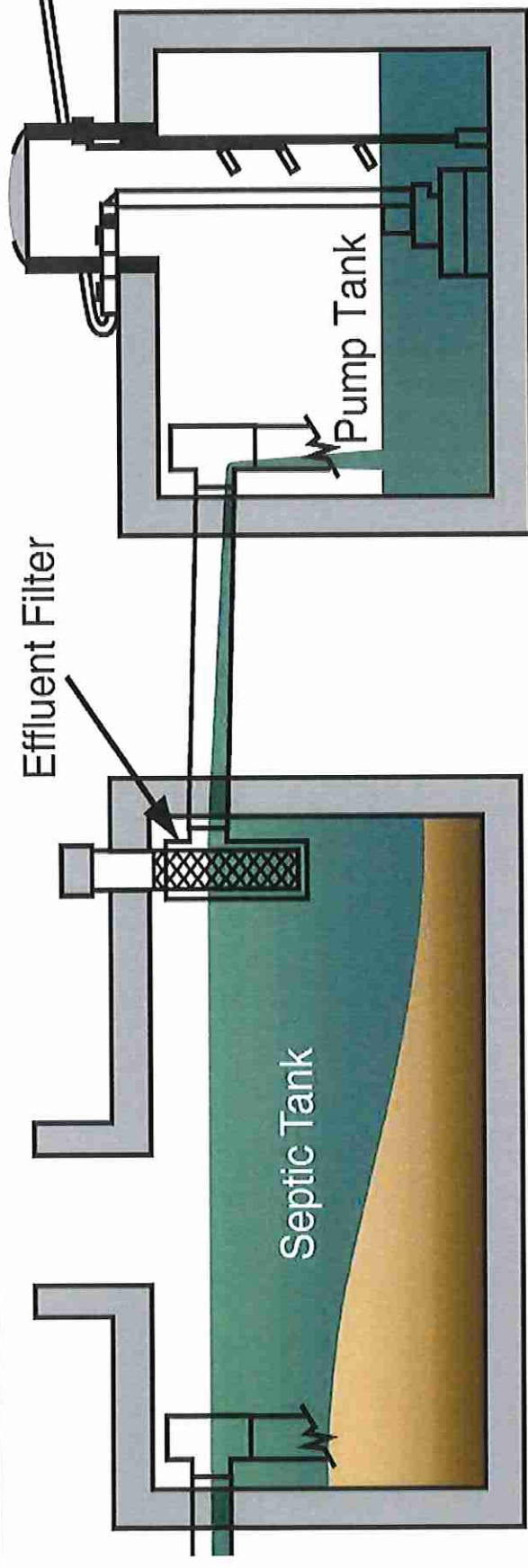
If the occupants have been consistently taking care of their septic system by monitoring what is disposed of and controlling water usage, they may choose to communicate with the *Maintainer* upon scheduling their triennial appointment that an assessment is requested rather than a full service of removal of the tank's contents.

This may be less expensive and can be performed timelier as it requires different/less costly equipment.

PUMP TANKS

If your system has a pump tank (where the effluent is pumped to the drainfield), it must also be assessed or pumped/cleaned every three years.

- The same criteria for water tightness also applies to pump tanks.
- Solid material should not be in the pump tank
 - If significant amounts of scum or sludge are present, the source/cause should be determined while the *Maintainer* is on site.
 - Solid material in this tank can cause significant damage to the pump and is a serious risk of plugging in the drain field.



ASSESSMENT vs. PUMPING

If the *Maintainer* measures the tank's contents in an assessment and find the measurements indicate the tank is beyond allowable levels, pumping/removing the tank contents will then be required.

Pumping cannot be performed through the inspection ports. Fully compliant pumping activities can only be performed through the maintenance/access holes.

Pumping will entail either backflushing or agitation by mechanical means to ensure solids become suspended in the liquid for thorough removal/cleaning.

STATE vs. LOCAL



STATE RESPONSIBILITIES



- State Laws
- Certifications
- Registrations

Minnesota Rules Chapters 7080 through 7083

Subsurface Sewage Treatment Systems Program



Extracted from Minnesota Rules 2014
including revisions adopted through December 2020

Text prepared by the University of Minnesota
and is not the official version compiled by the
Office of the Revisor of Statutes

The official rule language for
Minn. Rules chs. 7080, 7081, 7082 and 7083
can be found at the Revisor's website at
revisor.mn.gov

STATE REQUIREMENTS

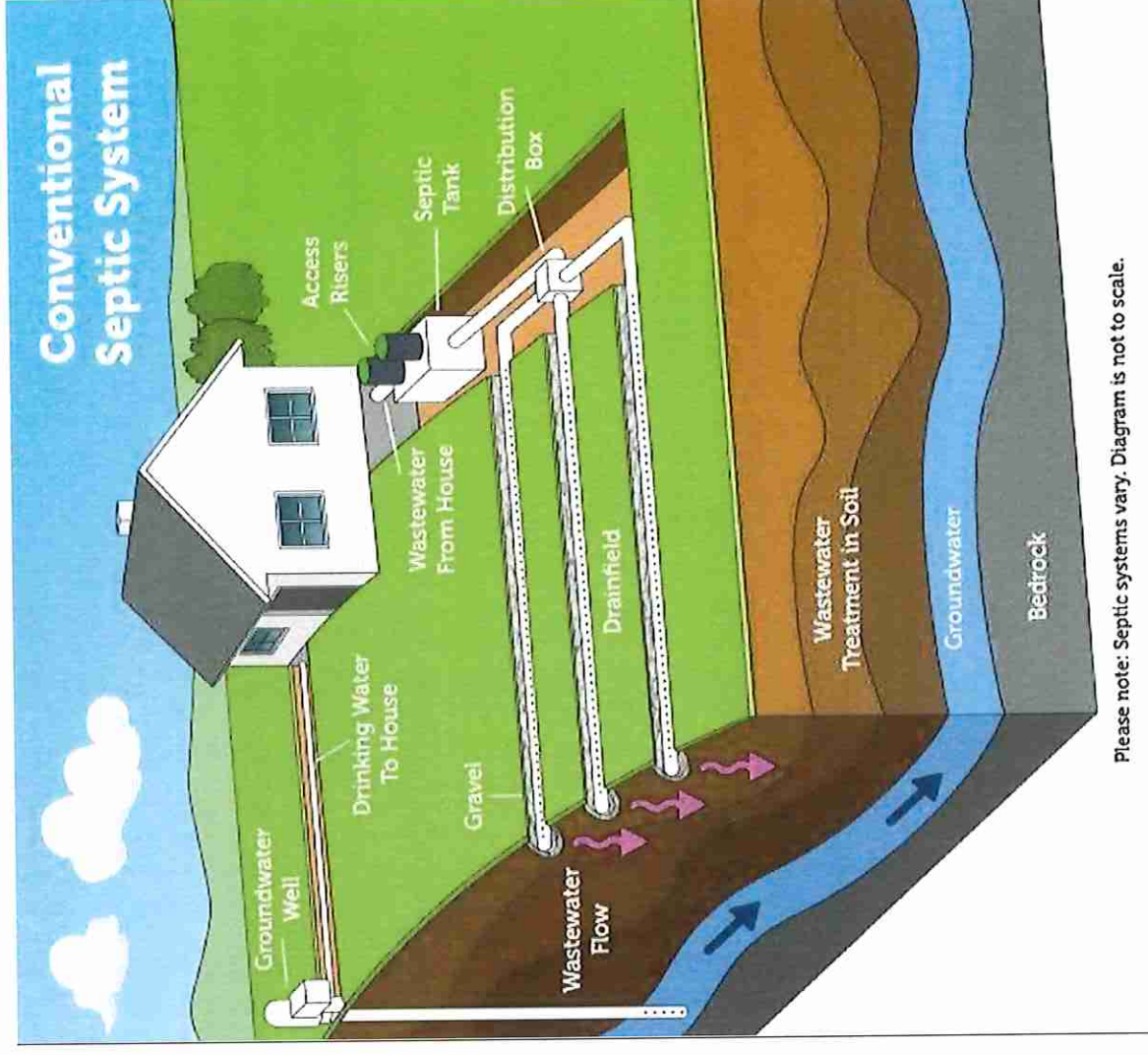
- SSTS are governed by Minnesota Rules 7080 through 7083.
- Minnesota Rule 7082: Local ISTS Programs has 9 Chapters
 - 7082.0010: Purpose & Intent
 - 7082.0020: Definitions
 - 7082.0040: Regulatory Administration Responsibility
 - 7082.0050: General Requirements for Local Ordinances
 - 7082.0100: Requirements for Local Ordinances
 - 7082.0300: Local Program Administration
 - 7082.0500: Permit Program for SSTS
 - 7082.0600: System Management
 - 7082.0700: Inspection Program for SSTS

STATE REQUIREMENTS

Tanks must be assessed or emptied/cleaned at least every 3 years by a licensed septic *Maintainer*.

Septic tanks are examined to ensure they are watertight and operating as designed to protect the drainfield from clogging and becoming overloaded.

Adequate maintenance helps avoid costly repairs and potentially hazardous situations of surfacing raw sewage and/or pollution to the environment.



➤ Ordinance

➤ Permits

➤ Maintenance

➤ Compliance

➤ Reporting

LOCAL RESPONSIBILITY



ORDINANCE

Chapter 4 SUBSURFACE SEWAGE TREATMENT SYSTEMS

SECTION:
XX-4-1: Purpose
XX-4-2: Authority
XX-4-3: Definitions
XX-4-4: General Provisions
XX-4-5: General Requirements
XX-4-6: SSTS Standards
XX-4-7: SSTS Permitting
XX-4-8: Management Plans
XX-4-9: Compliance Management
XX-4-10: Enforcement

Baldwin City Code Chapter 4 Subsurface Sewage Treatment Systems

- Must be at least as restrictive as state rules – can be more restrictive.
- Must require that all SSTS design, installation, and repair be performed by an appropriately licensed business with at least one certified employee.
- Must require the remediation of noncompliant systems.
- Must enforce all local ordinances.
- Must prohibit surface discharge of sewage.
- Must describe when a holding tank is allowed.
- Must require management plans and operating permits, as needed.
- All changes to local ordinances must be reviewed by the MPCA.

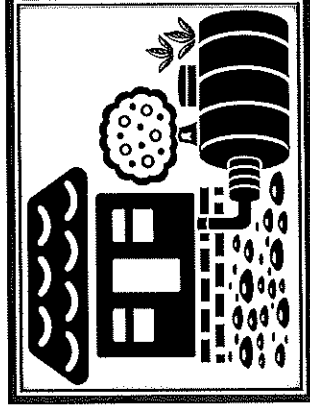
PERMIT PROGRAM



-
- | | |
|---|--|
| <ul style="list-style-type: none">➤ Required for all new and replacement SSTS constructions.➤ All permits and construction documents must be reviewed and approved by an appropriately certified individual.➤ Must maintain permit applications and issued permits.➤ Verify that designs have an accurate measurement of the depth to limiting conditions. | <ul style="list-style-type: none">➤ Inspections performed by a certified SSTS inspector and performed during critical stages of installation to ensure the system is installed in accordance with all applicable regulations. Minimum of 7 inspections.➤ Management plan is reviewed.➤ SSTS permit applications must:<ul style="list-style-type: none">➤ Be submitted by a certified individual➤ Contain a site evaluation, design report, and management plan.➤ Have soil observations that are verified by a certified inspector |
|---|--|

COMPLIANCE PROGRAM

- Compliance Inspections
 - Performed by private inspection companies that have certified SSTS Inspectors.
 - Performed at property point of sale.
 - Required when adding a bedroom.
 - Verify the system's tanks are watertight.
 - Verify the system has sufficient vertical separation above the seasonal high-water table.
- Local government must maintain records of:
 - Certificates of Compliance
 - Notices of Noncompliance



ANNUAL REPORTING

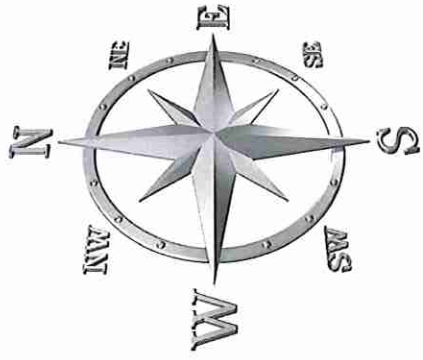
State law requires that every Local Unit of Government that has an SSTS program, submit an annual report every January. The annual report must include:

- The number of compliant and noncompliant systems in the City of Baldwin.
- The number of systems installed of each type.
- What tanks are being installed (including the number and manufacturer).
- The number of systems serving non-residential buildings and seasonal dwellings.

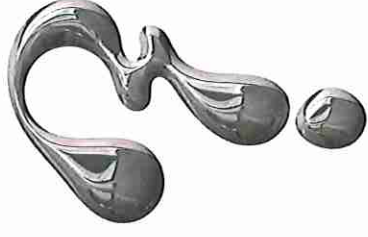
MAINTENANCE PROGRAM



- Maintenance, monitoring, and operational requirements are included in the management plan.
- Operating permits for advanced systems or special situations.
- Residential system management
 - Maintenance Permits for Tank Assessment
 - State code requires SSTs are maintained (pumped) every 2 – 3 years.
 - Helps to ensure pumping is happening at the required frequency.
 - Reminders are sent to homeowners when their system is coming due.
 - Maintenance is tracked, including the frequency and any results or findings from the pumping.
 - Program funding by a small permit fee paid by SSTs Maintainers



DIRECTION



QUESTIONS



THANK YOU!



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

MEMORANDUM

TO: Baldwin Mayor and City Council

FROM: D. Daniel Licht

DATE: 11 December 2025

RE: Baldwin – Fee Schedule Ordinance

TPC FILE: 269.01

BACKGROUND

The City has adopted Ordinance 600 establishing a schedule of fees and charges for various City services and facilities known as the Fee Schedule Ordinance. The City Council annually reviews the proposed fee schedule to be adopted as part of the City Code for the upcoming year to ensure that the established fees are consistent with the City's intent to recover costs incurred for the specific activities from those benefited.

The format of the Fee Schedule Ordinance is to be updated to that of the pending City Code allowing for uniformity and consistency. A redlined version of the proposed 2026 Fee Schedule is attached, along with clean versions and a summary ordinance for publication. Additions to text are underlined and deletions noted by ~~striketrough~~.

City staff highlights the following changes to Section A of the Fee Schedule for the City Council review:

- Establishment of a fence permit fee of \$65.00 for any fence to be located within a required yard.
- Revision of second driveway permits to a \$200.00 fee and \$800.00 escrow.
- Including a \$500.00 fee and \$1,000.00 escrow for a vacation petition.
- Residential construction escrows for completion of required driveway and landscaping:
 - Driveways for lots platted before April 3, 2023: \$10,700.00
 - Driveways for lots platted after April 3, 2023: \$15,600.00
 - Landscaping for lots platted after April 3, 2023: \$300.00/tree required

Rum River Construction Consultants is proposing a major revision to the building permit fee section and changes to building permit fees within the Fee Schedule and have provided information on these amendments under separate cover.

Exhibits:

- Rum River Construction Consultants letter dated December 2, 2025
- Draft Ordinance
- Ordinance 2025-16
- Summary of Ordinance 16

CONCLUSION

The City Council will consider amendments to the Fee Schedule Ordinance at their meeting on 15 December 2025. City staff recommends approval of the proposed 2026 Fee Schedule as presented and to authorize publication in summary form.

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



December 2, 2025

Joan M. Heinen, City Clerk/Treasurer
City of Baldwin
30239 128th Street NW
Baldwin, MN 55371
Sent via Email

RE: 2026 Fee Schedule Recommendation

Dear Ms. Heinen,

Rum River Consultants' (RRC) leadership has been meeting since late summer to evaluate and update our recommended fee schedule for 2026. This annual review supports our commitment to provide a transparent, cost-based fee structure that complies with state law, industry models, and the needs of our jurisdictions.

We remain mindful of our shared goal to keep fees as low as possible, and that principle guided our recommendation. Legislative changes in 2025 affected certain plan review and permit fees, and the proposed schedule incorporates those revisions to remain consistent with state law and administrative intent. We also tracked a bill that would have limited jurisdictions from recovering actual costs for regulatory services. To help safeguard our communities, RRC strengthened language to ensure fees are defensible under Minnesota Statutes, Minnesota Rules, the State Building Code (MSBC), the State Fire Code (MSFC), and local ordinances.

Most of the services RRC provides are governed by Minnesota Statutes and Rules. To meet those legal requirements, fees must reflect the effort, expertise, and resources needed to administer state-mandated programs. The attached schedule includes key highlights, organized by subdivision for ease of review.

Breakdown of Rum River Consultants' 2026 Recommended Fee Schedule

Significant Format Change. Over the past year, RRC received consistent feedback from permit applicants, contractors, jurisdiction staff, and elected officials that the previous format made it difficult to quickly identify permit types and understand how certain fees were applied. In response, we completed a comprehensive formatting update for 2026. This includes consolidating similar permits, removing repetitive language, reorganizing items into clear subdivisions, and aligning terminology with current Minnesota laws. The intent is to provide a clean, logical structure that improves usability, reduces confusion, and demonstrates the direct connection between state-mandated requirements and local fee implementation. This redesign also promotes consistency across the jurisdictions RRC serves.

Subd. 1 – Fee Multiplier Table (FMT). The FMT continues to mirror the State of Minnesota permit fees outlined in [Minnesota Statute § 326B.153](#) following the minimum fee line.

Subd. 2 – Non-Residential & Multi-Family Plumbing. [Minnesota Statutes § 326B.49](#) was amended during the 2025 legislative session regarding plan review and permit fees for plumbing work in public and state-

licensed facilities. The recommended schedule reflects these statutory changes and includes a single-fixture permit option to help keep costs low for small-scope projects.

Subd. 3 – Residential Plumbing. Plumbing permit fees are waived for basement finishes when the home is owner-occupied, non-rental, the owner performs the work, and inspections occur in coordination with rough-in inspections. Clarified language also distinguishes between singular fixture permits and combined fixture permits for additional savings.

Subd. 4 – Residential Mechanical. Mechanical permit fees are waived under the same conditions described in Subd. 3. Language was clarified to distinguish singular appliance permits from combined for coordinated installations resulting in lower fees for combined permits.

Subd. 5 – Fire Construction Permits. This mirrors the structure and approach used in Subdivision 2. Operational permits were added as required under the MSFC. A single-fixture fee is included to keep smaller projects affordable.

Subd. 6 – Plan Review Fees. Minimum fees were evaluated based on actual time and certification requirements. Residential plan reviews use a minimum equal to 65% of the base permit fee (\$81.25), and non-residential plan reviews use a \$150 minimum due to required certifications and complexity. Updates also incorporate abandoned application provisions, and outline plan revisions.

Subd. 7 – Industrialized Modular or Prefabricated Buildings. A new statute ([§ 326B.154](#)) was enacted for these building types, necessitating this addition. The subdivision reflects state-required plan review and inspection processes.

Subd. 8 – Valuation Determination. Language references state law and clarifies valuation methodology.

Subd. 9 – Other Permits and Fees. This subdivision is now organized alphabetically. Key items include:

- Maximum fee caps for basement finishes, accessory structures, and decks. These caps help reduce costs for larger projects.
- Combined residential basement finish plumbing and mechanical permits for owner-performed work, eliminating the need for separate permits, saving money and simplifying the process for homeowners.
- Technology fee (retained by RRC) consolidating digital administration, including secure data processes and contractor license verification.
- Cost for service when external professional services exceed standard fees.
- Balanced demolition and moved-in structure fees.
- Manufactured home set-up permit fees were adjusted to include plan review, mechanical, and plumbing work which results in the fee being lowered by \$162.50.



Subd. 10 – 13: Surcharge, Refunds, Work Without a Permit, and Application Abandonment. Language was clarified to align with best practices and state law.

Subd. 14 – Subsurface Sewage Treatment System (SSTS). These permit types were moved to their own subdivision and adjusted to match the type of system. Fees were adjusted to be commensurate with the service provided that is required in [Minnesota Rules 7080](#). This is recommended by the Minnesota Pollution Control Agency (MPCA) and is considered best practices.

We welcome the opportunity to meet in person or virtually to walk through the proposed changes, answer questions, and help prepare a recommendation for the Baldwin City Council. Andy and I will be at the December 15, 2025 City Council meeting and will be prepared to present these changes to the city council.

The 2026 recommended fee schedule is attached in Word format. RRC respectfully requests this schedule be approved as an Appendix or Exhibit to the City's 2026 Fee Schedule Ordinance. If edits are proposed, please use track changes so they can be reviewed efficiently. If certain fees do not apply to your community, please remove them. We look forward to your feedback.

Thank you,

Carri Levitski
Senior Advisor | Government Relations
Rum River Consultants

**RED-LINED COPY OF CURRENT FEE SCHEDULE
FOR REFERENCE ONLY**

Key	
<u>Blue Underline</u>	= New language/fee or new location
Red Strikethrough	= Removed language/fee
<u>Green Double Underline</u>	= Moved to new location
<u>Green Double Underline and Strikethrough</u>	= Moved to new location and changed

Building Permit and Inspection Fees. The administration and issuance of permits, along with the collection of fees and services administered by the City of Baldwin's Designated Building Official ~~and the collection of fees~~ shall be as ~~authorized~~ conducted in accordance with the Baldwin City Code, Minnesota Statutes and , Chapter 326B, ~~Minnesota~~ Administrative Rules, ~~1300.0120 and 1300.0160, and~~ as provided by this Ordinance. Fees are to be commensurate with the service provided. Permit fees not specifically identified within this Ordinance are based on the valuation determined by Subdivision 2.

- (1) Fee Multiplier Table (FMT). The following table establishes permit and inspection fees for all projects that require plan review or are not otherwise specifically identified within this fee schedule. The minimum fee for these permits is \$125. The cost of plan review is separate, if applicable. ~~Permit and Inspection Fees for Residential Building, Commercial Building, Fire Suppression, Fire Alarm, Commercial Mechanical, and Commercial Plumbing. The minimum fee for processing these permits is \$100.00.~~

Total Valuation	Permit Fee
\$1.00 to \$2,000.00 <u>4,000.00</u>	\$100.00 <u>\$125.00</u> Minimum
\$2,001.00 <u>4,001.00</u> to \$25,000.00	\$100.00 <u>\$125.00</u> for the first \$2,000.00 <u>4,000.00</u> plus \$16.55 for each additional \$1,000.00 or fraction thereof, to and including \$25,000
\$25,001.00 to \$50,000.00	\$464.15 for the first \$25,000.00 plus \$12.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000
\$50,001.00 to \$100,000.00	\$764.15 for the first \$50,000.00 plus \$8.45 for each additional \$1,000.00 or fraction thereof, to and including \$100,000
\$100,001.00 to \$500,000.00	\$1,186.65 for the first \$100,000.00 plus \$6.75 for each additional \$1,000.00 or fraction thereof, to and including \$500,000
\$500,001.00 to \$1,000,000.00	\$3,886.65 for the first \$500,000.00 plus \$5.50 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000; and
\$1,000,001.00 and up	\$6,636.65 for the first \$1,000,000.00 plus \$4.50 for each additional \$1,000.00 or fraction thereof

- (2) Plumbing Permit Fees for Non-residential or Multi-Family Structures Regulated under the Minnesota State Building Code and Minnesota Rules Chapter 1305. The following permit fee table is based upon the construction valuation of the plumbing system. The cost of plan review is separate, if applicable.

Valuation/Project Details	Permit Fee
<u>\$0 to \$1,500</u>	<u>\$135.00</u>
<u>\$1,501 to \$2,500</u>	<u>\$135.00 for the first \$1,500, plus \$43 for each additional \$500 or fraction thereof, to and including \$2,500;</u>
<u>\$2,501 to \$5,000</u>	<u>\$221.00 for the first \$2,500, plus \$28 for each additional \$500 or fraction thereof, to and including \$5,000;</u>
<u>\$5,001 to \$25,000</u>	<u>\$361.00 for the first \$5,000, plus \$53 for each additional \$1,000 or fraction thereof, to and including \$25,000;</u>

Valuation/Project Details	Permit Fee
<u>\$25,001 to \$50,000</u>	<u>\$1,421 for the first \$25,000, plus \$51 for each additional \$1,000 or fraction thereof, to and including \$50,000;</u>
<u>\$50,001 to \$500,000</u>	<u>\$2,696 for the first \$50,000, plus \$47 for each additional \$10,000 or fraction thereof, to and including \$500,000;</u>
<u>\$500,001 to \$3,000,000</u>	<u>\$4,811 for the first \$500,000, plus \$61 for each additional \$50,000 or fraction thereof, to and including \$3,000,000; or</u>
<u>\$3,000,001 and over</u>	<u>\$7,861 for the first \$3,000,000, plus \$51 for each additional \$100,000 or fraction thereof;</u>
<u>Manufactured home park or campground</u>	<u>\$25 for each site, minimum charge of \$135</u>
<u>Single fixture permit</u>	<u>\$210.00</u>

(83) Plumbing Permit Fees for Structures Regulated under the Minnesota Residential Code: The following table establishes plumbing permit fees for one and two-family residential structures.

<u>New construction plumbing</u>	<u>\$150.00 per unit</u>
<u>Addition, alteration, remodel, or replacement</u>	<u>\$125.00</u>
<u>Basement finish – Owner-occupied, non-rental (owner performed work)</u>	<u>\$125.00 Included with the building permit provided inspections are performed together (e.g. framing, rough-in plumbing and mechanical)</u>
<u>Basement finish – Rental property and/or contractor-performed work</u>	<u>\$125.00</u>
<u>Water heater, conditioning system, sewer or water connection, irrigation, backflow prevention or minor work</u>	<u>\$125.00</u>
<u>Water heater, conditioning system, sewer or water connection, irrigation, backflow prevention and other minor work</u>	<u>\$185.00, provided work is installed and inspected simultaneously</u>
<u>Water conditioning system</u>	<u>\$125.00</u>
<u>Miscellaneous plumbing fixtures</u>	<u>\$125.00</u>
<u>Municipal sewer connection</u>	<u>\$125.00</u>
<u>Municipal water connection</u>	<u>\$125.00</u>

(74) Residential-Mechanical Permit Fees for Structures Regulated under the Minnesota Residential Code: The following table establishes mechanical permit fees for one and two-family residential structures:

<u>New construction mechanical (includes HVAC system, mechanical ventilation system, and gas lines)</u>	<u>\$150.00 per unit</u>
<u>Addition, alteration, remodel, or replacement mechanical</u>	<u>\$125.00</u>
<u>Basement finish-mechanical – Owner-occupied, non-rental (owner performed work)</u>	<u>\$125.00 Included with building permit provided inspections are performed together (e.g. framing, rough-in plumbing, and mechanical)</u>
<u>Basement finish – Rental property and/or contractor-performed work</u>	<u>\$125.00</u>

<u>Furnace, fireplace, air conditioner, garage heater, gas lines, miscellaneous appliance, or other minor work</u>	<u>\$125.00</u>
<u>Furnace, fireplace, air conditioner, garage heater, gas lines, miscellaneous appliance, and other minor work</u>	<u>\$185.00, provided work is installed and inspected simultaneously</u>
<u>Fireplace</u>	<u>\$125.00</u>
<u>Garage heater</u>	<u>\$125.00</u>
<u>Gas lines</u>	<u>\$125.00</u>
<u>Miscellaneous mechanical appliance</u>	<u>\$125.00</u>
<u>All other minor mechanical work</u>	<u>\$125.00</u>
<u>Furnace and air conditioner units installed and inspected simultaneously</u>	<u>\$185.00</u>

(5) Fire Protection System Permits. The following table establishes permit and inspection fees for administration of fire protection permits as regulated according to Section 105.7.1 through 105.7.25 of the Minnesota State Fire Code (MSFC). The cost of plan review is separate, if applicable.

<u>Valuation/Project Details</u>	<u>Permit Fee</u>
<u>\$0 to \$1,500</u>	<u>\$135.00</u>
<u>\$1,501 to \$2,500</u>	<u>\$135.00 for the first \$1,500, plus \$43 for each additional \$500 or fraction thereof, to and including \$2,500;</u>
<u>\$2,501 to \$5,000</u>	<u>\$221.00 for the first \$2,500, plus \$28 for each additional \$500 or fraction thereof, to and including \$5,000;</u>
<u>\$5,001 to \$25,000</u>	<u>\$361.00 for the first \$5,000, plus \$53 for each additional \$1,000 or fraction thereof, to and including \$25,000;</u>
<u>\$25,001 to \$50,000</u>	<u>\$1,421 for the first \$25,000, plus \$51 for each additional \$1,000 or fraction thereof, to and including \$50,000;</u>
<u>\$50,001 to \$500,000</u>	<u>\$2,696 for the first \$50,000, plus \$47 for each additional \$10,000 or fraction thereof, to and including \$500,000;</u>
<u>\$500,001 to \$3,000,000</u>	<u>\$4,811 for the first \$500,000, plus \$61 for each additional \$50,000 or fraction thereof, to and including \$3,000,000; or</u>
<u>\$3,000,001 and over</u>	<u>\$7,861 for the first \$3,000,000, plus \$51 for each additional \$100,000 or fraction thereof;</u>
<u>Operational permits</u>	<u>\$350.00, duration of permit determined by the Fire Code Official or their designee</u>
<u>Single fixture permit</u>	<u>\$210.00</u>

(36) Plan Review Fees. The following fees apply when an administrative or technical plan review is completed for all projects that are not otherwise specifically identified within this fee schedule. Plan review is determined by the Designated Building Official or their designee.

(a) Building and Mechanical Permit Plan Review.

(1) 65% of the permit fee as calculated in the FMT in Subd. 1.

(2) Plan review fees for similar plans are set forth in Minnesota Rules 1300.0160.

(3) Where a plan review fee is performed and charged for residential, the minimum fee for plan review fee for all permits is \$50.0081.25.

(4) Where a plan review fee is performed and charged for non-residential and multi-family, the minimum fee is \$150.00.

(b) Plan Revisions. Applicant-submitted changes:

(1) Non-Residential or Multi-Family Projects.

(i) Review of plans for which the Designated Building Official or their designee has issued two (2) or more requests for additional information: \$125 per hour with a minimum of one-half (1/2) hour.

(ii) Additional plan review required for changes, additions, or revisions to previously approved plans: \$125 per hour with a minimum of one-half (1/2) hour.

(2) Residential Projects.

(i) Review of plans for which the Designated Building Official or their designee has issued two (2) or more requests for additional information: \$95 per hour with a minimum of one-half (1/2) hour.

(ii) Additional plan review required for changes, additions, or revisions to previously approved plans: \$95 per hour with a minimum of one-half (1/2) hour.

(c) Abandoned Permit Applications. When an application requiring plan review is submitted, and the applicant either:

(1) Elects not to proceed following completion of the review, or

(2) The application is deemed abandoned by the Designated Building Official pursuant to Minnesota Rules 1300.0120, Subpart 9;

The applicant will be assessed one hundred percent (100%) of the plan review fee, for plan review and processing services, whether or not a permit is issued.

(1) Plan review fees for building, fire suppression, and fire alarm permits shall be sixty-five percent (65%) of the building permit fees as set forth in Subdivision 1 of this Section. Plan review fees for similar plans are set forth in Minnesota Rules 1300.0160.

(2) Plan review fees for all commercial mechanical permits shall be ten percent (10%) of the permit fee when a project job valuation is determined to exceed \$30,000.00. (note: this was approved by the City Council to be removed in Ordinance 2025-01, approved on January 6, 2025)

(3) In the event a permit applicant submits an application that requires plan review and decides not to proceed with the building project after the plan review has been completed, the plan review fee will be billed by the jurisdiction to the permit applicant.

(d) Non-Residential or Multi-Family Plumbing and Fire Construction Permit Plan Review: the following table establishes plan review and audit fees, unless otherwise indicated. These fees are based on the construction valuation of the performed work. This does not include the cost of the permit.

<u>Valuation/Project Details</u>	<u>Plan Review Fee</u>
<u>\$0 to \$1,500</u>	<u>\$135.00</u>
<u>\$1,501 to \$2,500</u>	<u>\$135.00 for the first \$1,500, plus \$28 for each additional \$500 or fraction thereof, to and including \$2,500;</u>
<u>\$2,501 to \$5,000</u>	<u>\$191.00 for the first \$2,500, plus \$25 for each additional \$500 or fraction thereof, to and including \$5,000;</u>
<u>\$5,001 to \$25,000</u>	<u>\$316.00 for the first \$5,000, plus \$33 for each additional \$1,000 or fraction thereof, to and including \$25,000;</u>
<u>\$25,001 to \$50,000</u>	<u>\$976 for the first \$25,000, plus \$31 for each additional \$1,000 or fraction thereof, to and including \$50,000;</u>
<u>\$50,001 to \$500,000</u>	<u>\$1,751 for the first \$50,000, plus \$23 for each additional \$10,000 or fraction thereof, to and including \$500,000;</u>
<u>\$500,001 to \$3,000,000</u>	<u>\$2,786 for the first \$500,000, plus \$41 for each additional \$100,000 or fraction thereof, to and including \$3,000,000; and</u>
<u>\$3,000,001 and over</u>	<u>\$3,811 for the first \$3,000,000, plus \$33 for each additional \$100,000 or fraction thereof;</u>
<u>Manufactured home park or campground (plumbing only)</u>	One to 25 sites: \$300 26 to 50 sites: \$350 51 to 125 sites: \$400 More than 125 sites: \$500

(7) Industrialized Modular or Prefabricated Buildings, Plan Review and Inspection Fees.

(a) Inspections and Audit Fees. Inspection fees for industrialized modular or prefabricated buildings will be assessed at \$125 per hour.

(b) Plan Review Fees. The following fees are for plan review and inspections of industrialized or modular buildings as defined in Minnesota Statutes § 326B.103, subdivision 8a, and prefabricated buildings as defined in Minnesota Statutes § 326B.103, subdivision 10a.

(1) Fees for the review of quality-control manuals, systems manuals, and related documents submitted are \$125 per hour.

(2) Fees for the review of building plans, specifications, installation instructions, and related documents submitted include sixty five (65) percent of the fee, minimum plan review fee of \$150.00. Plan review is determined by Designated Building Official or their designee.

~~(8) Project/Construction Valuation Determination. The Designated Building Official has the authority and responsibility to determine project valuation for the purposes of establishing applicable plan review and permit~~

fees. Valuation data may be referenced from the State of Minnesota and/or the International Code Council Valuation shall be assessed in accordance with Minnesota Rules 1300.0160. It must be based on the contract value with tables published by the State of Minnesota or the International Code Council (ICC).

(9) —Other Permits and Fees: The following table identifies costs for permits or fees associated with administration of either the Minnesota State Building Code or Baldwin City Codes. The minimum fee for the following permits is \$125.00. *Plan review is charged according to Subd. 6 of this fee schedule, unless otherwise identified.*

<u>Accessory structures building permit, residential</u>	<u>Refer to Subd. 1 table. A 65% plan review may apply the FMT in Subd. 1</u> <u>Maximum fee: \$850.00, includes plan review</u>
<u>Structure additions, alterations, remodel, or repair building permit</u>	<u>Refer to Subd. 1 table. A 65% plan review may apply the FMT in Subd. 1</u>
<u>Agriculture permit exemption administrative application</u>	<u>\$250.00, includes preliminary site plan review</u>
<u>Structure remodel</u>	<u>Refer to Subd. 1 table. A 65% plan review may apply</u>
<u>Basement finishes building permit</u>	<u>Refer to the FMT in Subd. 1</u> <u>Maximum fee: \$500.00, includes plan review</u> <u>Subd. 1 table. A 65% plan review may apply</u>
<u>Change of Use/Occupancy</u>	<u>Refer to Subd. 1 table. 65% plan review may apply</u> <u>(minimum fee of \$300.00)</u>
<u>Consultants, cost for service</u>	<u>If the actual cost to the City of Baldwin for services provided by a contracted consultant is greater than indicated by this fee schedule, the greater rate shall be paid.</u>
<u>Deck building permit</u>	<u>Refer to Subd. 1 table. A 65% plan review may apply the FMT in Subd. 1</u> <u>Maximum fee: \$675.00, includes plan review</u> <u>(pertains only if a residential deck is attached to the primary dwelling)</u>
<u>Demolition building permit, residential, non-residential, or multi-family</u>	<u>\$300.00, includes two (2) site inspections and administrative plan review</u>
<u>Fence building permit over seven (7) feet high</u>	<u>Refer to Subd. 1 table. A 65% plan review may apply FMT in Subd. 1</u>
<u>Inspection, no fee specifically indicated</u>	<u>\$95.00 per hour</u>
<u>Inspections, outside normal business hours</u>	<u>\$150.00 per hour, 2 hour minimum)</u>
<u>Inspection, re-inspection</u>	<u>\$95.00 per hour, one (1) hour minimum</u>
<u>Investigation</u>	<u>In addition to, but not to exceed, the original permit fee.</u>
<u>Manufactured home set-up building permit</u>	<u>\$375.00, includes mechanical and plumbing inspections and plan review</u> <u>(note: this was decreased by \$165.00)</u>
<u>Mechanical single appliance permit, non-residential or multi-family</u>	<u>\$210.00</u>
<u>Mechanical temporary heating equipment, non-residential or multi-family</u>	<u>\$210.00</u>
<u>Miscellaneous building permit, no fee specifically indicated</u>	<u>Refer to FMT in Subd. 1</u>
<u>Residential structure moving Moved-in structure building permit, residential (exceeding 60 miles from the jurisdiction)</u>	<u>\$250.00 if the structure being moved is within the City of Baldwin; or</u>

	<u>\$250.00 plus \$95.00/hour plus mileage at the current IRS standard rate if the structure is located outside the City of Baldwin</u>
<u>Reissuance or renewal of a permit</u>	<u>Refer to the FMT in Subd. 1 and determined based on the remaining work to be completed.</u> <u>Minimum fee: \$50.00</u> <i>(note: for maintenance permits, this fee potentially decreases by \$75.00)</i>
<u>Residential rRoofing building permit, one and two-family residential</u>	<u>\$125.00</u>
<u>Residential sSiding building permit, one and two-family residential</u>	<u>\$125.00</u>
<u>Solar/Photovoltaic Systems Residential (up to 3.5kW)</u>	<u>\$175.00</u>
<u>Solar/Photovoltaic Systems Residential (over 3.5kW)</u>	<u>Refer to FMT in Subd. 1</u>
<u>Solar/Photovoltaic Systems Commercial</u>	<u>Refer to FMT in Subd. 1</u>
<u>Technology fee (includes contractor license verification)</u>	<u>\$10.00 per permit</u> <i>(note: this is a new fee)</i>
<u>Residential wWindow same size replacement building permit, one and two-family residential (same size)</u>	<u>\$125.00 per dwelling unit</u>
<u>Commercial demolition</u>	<u>Refer to Subd. 1 table. 65% plan review may apply</u> <i>(note: this was decreased to \$300)</i>
<u>Residential demolition</u>	<u>\$200.00</u> <i>(note: this was increased to \$300)</i>
<u>Manufactured home set up (foundation and connections only)</u>	<u>\$175.00</u>
<u>Solar/Photovoltaic Systems Residential (up to 3.5kW)</u>	<u>\$175.00</u>
<u>Solar/Photovoltaic Systems Residential (over 3.5kW)</u>	<u>Refer to Subd. 1 table. 65% plan review may apply</u>
<u>Solar/Photovoltaic Systems Commercial</u>	<u>Refer to Subd. 1 table. 65% plan review may apply</u>
<u>Residential irrigation system, including backflow prevention</u>	<u>\$125.00</u>
<u>Miscellaneous commercial or residential building permits for which no fee is specifically indicated</u>	<u>Refer to Subd. 1 table, 65% plan review may apply</u>
<u>Temporary Heating Equipment</u>	<u>\$150.00</u>
<u>Inspections which no fee is specifically indicated</u>	<i>(note: this was decreased to \$95)</i> <u>\$125.00 per hour</u>
<u>Additional plan review required by changes, additions, or revisions to previously approved plans</u>	<u>\$95.00 per hour</u>
<u>Re-inspection fees</u>	<u>\$95.00 per hour/inspection — whichever is greater (minimum charge of 1 hour)</u>
<u>Inspections outside of normal business hours</u>	<u>\$150.00 per hour (minimum charge of 2 hours)</u>
<u>Change of Use/Occupancy</u>	<u>Refer to Subd. 1 table. 65% plan review may apply (minimum fee of \$300.00)</u>
<u>Septic System — Residential New</u>	<i>(note: all SSTS permit fees were moved to Subd. 14 and fees are now categorized by the type of system which creates an increase of \$100.00 for a typical residential system, but creates a decrease in some non-residential systems)</i> <u>\$350.00</u>
<u>Septic System — Commercial New</u>	<u>Refer to Subd. 1 table. 65% plan review may apply</u>
<u>Septic System — Residential Alteration/Repair</u>	<u>\$200.00</u>
<u>Septic System — Commercial Alteration/Repair</u>	<u>Refer to Subd. 1 table. 65% plan review may apply</u>
<u>Operating Permit</u>	<u>\$200.00 Annually</u>

~~(3) Plan Review Fees:~~

- ~~(1) Where a plan review fee is performed and charged, the minimum plan review fee for all permits is \$50.00. Plan review fees for building, fire suppression, and fire alarm permits shall be sixty five percent (65%) of the building permit fees as set forth in Subdivision 1 of this Section. Plan review fees for similar plans are set forth in Minnesota Rules 1300.0160.~~
- ~~(2) Plan review fees for all commercial mechanical permits shall be ten percent (10%) of the permit fee when a project job valuation is determined to exceed \$30,000.00.~~
- ~~(3) In the event a permit applicant submits an application that requires plan review and decides not to proceed with the building project after the plan review has been completed, the plan review fee will be billed by the jurisdiction to the permit applicant.~~

(410) State Surcharge on Building, Mechanical, and Plumbing, Permit Fees. In addition to the permit fees established in this fees schedule, a surcharge fee shall be collected on all permits issued for work governed by the Minnesota State Building Code in accordance with Minnesota Statutes, [§Section 326B.148](#), a state surcharge shall be charged on all permits, if applicable.

(511) Refunds. [The Designated Building Official may authorize refunds of up to eighty percent \(80%\) of the issued permit fee when no work has commenced and no inspections have been performed.](#)

[1a.](#) ~~The jurisdiction may refund up to 80% of the permit fees in which no work has been done and no inspections have been made. Requests for refunds must be made~~ [submitted by the permit applicant in writing by the permit applicant within one hundred eighty \(180\) days of permit issuance.](#)

[1.](#) ~~Within ten (10) business days of receipt, the Designated Building Official or their designee shall review the request and determine the amount to be refunded or provide written justification if the request is denied~~ [must review the refund request and determine the amount to be refunded or deny the refund request for just cause.](#)

[2b.](#) [Fees retained shall cover expenses incurred for services rendered by the city and/or its consultant\(s\).](#)

[c.](#) [Refunds shall only be issued to the original payee.](#)

[d.](#) ~~No refunds will be approved or shall be granted for the following: plan review fees, state surcharge fees, re-inspection fees, or any other services that have previously been rendered.~~

[\(1\) Plan review fees;](#)

[\(2\) Re-inspection fees;](#)

[\(3\) State surcharge fees;](#)

[\(4\) Fraudulent applications;](#)

[\(5\) Expired, revoked, suspended, or invalid permits;](#)

[\(6\) Technology fee, unless canceled within the same business day; or](#)

[\(7\) Contractor license verification.](#)

(612) Work Without a Permit. If Work commenced without requiring a permit may result in additional fees as specific in MN Rules 1300.010, Subpart 8 under state law, rule, or the Baldwin City Code has commenced without first obtaining a permit, an investigation shall be conducted before a permit may be issued. Investigation fees are identified in Subd. 10 of this fee schedule. This fee is in addition to the permit fee and is due whether or not a permit is ultimately issued.

(13) -Abandonment, Expiration, Revocation/Suspension, or Validity. The validity, expiration, suspension, and revocation of permits shall be governed by Minnesota Rules 1300.0120 and the following:

(a) An application for a permit for any proposed work shall be considered abandoned one hundred eighty (180) days after the date of filing, except in the following cases:

(1) The application has been actively pursued in good faith by the applicant, as determined by the Designated Building Official or their designee; and

(2) A written request for an extension, not to exceed one hundred eighty (180) days, has been submitted with justifiable cause demonstrated, and the extension has been approved by the Designated Building Official or their designee.

(b) Every permit issued shall expire unless the authorized work is commenced within one hundred eighty (180) days of issuance. The Designated Building Official or their designee may grant written extensions of time, not to exceed one hundred eighty (180) days, if the applicant demonstrates justifiable cause.

(c) The Designated Building Official or their designee may suspend or revoke a permit if it was issued in error, if the application contained incorrect, inaccurate, or incomplete information, or if there is a violation of any state law, rule, or ordinance.

(d) The issuance of a permit, or the approval of plans, specifications, or computations, shall not be construed as authorization for any violation of this code or any other ordinance of the City of Baldwin. Any permit purporting to authorize work in violation of the code or other ordinances shall be invalid. A permit also becomes invalid if the authorized work is suspended or abandoned for more than one hundred eighty (180) days, commencing on the first day the work was suspended or abandoned.

(14) Subsurface Sewage Treatment System (SSTS) Fees. The following table identifies costs associated with SSTS administration and permits.

<u>Description</u>	<u>Fee</u>
<u>SSTS: Type I, II, or III (new or replacement)</u>	<u>\$450.00 (includes soil verification)</u>
<u>SSTS: Type IV or V (new or replacement for performance or engineered systems)</u>	<u>\$375.00 + Actual Cost</u>
<u>Holding Tank (additional maintenance and operating permits required)</u>	<u>\$350.00 (includes first years' operating permit)</u>
<u>Soil Site Review (charged in addition to the land use application)</u>	<u>\$250.00 + \$100.00 per lot</u>
<u>SSTS Abandonment/Removal</u>	<u>\$125.00</u>
<u>Operating Permit</u>	<u>\$200.00 annually</u>

Description	Fee
Maintenance Permit <i>(note: property owner cost for a maintenance permit is \$0.018...less than 2 cents a day to protect ground water)</i>	<u>\$20.00</u>
SSTS Reinspection	<u>\$95.00 per hour, 1 hour minimum</u>

~~(7) — Residential Mechanical Permit Fees for Structures Regulated under the Minnesota Residential Code:~~

New construction mechanical (includes HVAC system, mechanical ventilation system, and gas lines)	\$150.00 per unit
Addition, alteration, remodel, or replacement mechanical	\$125.00
Basement finish mechanical	\$125.00
Fireplace	\$125.00
Garage heater	\$125.00
Gas lines	\$125.00
Miscellaneous mechanical appliance	\$125.00
All other minor mechanical work	\$125.00
Furnace and air conditioner units installed and inspected simultaneously	\$185.00

~~(8) — Plumbing Permit Fees for Structures Regulated under the Minnesota Residential Code:~~

New construction plumbing	\$150.00 per unit
Addition, alteration, remodel, or replacement	\$125.00
Basement finish	\$125.00
Water heater	\$125.00
Water conditioning system	\$125.00
Miscellaneous plumbing fixtures	\$125.00
Municipal sewer connection	\$125.00
Municipal water connection	\$125.00

~~(9) — Other Permits and Fees:~~

Accessory structures	Refer to Subd. 1 table. A 65% plan review may apply
Structure additions, alterations	Refer to Subd. 1 table. A 65% plan review may apply
Structure remodel	Refer to Subd. 1 table. A 65% plan review may apply
Basement finishes	Refer to Subd. 1 table. A 65% plan review may apply
Deck	Refer to Subd. 1 table. A 65% plan review may apply
Fence over 7 feet high	Refer to Subd. 1 table. A 65% plan review may apply
Residential structure moving (exceeding 60 miles from the jurisdiction)	\$250.00
Residential roofing	\$125.00
Residential siding	\$125.00
Residential window replacement (same size)	\$125.00
Commercial demolition	Refer to Subd. 1 table. 65% plan review may apply
Residential demolition	\$200.00
Manufactured home set-up (foundation and connections only)	\$175.00
Solar/Photovoltaic Systems Residential (up to 3.5kW)	\$175.00

Solar/Photovoltaic Systems Residential (over 3.5kW)	Refer to Subd. 1 table. 65% plan review may apply
Solar/Photovoltaic Systems Commercial	Refer to Subd. 1 table. 65% plan review may apply
Residential irrigation system, including backflow prevention	\$125.00
Miscellaneous commercial or residential building permits for which no fee is specifically indicated	Refer to Subd. 1 table, 65% plan review may apply
Temporary Heating Equipment	\$150.00
Inspections which no fee is specifically indicated	\$125.00 per hour
Additional plan review required by changes, additions, or revisions to previously approved plans	\$95.00 per hour
Re-inspection fees	\$95.00 per hour/inspection — whichever is greater (minimum charge of 1 hour)
Inspections outside of normal business hours	\$150.00 per hour (minimum charge of 2 hours)
Change of Use/Occupancy	Refer to Subd. 1 table. 65% plan review may apply (minimum fee of \$300.00)
Septic System — Residential New	\$350.00
Septic System — Commercial New	Refer to Subd. 1 table. 65% plan review may apply
Septic System — Residential Alteration/Repair	\$200.00
Septic System — Commercial Alteration/Repair	Refer to Subd. 1 table. 65% plan review may apply
Operating Permit	\$200.00 Annually

DRAFT ORDINANCE 2025-XX

CITY OF BALDWIN SHERBURNE COUNTY, MINNESOTA

The Baldwin City Council hereby ordains:

Section 1. Ordinance 600 (Fee Schedule) is hereby repealed in its entirety and amended to read as follows:

Section 600.01 Fee Schedule. The following fees in the City of Baldwin shall be charged effective January 1, 2026 for the following materials, services, zoning and subdivision applications, licenses, and other matters as set forth herein:

(A) General Fees, Permits, Development Applications, and Liquor Licenses:

General Fees		
	Animals	
	Canine Pick Up	\$150.00 plus \$5.00 if online payment
	Feline Pick Up	\$150.00
	City Staff Research Fee	\$75.00/hr.
	DVDs (if borrowed from the City)	\$1.00
	EMS sign, post, and hardware	\$70.00
	Electronic data	\$10.00
	Electronic payment	2.9% of transaction + \$0.30 for each successful transaction
	Fines and Penalties	
	Administrative Citation Civil Fine	\$50.00
	Overdue Utility Fee	7% of delinquent balance plus \$25.00/month
	Parking Violation	\$50.00
	Fire Report	\$20.00
	Notary Fee	\$2.00
	Photo Copies:	
	Up to 100 copies of letter size paper	\$0.25 per page
	Over 100 pages, any size	Actual cost to copy and locate requested documents
	Letter	\$0.25/page or \$0.35/page color
	Legal	\$0.50/page or \$0.60 page color
	Ledger	\$1.00/page
	Postage:	Actual cost
	Public Hearing Fee	\$1,000.00
	Special Assessment Search Charge	\$20.00
	Tape/CD of Board Meeting Recording	\$20.00
	Zoning Confirmation Letter	\$30.00 \$65.00
Permits		
	Fence Permit	\$65.00
	Gambling Permit	
	Local Premises	\$100.00
	Donation of Net Profits	10%
	Right-of-Way Permit	\$500.00
	Driveway Access Permit	
	Fee	\$200.00
	Escrow	\$100.00

	Second Driveway Access Permit	\$500.00
	Fee	\$200.00
	Escrow	\$800.00
	Sign Permit	\$30.00 65.00
Development Applications		
	Comprehensive Plan Amendment	
	Base Fee	\$500.00
	Escrow – Single Family	\$1,000.00
	Escrow – All Others	\$3,000.00
	Zoning Amendment (Map or Text):	
	Base Fee	\$500.00
	Escrow – Single Family	\$1,000.00
	Escrow – All Others	\$3,000.00
	Variance:	
	Base Fee	\$500.00
	Escrow – Single Family	\$1,000.00
	Escrow – All Others	\$3,000.00
	Conditional Use Permit:	
	Base Fee	\$500.00
	Escrow – Single Family	\$1,000.00
	Escrow – All Others	\$3,000.00
	Interim Use Permit:	
	Base Fee	\$500.00
	Escrow – Single Family	\$1,000.00
	Escrow – All Others	\$3,000.00
	Administrative Permit and Appeals:	
	Base Fee	\$200.00
	Escrow	\$400.00
	Grading Permit:	
	Engineering Review	\$1,000 escrow
	Construction Escrow	\$3,000/disturbed acre
	Site Plan Review:	
	Base Fee	\$200.00
	Escrow	\$3,000.00
	Shoreland/WS Alteration Permit:	
	Base fee	\$200.00
	Escrow	\$800.00
	Subdivision Sketch Plan:	
	Base Fee	\$200.00
	Escrow	\$2,000.00
	Simple Plat:	
	Base Fee	\$500.00
	Escrow	\$1,000.00
	Plat:	
	Preliminary Plat:	
	Base Fee	\$500.00
	Escrow	\$5,000.00
	Final Plat:	
	Base Fee	\$500.00
	Escrow	\$5,000.00
	Administrative Subdivision:	

Base Fee	\$200.00
Escrow	\$800.00
Registered Land Survey:	
Base Fee	\$200.00
Escrow	\$800.00
Environmental Assessment Worksheet Review	
Base Fee	\$200.00
Escrow	\$3,000.00
<u>Vacation Petition</u>	
Base Fee	\$500.00
Escrow	\$1,000.00
Wetland Review	
Base Fee	\$500.00
Delineation Escrow	\$1,500.00
Replacement Plan/Banking Plan Escrow	\$2,000.00
After the fact Review	2x of base fee and escrow
Other Development Fees	
Development Contract Minimums	
Legal Escrow	Minimum \$3,500.00
Engineering / Construction Observation Escrow	Minimum \$5,000.00
City Administrative Fee	\$1,000.00
Driveways	
First Access Permit	
Fee	\$200.00
Inspection Escrow	\$100.00
Second Access Permit	\$500.00
Fee	\$200.00
Inspection Escrow	\$800.00
Construction Escrow:	
Lots Platted after April 3, 2023	\$15,600.00
All Other Lots and Unplatted Parcels	\$10,700.00
Park Dedication	
Residential	\$1,200.00/lot
Commercial/Industrial/Institutional	\$0.00/acre
Residential Construction Escrows:	
Driveway Pavement:	
Lots Platted after April 3, 2023	\$15,600.00
All Other Lots and Unplatted Parcels	\$10,700.00
Landscaping	\$300.00/tree required
Liquor License Fees	
Background Investigation Fee	\$100.00/name
Club	\$300.00 per year
Consumption and display	State License fee
Off-sale intoxicating liquor	\$500.00 per year
Off-sale 3.2 malt liquor	\$100.00 per year
On-Sale Intoxicating Liquor	\$2,500.00 per year
On-Sale Intoxicating Liquor, Sunday	\$200.00 per year
On-Sale Taproom	\$210.00 per year
On-Sale wine	\$200.00 per year
On-Sale 3.2 malt liquor	\$100.00 per year
On-Sale wine	\$200.00 per year

Setup sale (not including State Fee)	\$50.00
Temporary Intoxicating On-Sale (1 to 4 days)	\$100.00 per event
Temporary 3.2 malt On-Sale	\$10.00 per day

- (B) Building Permit and Inspection Fees. The administration and issuance of permits, ~~along with the collection of fees and services administered by the City Designated Building Official and the collection of fees~~ shall be as ~~authorized~~ conducted in accordance with the Baldwin City Code Building Ordinance, Minnesota Statutes ~~and Chapter 326B, Minnesota~~ Administrative Rules, ~~1300.0120 and 1300.0160, and as provided by in Appendix A of this Ordinance~~ ordinance. Fees are to be commensurate with the service provided. Permit fees not specifically identified within this ordinance are based on the valuation determined ~~by in Appendix A, Subdivisions~~ subsection (2) of this section.

- ~~(1) — Permit and Inspection Fees for Residential Building, Commercial Building, Fire Suppression, Fire Alarm, Commercial Mechanical, and Commercial Plumbing. The minimum fee for processing these permits is \$100.00.~~

Total Valuation	Permit Fee
\$1.00 to \$2,000.00	\$100.00 Minimum
\$2,001.00 to \$25,000.00	\$100.00 for the first \$2,000.00 plus \$16.55 for each additional \$1,000.00 or fraction thereof, to and including \$25,000
\$25,001.00 to \$50,000.00	\$464.15 for the first \$25,000.00 plus \$12.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000
\$50,001.00 to \$100,000.00	\$764.15 for the first \$50,000.00 plus \$8.45 for each additional \$1,000.00 or fraction thereof, to and including \$100,000
\$100,001.00 to \$500,000.00	\$1,186.65 for the first \$100,000.00 plus \$6.75 for each additional \$1,000.00 or fraction thereof, to and including \$500,000
\$500,001.00 to \$1,000,000.00	\$3,886.65 for the first \$500,000.00 plus \$5.50 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000; and
\$1,000,001.00 and up	\$6,636.65 for the first \$1,000,000.00 plus \$4.50 for each additional \$1,000.00 or fraction thereof

- ~~(2) — Project Valuation Determination. The Designated Building Official has the authority and responsibility to determine project valuation for the purposes of establishing applicable plan review and permit fees. Valuation data may be referenced from the State of Minnesota and/or the International Code Council.~~

- ~~(3) — Plan Review Fees.~~

- ~~(1) — Where a plan review fee is performed and charged, the minimum plan review fee for all permits is \$50.00. Plan review fees for building, fire suppression, and fire alarm permits shall be sixty-five percent (65%) of the building permit fees as set forth in Subdivision 1 of this Section. Plan review fees for similar plans are set forth in Minnesota Rules 1300.0160.~~

- ~~(2) — Plan review fees for all commercial mechanical permits shall be ten percent (10%) of the permit fee when a project job valuation is determined to exceed \$30,000.00.~~

- ~~(3) — In the event a permit applicant submits an application that requires plan review and decides not to proceed with the building project after the plan review has been completed, the plan review fee will be billed by the jurisdiction to the permit applicant.~~

- ~~(4) — State Surcharge on Building, Mechanical, and Plumbing, Permit Fees. In addition to the permit fees established in this fees schedule, a surcharge fee shall be collected on all permits issued for work governed by the Minnesota State Building Code in accordance with Minnesota Statutes, Section 326B.148.~~

(5) — Refunds.

1. — The jurisdiction may refund up to 80% of the permit fees in which no work has been done and no inspections have been made. Requests for refunds must be made by the permit applicant in writing within 180 days of issuance. Within 10 days of receipt, the Building Official must review the refund request and determine the amount to be refunded or deny the refund request for just cause.
2. — No refunds will be approved or granted for the following: plan review fees, state surcharge fees, re-inspection fees, or any other services that have previously been rendered.

(6) — Work Without a Permit. Work commenced without a permit may result in additional fees as specific in MN Rules 1300.010, Subpart 8.

(7) — Residential Mechanical Permit Fees for Structures Regulated under the Minnesota Residential Code:

New construction mechanical (includes HVAC system, mechanical ventilation system, and gas lines)	\$150.00 per unit
Addition, alteration, remodel, or replacement mechanical	\$125.00
Basement finish mechanical	\$125.00
Fireplace	\$125.00
Garage heater	\$125.00
Gas lines	\$125.00
Miscellaneous mechanical appliance	\$125.00
All other minor mechanical work	\$125.00
Furnace and air conditioner units installed and inspected simultaneously	\$185.00

(8) — Plumbing Permit Fees for Structures Regulated under the Minnesota Residential Code:

New construction plumbing	\$150.00 per unit
Addition, alteration, remodel, or replacement	\$125.00
Basement finish	\$125.00
Water heater	\$125.00
Water conditioning system	\$125.00
Miscellaneous plumbing fixtures	\$125.00
Municipal sewer connection	\$125.00
Municipal water connection	\$125.00

(9) — Other Permits and Fees:

Accessory structures	Refer to Subd. 1 table. A 65% plan review may apply.
Structure additions, alterations	Refer to Subd. 1 table. A 65% plan review may apply
Structure remodel	Refer to Subd. 1 table. A 65% plan review may apply
Basement finishes	Refer to Subd. 1 table. A 65% plan review may apply
Deck	Refer to Subd. 1 table. A 65% plan review may apply
Fence over 7 feet high	Refer to Subd. 1 table. A 65% plan review may apply
Residential structure moving (exceeding 60 miles from the jurisdiction)	\$250.00

Residential roofing	\$125.00
Residential siding	\$125.00
Residential window replacement (same size)	\$125.00
Commercial demolition	Refer to Subd. 1 table. 65% plan review may apply
Residential demolition	\$200.00
Manufactured home set-up (foundation and connections only)	\$175.00
Solar/Photovoltaic Systems Residential (up to 3.5kW)	\$175.00
Solar/Photovoltaic Systems Residential (over 3.5kW)	Refer to Subd. 1 table. 65% plan review may apply
Solar/Photovoltaic Systems Commercial	Refer to Subd. 1 table. 65% plan review may apply
Residential irrigation system, including backflow prevention	\$125.00
Miscellaneous commercial or residential building permits for which no fee is specifically indicated	Refer to Subd. 1 table. 65% plan review may apply
Temporary Heating Equipment	\$150.00
Inspections which no fee is specifically indicated	\$125.00 per hour
Additional plan review required by changes, additions, or revisions to previously approved plans	\$95.00 per hour
Re-inspection fees	\$95.00 per hour/inspection — whichever is greater (minimum charge of 1 hour)
Inspections outside of normal business hours	\$150.00 per hour (minimum charge of 2 hours)
Change of Use/Occupancy	Refer to Subd. 1 table. 65% plan review may apply (minimum fee of \$300.00)
Septic System — Residential New	\$250.00 \$350.00
Septic System — Commercial New	Refer to Subd. 1 table. 65% plan review may apply
Septic System — Residential Alteration/Repair	\$200.00
Septic System — Commercial Alteration/Repair	Refer to Subd. 1 table. 65% plan review may apply
Operating Permit	\$125.00 \$200.00 Annually
Maintenance/Pumping Permit	\$10.00 Triennial

- (1) **Fee Multiplier Table (FMT).** The following table establishes permit and inspection fees for all projects that require plan review or are not otherwise specifically identified within this fee schedule. The minimum fee for these permits is \$125. The cost of plan review is separate, if applicable.

Valuation	Permit Fee
\$1.00 to \$4,000.00	\$125.00
\$4,001.00 to \$25,000.00	\$125.00 for the first \$4,000.00 plus \$16.55 for each additional \$1,000.00 or fraction thereof, to and including \$25,000

<u>Valuation</u>	<u>Permit Fee</u>
<u>\$25,001.00 to \$50,000.00</u>	<u>\$464.15 for the first \$25,000.00 plus \$12 for each additional \$1,000.00 or fraction thereof, to and including \$50,000</u>
<u>\$50,001.00 to \$100,000.00</u>	<u>\$764.15 for the first \$50,000.00 plus \$8.45 for each additional \$1,000.00 or fraction thereof, to and including \$100,000</u>
<u>\$100,001.00 to \$500,000.00</u>	<u>\$1,186.65 for the first \$100,000.00 plus \$6.75 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00</u>
<u>\$501,000.00 to \$1,000,000.00</u>	<u>\$3,886.65 for the first \$500,000.00 plus \$5.50 for each additional \$1,000 or fraction thereof, to and including \$1,000,000; and</u>
<u>\$1,000,001.00 and up</u>	<u>\$6,636.65 for the first \$1,000,000.00 plus \$4.50 for each additional \$1,000.00 or fraction thereof</u>

- (2) **Plumbing Permit Fees for Non-residential or Multi-Family Structures Regulated under the Minnesota State Building Code and Minnesota Rules Chapter 1305.** The following permit fee table is based upon the construction valuation of the plumbing system. The cost of plan review is separate, if applicable.

<u>Valuation/Project Details</u>	<u>Permit Fee</u>
<u>\$0.00 to \$1,500.00</u>	<u>\$135.00</u>
<u>\$1,501.00 to \$2,500.00</u>	<u>\$135.00 for the first \$1,500.00, plus \$43.00 for each additional \$500.00 or fraction thereof, to and including \$2,500.00;</u>
<u>\$2,501.00 to \$5,000.00</u>	<u>\$221.00 for the first \$2,500.00, plus \$28.00 for each additional \$500.00 or fraction thereof, to and including \$5,000.00;</u>
<u>\$5,001.00 to \$25,000.00</u>	<u>\$361.00 for the first \$5,000.00, plus \$53.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00;</u>
<u>\$25,001.00 to \$50,000.00</u>	<u>\$1,421.00 for the first \$25,000.00, plus \$51.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00;</u>
<u>\$50,001.00 to \$500,000.00</u>	<u>\$2,696.00 for the first \$50,000.00, plus \$47.00 for each additional \$10,000.00 or fraction thereof, to and including \$500,000.00;</u>
<u>\$500,001.00 to \$3,000,000.00</u>	<u>\$4,811.00 for the first \$500,000.00, plus \$61.00 for each additional \$50,000.00 or fraction thereof, to and including \$3,000,000.00; or</u>
<u>\$3,000,001.00 and over</u>	<u>\$7,861.00 for the first \$3,000,000.00, plus \$51.00 for each additional \$100,000.00 or fraction thereof;</u>
<u>Manufactured home park or campground</u>	<u>\$25.00 for each site, minimum charge of \$135.00</u>
<u>Single fixture permit</u>	<u>\$210.00</u>

- (3) **Plumbing Permit Fees for Structures Regulated under the Minnesota Residential Code.** The following table establishes plumbing permit fees for one and two-family residential structures.

<u>Type of Plumbing Permit</u>	<u>Permit Fee, Per Dwelling Unit</u>
<u>New construction</u>	<u>\$150.00</u>
<u>Addition, alteration, remodel, or replacement</u>	<u>\$125.00</u>
<u>Basement finish – Owner-occupied, non-rental (owner performed work)</u>	<u>Included with building permit provided inspections are performed together (e.g. framing, rough-in plumbing and mechanical)</u>
<u>Basement finish – Rental property and/or contractor-performed work</u>	<u>\$125.00</u>
<u>Water heater, conditioning system, sewer or water connection, irrigation, backflow prevention <i>or</i> minor work</u>	<u>\$125.00</u>
<u>Water heater, conditioning system, sewer or water connection, irrigation, backflow prevention <i>and</i> other minor work</u>	<u>\$185.00, provided work is installed and inspected simultaneously</u>

- (4) Mechanical Permit Fees for Structures Regulated under the Minnesota Residential Code. The following table establishes mechanical permit fees for one and two-family residential structures:

<u>Type of Mechanical Permit</u>	<u>Permit Fee, Per Dwelling Unit</u>
<u>New construction (HVAC, mechanical ventilation system, and gas lines)</u>	<u>\$150.00</u>
<u>Addition, alteration, remodel, or replacement</u>	<u>\$125.00</u>
<u>Basement finish – Owner-occupied, non-rental (owner performed work)</u>	<u>Included with building permit provided inspections are performed together (e.g. framing, rough-in plumbing and mechanical)</u>
<u>Basement finish – Rental property and/or contractor-performed work</u>	<u>\$125.00</u>
<u>Furnace, fireplace, air conditioner, garage heater, gas lines, miscellaneous appliance, <i>or</i> other minor work</u>	<u>\$125.00</u>
<u>Furnace, fireplace, air conditioner, garage heater, gas lines, miscellaneous appliance, <i>and</i> other minor work</u>	<u>\$185.00, provided work is installed and inspected simultaneously</u>

- (5) Fire Protection System Permits. The following table establishes permit and inspection fees for administration of fire protection permits as regulated according to Section 105.7.1 through 105.7.25 of the Minnesota State Fire Code (MSFC). The cost of plan review is separate, if applicable.

<u>Valuation/Project Details</u>	<u>Permit Fee</u>
<u>\$0.00 to \$1,500.00</u>	<u>\$135.00</u>
<u>\$1,501.00 to \$2,500.00</u>	<u>\$135.00 for the first \$1,500.00, plus \$43.00 for each additional \$500.00 or fraction thereof, to and including \$2,500.00;</u>

<u>Valuation/Project Details</u>	<u>Permit Fee</u>
<u>\$2,501.00 to \$5,000.00</u>	<u>\$221.00 for the first \$2,500.00, plus \$28.00 for each additional \$500.00 or fraction thereof, to and including \$5,000.00;</u>
<u>\$5,001.00 to \$25,000.00</u>	<u>\$361.00 for the first \$5,000.00, plus \$53.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00;</u>
<u>\$25,001.00 to \$50,000.00</u>	<u>\$1,421.00 for the first \$25,000.00, plus \$51.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00;</u>
<u>\$50,001.00 to \$500,000.00</u>	<u>\$2,696.00 for the first \$50,000.00, plus \$47.00 for each additional \$10,000.00 or fraction thereof, to and including \$500,000.00;</u>
<u>\$500,001.00 to \$3,000,000.00</u>	<u>\$4,811.00 for the first \$500,000.00, plus \$61.00 for each additional \$50,000.00 or fraction thereof, to and including \$3,000,000.00; or</u>
<u>\$3,000,001.00 and over</u>	<u>\$7,861.00 for the first \$3,000,000.00, plus \$51.00 for each additional \$100,000.00 or fraction thereof;</u>
<u>Operational permits</u>	<u>\$350.00, duration of permit determined by the Fire Code Official or their designee</u>
<u>Single fixture permit</u>	<u>\$210.00</u>

(6) **Plan Review Fees.** The following fees apply when an administrative or technical plan review is completed for all projects that are not otherwise specifically identified within this ordinance. Plan review is determined by the Designated Building Official or their designee.

(a) **Building and Mechanical Permit Plan Review:**

- (1) **Sixty five percent (65%) of the permit fee as calculated in the FMT in subsection B.1.**
- (2) **Plan review fees for similar plans are set forth in Minnesota Rules 1300.0160.**
- (3) **Where a plan review fee is performed and charged for residential, the minimum fee for plan review is \$81.25.**
- (4) **Where a plan review fee is performed and charged for non-residential and multi-family, the minimum fee is \$150.00.**

(b) **Plan Revisions.** Applicant-submitted changes:

(1) **Non-Residential or Multi-Family Projects:**

- (i) **Review of plans for which the Designated Building Official or their designee has issued two (2) or more requests for additional information: \$125.00 per hour with a minimum of one-half (1/2) hour.**
- (ii) **Additional plan review required for changes, additions, or revisions to previously approved plans: \$125.00 per hour with a minimum of one-half (1/2) hour.**

(2) **Residential Projects:**

- (i) Review of plans for which the Designated Building Official or their designee has issued two (2) or more requests for additional information: \$95.00 per hour with a minimum of one-half (1/2) hour.
- (ii) Additional plan review required for changes, additions, or revisions to previously approved plans: \$95.00 per hour with a minimum of one-half (1/2) hour.
- (c) **Abandoned Permit Applications.** When an application requiring plan review is submitted, and the applicant either:
 - (1) Elects not to proceed following completion of the review, or
 - (2) The application is deemed abandoned by the Designated Building Official pursuant to Minnesota Rules 1300.0120, Subpart 9;
 - (3) The applicant will be assessed one hundred percent (100%) of the plan review fee, for plan review and processing services, whether or not a permit is issued.
- (d) **Non-Residential or Multi-Family Plumbing and Fire Construction Permit Plan Review:** the following table establishes plan review and audit fees, unless otherwise indicated. These fees are based on the construction valuation of the performed work. This does not include the cost of the permit.

<u>Valuation/Project Details</u>	<u>Plan Review Fee</u>
<u>\$0,00 to \$1,500.00</u>	<u>\$135.00</u>
<u>\$1,501.00 to \$2,500.00</u>	<u>\$135.00 for the first \$1,500.00, plus \$28.00 for each additional \$500.00 or fraction thereof, to and including \$2,500;</u>
<u>\$2,501.00 to \$5,000.00</u>	<u>\$191.00 for the first \$2,500.00, plus \$25.00 for each additional \$500.00 or fraction thereof, to and including \$5,000.00;</u>
<u>\$5,001.00 to \$25,000.00</u>	<u>\$316.00 for the first \$5,000.00, plus \$33.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00;</u>
<u>\$25,001.00 to \$50,000.00</u>	<u>\$976.00 for the first \$25,000, plus \$31.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00;</u>
<u>\$50,001.00 to \$500,000.00</u>	<u>\$1,751.00 for the first \$50,000.00, plus \$23.00 for each additional \$10,000 or fraction thereof, to and including \$500,000.00;</u>
<u>\$500,001.00 to \$3,000,000.00</u>	<u>\$2,786.00 for the first \$500,000.00, plus \$41.00 for each additional \$100,000.00 or fraction thereof, to and including \$3,000,000.00; and</u>
<u>\$3,000,001.00 and over</u>	<u>\$3,811.00 for the first \$3,000,000.00, plus \$33.00 for each additional \$100,000.00 or fraction thereof;</u>
<u>Manufactured home park or campground (plumbing only)</u>	<u>One to 25 sites: \$300.00</u>
	<u>26 to 50 sites: \$350.00</u>
	<u>51 to 125 sites: \$400.00</u>
	<u>More than 125 sites: \$500.00</u>

(7) Industrialized Modular or Prefabricated Buildings, Plan Review and Inspection Fees.

(a) Inspections and Audit Fees. Inspection fees for industrialized modular or prefabricated buildings will be assessed at \$125.00 per hour.

(b) Plan Review Fees. The following fees are for plan review and inspections of industrialized or modular buildings as defined in Minnesota Statutes § 326B.103, subdivision 8a, and prefabricated buildings as defined in Minnesota Statutes § 326B.103, subdivision 10a.

(1) Fees for the review of quality-control manuals, systems manuals, and related documents submitted are \$125.00 per hour.

(2) Fees for the review of building plans, specifications, installation instructions, and related documents submitted include sixty five percent (65%) of the fee, minimum plan review fee of \$150.00. Plan review is determined by Designated Building Official or their designee.

(8) Project/Construction Valuation Determination. Valuation shall be assessed in accordance with Minnesota Rules 1300.0160. It must be based on the contract value with tables published by the State of Minnesota or the International Code Council (ICC).

(9) Other Permits and Fees. The following table identifies costs for permits or fees associated with administration of either the Minnesota State Building Code or Baldwin City Codes. The minimum fee for the following permits is \$125.00. Plan review is charged according to Section B.6 of this ordinance, unless otherwise identified.

<u>Description</u>	<u>Cost (FMT = Fee Multiplier Table)</u>
<u>Accessory structure building permit, residential</u>	<u>Refer to the FMT in subsection B.1</u> <u>Maximum fee: \$850.00, includes plan review</u>
<u>Addition, alteration, remodel, or repair building permit</u>	<u>Refer to the FMT in subsection B.1</u>
<u>Agriculture permit exemption administrative application</u>	<u>\$250.00, includes preliminary site plan review</u>
<u>Basement finish building permit</u>	<u>Refer to the FMT in subsection B.1</u> <u>Maximum fee: \$500.00, includes plan review</u>
<u>Change of use/occupancy</u>	<u>Refer to the FMT in subsection B.1</u> <u>Minimum fee: \$300.00</u>
<u>Consultants, cost for service</u>	<u>If the actual cost to the City of Baldwin for services provided by a contracted consultant is greater than indicated by this fee schedule, the greater rate shall be paid.</u>
<u>Deck building permit</u>	<u>Refer to the FMT in Subd. 1</u> <u>Maximum fee: \$675.00, includes plan review (pertains only if a residential deck is attached to the primary dwelling)</u>
<u>Demolition building permit, residential, non-residential, or multi-family</u>	<u>\$300.00, includes two (2) site inspections and administrative plan review</u>
<u>Fence building permit, over seven (7) feet high</u>	<u>Refer to the FMT in subsection B.1</u>

<u>Description</u>	<u>Cost (FMT = Fee Multiplier Table)</u>
<u>Inspection, no fee specifically indicated</u>	<u>\$95.00 per hour, one (1) hour minimum</u>
<u>Inspection, outside normal business hours</u>	<u>\$150.00 per hour, two (2) hour minimum</u>
<u>Inspection, reinspection</u>	<u>\$95.00 per hour, one (1) hour minimum</u>
<u>Investigation</u>	<u>In addition to, but not to exceed, the original permit fee.</u>
<u>Manufactured home set-up building permit</u>	<u>\$375.00, includes mechanical and plumbing inspections and plan review</u>
<u>Mechanical single appliance permit, non-residential or multi-family</u>	<u>\$210.00</u>
<u>Mechanical temporary heating equipment, non-residential or multi-family</u>	<u>\$210.00</u>
<u>Miscellaneous building permit, no fee specifically indicated</u>	<u>Refer to the FMT in Subd. 1</u>
<u>Moved-in structure building permit, residential</u>	<u>\$250.00 if the structure being moved is within the City of Baldwin; or</u> <u>\$250.00 plus \$95.00/hour plus mileage at the current IRS standard rate if the structure is located outside the City of Baldwin</u>
<u>Reissuance or renewal of a permit</u>	<u>Refer to the FMT in subsection B.1 and determined based on the remaining work to be completed.</u> <u>Minimum fee: \$50.00</u>
<u>Roof building permit, one and two-family residential</u>	<u>\$125.00</u>
<u>Siding building permit, one and two-family residential</u>	<u>\$125.00</u>
<u>Solar/Photovoltaic system building permit, one and two-family residential up to 3.5kW</u>	<u>\$175.00</u>
<u>Solar/Photovoltaic system building permit, one and two-family residential over 3.5kW</u>	<u>Refer to the FMT in subsection B.1</u>
<u>Solar/Photovoltaic system building permit, non-residential or multi-family</u>	<u>Refer to the FMT in subsection B.1</u>
<u>Window same size replacement building permit, one and two-family residential</u>	<u>\$125.00 per dwelling unit</u>
<u>Technology fee (includes contractor license verification)</u>	<u>\$10.00 per permit</u>

(10) State Surcharge. In accordance with Minnesota Statutes § 326B.148, a state surcharge shall be charged on all permits, if applicable.

(11) Refunds. The Designated Building Official may authorize refunds of up to eighty percent (80%) of the issued permit fee when no work has commenced and no inspections have been performed.

- (a) Requests must be submitted in writing by the permit applicant within one hundred eighty (180) days of permit issuance.
- (b) Within (10) business days of receipt, the Designated Building Official or their designee shall review the request and determine the amount to be refunded or provide written justification if the request is denied.
- (c) Fees retained shall cover expenses incurred for services rendered by the city and/or its consultant(s).
- (d) Refunds shall only be issued to the original payee.
- (e) No refunds shall be granted for the following:
 - (1) Plan review fees;
 - (2) Re-inspection fees;
 - (3) State surcharge fees;
 - (4) Fraudulent applications;
 - (5) Expired, revoked, suspended, or invalid permits;
 - (6) Technology fee, unless canceled within the same business day; or
 - (7) Contractor license verification.
- (12) **Work Without a Permit.** If work requiring a permit under state law, rule, or this ordinance has commenced without first obtaining a permit, an investigation shall be conducted before a permit may be issued. Investigation fees are identified in subsection B.10 of this ordinance. This fee is in addition to the permit fee and is due whether or not a permit is ultimately issued.
- (13) **Abandonment, Expiration, Revocation/Suspension, or Validity.** The validity, expiration, suspension, and revocation of permits shall be governed by Minnesota Rules 1300.0120 and the following:
 - (a) An application for a permit for any proposed work shall be considered abandoned one hundred eighty (180) days after the date of filing, except in the following cases:
 - (i) The application has been actively pursued in good faith by the applicant, as determined by the Designated Building Official or their designee; and
 - (ii) A written request for an extension, not to exceed one hundred eighty (180) days, has been submitted with justifiable cause demonstrated, and the extension has been approved by the Designated Building Official or their designee.
 - (b) Every permit issued shall expire unless the authorized work is commenced within one hundred eighty (180) days of issuance. The Designated Building Official or their designee may grant written extensions of time, not to exceed one hundred eighty (180) days, if the applicant demonstrates justifiable cause.
 - (c) The Designated Building Official or their designee may suspend or revoke a permit if it was issued

in error, if the application contained incorrect, inaccurate, or incomplete information, or if there is a violation of any state law, rule, or ordinance.

- (d) The issuance of a permit, or the approval of plans, specifications, or computations, shall not be construed as authorization for any violation of this code or any other ordinance of the City of Baldwin. Any permit purporting to authorize work in violation of the code or other ordinances shall be invalid. A permit also becomes invalid if the authorized work is suspended or abandoned for more than one hundred eighty (180) days, commencing on the first day the work was suspended or abandoned.

- (14) Subsurface Sewage Treatment System (SSTS) Fees. The following table identifies costs associated with SSTS administration and permits.

<u>Description</u>	<u>Fee</u>
<u>SSTS: Type I, II, or III (new or replacement)</u>	<u>\$450.00 (includes soil verification)</u>
<u>SSTS: Type IV or V (new or replacement for performance or engineered systems)</u>	<u>\$375.00 + Actual Cost</u>
<u>Holding Tank (additional maintenance and operating permits required)</u>	<u>\$350.00 (includes first years' operating permit)</u>
<u>Soil Site Review (charged in addition to the land use application)</u>	<u>\$250.00 + \$100.00 per lot</u>
<u>SSTS Abandonment/Removal</u>	<u>\$125.00</u>
<u>Operating Permit</u>	<u>\$200.00 annually</u>
<u>Maintenance Permit</u>	<u>\$20.00</u>
<u>SSTS Reinspection</u>	<u>\$95.00 per hour, 1 hour minimum</u>

Section 2. Effective Date. This Ordinance shall become effective 1 January 2026 after passage and publication.

Section 3. Repealer. Any portion of any prior ordinance that conflicts with this ordinance is hereby repealed and replaced by this ordinance.

(remainder of page intentionally blank signatures follow)

ADOPTED by the Baldwin City Council this 15th day of December, 2025.

MOTION BY:
SECONDED BY:
IN FAVOR:
OPPOSED:

CITY OF BALDWIN

Jay Swanson, Mayor

ATTEST:

Joan Heinen, City Clerk/Treasurer

ORDINANCE 2025-16

**CITY OF BALDWIN
SHERBURNE COUNTY, MINNESOTA**

The Baldwin City Council hereby ordains:

Section 1. Ordinance 600 (Fee Schedule) is hereby repealed in its entirety and amended to read as follows:

Section 600.01 Fee Schedule. The following fees in the City of Baldwin shall be charged effective January 1, 2026 for the following materials, services, zoning and subdivision applications, licenses, and other matters as set forth herein:

(A) General Fees, Permits, Development Applications, and Liquor Licenses:

General Fees		
	Animals	
	Canine Pick Up	\$150.00 plus \$5.00 if online payment
	City Staff Research Fee	\$75.00/hr.
	DVDs (if borrowed from the City)	\$1.00
	EMS sign, post, and hardware	\$70.00
	Electronic data	\$10.00
	Electronic payment	2.9% of transaction + \$0.30 for each successful transaction
	Fines and Penalties	
	Administrative Citation Civil Fine	\$50.00
	Overdue Utility Fee	7% of delinquent balance plus \$25.00/month
	Parking Violation	\$50.00
	Fire Report	\$20.00
	Notary Fee	\$2.00
	Photo Copies:	
	Up to 100 copies of letter size paper	\$0.25 per page
	Over 100 pages, any size	Actual cost to copy and locate requested documents
	Letter	\$0.25/page or \$0.35/page color
	Legal	\$0.50/page or \$0.60 page color
	Ledger	\$1.00/page
	Postage:	Actual cost
	Public Hearing Fee	\$1,000.00
	Special Assessment Search Charge	\$20.00
	Tape/CD of Board Meeting Recording	\$20.00
	Zoning Confirmation Letter	\$65.00
	Permits	
	Fence Permit	\$50.00
	Gambling Permit	
	Local Premises	\$100.00
	Donation of Net Profits	10%
	Right-of-Way Permit	\$500.00
	Sign Permit	\$65.00
	Development Applications	
	Comprehensive Plan Amendment	
	Fee	\$500.00

Escrow – Single Family	\$1,000.00
Escrow – All Others	\$3,000.00
Zoning Amendment (Map or Text):	
Fee	\$500.00
Escrow – Single Family	\$1,000.00
Escrow – All Others	\$3,000.00
Variance:	
Fee	\$500.00
Escrow – Single Family	\$1,000.00
Escrow – All Others	\$3,000.00
Conditional Use Permit:	
Fee	\$500.00
Escrow – Single Family	\$1,000.00
Escrow – All Others	\$3,000.00
Interim Use Permit:	
Fee	\$500.00
Escrow – Single Family	\$1,000.00
Escrow – All Others	\$3,000.00
Administrative Permit and Appeals:	
Fee	\$200.00
Escrow	\$400.00
Grading Permit:	
Engineering Review	\$1,000 escrow
Construction Escrow	\$3,000/disturbed acre
Site Plan Review:	
Fee	\$200.00
Escrow	\$3,000.00
Shoreland/WS Alteration Permit:	
Fee	\$200.00
Escrow	\$800.00
Subdivision Sketch Plan:	
Fee	\$200.00
Escrow	\$2,000.00
Simple Plat:	
Fee	\$500.00
Escrow	\$1,000.00
Plat:	
Preliminary Plat:	
Fee	\$500.00
Escrow	\$5,000.00
Final Plat:	
Fee	\$500.00
Escrow	\$5,000.00
Administrative Subdivision:	
Fee	\$200.00
Escrow	\$800.00
Registered Land Survey:	
Fee	\$200.00
Escrow	\$800.00
Environmental Assessment Worksheet Review	
Fee	\$200.00

Escrow	\$3,000.00
Vacation Petition	
Fee	\$500.00
Escrow	\$1,000.00
Wetland Review	
Fee	\$500.00
Delineation Escrow	\$1,500.00
Replacement Plan/Banking Plan Escrow	\$2,000.00
After the fact Review	2x of base fee and escrow
Other Development Fees	
Development Contract Minimums	
Legal Escrow	Minimum \$3,500.00
Engineering / Construction Observation Escrow	Minimum \$5,000.00
City Administrative Fee	\$1,000.00
Driveways	
First Access Permit	
Fee	\$200.00
Inspection Escrow	\$100.00
Second Access Permit	
Fee	\$200.00
Inspection Escrow	\$800.00
Construction Escrow:	
Lots Platted after April 3, 2023	\$15,600.00
All Other Lots and Unplatted Parcels	\$10,700.00
Park Dedication	
Residential	\$1,200.00/lot
Commercial/Industrial/Institutional	\$0.00/acre
Residential Construction Escrows:	
Landscaping	\$300.00/tree required
Liquor License Fees	
Background Investigation Fee	\$100.00/name
Club	\$300.00 per year
Consumption and display	State License fee
Off-sale intoxicating liquor	\$500.00 per year
Off-sale 3.2 malt liquor	\$100.00 per year
On-Sale Intoxicating Liquor	\$2,500.00 per year
On-Sale Intoxicating Liquor, Sunday	\$200.00 per year
On-Sale Taproom	\$210.00 per year
On-Sale wine	\$200.00 per year
On-Sale 3.2 malt liquor	\$100.00 per year
On-Sale wine	\$200.00 per year
Setup sale (not including State Fee)	\$50.00
Temporary Intoxicating On-Sale (1 to 4 days)	\$100.00 per event
Temporary 3.2 malt On-Sale	\$10.00 per day

- (B) Building Permit and Inspection Fees. The administration and issuance of permits, along with the collection of fees and services administered by the City Designated Building Official shall be conducted in accordance with the Baldwin Building Ordinance, Minnesota Statutes and Administrative Rules, and as provided in this ordinance. Fees are to be commensurate with the service provided. Permit fees not specifically identified within this ordinance are based on the valuation determined subsection (2) of this section.

- (1) **Fee Multiplier Table (FMT).** The following table establishes permit and inspection fees for all projects that require plan review or are not otherwise specifically identified within this fee schedule. The minimum fee for these permits is \$125. The cost of plan review is separate, if applicable.

Valuation	Permit Fee
\$1.00 to \$4,000.00	\$125.00
\$4,001.00 to \$25,000.00	\$125.00 for the first \$4,000.00 plus \$16.55 for each additional \$1,000.00 or fraction thereof, to and including \$25,000
\$25,001.00 to \$50,000.00	\$464.15 for the first \$25,000.00 plus \$12 for each additional \$1,000.00 or fraction thereof, to and including \$50,000
\$50,001.00 to \$100,000.00	\$764.15 for the first \$50,000.00 plus \$8.45 for each additional \$1,000.00 or fraction thereof, to and including \$100,000
\$100,001.00 to \$500,000.00	\$1,186.65 for the first \$100,000.00 plus \$6.75 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$501,000.00 to \$1,000,000.00	\$3,886.65 for the first \$500,000.00 plus \$5.50 for each additional \$1,000 or fraction thereof, to and including \$1,000,000; and
\$1,000,001.00 and up	\$6,636.65 for the first \$1,000,000.00 plus \$4.50 for each additional \$1,000.00 or fraction thereof

- (2) **Plumbing Permit Fees for Non-residential or Multi-Family Structures Regulated under the Minnesota State Building Code and Minnesota Rules Chapter 1305.** The following permit fee table is based upon the construction valuation of the plumbing system. The cost of plan review is separate, if applicable.

Valuation/Project Details	Permit Fee
\$0,00 to \$1,500.00	\$135.00
\$1,501.00 to \$2,500.00	\$135.00 for the first \$1,500.00, plus \$43.00 for each additional \$500.00 or fraction thereof, to and including \$2,500.00;
\$2,501.00 to \$5,000.00	\$221.00 for the first \$2,500.00, plus \$28.00 for each additional \$500.00 or fraction thereof, to and including \$5,000.00;
\$5,001.00 to \$25,000.00	\$361.00 for the first \$5,000.00, plus \$53.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00;
\$25,001.00 to \$50,000.00	\$1,421.00 for the first \$25,000.00, plus \$51.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00;
\$50,001.00 to \$500,000.00	\$2,696.00 for the first \$50,000.00, plus \$47.00 for each additional \$10,000.00 or fraction thereof, to and including \$500,000.00;
\$500,001.00 to \$3,000,000.00	\$4,811.00 for the first \$500,000.00, plus \$61.00 for each additional \$50,000.00 or fraction thereof, to and including \$3,000,000.00; or
\$3,000,001.00 and over	\$7,861.00 for the first \$3,000,000.00, plus \$51.00 for each additional \$100,000.00 or fraction thereof;

Valuation/Project Details	Permit Fee
Manufactured home park or campground	\$25.00 for each site, minimum charge of \$135.00
Single fixture permit	\$210.00

- (3) **Plumbing Permit Fees for Structures Regulated under the Minnesota Residential Code.** The following table establishes plumbing permit fees for one and two-family residential structures.

Type of Plumbing Permit	Permit Fee, Per Dwelling Unit
New construction	\$150.00
Addition, alteration, remodel, or replacement	\$125.00
Basement finish – Owner-occupied, non-rental (owner performed work)	Included with building permit provided inspections are performed together (e.g. framing, rough-in plumbing and mechanical)
Basement finish – Rental property and/or contractor-performed work	\$125.00
Water heater, conditioning system, sewer or water connection, irrigation, backflow prevention <i>or</i> minor work	\$125.00
Water heater, conditioning system, sewer or water connection, irrigation, backflow prevention <i>and</i> other minor work	\$185.00, provided work is installed and inspected simultaneously

- (4) **Mechanical Permit Fees for Structures Regulated under the Minnesota Residential Code.** The following table establishes mechanical permit fees for one and two-family residential structures:

Type of Mechanical Permit	Permit Fee, Per Dwelling Unit
New construction (HVAC, mechanical ventilation system, and gas lines)	\$150.00
Addition, alteration, remodel, or replacement	\$125.00
Basement finish – Owner-occupied, non-rental (owner performed work)	Included with building permit provided inspections are performed together (e.g. framing, rough-in plumbing and mechanical)
Basement finish – Rental property and/or contractor-performed work	\$125.00
Furnace, fireplace, air conditioner, garage heater, gas lines, miscellaneous appliance, <i>or</i> other minor work	\$125.00
Furnace, fireplace, air conditioner, garage heater, gas lines, miscellaneous appliance, <i>and</i> other minor work	\$185.00, provided work is installed and inspected simultaneously

- (5) **Fire Protection System Permits.** The following table establishes permit and inspection fees for administration of fire protection permits as regulated according to Section 105.7.1 through 105.7.25 of the Minnesota State Fire Code (MSFC). The cost of plan review is separate, if applicable.

Valuation/Project Details	Permit Fee
\$0.00 to \$1,500.00	\$135.00
\$1,501.00 to \$2,500.00	\$135.00 for the first \$1,500.00, plus \$43.00 for each additional \$500.00 or fraction thereof, to and including \$2,500.00;
\$2,501.00 to \$5,000.00	\$221.00 for the first \$2,500.00, plus \$28.00 for each additional \$500.00 or fraction thereof, to and including \$5,000.00;
\$5,001.00 to \$25,000.00	\$361.00 for the first \$5,000.00, plus \$53.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00;
\$25,001.00 to \$50,000.00	\$1,421.00 for the first \$25,000.00, plus \$51.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00;
\$50,001.00 to \$500,000.00	\$2,696.00 for the first \$50,000.00, plus \$47.00 for each additional \$10,000.00 or fraction thereof, to and including \$500,000.00;
\$500,001.00 to \$3,000,000.00	\$4,811.00 for the first \$500,000.00, plus \$61.00 for each additional \$50,000.00 or fraction thereof, to and including \$3,000,000.00; or
\$3,000,001.00 and over	\$7,861.00 for the first \$3,000,000.00, plus \$51.00 for each additional \$100,000.00 or fraction thereof;
Operational permits	\$350.00, duration of permit determined by the Fire Code Official or their designee
Single fixture permit	\$210.00

(6) **Plan Review Fees.** The following fees apply when an administrative or technical plan review is completed for all projects that are not otherwise specifically identified within this ordinance. Plan review is determined by the Designated Building Official or their designee.

(a) **Building and Mechanical Permit Plan Review:**

- (1) Sixty five percent (65%) of the permit fee as calculated in the FMT in subsection B.1.
- (2) Plan review fees for similar plans are set forth in Minnesota Rules 1300.0160.
- (3) Where a plan review fee is performed and charged for residential, the minimum fee for plan review is \$81.25.
- (4) Where a plan review fee is performed and charged for non-residential and multi-family, the minimum fee is \$150.00.

(b) **Plan Revisions.** Applicant-submitted changes:

(1) **Non-Residential or Multi-Family Projects:**

- (i) Review of plans for which the Designated Building Official or their designee has

issued two (2) or more requests for additional information: \$125.00 per hour with a minimum of one-half (1/2) hour.

- (ii) Additional plan review required for changes, additions, or revisions to previously approved plans: \$125.00 per hour with a minimum of one-half (1/2) hour.

(2) **Residential Projects:**

- (i) Review of plans for which the Designated Building Official or their designee has issued two (2) or more requests for additional information: \$95.00 per hour with a minimum of one-half (1/2) hour.
- (ii) Additional plan review required for changes, additions, or revisions to previously approved plans: \$95.00 per hour with a minimum of one-half (1/2) hour.

(c) **Abandoned Permit Applications.** When an application requiring plan review is submitted, and the applicant either:

- (1) Elects not to proceed following completion of the review, or
- (2) The application is deemed abandoned by the Designated Building Official pursuant to Minnesota Rules 1300.0120, Subpart 9;
- (3) The applicant will be assessed one hundred percent (100%) of the plan review fee, for plan review and processing services, whether or not a permit is issued.

(d) **Non-Residential or Multi-Family Plumbing and Fire Construction Permit Plan Review:** the following table establishes plan review and audit fees, unless otherwise indicated. These fees are based on the construction valuation of the performed work. This does not include the cost of the permit.

Valuation/Project Details	Plan Review Fee
\$0.00 to \$1,500.00	\$135.00
\$1,501.00 to \$2,500.00	\$135.00 for the first \$1,500.00, plus \$28.00 for each additional \$500.00 or fraction thereof, to and including \$2,500;
\$2,501.00 to \$5,000.00	\$191.00 for the first \$2,500.00, plus \$25.00 for each additional \$500.00 or fraction thereof, to and including \$5,000.00;
\$5,001.00 to \$25,000.00	\$316.00 for the first \$5,000.00, plus \$33.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00;
\$25,001.00 to \$50,000.00	\$976.00 for the first \$25,000, plus \$31.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00;
\$50,001.00 to \$500,000.00	\$1,751.00 for the first \$50,000.00, plus \$23.00 for each additional \$10,000 or fraction thereof, to and including \$500,000.00;
\$500,001.00 to \$3,000,000.00	\$2,786.00 for the first \$500,000.00, plus \$41.00 for each additional \$100,000.00 or fraction thereof, to and including \$3,000,000.00; and

Valuation/Project Details	Plan Review Fee
\$3,000,001.00 and over	\$3,811.00 for the first \$3,000,000.00, plus \$33.00 for each additional \$100,000.00 or fraction thereof;
Manufactured home park or campground (plumbing only)	One to 25 sites: \$300.00 26 to 50 sites: \$350.00 51 to 125 sites: \$400.00 More than 125 sites: \$500.00

(7) **Industrialized Modular or Prefabricated Buildings, Plan Review and Inspection Fees.**

- (a) **Inspections and Audit Fees.** Inspection fees for industrialized modular or prefabricated buildings will be assessed at \$125.00 per hour.
- (b) **Plan Review Fees.** The following fees are for plan review and inspections of industrialized or modular buildings as defined in Minnesota Statutes § 326B.103, subdivision 8a, and prefabricated buildings as defined in Minnesota Statutes § 326B.103, subdivision 10a.
- (1) Fees for the review of quality-control manuals, systems manuals, and related documents submitted are \$125.00 per hour.
- (2) Fees for the review of building plans, specifications, installation instructions, and related documents submitted include sixty five percent (65%) of the fee, minimum plan review fee of \$150.00. Plan review is determined by Designated Building Official or their designee.

(8) **Project/Construction Valuation Determination.** Valuation shall be assessed in accordance with Minnesota Rules 1300.0160. It must be based on the contract value with tables published by the State of Minnesota or the International Code Council (ICC).

(9) **Other Permits and Fees.** The following table identifies costs for permits or fees associated with administration of either the Minnesota State Building Code or Baldwin City Codes. The minimum fee for the following permits is \$125.00. Plan review is charged according to Section B.6 of this ordinance, unless otherwise identified.

Description	Cost (FMT = Fee Multiplier Table)
Accessory structure building permit, residential	Refer to the FMT in subsection B.1 Maximum fee: \$850.00, includes plan review
Addition, alteration, remodel, or repair building permit	Refer to the FMT in subsection B.1
Agriculture permit exemption administrative application	\$250.00, includes preliminary site plan review
Basement finish building permit	Refer to the FMT in subsection B.1 Maximum fee: \$500.00, includes plan review
Change of use/occupancy	Refer to the FMT in subsection B.1 Minimum fee: \$300.00

Description	Cost (FMT = Fee Multiplier Table)
Consultants, cost for service	If the actual cost to the City of Baldwin for services provided by a contracted consultant is greater than indicated by this fee schedule, the greater rate shall be paid.
Deck building permit	Refer to the FMT in Subd. 1 Maximum fee: \$675.00, includes plan review (pertains only if a residential deck is attached to the primary dwelling)
Demolition building permit, residential, non-residential, or multi-family	\$300.00, includes two (2) site inspections and administrative plan review
Fence building permit, over seven (7) feet high	Refer to the FMT in subsection B.1
Inspection, no fee specifically indicated	\$95.00 per hour, one (1) hour minimum
Inspection, outside normal business hours	\$150.00 per hour, two (2) hour minimum
Inspection, reinspection	\$95.00 per hour, one (1) hour minimum
Investigation	In addition to, but not to exceed, the original permit fee.
Manufactured home set-up building permit	\$375.00, includes mechanical and plumbing inspections and plan review
Mechanical single appliance permit, non-residential or multi-family	\$210.00
Mechanical temporary heating equipment, non-residential or multi-family	\$210.00
Miscellaneous building permit, no fee specifically indicated	Refer to the FMT in Subd. 1
Moved-in structure building permit, residential	\$250.00 if the structure being moved is within the City of Baldwin; or \$250.00 plus \$95.00/hour plus mileage at the current IRS standard rate if the structure is located outside the City of Baldwin
Reissuance or renewal of a permit	Refer to the FMT in subsection B.1 and determined based on the remaining work to be completed. Minimum fee: \$50.00
Roof building permit, one and two-family residential	\$125.00
Siding building permit, one and two-family residential	\$125.00
Solar/Photovoltaic system building permit, one and two-family residential up to 3.5kW	\$175.00
Solar/Photovoltaic system building permit, one and two-family residential over 3.5kW	Refer to the FMT in subsection B.1

Description	Cost (FMT = Fee Multiplier Table)
Solar/Photovoltaic system building permit, non-residential or multi-family	Refer to the FMT in subsection B.1
Window same size replacement building permit, one and two-family residential	\$125.00 per dwelling unit
Technology fee (includes contractor license verification)	\$10.00 per permit

- (10) **State Surcharge.** In accordance with Minnesota Statutes § 326B.148, a state surcharge shall be charged on all permits, if applicable.
- (11) **Refunds.** The Designated Building Official may authorize refunds of up to eighty percent (80%) of the issued permit fee when no work has commenced and no inspections have been performed.
- (a) Requests must be submitted in writing by the permit applicant within one hundred eighty (180) days of permit issuance.
 - (b) Within (10) business days of receipt, the Designated Building Official or their designee shall review the request and determine the amount to be refunded or provide written justification if the request is denied.
 - (c) Fees retained shall cover expenses incurred for services rendered by the city and/or its consultant(s).
 - (d) Refunds shall only be issued to the original payee.
 - (e) No refunds shall be granted for the following:
 - (1) Plan review fees;
 - (2) Re-inspection fees;
 - (3) State surcharge fees;
 - (4) Fraudulent applications;
 - (5) Expired, revoked, suspended, or invalid permits;
 - (6) Technology fee, unless canceled within the same business day; or
 - (7) Contractor license verification.
- (12) **Work Without a Permit.** If work requiring a permit under state law, rule, or this ordinance has commenced without first obtaining a permit, an investigation shall be conducted before a permit may be issued. Investigation fees are identified in subsection B.10 of this ordinance. This fee is in addition to the permit fee and is due whether or not a permit is ultimately issued.
- (13) **Abandonment, Expiration, Revocation/Suspension, or Validity.** The validity, expiration, suspension, and revocation of permits shall be governed by Minnesota Rules 1300.0120 and the following:

- (a) An application for a permit for any proposed work shall be considered abandoned one hundred eighty (180) days after the date of filing, except in the following cases:
 - (i) The application has been actively pursued in good faith by the applicant, as determined by the Designated Building Official or their designee; and
 - (ii) A written request for an extension, not to exceed one hundred eighty (180) days, has been submitted with justifiable cause demonstrated, and the extension has been approved by the Designated Building Official or their designee.
- (b) Every permit issued shall expire unless the authorized work is commenced within one hundred eighty (180) days of issuance. The Designated Building Official or their designee may grant written extensions of time, not to exceed one hundred eighty (180) days, if the applicant demonstrates justifiable cause.
- (c) The Designated Building Official or their designee may suspend or revoke a permit if it was issued in error, if the application contained incorrect, inaccurate, or incomplete information, or if there is a violation of any state law, rule, or ordinance.
- (d) The issuance of a permit, or the approval of plans, specifications, or computations, shall not be construed as authorization for any violation of this code or any other ordinance of the City of Baldwin. Any permit purporting to authorize work in violation of the code or other ordinances shall be invalid. A permit also becomes invalid if the authorized work is suspended or abandoned for more than one hundred eighty (180) days, commencing on the first day the work was suspended or abandoned.

(14) **Subsurface Sewage Treatment System (SSTS) Fees.** The following table identifies costs associated with SSTS administration and permits.

Description	Fee
SSTS: Type I, II, or III (new or replacement)	\$450.00 (includes soil verification)
SSTS: Type IV or V (new or replacement for performance or engineered systems)	\$375.00 + Actual Cost
Holding Tank (additional maintenance and operating permits required)	\$350.00 (includes first years' operating permit)
Soil Site Review (charged in addition to the land use application)	\$250.00 + \$100.00 per lot
SSTS Abandonment/Removal	\$125.00
Operating Permit	\$200.00 annually
Maintenance Permit	\$20.00
SSTS Reinspection	\$95.00 per hour, 1 hour minimum

Section 2. Effective Date. This Ordinance shall become effective 1 January 2026 after passage and publication.

Section 3. Repealer. Any portion of any prior ordinance that conflicts with this ordinance is hereby repealed and replaced by this ordinance.

(remainder of page intentionally blank signatures follow)

ADOPTED by the Baldwin City Council this 15th day of December, 2025.

MOTION BY:
SECONDED BY:
IN FAVOR:
OPPOSED:

CITY OF BALDWIN

Jay Swanson, Mayor

ATTEST:

Joan Heinen, City Clerk/Treasurer



**Hakanson
Anderson**

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



MEMORANDUM

TO: City of Baldwin City Council

CC: Joan Heinen, City Clerk

FROM: Sam Jochum, City Engineer

DATE: December 15, 2025

RE: Approval of the Final Construction Plans for the 278th Avenue Culvert Grading

At the September 23rd Engineering Workshop from earlier this year, the City Council directed HAI to create a construction plan set for the 278th Avenue Culvert Grading project. HAI is presenting the final construction plans at tonight's meeting for review and final approval from the City Council. The plan set consists of construction notes, estimated quantities, removals, and the proposed construction/ditch excavation for the 278th Avenue culvert.

If the plan set is approved, HAI will move forward with obtaining quotes from contractors for council to review and approve.

GOVERNING SPECIFICATIONS

THE 2023 EDITION OF THE CITY ENGINEERS ASSOCIATION OF MINNESOTA (CEAM) STANDARD SPECIFICATIONS SHALL APPLY.

ALL TRAFFIC CONTROL DEVICES AND SIGNING SHALL CONFORM TO THE

LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE LATEST FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

THIS PLAN CONTAINS 4 SHEETS

MAINTENANCE AND CONSTRUCTION NOTICES

- | | |
|---|---|
| 1 | TITLE SHEET |
| 2 | ESTIMATED QUANTITIES AND CONSTRUCTION NOTES |
| 3 | EXISTING CONDITIONS AND REMOVALS |
| 4 | CONSTRUCTION PLANS |

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

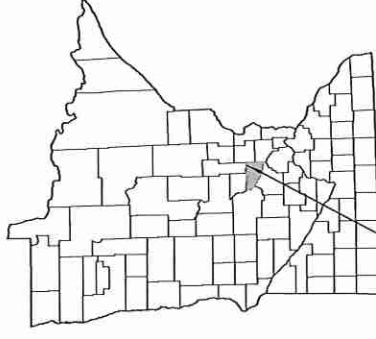
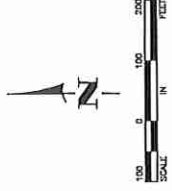
DATE 12/4/2019
LIC. NO. 61933
SAMUEL G. JOCHUM, P.E.

**HAKANSON ANDERSON
DESIGN ENGINEER**

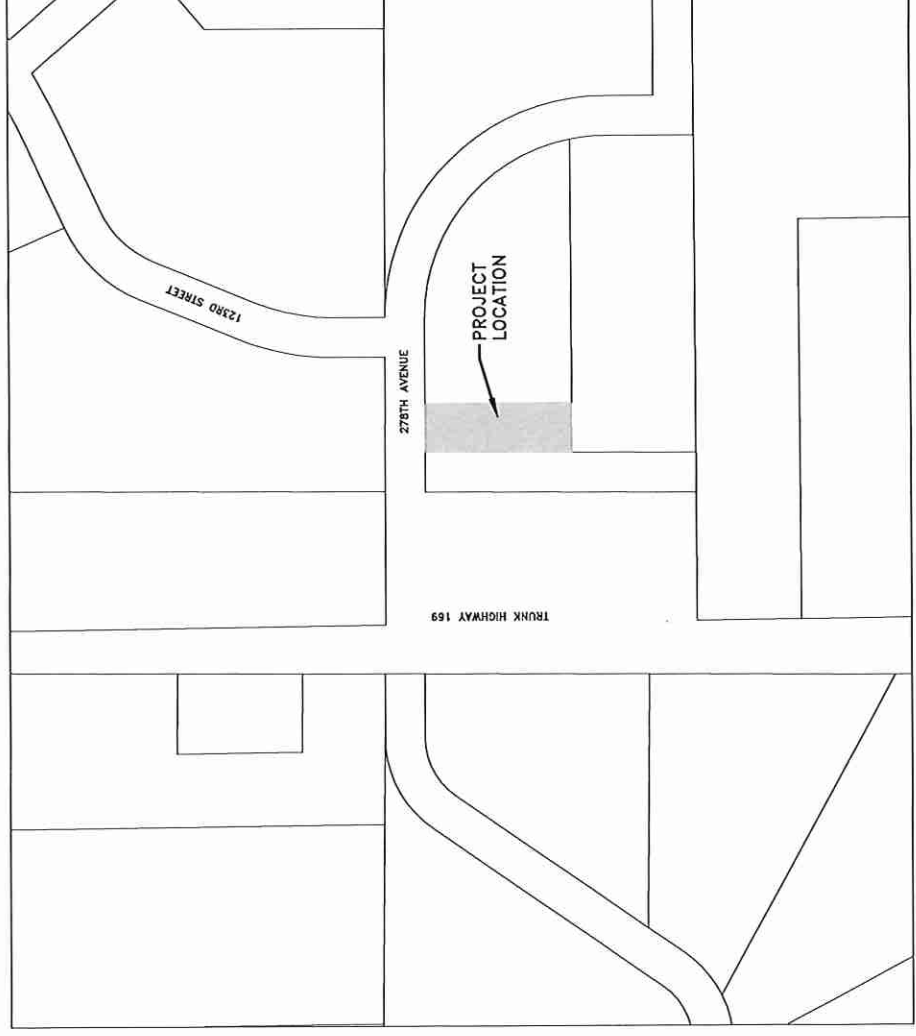
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SHEET 1 OF 4 SHEETS

BD401 -



CITY OF BALDWIN,
SHERBURNE COUNTY,
MINNESOTA



THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF C/ASCE 38-2, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

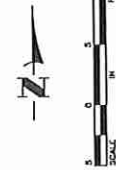
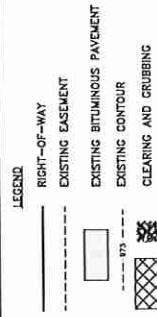
**Hakanson
Anderson**
Civil Engineers and Land Surveyors
3401 Turquoise
Austin, Texas 78741
763-477-3866 FAX 763-477-0320

ESTIMATED QUANTITIES				
ITEM NO.	REF. NOTES	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY
1		MOBILIZATION	LUMP SUM	1
2		CLEARING AND GRUBBING	LUMP SUM	1
3	①	EXCAVATION - COMMON (P)	CU YD	8
4	②	SITE RESTORATION	SQ YD	170

BASIS OF ESTIMATED QUANTITIES	
SEED MIXTURE 34-261	31.5 lbs/acre
SEED SOUTHERN BOULEVARD	120 lbs/acre

- GENERAL NOTES:
1. THE CONTRACTOR SHALL BE RESPONSIBLE TO CALL IN LOCATES AND COORDINATE WITH UTILITY COMPANIES AS REQUIRED TO COMPLETE THE WORK.
 2. THE CONTRACTOR SHALL PROTECT THE EXISTING BITUMINOUS PAVEMENT ON 278TH AVENUE AND THE 24" RC PIPE APPROXIMATELY 10' FROM THE EXISTING PAVEMENT.
 3. THE CONTRACTOR SHALL MAINTAIN ALL EXISTING EROSION AND SEDIMENT CONTROL FACILITIES THROUGHOUT THE DURATION OF CONSTRUCTION ACTIVITIES. BMP'S SHALL BE MAINTAINED FOR THE DURATION OF CONSTRUCTION ACTIVITIES AND POTENTIAL EROSION HAS PASSED.
 4. THE CONTRACTOR SHALL SCHEDULE OPERATIONS TO MINIMIZE THE AMOUNT OF DISTURBED AREA AT ANY GIVEN TIME.
- REFERENCE NOTES:
- ① ALL MATERIALS EXCAVATED FROM THE DITCH GRADING WILL BECOME THE PROPERTY OF THE CONTRACTOR. THE MATERIAL SHALL BE DISPOSED OF OFF SITE AND THIS WORK SHALL BE INCIDENTAL.
 - ② ALL DISTURBED AREAS SHALL BE RESTORED WITH SEED (SEED MIXTURE 34-261) WHEN INSIDE THE WETLAND AND SEED SOUTHERN BOULEVARD WHEN OUTSIDE THE WETLAND) AND EROSION CONTROL BLANKET CATEGORY 20.

DATE: _____ REVISION: _____ I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota. Date: 12/14/25 Samuel G. Jochum, P.E. Lic. No. 81933		HAKANSON ANDERSON Civil Engineers and Land Surveyors 3601 Thurston Avenue, Suite 303 Minneapolis, MN 55412 763-977-8865 FAX 763-427-0520 www.hakanson-anderson.com		278TH AVENUE CULVERT GRADING CITY OF BALDWIN, MINNESOTA		ESTIMATED QUANTITIES AND CONSTRUCTION NOTES		SHEET 2 OF 4 4 SHEETS BD401-2025
--	--	---	--	--	--	--	--	--



DATE	REVISION	I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.  Hokanson Anderson Civil Engineers and Land Surveyors 3601 Thurston Ave., Anoka, Minnesota 55303 763-427-5860 FAX 763-427-0520 www.hokanson-anderson.com 278TH AVENUE CULVERT GRADING CITY OF BALDWIN, MINNESOTA EXISTING CONDITIONS AND REMOVALS <td colspan="2">SHEET 3 OF 4 SHEETS</td>	SHEET 3 OF 4 SHEETS	
Date: 12/4/20		SAMUEL C. JOCHUM, P.E. Lic. No. 81833		

**CITY OF BALDWIN
SHERBURNE COUNTY, MINNESOTA**

**REQUEST FOR QUOTES
278th AVENUE CULVERT DITCH GRADING**

I. INTRODUCTION

The City of Baldwin, Sherburne County, Minnesota is soliciting Quotes for a contract to have an independent third party to complete the work as depicted on the enclosed plans.

One copy of the Quote must be submitted. Quotes may be mailed, hand delivered, or emailed. All Quotes are to be made to:

City of Baldwin
30239 128th Street
Baldwin, MN 55371

Please deliver your Quotes to:

c/o Sam Jochum
Hakanson Anderson
3601 Thurston Avenue
Anoka, MN 55303

Phone: 763-852-0488
Email: samj@haa-inc.com

II. GENERAL REQUIREMENTS

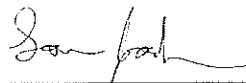
1. The Contractor shall furnish all labor, tools, materials, equipment and supervision necessary for the performance of all operations.
2. The contractor shall provide proof of insurance.
3. The 2025 edition of the MnDOT Standard Specifications for Construction shall apply.
4. The contractor shall provide all traffic control in conformance with the MN MUTCD as necessary to complete the work.

III. SCHEDULE

1. Quotes are due Tuesday January 14, 2026 @ 4pm.
2. The City Council will consider the Quotes on January 21, 2026.
3. The Contractor will be notified on January 22, 2026.
4. The work must be completed by March 31, 2026.
5. If able to complete the work sooner, please state the date that you are able to complete the work in your Quote.

Date: December 10, 2026

By: _____



Sam Jochum

**CITY OF BALDWIN
SHERBURNE COUNTY, MINNESOTA**

**REQUEST FOR QUOTES
278th AVENUE CULVERT DITCH GRADING**

Contractors to Send To:

West Branch Construction Co.
3527 Branch Road
Princeton, MN 55371
Contact: Paul
763-389-2827
info@westbranchconstruction.com

TW Hauling & Excavating
27930 96th Street NW
Zimmerman, MN 55398
Contact: Mike
763-286-2232
twhaulingandexcavating@gmail.com

Holt Excavating
28835 Elk Lake Road E
Zimmerman, MN 55398
Contact: Ronny
763-200-1131
info@holtexcavating.com



**Hakanson
Anderson**

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



MEMORANDUM

TO: City of Baldwin City Council

CC: Joan Heinen, City Clerk

FROM: Sam Jochum, City Engineer

DATE: December 15, 2025

RE: Final Payment to Knife River for 305th Avenue Reconstruction Project

On November 19, 2025, Knife River reached out to HAI regarding the City of Baldwin sending final payment to Knife River for the 305th Avenue Reconstruction Project. HAI requested Knife River prepare and send the following documentation before presenting final payment to the City Council:

1. A signed final construction pay estimate.
2. Letter of consent from surety firm.
3. Certificate of claims payment (lien waivers)
4. Affidavit of payment of States taxes (MN State TAX IC 134)

Knife River has sent all the needed documentation which has been reviewed by HAI and has been forwarded to the City.

All construction activities and punch list items have been completed. The final payment that is needed to close out the project is \$34,410.07.

Contractor's Application for Payment No.

FINAL

To (Owner):	Baldwin, Minnesota	Application Period:	FINAL	Application Date:	November 20, 2025
Project:	305th Ave NW Reconstruction	From (Contractor):	Knife River Corporation	Via (Engineer):	Hakanson Anderson

Application For Payment

Change Order Summary

Approved Change Orders	Number	Additions	Deductions	1. ORIGINAL CONTRACT PRICE.....	\$
FO#1		\$31,659.80		2. Net change by Change Orders.....	\$
CO#1		\$118,817.00		3. Current Contract Price (Line 1 ± 2).....	\$
				4. TOTAL COMPLETED AND STORED TO DATE	\$
				5. RETAINAGE:	\$
				a. 0% X Work Completed.....	\$
				b. 0% X Stored Material.....	\$
				c. Total Retainage (Line 5.a + Line 5.b).....	\$
				6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$
				7. LESS PREVIOUS PAYMENTS.....	\$
				8. AMOUNT DUE THIS APPLICATION.....	\$
TOTALS		\$150,476.80	\$0.00		\$
NET CHANGE BY		\$150,476.80			\$
CHANGE ORDERS					\$

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment.

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

By: *Jerome F. Emmertich II*

Date:

12-5-2025

Jerome F. Emmertich II, Vice President

ENGINEER: HAKANSON ANDERSON

Certification: We recommend payment for work and quantities shown.

[Signature]
(Engineer)

12/10/2025
Date

OWNER: BALDWIN TOWNSHIP

(Owner)

Date

PAY ESTIMATE FINAL
City of Baldwin
305th Ave NW Reconstruction

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
1	CONSTRUCTION SURVEYING	1	LUMP SUM	\$ 12,700.00	\$ 12,700.00	1	\$ 12,700.00
2	MOBILIZATION	1	LUMP SUM	\$ 46,650.00	\$ 46,650.00	1	\$ 46,650.00
3	CLEARING AND GRUBBING	1	LUMP SUM	\$ 4,700.00	\$ 4,700.00	1	\$ 4,700.00
4	SALVAGE SIGN	20	EACH	\$ 25.00	\$ 500.00	24	\$ 600.00
5	SAWING CONCRETE PAVEMENT (FULL DEPTH)	13	LIN FT	\$ 3.50	\$ 45.50	13	\$ 45.50
6	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	139	LIN FT	\$ 3.00	\$ 417.00	12	\$ 36.00
7	REMOVE CONCRETE DRIVEWAY PAVEMENT	18	SQ YD	\$ 45.00	\$ 810.00	10	\$ 450.00
8	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	43	SQ YD	\$ 38.00	\$ 1,634.00	25	\$ 950.00
9	REMOVE AGGREGATE	84	CU YD	\$ 29.00	\$ 2,436.00		\$ -
10	EXCAVATION - COMMON	3036	CU YD	\$ 13.00	\$ 39,468.00	3,036	\$ 39,468.00
11	COMMON EMBANKMENT (CV)	4363	CU YD	\$ 7.00	\$ 30,541.00	4,363	\$ 30,541.00
12	AGGREGATE BASE (CV) CLASS 5	1251	CU YD	\$ 37.00	\$ 46,287.00	1,489	\$ 55,093.00
13	FULL DEPTH RECLAMATION	13522	SQ YD	\$ 2.45	\$ 33,128.90	12,951	\$ 31,729.95
14	MILL BITUMINOUS SURFACE	211	SQ YD	\$ 14.00	\$ 2,954.00	210	\$ 2,940.00
15	TYPE SP 9.5 WEARING COURSE MIXTURE (2, B)	1377	TON	\$ 69.00	\$ 95,013.00	1,397	\$ 96,393.00
16	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2, B)	1777	TON	\$ 67.00	\$ 119,059.00	1,778	\$ 119,126.00
17	FINE AGGREGATE BEDDING (CV)	8	CU YD	\$ 50.00	\$ 400.00		\$ -
18	15" CS PIPE APRON	2	EACH	\$ 250.00	\$ 500.00		\$ -
19	15" CS PIPE CULVERT	28	LIN FT	\$ 76.10	\$ 2,130.80		\$ -
20	CLEAN PIPE CULVERT	4	EACH	\$ 1,495.00	\$ 5,980.00	4	\$ 5,980.00
21	6" CONCRETE DRIVEWAY PAVEMENT	12	SQ YD	\$ 190.00	\$ 2,280.00		\$ -
22	MAIL BOX SUPPORT	23	EACH	\$ 265.00	\$ 6,095.00	19	\$ 5,035.00
23	TRAFFIC CONTROL	1	LUMP SUM	\$ 3,800.00	\$ 3,800.00	1	\$ 3,800.00
24	INSTALL SIGN	20	EACH	\$ 110.00	\$ 2,200.00	24	\$ 2,640.00
25	CULVERT END CONTROLS	3	EACH	\$ 150.00	\$ 450.00	8	\$ 1,200.00
26	SILT FENCE, TYPE HI	7968	LIN FT	\$ 3.00	\$ 23,904.00	2,422	\$ 7,266.00
27	SUBSOILING	1.13	ACRE	\$ 2,200.00	\$ 2,486.00		\$ -
28	SOIL BED PREPARATION	3.38	ACRE	\$ 100.00	\$ 338.00	3.85	\$ 385.00
29	FERTILIZER TYPE 3	705	POUND	\$ 0.85	\$ 599.25	800	\$ 680.00
30	ROLLED EROSION PREVENTION CATEGORY 20	10903	SQ YD	\$ 2.25	\$ 24,531.75	13,300	\$ 29,925.00
31	SEEDING	2.25	ACRE	\$ 500.00	\$ 1,125.00	3.85	\$ 1,925.00

PAY ESTIMATE FINAL
City of Baldwin
305th Ave NW Reconstruction

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT PRICE	CONTRACT UNIT AMOUNT	USED TO DATE	EXTENSION
32	WEED SPRAYING	1.13	ACRE	\$ 50.00	\$ 56.50		\$ -
33	WEED SPRAY MIXTURE	0.28	GAL	\$ 50.00	\$ 14.00		\$ -
34	SEED MIXTURE 25-121	37	POUND	\$ 4.85	\$ 179.45	500	\$ 2,425.00
35	SEED MIXTURE 35-221	66	POUND	\$ 20.80	\$ 1,372.80		\$ -
36	4" SOLID LINE MULTI-COMPONENT GROUND IN (WR)	600	LIN FT	\$ 1.00	\$ 600.00		\$ -
37	6" SOLID LINE MULTI-COMPONENT GROUND IN (WR)	9989	LIN FT	\$ 1.20	\$ 11,988.80	10,837	\$ 13,004.40
38	4" BROKEN LINE MULTI-COMPONENT GROUND IN (WR)	4752	LIN FT	\$ 1.00	\$ 4,752.00		\$ -
39	4" DOUBLE SOLID LINE MULTI-COMPONENT GROUND IN (WR)	400	LIN FT	\$ 2.00	\$ 800.00	4,744	\$ 9,488.00

FIELD ORDER 1

50	ADDITIONAL CLEARING & GRUBBING	1	LUMP SUM	\$ 10,300.00	\$ 10,300.00	1	\$ 10,300.00
51	TOPSOIL	1463	TON	\$ 14.60	\$ 21,359.80	1,341	\$ 19,578.60

CHANGE ORDER 1: SCHEDULE 'A'

52	MOBILIZATION	1	LUMP SUM	\$ 14,000.00	\$ 14,000.00	1	\$ 14,000.00
53	TRAFFIC CONTROL	1	LUMP SUM	\$ 2,300.00	\$ 2,300.00	1	\$ 2,300.00
54	SAWCUT BITUMINOUS	175	LIN FT	\$ 3.00	\$ 525.00	175	\$ 525.00
55	REMOVE BITUMINOUS (if culverts are done before milling)	160	SQ YD	\$ 10.00	\$ 1,600.00	160	\$ 1,600.00
56	CLEAR AND GRUB (1 tree)	1	LS	\$ 2,000.00	\$ 2,000.00	100%	\$ 2,000.00
57	MILL BIT LAP JOINT	75	LIN FT	\$ 12.00	\$ 900.00		\$ -
58	MILL BITUMINOUS	2500	SQ YD	\$ 5.60	\$ 14,000.00	2,700	\$ 15,120.00
59	TYPE SP 9.5 WEARING COURSE MIXTURE (2.1B) 2.5" LIFT	375	TON	\$ 102.00	\$ 38,250.00	380	\$ 38,760.00
60	AGGREGATE CLASS 5 (pipe bedding and base repair)	20	TON	\$ 50.00	\$ 1,000.00	278	\$ 13,900.00
61	15" RC PIPE APRON	2	EACH	\$ 850.00	\$ 1,700.00	2	\$ 1,700.00
62	15" RC PIPE CULVERT	48	LIN FT	\$ 175.00	\$ 8,400.00	56	\$ 9,800.00
63	24" RC PIPE APRON	2	EACH	\$ 1,150.00	\$ 2,300.00	2	\$ 2,300.00
64	24" RC PIPE CULVERT	56	LIN FT	\$ 190.00	\$ 10,640.00	56	\$ 10,640.00

PAY ESTIMATE FINAL
City of Baldwin
305th Ave NW Reconstruction

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
CHANGE ORDER #1: SCHEDULE 'B'							
65	MOBILIZATION	1	LS	\$ 6,500.00	\$ 6,500.00	1	\$ 6,500.00
66	TRAFFIC CONTROL	1	LS	\$ 1,400.00	\$ 1,400.00	1	\$ 1,400.00
67	SAWCUT BITUMINOUS	50	LF	\$ 3.00	\$ 150.00	50	\$ 150.00
68	REMOVE BITUMINOUS	80	SY	\$ 10.00	\$ 800.00	80	\$ 800.00
69	MILL BIT LAP JOINT	50	LF	\$ 18.00	\$ 900.00		\$ -
70	TYPE SP 9.5 WEARING COURSE MIXTURE (2.B) 2.5" LIFT	11	TON	\$ 172.00	\$ 1,892.00	11	\$ 1,892.00
71	AGGREGATE CLASS 5 (pipe bedding)	6	TON	\$ 50.00	\$ 300.00	10	\$ 500.00
72	18" RC PIPE APRON	2	EACH	\$ 930.00	\$ 1,860.00	2	\$ 1,860.00
73	18" RC PIPE CULVERT	40	LF	\$ 185.00	\$ 7,400.00	40	\$ 7,400.00

305th Ave NW Construction

Base Bid \$ 532,936.75 \$ 525,175.85
Field Order #1 \$ 31,659.80 \$ 29,878.60
Total \$ 564,596.55 \$ 555,054.45

Culverts and Paving (Change Order #1)

Change Order #1 Total \$ 118,817.00 \$ 133,147.00
Grand Total \$ 683,413.55 \$ 688,201.45

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

RESOLUTION NO. 25-42

RESOLUTION RELATING TO THE MNDOT MASTER PARTNERSHIP CONTRACT

WHEREAS, this resolution passed this 15th day of December, 2025, by the City of Baldwin in Sherburne County, Minnesota. The Municipal Corporation shall hereinafter be called the City; and,

WHEREAS, The Minnesota Department of Transportation wishes to cooperate closely with local units of government to coordinate the delivery of transportation services and maximize the efficient delivery of such services at all levels of government; and,

WHEREAS, MnDOT and local governments are authorized by Minnesota Statutes sections 471.59, 174.02, and 161.20, to undertake collaborative efforts for the design, construction, maintenance and operation of state and local roads; and,

WHEREAS, the parties wish to be able to respond quickly and efficiently to such opportunities for collaboration, and have determined that having the ability to write “work orders” against a master contract would provide the greatest speed and flexibility in responding to identified needs.

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

1. That the City of Baldwin enter into a Master Partnership Contract with the Minnesota Department of Transportation, a copy of which was before the Council.
2. That the proper City officers are authorized to execute such contract, and any amendments thereto.
3. That the City Engineer is authorized to negotiate work order contracts pursuant to the Master Contract, which work order contracts may provide for payment to or from MnDOT, and that the City Engineer may execute such work order contracts on behalf of the City of Baldwin without further approval by this Council.

Passed this 15th day of December, 2025.

Jay Swanson
Mayor
City of Baldwin

ATTESTED:

Joan Heinen
Clerk/Treasurer
City of Baldwin

**STATE OF MINNESOTA
MASTER PARTNERSHIP CONTRACT**

This master contract is between the State of Minnesota, acting through its Commissioner of Transportation in this contract referred to as the “State” and the **City of Baldwin** acting through its city council, in this contract referred to as the “Other Party.”

Recitals

1. The parties are authorized to enter into this contract pursuant to Minnesota Statutes, §§15.061, 471.59 and 174.02.
2. Minn. Stat. § 161.20, subd. 2, authorizes the Commissioner of Transportation to make arrangements with and cooperate with any governmental authority for the purposes of constructing, maintaining and improving the trunk highway system.
3. Each party to this contract is a “road authority” as defined by Minn. Stat. §160.02, subd. 25.
4. Minn. Stat. § 161.39, subd. 1, authorizes a road authority to perform work for another road authority. Such work may include providing technical and engineering advice, assistance and supervision, surveying, preparing plans for the construction or reconstruction of roadways, and performing roadway maintenance.
5. Minn. Stat. §174.02, subd. 6, authorizes the Commissioner of Transportation to enter into contracts with other governmental entities for research and experimentation; for sharing facilities, equipment, staff, data, or other means of providing transportation-related services; or for other cooperative programs that promote efficiencies in providing governmental services, or that further development of innovation in transportation for the benefit of the citizens of Minnesota.
6. Each party wishes to occasionally purchase services from the other party, which the parties agree will enhance the efficiency of delivering governmental services at all levels. This Master Partnership Contract (MPC) provides a framework for the efficient handling of such requests. This MPC contains terms generally governing the relationship between the parties. When specific services are requested, the parties will (unless otherwise specified) enter into a “Work Order” contracts.
7. After the execution of this MPC, the parties may (but are not required to) enter into “Work Order” contracts. These Work Orders will specify the work to be done, timelines for completion, and compensation to be paid for the specific work.
8. The parties are entering into this MPC to establish terms that will govern all of the Work Orders subsequently issued under the authority of this Contract.

Contract

1. **Term of Master Partnership Contract; Use of Work Order Contracts; Survival of Terms**
 - 1.1. **Effective Date:** This contract will be effective on the date last signed by the Other Party, and all State officials as required under Minn. Stat. § 16C.05, subd. 2. The Other Party must not begin work under this Contract until ALL required signatures have been obtained and the Other Party has been notified in writing to begin such work by the State’s Authorized Representative.
 - 1.2. **Expiration Date.** This Contract will expire on June 30, 2027.
 - 1.3. **Exhibits.** Exhibit A is attached and incorporated into this agreement.
 - 1.4. **Work Order Contracts.** A work order contract must be negotiated and executed (by both the State and the Other Party) for each particular engagement, except for Technical Services provided by the State to the Other Party as specified in Article 2. The work order contract must specify the detailed scope of work and deliverables for that project. A party must not begin work under a work order until the work order is fully

executed. The terms of this MPC will apply to all work order contracts issued, unless specifically varied in the work order. The Other Party understands that this MPC is not a guarantee of any payments or work order assignments, and that payments will only be issued for work actually performed under fully executed work orders.

- 1.5. **Survival of Terms.** The following clauses survive the expiration or cancellation of this master contract and all work order contracts: 12. Liability; 13. State Audits; 14. Government Data Practices and Intellectual Property; 17. Publicity; 18. Governing Law, Jurisdiction, and Venue; and 22. Data Disclosure. All terms of this MPC will survive with respect to any work order contract issued prior to the expiration date of the MPC.
- 1.6. **Sample Work Order.** A sample work order contract is available upon request from the State.
- 1.7. **Definition of "Providing Party" and "Requesting Party".** For the purpose of assigning certain duties and obligations in the MPC to work order contracts, the following definitions will apply throughout the MPC. "Requesting Party" is defined as the party requesting the other party to perform work under a work order contract. "Providing Party" is defined as the party performing the scope of work under a work order contract.

2. Technical Services

- 2.1. Technical Services include repetitive low-cost services routinely performed by the State for the Other Party. If requested and authorized by the Other Party, these services may be performed by the State for the Other Party without the execution of a work order, as these services are provided in accordance with standardized practices and processes and do not require a detailed scope of work. Exhibit A – Table of Technical Services is attached.
 - 2.1.1. Every other service not falling under the services listed in Exhibit A will require a work order contract (If you have questions regarding whether a service is covered under 2.1.1, please contact Contract Management).
- 2.2. The Other Party may request the State to perform Technical Services in an informal manner, such as by the use of email, a purchase order, or by delivering materials to a State lab and requesting testing. A request may be made via telephone, but will not be considered accepted unless acknowledged in writing by the State.
- 2.3. The State will promptly inform the Other Party if the State will be unable to perform the requested Technical Services. Otherwise, the State will perform the Technical Services in accordance with the State's normal processes and practices, including scheduling practices taking into account the availability of State staff and equipment.
- 2.4. **Payment Basis.** Unless otherwise agreed to by the parties prior to performance of the services, the State will charge the Other Party the State's then-current rate for performing the Technical Services. The then-current rate may include the State's normal and customary additives. The State will invoice the Other Party upon completion of the services, or at regular intervals not more than once monthly as agreed upon by the parties. The invoice will provide a summary of the Technical Services provided by the State during the invoice period.

3. Services Requiring a Work Order Contract

- 3.1. **Work Order Contracts:** A party may request the other party to perform any of the following services under individual work order contracts.
- 3.2. **Professional and Technical Services.** A party may provide professional and technical services upon the request of the other party. As defined by Minn. Stat. §16C.08, subd. 1, professional/technical services "means services that are intellectual in character, including consultation, analysis, evaluation, prediction, planning, programming, or recommendation; and result in the production of a report or completion of a task." Professional and technical services do not include providing supplies or materials except as incidental to performing such services. Professional and technical services include (by way of example and without limitation) cultural resources, engineering services, surveying, foundation recommendations and reports, environmental documentation, right-of-way assistance (such as performing appraisals or providing

relocation assistance, but excluding the exercise of the power of eminent domain), geometric layouts, final construction plans, graphic presentations, public relations, and facilitating open houses. A party will normally provide such services with its own personnel; however, a party's professional/technical services may also include hiring and managing outside consultants to perform work provided that a party itself provides active project management for the use of such outside consultants.

- 3.3. **Roadway Maintenance.** A party may provide roadway maintenance upon the request of the other party. Roadway maintenance does not include roadway reconstruction. This work may include but is not limited to snow removal, ditch spraying, roadside mowing, bituminous mill and overlay (only small projects), seal coat, bridge hits, major retaining wall failures, major drainage failures, and message painting. All services must be performed by an employee with sufficient skills, training, expertise or certification to perform such work, and work must be supervised by a qualified employee of the party performing the work.
- 3.4. **Construction Administration.** A party may administer roadway construction projects upon the request of the other party. Roadway construction includes (by way of example and without limitation) the construction, reconstruction, or rehabilitation of mainline, shoulder, median, pedestrian or bicycle pathway, lighting and signal systems, pavement mill and overlays, seal coating, guardrail installation, and channelization. These services may be performed by the Providing Party's own forces, or the Providing Party may administer outside contracts for such work. Construction administration may include letting and awarding construction contracts for such work (including state projects to be completed in conjunction with local projects). All contract administration services must be performed by an employee with sufficient skills, training, expertise or certification to perform such work.
- 3.5. **Emergency Services.** A party may provide aid upon request of the other party in the event of a man-made disaster, natural disaster or other act of God. Emergency services includes all those services as the parties mutually agree are necessary to plan for, prepare for, deal with, and recover from emergency situations. These services include, without limitation, planning, engineering, construction, maintenance, and removal and disposal services related to things such as road closures, traffic control, debris removal, flood protection and mitigation, sign repair, sandbag activities and general cleanup. Work will be performed by an employee with sufficient skills, training, expertise or certification to perform such work, and work must be supervised by a qualified employee of the party performing the work. If it is not feasible to have an executed work order prior to performance of the work, the parties will promptly confer to determine whether work may be commenced without a fully-executed work order in place. If work commences without a fully-executed work order, the parties will follow up with execution of a work order as soon as feasible.
- 3.6. When a need is identified, the State and the Other Party will discuss the proposed work and the resources needed to perform the work. If a party desires to perform such work, the parties will negotiate the specific and detailed work tasks and cost. The State will then prepare a work order contract. Generally, a work order contract will be limited to one specific project/engagement, although "on call" work orders may be prepared for certain types of services, especially for "Technical Services" items as identified section 2.1.. The work order will also identify specific deliverables required, and timeframes for completing work. A work order must be fully executed by the parties prior to work being commenced. The Other Party will not be paid for work performed prior to execution of a work order contract and authorization by the State.

4. Responsibilities of the Providing Party

- 4.1. **Terms Applicable to ALL Work Order Contracts.** The terms in this section 4.1 will apply to ALL work order contracts.
 - 4.1.1. Each work order will identify an Authorized Representative for each party. Each party's authorized representative is responsible for administering the work order, and has the authority to make any decisions regarding the work, and to give and receive any notices required or permitted under this MPC or the work order.
 - 4.1.2. The Providing Party will furnish and assign a publicly employed licensed engineer (Project Engineer), to be in responsible charge of the project(s) and to supervise and direct the work to be performed under each work order contract. For services not requiring an engineer, the Providing Party will

furnish and assign another responsible employee to be in charge of the project. The services of the Providing Party under a work order contract may not be otherwise assigned, sublet, or transferred unless approved in writing by the Requesting Party's authorized representative. This written consent will in no way relieve the Providing Party from its primary responsibility for the work.

- 4.1.3. If the Other Party is the Providing Party, the Project Engineer may request in writing specific engineering and/or technical services from the State, pursuant to Minn. Stat. Section 161.39. The work order Contract will require the Other Party to deposit payment in advance. The costs and expenses will include the current State additives and overhead rates, subject to adjustment based on actual direct costs that have been verified by audit.
- 4.1.4. Only the receipt of a fully executed work order contract authorizes the Providing Party to begin work on a project. Any and all effort, expenses, or actions taken by the Providing Party before the work order contract is fully executed are considered unauthorized and undertaken at the risk of non-payment.
- 4.1.5. In connection with the performance of this contract and any work orders issued, the Providing Agency will comply with all applicable Federal and State laws and regulations. When the Providing Party is authorized or permitted to award contracts in connection with any work order, the Providing Party will require and cause its contractors and subcontractors to comply with all Federal and State laws and regulations.
- 4.2. **Additional Terms for Roadway Maintenance.** The terms of section 4.1 and this section 4.2 will apply to all work orders for Roadway Maintenance.
 - 4.2.1. Unless otherwise provided for by contract or work order, the Providing Party must obtain all permits and sanctions that may be required for the proper and lawful performance of the work.
 - 4.2.2. The Providing Party must perform maintenance in accordance with MnDOT maintenance manuals, policies and operations.
 - 4.2.3. The Providing Party must use State-approved materials, including (by way of example and without limitation), sign posts, sign sheeting, and de-icing and anti-icing chemicals.
- 4.3. **Additional Terms for Construction Administration.** The terms of section 4.1 and this section 4.3 will apply to all work order contracts for construction administration.
 - 4.3.1. Contract(s) must be awarded to the lowest responsible bidder or best value proposer in accordance with state law.
 - 4.3.2. Contractor(s) must be required to post payment and performance bonds in an amount equal to the contract amount. The Providing Party will take all necessary action to make claims against such bonds in the event of any default by the contractor.
 - 4.3.3. Contractor(s) must be required to perform work in accordance with the latest edition of the Minnesota Department of Transportation Standard Specifications for Construction.
 - 4.3.4. For work performed on State right-of-way, contractor(s) must be required to indemnify and hold the State harmless against any loss incurred with respect to the performance of the contracted work, and must be required to provide evidence of insurance coverage commensurate with project risk.
 - 4.3.5. Contractor(s) must pay prevailing wages pursuant to applicable state and federal law.
 - 4.3.6. Contractor(s) must comply with all applicable Federal, and State laws, ordinances and regulations, including but not limited to applicable human rights/anti-discrimination laws and laws concerning the participation of Disadvantaged Business Enterprises in federally-assisted contracts.
 - 4.3.7. Unless otherwise agreed in a work order contract, each party will be responsible for providing rights of way, easement, and construction permits for its portion of the improvements. Each party will, upon the other's request, furnish copies of right of way certificates, easements, and construction permits.

- 4.3.8. The Providing Party may approve minor changes to the Requesting Party's portion of the project work if such changes do not increase the Requesting Party's cost obligation under the applicable work order contract.
- 4.3.9. The Providing Party will not approve any contractor claims for additional compensation without the Requesting Party's written approval, and the execution of a proper amendment to the applicable work order contract when necessary. The Other Party will tender the processing and defense of any such claims to the State upon the State's request.
- 4.3.10. The Other Party must coordinate all trunk highway work affecting any utilities with the State's Utilities Office.
- 4.3.11. The Providing Party must coordinate all necessary detours with the Requesting Party.
- 4.3.12. If the Other Party is the Providing Party, and there is work performed on the trunk highway right-of-way, the following will apply:
 - a. The Other Party will have a permit to perform the work on the trunk highway. The State may revoke this permit if the work is not being performed in a safe, proper and skillful manner, or if the contractor is violating the terms of any law, regulation, or permit applicable to the work. The State will have no liability to the Other Party, or its contractor, if work is suspended or stopped due to any such condition or concern.
 - b. The Other Party will require its contractor to conduct all traffic control in accordance with the Minnesota Manual on Uniform Traffic Control Devices.
 - c. The Other Party will require its contractor to comply with the terms of all permits issued for the project including, but not limited to, National Pollutant Discharge Elimination System (NPDES) and other environmental permits.
 - d. All improvements constructed on the State's right-of-way will become the property of the State.

5. Responsibilities of the Requesting Party

- 5.1. After authorizing the Providing Party to begin work, the Requesting Party will furnish any data or material in its possession relating to the project that may be of use to the Providing Party in performing the work.
- 5.2. All such data furnished to the Providing Party will remain the property of the Requesting Party and will be promptly returned upon the Requesting Party's request or upon the expiration or termination of this contract (subject to data retention requirements of the Minnesota Government Data Practices Act and other applicable law).
- 5.3. The Providing Party will analyze all such data furnished by the Requesting Party. If the Providing Party finds any such data to be incorrect or incomplete, the Providing Party will bring the facts to the attention of the Requesting Party before proceeding with the part of the project affected. The Providing Party will investigate the matter, and if it finds that such data is incorrect or incomplete, it will promptly determine a method for furnishing corrected data. Delay in furnishing data will not be considered justification for an adjustment in compensation.
- 5.4. The State will provide to the Other Party copies of any Trunk Highway fund clauses to be included in the bid solicitation and will provide any required Trunk Highway fund provisions to be included in the Proposal for Highway Construction, that are different from those required for State Aid construction.
- 5.5. The Requesting Party will perform final reviews and inspections of its portion of the project work. If the work is found to have been completed in accordance with the work order contract, the Requesting Party will promptly release any remaining funds due the Providing Party for the Project(s).
- 5.6. The work order contracts may include additional responsibilities to be completed by the Requesting Party.

6. Time

- 6.1. In the performance of project work under a work order contract, time is of the essence.

7. Consideration and Payment

- 7.1. **Consideration.** The Requesting Party will pay the Providing Party as specified in the work order. The State's normal and customary additives will apply to work performed by the State, unless otherwise specified in the work order. The State's normal and customary additives will not apply if the parties agree to a "lump sum" or "unit rate" payment.
- 7.2. **State's Maximum Obligation.** The total compensation to be paid by the State to the Other Party under all work order contracts issued pursuant to this MPC will not exceed **\$100,000.00**.
- 7.3. **Travel Expenses.** It is anticipated that all travel expenses will be included in the base cost of the Providing Party's services, and unless otherwise specifically set forth in an applicable work order contract, the Providing Party will not be separately reimbursed for travel and subsistence expenses incurred by the Providing Party in performing any work order contract. In those cases where the State agrees to reimburse travel expenses, such expenses will be reimbursed in the same manner and in no greater amount than provided in the current "MnDOT Travel Regulations" a copy of which is on file with and available from the MnDOT District Office. The Other Party will not be reimbursed for travel and subsistence expenses incurred outside of Minnesota unless it has received the State's prior written approval for such travel.

7.4. Payment

- 7.4.1. **Generally.** The Requesting Party will pay the Providing Party as specified in the applicable work order, and will make prompt payment in accordance with Minnesota law.
- 7.4.2. **Payment by the Other Party.**
 - a. The Other Party will make payment to the order of the Commissioner of Transportation.
 - b. **IMPORTANT NOTE: PAYMENT MUST REFERENCE THE "MNDOT CONTRACT NUMBER" SHOWN ON THE FACE PAGE OF THIS CONTRACT AND THE "INVOICE NUMBER" ON THE INVOICE RECEIVED FROM MNDOT.**
 - c. Remit payment to the address below:
MnDOT
Attn: Cash Accounting
RE: MnDOT Contract Number [XXXXXXX]W[XX] and Invoice Number: 00000[#####]
(see note above)
Mail Stop 215
395 John Ireland Blvd
St. Paul, MN 55155
- 7.4.3. **Payment by the State.**
 - a. Generally. The State will promptly pay the Other Party after the Other Party presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted as specified in the applicable work order, but no more frequently than monthly.
 - b. Retainage for Professional and Technical Services. For work orders for professional and technical services, as required by Minn. Stat. § 16C.08, subd. 2(10), no more than 90 percent of the amount due under any work order contract may be paid until the final product of the work order contract has been reviewed by the State's authorized representative. The balance due will be paid when the State's authorized representative determines that the Other Party has satisfactorily fulfilled all the terms of the work order contract.

8. Conditions of Payment

- 8.1. All work performed by the Providing Party under a work order contract must be performed to the Requesting Party's satisfaction, as determined at the sole and reasonable discretion of the Requesting Party's Authorized Representative and in accordance with all applicable federal and state laws, rules, and

regulations. The Providing Party will not receive payment for work found by the Requesting Party to be unsatisfactory or performed in violation of federal or state law.

9. State's Authorized Representative and Project Manager

- 9.1. The State's Authorized Representative for this master contract is the District State Aid Engineer, who has the responsibility to monitor the State's performance.
- 9.2. The State's Project Manager will be identified in each work order contract.

10. Other Party's Authorized Representative and Project Manager

- 10.1. The Other Party's Authorized Representative for administering this master contract is the Other Party's Engineer, and the Engineer has the responsibility to monitor the Other Party's performance. The Other Party's Authorized Representative is also authorized to execute work order contracts on behalf of the Other Party without approval of each proposed work order contract by its governing body.
- 10.2. The Other Party's Project Manager will be identified in each work order contract.

11. Assignment, Amendments, Waiver, and Contract Complete

- 11.1. **Assignment.** Neither party may assign or transfer any rights or obligations under this MPC or any work order contract without the prior consent of the other and a fully executed Assignment Contract, executed and approved by the same parties who executed and approved this MPC, or their successors in office.
- 11.2. **Amendments.** Any amendment to this master contract or any work order contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original contract, or their successors in office.
- 11.3. **Waiver.** If a party fails to enforce any provision of this master contract or any work order contract, that failure does not waive the provision or the party's right to subsequently enforce it.
- 11.4. **Contract Complete.** This master contract and any work order contract contain all negotiations and contracts between the State and the Other Party. No other understanding regarding this master contract or any work order contract issued hereunder, whether written or oral may be used to bind either party.

12. Liability

- 12.1. Each party will be responsible for its own acts and omissions to the extent provided by law. The Other Party's liability is governed by Minn. Stat. chapter 466 and other applicable law. The State's liability is governed by Minn. Stat. section 3.736 and other applicable law. This clause will not be construed to bar any legal remedies a party may have for the other party's failure to fulfill its obligations under this master contract or any work order contract. Neither party agrees to assume any environmental liability on behalf of the other party. A Providing Party under any work order is acting only as a "Contractor" to the Requesting Party, as the term "Contractor" is defined in Minn. Stat. §115B.03 (subd. 10), and is entitled to the protections afforded to a "Contractor" by the Minnesota Environmental Response and Liability Act. The parties specifically intend that Minn. Stat. §471.59 subd. 1a will apply to any work undertaken under this MPC and any work order issued hereunder.

13. State Audits

- 13.1. Under Minn. Stat. § 16C.05, subd. 5, the party's books, records, documents, and accounting procedures and practices relevant to any work order contract are subject to examination by the parties and by the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this MPC.

14. Government Data Practices and Intellectual Property

- 14.1. **Government Data Practices.** The Other Party and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this MPC and any work order contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Other Party under this MPC and any work order contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Other Party or the State.
- 14.2. **Intellectual Property Rights**

14.2.1. Intellectual Property Rights. The Requesting Party will own all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under work order contracts. Works means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Providing Party, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this master contract or any work order contract. Works includes "Documents." Documents are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Providing Party, its employees, agents, or contractors, in the performance of a work order contract. The Documents will be the exclusive property of the Requesting Party and all such Documents must be immediately returned to the Requesting Party by the Providing Party upon completion or cancellation of the work order contract. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." The Providing Party Government assigns all right, title, and interest it may have in the Works and the Documents to the Requesting Party. The Providing Party must, at the request of the Requesting Party, execute all papers and perform all other acts necessary to transfer or record the Requesting Party's ownership interest in the Works and Documents. Notwithstanding the foregoing, the Requesting Party grants the Providing Party an irrevocable and royalty-free license to use such intellectual property for its own non-commercial purposes, including dissemination to political subdivisions of the state of Minnesota and to transportation-related agencies such as the American Association of State Highway and Transportation Officials.

14.2.2. Obligations with Respect to Intellectual Property.

- a. **Notification.** Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Providing Party, including its employees and subcontractors, in the performance of the work order contract, the Providing Party will immediately give the Requesting Party's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon.
- b. **Representation.** The Providing Party must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the Requesting Party, and that neither Providing Party nor its employees, agents or contractors retain any interest in and to the Works and Documents.

15. Affirmative Action

- 15.1. The State intends to carry out its responsibility for requiring affirmative action by its Contractors, pursuant to Minn. Stat. §363A.36. Pursuant to that Statute, the Other Party is encouraged to prepare and implement an affirmative action plan for the employment of minority persons, women, and the qualified disabled, and submit such plan to the Commissioner of the Minnesota Department of Human Rights. In addition, when the Other Party lets a contract for the performance of work under a work order issued pursuant to this MPC, it must include the following in the bid or proposal solicitation and any contracts awarded as a result thereof:
- 15.2. **Covered Contracts and Contractors.** If the Contract exceeds \$100,000 and the Contractor employed more than 40 full-time employees on a single working day during the previous 12 months in Minnesota or in the state where it has its principle place of business, then the Contractor must comply with the requirements of Minn. Stat. § 363A.36 and Minn. R. Parts 5000.3400-5000.3600. A Contractor covered by Minn. Stat. § 363A.36 because it employed more than 40 full-time employees in another state and does not have a certificate of compliance, must certify that it is in compliance with federal affirmative action requirements.

15.3. **Minn. Stat. § 363A.36.** Minn. Stat. § 363A.36 requires the Contractor to have an affirmative action plan for the employment of minority persons, women, and qualified disabled individuals approved by the Minnesota Commissioner of Human Rights ("Commissioner") as indicated by a certificate of compliance. The law addresses suspension or revocation of a certificate of compliance and contract consequences in that event. A contract awarded without a certificate of compliance may be voided.

15.4. **Minn. R. Parts 5000.3400-5000.3600.**

15.4.1. **General.** Minn. R. Parts 5000.3400-5000.3600 implement Minn. Stat. § 363A.36. These rules include, but are not limited to, criteria for contents, approval, and implementation of affirmative action plans; procedures for issuing certificates of compliance and criteria for determining a contractor's compliance status; procedures for addressing deficiencies, sanctions, and notice and hearing; annual compliance reports; procedures for compliance review; and contract consequences for non-compliance. The specific criteria for approval or rejection of an affirmative action plan are contained in various provisions of Minn. R. Parts 5000.3400-5000.3600 including, but not limited to, parts 5000.3420-5000.3500 and 5000.3552-5000.3559.

15.4.2. **Disabled Workers.** The Contractor must comply with the following affirmative action requirements for disabled workers:

- a. The Contractor must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The Contractor agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
- b. The Contractor agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.
- c. In the event of the Contractor's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with Minn. Stat. Section 363A.36, and the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.
- d. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the commissioner of the Minnesota Department of Human Rights. Such notices must state the Contractor's obligation under the law to take affirmative action to employ and advance in employment qualified disabled employees and applicants for employment, and the rights of applicants and employees.
- e. The Contractor must notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the Contractor is bound by the terms of Minn. Stat. Section 363A.36, of the Minnesota Human Rights Act and is committed to take affirmative action to employ and advance in employment physically and mentally disabled persons.

15.4.3. **Consequences.** The consequences for the Contractor's failure to implement its affirmative action plan or make a good faith effort to do so include, but are not limited to, suspension or revocation of a certificate of compliance by the Commissioner, refusal by the Commissioner to approve subsequent plans, and termination of all or part of this contract by the Commissioner or the State.

15.4.4. **Certification.** The Contractor hereby certifies that it is in compliance with the requirements of Minn. Stat. § 363A.36 and Minn. R. Parts 5000.3400-5000.3600 and is aware of the consequences for noncompliance.

16. Workers' Compensation

- 16.1. Each party will be responsible for its own employees for any workers compensation claims. This MPC, and any work order contracts issued hereunder, are not intended to constitute an interchange of government employees under Minn. Stat. §15.53. To the extent that this MPC, or any work order issued hereunder, is determined to be subject to Minn. Stat. §15.53, such statute will control to the extent of any conflict between the contract and the statute.

17. Publicity

- 17.1. **Publicity.** Any publicity regarding the subject matter of a work order contract where the State is the Requesting Party must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Other Party individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from a work order contract.
- 17.2. **Data Practices Act.** Section 17.1 is not intended to override the Other Party's responsibilities under the Minnesota Government Data Practices Act.

18. Governing Law, Jurisdiction, and Venue

- 18.1. Minnesota law, without regard to its choice-of-law provisions, governs this master contract and all work order contracts. Venue for all legal proceedings out of this master contract or any work order contracts, or the breach of any such contracts, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

19. Prompt Payment; Payment to Subcontractors

- 19.1. The parties must make prompt payment of their obligations in accordance with applicable law. As required by Minn. Stat. § 16A.1245, when the Other Party lets a contract for work pursuant to any work order, the Other Party must require its contractor to pay all subcontractors, less any retainage, within 10 calendar days of the prime contractor's receipt of payment from the Other Party for undisputed services provided by the subcontractor(s) and must pay interest at the rate of one and one-half percent per month or any part of a month to the subcontractor(s) on any undisputed amount not paid on time to the subcontractor(s).

20. Minn. Stat. § 181.59.

- 20.1. The Other Party will comply with the provisions of Minn. Stat. § 181.59 which requires: Every contract for or on behalf of the state of Minnesota, or any county, city, town, township, school, school district, or any other district in the state, for materials, supplies, or construction shall contain provisions by which the Contractor agrees: (1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no contractor, material supplier, or vendor, shall, by reason of race, creed, or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; (2) That no contractor, material supplier, or vendor, shall, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause (1) of this section, or on being hired, prevent, or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, or color; (3) That a violation of this section is a misdemeanor; and (4) That this contract may be canceled or terminated by the state, county, city, town, school board, or any other person authorized to grant the contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

21. Termination; Suspension

- 21.1. **Termination by the State for Convenience.** The State or commissioner of Administration may cancel this MPC and any work order contracts at any time, with or without cause, upon 30 days written notice to the Other Party. Upon termination, the Other Party and the State will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- 21.2. **Termination by the Other Party for Convenience.** The Other Party may cancel this MPC and any work order contracts at any time, with or without cause, upon 30 days written notice to the State. Upon termination,

the Other Party and the State will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

- 21.3. **Termination for Insufficient Funding.** The State may immediately terminate or suspend this MPC and any work order contract if it does not obtain funding from the Minnesota legislature or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination or suspension must be by written or fax notice to the Other Party. The State is not obligated to pay for any services that are provided after notice and effective date of termination or suspension. However, the Other Party will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the master contract or work order is terminated because of the decision of the Minnesota legislature or other funding source, not to appropriate funds. The State must provide the Other Party notice of the lack of funding within a reasonable time of the State's receiving that notice.

22. Data Disclosure

- 22.1. Under Minn. Stat. §270C.65, subd. 3, and other applicable law, the Other Party consents to disclosure of its federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Other Party to file state tax returns and pay delinquent state tax liabilities, if any.

23. Defense of Claims and Lawsuits

- 23.1. If any lawsuit or claim is filed by a third party (including but not limited to the Other Party's contractors and subcontractors), arising out of trunk highway work performed pursuant to a valid work order issued under this MPC, the Other Party will, at the discretion of and upon the request of the State, tender the defense of such claims to the State or allow the State to participate in the defense of such claims. The Other Party will, however, be solely responsible for defending any lawsuit or claim, or any portion thereof, when the claim or cause of action asserted is based on its own acts or omissions in performing or supervising the work. The Other Party will not purport to represent the State in any litigation, settlement, or alternative dispute resolution process. The State will not be responsible for any judgment entered against the Other Party, and will not be bound by the terms of any settlement entered into by the Other Party except with the written approval of the Attorney General and the Commissioner of Transportation and pursuant to applicable law.

24. Additional Provisions

- 24.1. NONE

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OTHER PARTY

The Other Party certifies that the appropriate person(s) have executed the contract on behalf of the Other Party as required by applicable articles, bylaws, resolutions or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

COMMISSIONER OF TRANSPORTATION

By: _____

Date: _____

Title: _____

COMMISSIONER OF ADMINISTRATION

By: _____

Date: _____

Master Partnership Contract Program FY 2023-2027

Source Code	Title	Description
		Performing QA/QC physical testing at the plant; sampling and transporting of materials from the plant to the lab for lab testing, plant reviews, and operations; investigating plant discrepancies; and other technical services in the plant or office associated with bituminous plant inspection.
1735	Bituminous Plant Inspection	
2830	Bridge Bearing Assemblies	All tasks related to the repair and maintenance of fixed or expansion-bearing assemblies on bridges. Includes related traffic
2819	Bridge Curb, Walk And Railing	Repairing and maintaining bridge curb, walk, rail, coping, and fencing connected to the rail. Includes glare screen and median barriers on bridges. Includes related traffic control.
2820	Bridge Deck	Work associated with bridge deck and slab repair regardless of removal depth or type of material used for patching. Includes deck or slab overlays and replacements and underside deck delamination. Includes related traffic control.
2838	Bridge Deck Crack Sealing	All tasks related to deck crack sealing. Includes related traffic control.
2827	Bridge Expansion, Relief Joints	All maintenance tasks associated with bridge expansion joints, except joint reestablishment. Includes tightening expansion device bolts and replacing seal glands. Includes related traffic control.
2855	Bridge Inspection Direct Support	Activities that support bridge inspection, but are not direct production (i.e., leadership, technical, administrative assistance. All bridge inspection tasks for non-MnDOT bridges funded by the federal Fracture-Critical Bridge Program (Project Code will begin with TSL and with the local bridge number). Includes related inspection reports. For MnDOT Trunk Highway bridges (Project Code begins with TSO followed by the bridge number) and local and Department of Natural Resources (DNR) (bridge number begins with 9A follow by bridge number) bridge inspections to be billed to the local government or Department of Natural Resources (DNR) use Source Code 2824.
2828	Bridge Inspection-Federal Fund	All tasks related to inventory, inspection, and load capacity rating work done on trunk highway bridges to meet the requirements of the National Bridge Inspection System and/or Minnesota Bridge Safety Inspection Program or for billing to local governments. Includes related inspection reports and deck condition surveys.
2824	Bridge Inspection-Non-Federal	
1421	Bridge Management System Operation /Administration/Data	Use for tasks related to the Bridge Management System, including operations, administration, or data entry.
2847	Bridge Poured/ Relief Joint Seal	All tasks associated with resealing bridge construction joints. Includes related traffic control. Related source type codes: Activities that support bridge inspection, but are not direct production (i.e., leadership, technical, administrative assistance).
2829	Bridge Superstructure	All tasks to repair any bridge component above the bridge seat that is not included in other source codes. Includes repairs to all types of bridge superstructure elements such as girders, beams, floor beams, trusses, stringers, t-beams, precast channels, and box girders. Includes related traffic control.
2316	Brush & Tree Removal	Maintaining, watering, trimming, and removing highway right of way tree and brush. Includes chipping of tree limbs and stump removal/grinding. Includes related traffic control.
0032	Business Unit Management	All expenses of business/office managers for general management and administration of support functions. Includes administering central facilities maintenance and facilities capital budgets.
3000	Class Of Frequency Coordination	Use for frequency coordination done with APCO, AASHTO or FCCA.

Source Code	Title	Description
1733	Concrete Plant Inspections	Performing QA/QC physical testing at the plant; sampling and transporting of materials from the plant to the lab for lab testing, plant reviews, and operations; investigating plant discrepancies; and other technical services in the plant or office associated with stationary concrete plants or mobile concrete paving plant inspection.
1734	Construction Materials Inspections	Performing construction phase material inspection and engineering, for structural steel, precast and pre-stressed concrete, reinforcement steel, and electrical products and related technical services in the field and office for materials to be used in multiple projects. Includes travel time, sampling, and sample delivery. Includes tasks related to reviewing shop drawings furnished by suppliers or fabricators and contractor working drawings or calculations, and for tasks related to structural metals inspection (materials surveys, physical and chemical laboratory testing, material inspection and engineering, and technical services in the field and offices).
1802	Construction Surveying	Use for surveys to provide staking for the contractor's operations and for any other construction phase surveying
2106	Crack Sealing	All surface crack sealing, crack filling, or rout and seal operations. Includes related materials, hauling, stockpiling, and traffic control.
3023	Elec Comm Eq Rep - Miles	
0400	Equipment Calibration-Mat Insp	Use when performing periodic equipment calibration for equipment used in the materials lab or on construction projects.
1800	Field Inspection	All construction project field inspection (not cyclical inspection of assets), including preparatory plans & spec review, measurement, and verification other than environmental monitoring. Includes field inspection of materials such as gradations, densities/DCP, proctors, compaction, slump tests, and field air tests. Witnessing claims, determination and computation of pay quantities, materials control and certification for progress vouchers, but not for final payments. Includes collecting and transporting samples for lab tests, but not the actual laboratory verifications. Includes all construction phase project related activities for project and resident engineers such as problem resolution, guidance and direction to field technicians. Includes all miscellaneous field engineering expenses used by district offices such as space rental, utilities, or other costs charged to the construction project. Includes all work associated with evaluation of implementation of intelligent compaction devices to determine if construction contract terms have been met.
1040	Final Design Surveys	All district field and office tasks needed to respond to supplemental "Requests for Survey Data" and add the data to the surveys base map or DTM.
0601	Gen Training Preparation - Delivery	Use for time, materials, and travel expenses when developing or delivering training. Includes course preparation, designing materials, and managing training records.
2210	Guardrail-Install/Repair/Maintenance	Install, repair, or maintain low tension cable, plate beams, and end treatments; cable tension adjustments; and reflector replacement. Includes related traffic control.
2624	Indirect Expense	Indirect shop expenses and shop equipment. Allocate to mobile equipment.
1871	Lighting Maintenance & Utilities	All work related to installing, maintaining, restoring, or removing highway lighting systems and fixtures. Includes repairing, maintaining, or replacing supports necessary for roadway lighting luminaries. Includes patrol highway lighting, inspect lighting structures, electrical service for highway lighting, re-lamping, pump stations, anti-icing systems, truck roll-over warning systems and electrical repairs. Includes traffic control in support of roadway lighting activities. Use for tasks related to public inquiries/complaints, review utility billings, provide data, and conduct field reviews.

Source Code	Title	Description
1875	Locate One Call	Finding and marking locations of buried conduit, cables, hand holes, loops, etc. in order to maintain or repair the traffic management system, signal systems, or roadway lighting systems.
1732	Material Testing & Inspection	Performing construction phase and research physical and chemical laboratory testing, and related technical services in the districts and central labs, and for performing research and construction phase non-destructive testing materials surveys, and related technical services in the field and offices. Includes detour surveys. Non-destructive tests include, skid resistance and falling weight deflectometer (FWD) testing.
2660	Misc Revenue	Used only by Office of Financial Management for billing and deposit transactions and to record payments to the department for gravel sold to contractors and others.
2822	Miscellaneous Bridge Maintenance	Miscellaneous maintenance tasks performed on a specific bridge or structure not covered by other source codes. Includes work on items such as stairways, drains, fencing, light bases, transient guards, and access doors. Includes transient removal, ordering materials, and picking up equipment. Includes related traffic control.
3049	On Call Electronic Communications Infrastructure Maintenance	To be used by Statewide Radio Communications personnel to record on-call time.
2142	Overhead Sign Panel Maintenance	Work related to the repair and replacement of overhead sign panels, extruded sign panels mounted on I-beams, and overhead sign structures. Includes related cable locates and traffic control. Does not include structural work.
2102	Patching	Related source type codes: 2103-Heavy patching, 2104-Bituminous paving, 2105-Blow patching
1520	Pavement Management System	For tasks related to the operation of the pavement management system, including development and maintenance/technical support. Includes tasks to meet needs external to MnDOT.
2406	Plowing & Material Application	Shoulder to shoulder snow removal operation, winging back, snow blowing drifts, and the application of de-icing chemicals using mobile equipment. Includes changing cutting edges during event and related traffic control.
3005	Radio - Mobile Equipment	Use for the repair and preventative maintenance of all equipment associated with wireless two-way radio communications systems (includes mobile radios, portable radios, base stations, console workstations, recorders, etc.). Non-MnDOT equipment - Must use Project number assigned to requesting agency (State Patrol, DNR, BCA, Fire Marshall). See OSRC Project Code list.
3027	Radio Programming	Creating or modifying radio frequency programs and programming mobile and portable radios. Does not include mobile radios used as fixed base radios as part of the Inter-OP System (Use 3009).
3002	Radio/Electronic Infrastructure	Use for the repair and preventative maintenance of all equipment associated with wireless two-way radio communications systems (includes mobile radios, portable radios, base stations, console workstations, recorders, etc.). Non-MnDOT equipment - Must use Project number assigned to requesting agency; Department of Public Safety (DPS) includes State Patrol (SP) Bureau of Criminal Apprehension (BCA), Fire Marshall); does not include Department of Natural Resources (DNR). See OSRC Project
3007	Radio/Electronic System Engineering	Use for design of microwave, radio and miscellaneous electronic systems.
3009	Radio/Electronic System Upgrade & Installation	Use for the installation and other services needed to provide major system upgrades or improvements to wireless or electronic systems. Use for all work performed to correct or repair deficiencies found in a new installation.
1716	Record Sampling	Used by Materials and Research Section and district materials staff to verify inspector' sampling and testing procedures and checking inspectors' equipment during project construction as required by FHWA. Use when performing field tests on split sample.

Source Code	Title	Description
2222	Sign/Delineation/Marker Repair	Replacing, repairing, and washing signs (including temporary stop signs). Includes re-sequencing intersection signing and repair/replace overhead and extrude signs mounted on I-beams. Includes related cable locates and traffic control. All laboratory testing necessary to provide geotechnical information to complete roadway soils recommendations and approvals for use in the development of Final Design Plans and Special Provisions. Lab work includes R-value, resilient modulus, soil classification, gradation, proctor testing, unconfined compression, consolidation, direct simple shear, direct shear, permeability and triaxial tests.
1182	Soils/Foundation Field/Laboratory Tests	Use to record labor hours, equipment usage, and material costs to supply state furnished materials to a state road construction project with federal participation.
1879	State Furnished Materials	Performing material inspection and engineering for materials designated for a specific construction project (SP). Generally applies to inspection of such things as structural steel, prestressed concrete items, and most precast concrete items and related technical services in the field and offices when related to a particular SP. Use for SP specific tasks related to performing the review of shop drawings furnished by suppliers or fabricators and contractor working drawings or calculations, and for tasks related to structural metals inspection (materials surveys, physical and chemical laboratory testing, material inspection and engineering and technical services in the field and offices).
1738	State Project - Specific Materials Inspection	Reviewing shop drawings furnished by suppliers, fabricators, and contractors (working drawing or calculations), and for tasks related to structural metals inspection (materials surveys, physical and chemical laboratory testing, material inspection and engineering, and technical services in the field and offices) for local agency projects.
1434	Structural Metals Inspection-Non DOT	Shop tools, small equipment, and supplies that cannot be directly charged to a mobile equipment unit.
2629	Supplies & Small Tools	Work that supports general office management, system management such as entering data into SWIFT, PPMS, PUMA and other MnDOT systems, attending staff meetings and other indirect support activities.
0152	Support Services	Use when providing technical assistance to an organization external to MnDOT.
1312	Tech Assist-Outside MnDOT	Use for all tasks related to the maintenance of a tower building or site. Includes towers, buildings, generators, LP system, fencing, landscaping, grounding, ice bridge, cable management, climbing ladders, card key systems, and HVAC.
3025	Tower/Building Maintenance	Use to record labor, equipment usage, and material costs for activities related to traffic counts made for statewide traffic monitoring or traffic operations. Includes all activities related to traffic counting, such as taking requests, assigning priorities, collecting field data, processing data, and developing new techniques for collection.
1876	Traffic Counting	Used by traffic operations staff for all tasks that support the RTMC's operations center (or TOCC) providing traveler information, managing incidents and monitoring the FMS. Includes dynamic message sign maintenance, ramp meter maintenance, camera maintenance, and loop detection activities. Includes maintenance activities related to any ITS or TMS device such as RTMC cables, monitor wall, switchers, routers, or modems. Use to record all costs for maintenance activities related to traffic management fiber optics. Use for tasks related to maintaining traffic operations software including minor software enhancements and fixes. Use when providing traffic operations technical assistance external to MnDOT. Use with
1501	Traffic Management System (TMS)	

Source Code	Title	Description
1513	Traffic Management System (TMS) Integration	For tasks associated with the incorporation of new and existing TMS devices (cameras, loops, DMS, and other ITS devices) into existing infrastructure to ensure proper operation. Use with the Construction/Program Delivery Appropriation.
1500	Traffic Mgt System Maintenance	Used by staff to maintain various Intelligent Transportation System (ITS) devices such as dynamic message signs, ramp meters, cameras, detection, cables, RICWS, video wall monitors, switches, routers or modems. Used to record all costs for maintenance activities related to traffic management fiber optics. Not to be used for Lighting or Traffic Signal maintenance.
1721	Traffic Sign Work Orders	Use for work involved in preparing work orders for traffic signs. Use only with Maintenance Operations appropriation (T790081).
2863	Traffic Signal Inspection	Work related to cyclical structural and electrical inspection and preventive maintenance checks of traffic signal systems/structures. Includes labor, equipment, materials, and traffic control.
1870	Traffic Signal Maintenance	Work related to the structural repair and replacement of traffic signal system structures and all electrical maintenance for traffic signal systems including electrical power, labor, equipment materials, GSOC locates, traffic control and responses to public inquiries.
2834	Waterway Maintenance	All tasks related to waterway maintenance for deck bridges. Includes debris removal, waterway cleanup, channel repair, and channel protection repair that is not part of slope protection. Includes related traffic control.

CITY OF BALDWIN

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602 Transactions

2025

November

Last Dim Descr	Search Name	Dr/Cr Amt	Comments
R Revenue			
Late Payments Se		-\$622.52	UB Receipt Serv Pen 1 Frontier Trails
Sewer Charges		\$1,402.00	██████████ Credit Card
Sewer Charges		-\$7,153.48	UB Receipt Serv 1 Frontier Trails
Sewer Charges		\$138.00	██████████ Credit Card
Sewer Charges		-\$138.00	UB UR Receipt Group 00 Final Group
Sewer Charges	Credit Card Payments	-\$138.00	██████████ Frontier Trails
Sewer Charges		\$628.00	██████████ Austin Bauman Credit Card
Sewer Charges		\$125.00	██████████
Sewer Charges	Credit Card Payments	-\$276.00	██████████ Frontier Trails
R Revenue		-\$6,035.00	
G General Ledger			
Deferred Revenue		-\$697.00	UB UR Receipt Group 01 FRONTIER TRAILS
G General Ledger		-\$697.00	
E Expenditure			
Electric Utilities	Connexus Energy	\$395.12	Electric Utilities
Employer Paid Ins		\$29.02	Labor Distribution
FICA Contributions		\$5.93	Labor Distribution
Legal Fees	Couri and Ruppe PLLP	\$1,306.25	Frontier Trails Contract Review
Medicare Contribut		\$1.39	Labor Distribution
Other Professional	Natural Systems Utilities	\$4,193.00	September and October Services
Other Professional	Natural Systems Utilities	\$2,096.50	November Services
Pera Contributions		\$7.18	Labor Distribution
Postage	Elan Financial Services	\$67.80	Postage
Salaries and Wage		\$95.68	Labor Distribution
E Expenditure		\$8,197.87	
		\$1,465.87	

CITY OF BALDWIN

*Cash Balances

Cash Account: 10100

November 2025

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Page 1

Fund	Begin November 2025	Receipts	Disbursements	Transfers			Balance No		
				Rec/Disb	Journal Entries	JE Payroll	Investments	Investments	Balance
10100 - Old National Bank									
101 - General Fund	(\$1,606,057.95)	\$33,025.07	(\$60,500.79)	\$0.00	\$0.00	(\$15,174.54)	(\$1,648,708.21)	\$0.00	(\$1,648,708.21)
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	\$3,373.35	(\$9,651.59)	\$0.00	\$0.00	(\$3,473.08)	\$54,816.53		\$54,816.53
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	(\$613.74)	\$28,467.05		\$28,467.05
602 - Sewer Fund	\$69,385.44	\$6,732.00	(\$8,058.67)	\$0.00	\$0.00	(\$139.20)	\$67,919.57		\$67,919.57
801 - Developers Account - Escrow	\$136,877.69	\$81,304.00	(\$8,377.20)	\$0.00	\$0.00		\$209,804.49		\$209,804.49
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
				MTD Amounts		Begin + YTD			
Begin	\$448,650.27	\$958,164.65	Investments	\$0.00	\$1,093,183.34				
Receipt	\$124,434.42	\$1,862,696.31	Petty Cash	\$0.00	\$0.00				
Disbursements	(\$142,875.43)	(\$2,086,841.56)	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	(\$20,026.37)	(\$323,836.51)	Balance	\$410,182.89	In Balance				

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*Michael C. Couri**

*Robert T. Ruppe***

Mark S. Allseits

**Also Licensed in Illinois*

***Also Licensed in California*

November 13, 2025

VIA CERTIFIED AND REGULAR MAIL

Holly & Kevin Abfalter
13099 295th Avenue
Princeton, MN 55371

Re: City of Baldwin; Driveway Permit Violation; Correction Order

Dear Mr. and Mrs. Abfalter,

This office represents the City of Baldwin. It has been brought to my attention that you as the Trustees of the Holly Marie Abfalter Revocable Living Trust dated April 30, 2024 and the owners of the property located at 13099 295th Avenue have caused to be constructed a driveway that is less than 16 feet in width in violation of the City's Ordinance Regulating Town Road Rights-of-Way. Section 1.08 4(a) of the Ordinance states:

Width: The width of any access within the public right-of-way shall comply with the following standards to be defined on a standard detail plate:

(a) *Access to an agriculture, rural, or residential uses shall be a minimum of 16 feet and not more than exceed 24 feet in width.*

(b) *Access to a commercial, industrial, or institutional use shall be a minimum of 24 feet and not more than 30 feet in width, unless approved by the Town Engineer for traffic circulation needs.*

According to City records, you have been notified three separate times on November 25, 2024, June 6, 2025 and most recently on October 15, 2025 that your driveway has failed inspection and needs to be brought into compliance with the City's Ordinance. Each of these notices advised you that your driveway width was less than the required 16 feet. You have been given a year to bring your driveway into compliance with City ordinance. To date, the City has no evidence that you have abated the driveway width violation that currently exists on your property. Pursuant to Section 1.20 2 of the Ordinance, the City hereby issues you a Correction Order to bring your driveway into compliance with City Ordinance by December 15, 2025.

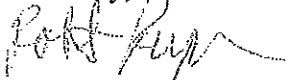
If you do not complete the requested abatement work by December 15, 2025, the City Council has authorized my office to enforce its rights under Minnesota law and City ordinances. Please note that failure to comply with the City ordinances may result in this matter being referred to the District Court for criminal prosecution. Any person convicted of such violations shall be guilty of a misdemeanor, which is punishable by a maximum of \$1,000.00 (One Thousand dollars) and/or 90 days in the county jail. The City further has the options of enforcing its rights under Minnesota civil law by bringing an enforcement action in District Court or by retaining a contractor to abate the violation. Any costs incurred by the City as a result of these various enforcement actions, may be assessed against your property and turned over to the County Auditor for collection on your property taxes pursuant to Minn. Stat. § 366.012 and other relevant Minnesota law. Section 1.20 4 of the Ordinance states:

Cost of Correction. The cost of correcting a violation shall be the responsibility of the violator. If the City Council provides for the correction of the violation, all expenses incurred, including reasonable attorney's fees shall be billed to the violator. If the bill is not paid in full by the due date, the City Council may exercise any options available to it under law to collect the amount due including, but not limited to, imposing the costs on the violator's property as a service charge pursuant to Minnesota Statutes, section 366.012.

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

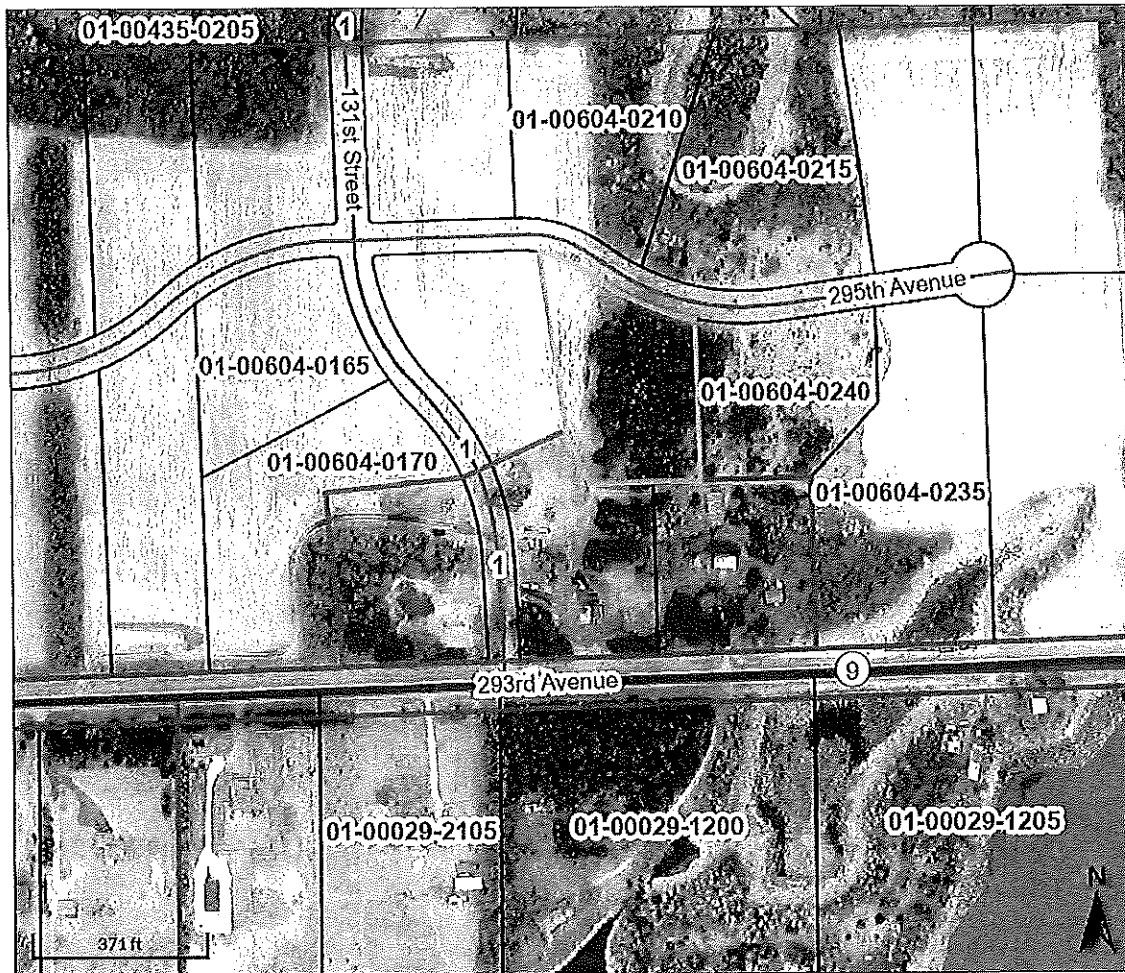
Your courtesy and cooperation in this matter are appreciated. The City looks forward to your prompt attention to this matter.

Sincerely,

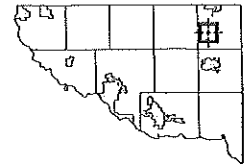


Robert T. Ruppe
Couri & Ruppe, P.L.L.P.

Cc: City of Baldwin (via email)
Sam Jochum (via email)
Dan Licht (via email)



Overview



Legend

Public Water Inventory

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

Roads

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

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

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

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



THE CITY OF BALDWIN

30239 128th Street, Princeton MN 55371

30239 – 128th Street NW, Baldwin, MN 55371

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

FOR OFFICE USE ONLY

Permit number: 24-13

Date Received: 10/21/25

Driveway Inspection Form

Date of Inspection: 10/15/2025

Location: 13099 295th Avenue

Driveway condition:

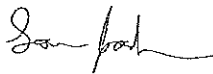
- ☐ Completed: completion date
- ☒ Partially constructed
- ☐ Construction not yet started

Inspection: Pass _____ Fail X

Reason(s) for failure:

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

Comments: Driveway is 12' wide. Variance will be needed unless council approves as is.

Authorized Signature:  Date: 10/21/2025

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



THE CITY OF BALDWIN

30239 128th Street, Princeton MN 55371

30239 – 128th Street NW, Baldwin, MN 55371

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

FOR OFFICE USE ONLY

Permit number: 24-13

Date Received: 6/6/25

Driveway Inspection Form

Date of Inspection: 5/27/2025

Location: 13099 295th Avenue

Driveway condition:

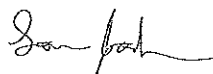
- ☐ Completed: completion date _____
- ☒ Partially constructed
- ☐ Construction not yet started

Inspection: Pass _____ Fail X

Reason(s) for failure:

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

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

Authorized Signature:  Date: 6/6/2025

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



THE CITY OF BALDWIN

30239 128th Street, Princeton MN 55371

30239 – 128th Street NW, Baldwin, MN 55371

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

FOR OFFICE USE ONLY

Permit number: 25-09

Date Received: 11/24/25

Driveway Inspection Form

Date of Inspection: 11/13/2025

Location: 13437 295th Avenue

Driveway condition:

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

Inspection: Pass _____ Fail X

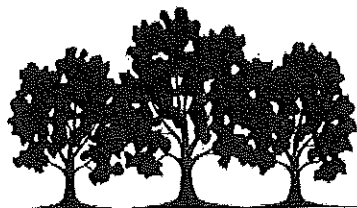
Reason(s) for failure:

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

Comments: Eastern side of bituminous extension is failing. Needs to be removed and replaced. Large well ruts are in the dirt next to the driveway. These areas need to be regraded and reestablished.

Authorized Signature: *Don Fahn* Date: 11/17/2025

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



THE CITY OF BALDWIN

30239 128th Street, Princeton MN 55371

30239 – 128th Street NW, Baldwin, MN 55371

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

FOR OFFICE USE ONLY

Permit number: 25-09

Date Received: 10/21/25

Driveway Inspection Form

Date of Inspection: 10/15/2025

Location: 13437 295th Avenue

Driveway condition:

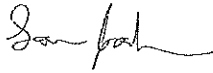
- ☐ Completed:
☒ Partially constructed
☐ Construction not yet started

Inspection: Pass _____ Fail X

Reason(s) for failure:

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

Comments: Driveway is 14' wide. Variance will be needed unless council approves as is.
Erosion Control is not established.

Authorized Signature:  Date: 10/21/2025

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

no driveway / culvert 7/18/25

PW 9/2/25 - culvert installed

9/23/25 - under construction

9/29/25 - Ready

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

For Office Use Only

Permit # 25-09
Sent to Engineer _____
Initial Insp _____
Final Insp _____
Refund _____

Building Permit 2025-195

PERMIT APPLICATION FOR ACCESS TO A CITY ROAD

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

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

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

\$200.00 Administration Fee Cash _____ Check # 9494 Date 6/10 Paid by Betzler
\$100.00 Construction Deposit Cash _____ Check # 9494 Date 6/10 Paid by Betzler
\$70.00 EMS Sign Fee Cash _____ Check # 9494 Date 6/10 Paid by Betzler

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

PLEASE PRINT

Applicant Name: Betzler Builders Inc Phone: _____ Fax: _____
Address: (Street, City, Zip) 12222 313th Ave Princeton MN 55371

Property Owner: Betzler Builders Inc Phone: _____
Address: (Street, City, Zip) 12222 313th Ave Princeton MN 55371

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

Legal Description: Located in _____ Quarter of Section _____ Township 35 Range 26 or
Located in Plat of (Name) Oaks of Battle Brook Lot 9 Block 1
Parcel Identification Number 01-604-0145
Property Address 13437 295th Ave NW Princeton, MN 55371

Access Purpose Residential ☒ Commercial _____

Number of present accesses 0 Date access will be installed 6/30/25 (if not inspected by the date on the application the permittee will forfeit their construction deposit)

MORE THAN ONE DRIVEWAY ACCESS PER PROPERTY REQUIRES CITY COUNCIL APPROVAL

Attach a sketch of the property, present & proposed accesses in relation to intersecting roads

I (we) the undersigned, herewith make application for permission to construct the access at the above location, said access to be constructed to conform to current City Engineering Standards. It is further agreed that no work in connection with this application will be started until the application is approved and the permit issued. It is expressly understood that this permit is conditioned upon replacement or restoration of the City Road to its original condition. Further, I (we) the undersigned, have received a copy of current City Engineering Standards and Minnesota Statute 160.27 Particular uses of Right of Way; Subdivision 5, Misdemeanors.

Signed: [Signature] Name (Print) Jason Betzler

Revised 11/18/2024

MN Equipment Government/Commercial Show

By Minnesota Equipment

FREE

Minnesota Equipment

Jan 8 from 8am to 1pm CST

Overview

Join us at the MN Equipment Government/Commercial Show for a day filled with cutting-edge machinery and innovative technology!

MN Equipment Government/Commercial Show

We're excited to have you join us for this premier event showcasing the latest in government and commercial equipment solutions. This show brings together industry leaders, innovative products, and hands-on demonstrations designed to help municipalities, contractors, and businesses operate more efficiently and effectively.

Whether you're here to explore cutting-edge technology, connect with trusted vendors, or discover new ways to optimize your operations, you're in the right place. Our team is committed to providing an informative and engaging experience for all attendees.

Location

Minnesota Equipment

13725 Main Street

Rogers, MN 55374

Agenda

8:00 AM - 10:30 AM

Donuts and Discovery

Grab a Donut, Socialize and Check out the State-of-the-Art Equipment on Display

10:30 AM - 12:00 PM

Minnesota State Patrol Presentation

Further Your Education: 2026 COMMERCIAL DRIVING & SAFETY LAWS, CONTINUING EDUCATION, LOAD SECUREMENT & DRIVING RESTRICTIONS

12:00 PM - 1:00 PM

Lunch: Enjoy lunch on us and continue catching up with co-workers, equipment representatives and the Minnesota Equipment team!

2025 CITY COUNCIL GOALS

Mayor - Jay Swanson

- Solicit Community Input and Involvement in Infrastructure Committee
- Work with the City of Princeton and Neighboring Cities on Projects and Relationships
- Remodel/Renovation of current Town Hall, Maintenance and Fire Department Buildings
- 136th Street and Working with County for Participation on this Street

City Council D - Tom Rush

- Request for Proposals for Frontier Trails
- Additions to Park Trails at Goose Lake Park & Young Park
- New Capital Improvement Plan (CIP) for Roads and Public Works
- Little League Ball Field for Young Park

City Council C - Alan Walker

- None

City Council B - Scott Case

- Update Capital Improvement Plan (CIP) for Fire Department based on Baldwin becoming a City.
- EMT's on Fire Department to have medical bags to respond directly.
- Continuous Improvements for services provided by Baldwin Fire Department

City Council A - Jeff Holm

- Work on a presentation for a 10-year plan for additions/remodel/renovation of Baldwin's current City Hall, Public Works Garage and Fire Department to get us by for the next decade
- Have City of Baldwin Explore Tools for Economic Development in the Future such as Tax Increment Financing, Economic Development Authority and Housing and Redevelopment Authority



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

MEMORANDUM

TO: Baldwin Mayor and City Council

FROM: D. Daniel Licht

DATE: 2 December 2025

RE: Baldwin - Planning Services; 2026 Rate Schedule

TPC FILE: 269.01

BACKGROUND

The City of Baldwin contracts with The Planning Company, LLC (TPC) for professional planning services that include, but are not limited to, planning and community development related functions and activities; preparing written reports, resolutions, and ordinances; attendance at meetings with developers, staff, commissions, City Council; code enforcement; zoning administration; other tasks as assigned typically performed by a City Planner. These services began in July 2021 with approval of a contract between TPC and Baldwin Township with of Baldwin Township assuming responsibility for planning and zoning functions from Sherburne County.

This contract has carried forward with the City of Baldwin following incorporation. The contract provides for a schedule of fees for TPC 's services delivered on a time and materials basis. Article 4.A.5 of the contract provides that the fee schedule may be adjusted on an annual basis by agreement between our office and the City Council. TPC is proposing updates to the fee schedule for private development projects and for administration and code enforcement activities for 2026 as outlined below:

Services	Current Rate	Proposed Rate	% Change
Assistance on City projects	\$100.00/hr.	\$100.00/hr.	--
Private development applications	\$140.00/hr.	\$145.00/hr.	3.6%
Code Enforcement activities	\$65.00/hr.	\$65.00/hr.	--
Public Meetings	\$250.00/meeting	\$250.00/meeting	--
Mileage	IRS Rate	IRS Rate	--
Supplies/Expenses	Cost + 15%	Cost + 15%	--

The only proposed change to the rate schedule is a 3.6 percent increase in the rate for private development projects. The City has adopted pass-through fees that assess the cost of professional services for development application review onto the applicant. As such, the City does not incur any expense for work hours related to private development applications and the proposed change will not affect the City budget for 2026.

We are requesting the City Council approve the adjustments to the service rates charged by TPC, which would be effective on 1 January 2026

c. Joan Heinen, City Clerk/Treasurer

[REDACTED]
Sent: Tuesday, November 18, 2025 8:30 AM
[REDACTED]

Subject: Request for Standing Permission to Post Work Without a Permit and Stop Work Orders

Dear City of Baldwin,

As we work to achieve voluntary compliance through education and communication, there are times when it becomes necessary to post official notification that construction activity must cease until we fully understand the scope of the project and verify compliance with MN Rules 1300.0170.

Currently, our team reaches out each time to obtain permission before posting a Stop Work Order on-site. To streamline the process and ensure timely compliance, we are requesting standing permission from your jurisdiction to post Work Without a Permit (WWOP) notices and Stop Work Orders (SWOs) when necessary.

Since January 2025, our office has not posted any WWOP or SWO notices within your jurisdiction. However, gaining this standing permission will allow us to work more efficiently should the need arise and will support our continued goal of educating property owners and helping them meet minimum safety standards.

We will continue to promptly share copies of posted SWOs and notify you of any unusual circumstances.

Please let us know by replying to this email if this arrangement is acceptable. As always, feel free to contact me with any questions.

Thank you for your time and consideration. We appreciate your continued partnership and support.

Sincerely,

Joan Heinen

Dec 15th

From: [REDACTED]
Sent: Thursday, November 13, 2025 7:32 PM
To: Joan Heinen
Subject: Ridgewood Bay Ice Fishing Contest

Hi City of Baldwin,
The 21st Annual Ridgewood Bay Ice Fishing Contest is being planned for Saturday February 21, 2026. As in past years, I would like to get on the City's agenda to request "amnesty" from the winter parking regulations as well as EMS presence from the fire department.
Please let me know the process for getting on the agenda for a December council meeting.
Thank you !

Paul Hans
[REDACTED]
[REDACTED]



Virus-free. www.avast.com

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

RESOLUTION NO. 25-37

A RESOLUTION ADOPTING THE 2026 FINAL LEVY

WHEREAS: the City Council of the City of Baldwin has adopted a preliminary budget for 2026; and

WHEREAS: the Baldwin City Council has adopted a preliminary tax levy for 2026; and

WHEREAS: the Baldwin City Council has held its Truth in Taxation public hearing and has taken comment from the public on the City's proposed tax levy.

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

1. The attached budget is hereby adopted as the final budget for the City of Baldwin for the period January 1, 2026, through December 31, 2026.
2. The Baldwin City Council has hereby complied with Minnesota Statutes.
3. The City Clerk is hereby authorized to transmit certification of compliance with Minnesota Statutes to the Commissioner of Revenue as required.

Adopted by the City Council of the City of Baldwin this 15th day of December 2025.

BY THE CITY OF BALDWIN

Jay Swanson - Mayor
City of Baldwin

ATTEST:

Joan Heinen, City Clerk
City of Baldwin

CITY OF BALDWIN 2026 FINAL LEVY

FUND 101-GENERAL FUND	\$945,400
FUND 275-ROAD & BRIDGE	\$450,000
FUND 250-FIRE FUND	\$240,000
FUND 403-CAPITAL FUND (FIRE)	\$50,000
FUND 404-PARK FUND	\$75,000
FUND 301 & 302-DEBT SERVICE	\$119,644
FUND 250-SPECIAL REVENUE	<u>\$25,000</u>
TOTAL	\$1,905,044

**CITY OF BALDWIN
SHERBURNE COUNTY
STATE MINNESOTA**

RESOLUTION NO. 25-38

RESOLUTION AUTHORIZING A CITY ABSENTEE BALLOT BOARD

WHEREAS, City of Baldwin is permitted by Minnesota Statute 203B.13, Subd. 1 to authorize a City Absentee Ballot Board effective September 13, 2010; and

WHEREAS, this authorization will bring uniformity in the processing of accepting or rejecting returned absentee ballots to the Baldwin City Clerk's office that would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22; and

WHEREAS, this will eliminate the need for election judges to perform this technical and time consuming task on city election day wherein the city absentee ballot board can begin this process 30 days prior to an election; and

WHEREAS, this will speed the processing of accepted absentee ballots delivered to the precincts to be incorporated into the vote counts on Election Day; giving election judges more available time for the voters at the polls.

THEREFORE, BE IT RESOLVED THAT, the City of Baldwin Mayor/City Council hereby authorize the City of Baldwin Clerk's office to implement a City Absentee Ballot Board that would consist of a sufficient number of election judges as provided in Sections 204B.19 and 204B.22 to perform the task.

Adopted this 15th day of December, 2025.

BY THE CITY OF BALDWIN

Jay Swanson – Mayor
City of Baldwin

Attest: _____
Joan Heinen - City Clerk/Treasurer
City of Baldwin

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

RESOLUTION NO. 25-39

**A RESOLUTION DESIGNATING POLLING PLACES WITHIN THE CITY OF
BALDWIN.**

WHEREAS, Minnesota Statutes 204B.16, subd. 1 requires municipalities to designate by ordinance or resolution any changes to a polling place location for each election precinct;

WHEREAS, this designation must be made by December 31 of each year for the following calendar year and beyond unless changed pursuant to statute; and

WHEREAS, the City of Baldwin elects to establish polling places by resolution.

**NOW THEREFORE BE IT RESOLVED BY THE MAYOR/CITY COUNCIL OF THE
CITY OF**, Baldwin that the following are established as polling places:

Baldwin City Hall at 30239 128th Street in Sherburne County as its polling place for Precinct 1 for all City, State and Federal elections in 2026. Precinct 1 is defined as the area west of Highway 169.

AND

Baldwin City Hall at 30239 128th Street in Sherburne County as its polling place for Precinct 2 for all City, State and Federal elections in 2026. Precinct 2 is defined as the area east of Highway 169.

BE IT FURTHER RESOLVED, that these are the polling places for the year 2026 and beyond unless a change is made:

1. Due to an emergency pursuant to Minnesota Statutes 204B.175; or
2. Because a polling place has become unavailable; or
3. By a new resolution passed prior to December 31 of any year.

Passed by the City Council of Baldwin, Minnesota on this 15th day of December 2025.

BY THE CITY OF BALDWIN

Jay Swanson – Mayor
City of Baldwin

Attest:

Joan Heinen - City Clerk/Treasurer
City of Baldwin

CITY OF BALDWIN
COUNTY OF SHERBURNE
STATE MINNESOTA

RESOLUTION # 25-40

**RESOLUTION ESTABLISHING PROCEDURES
RELATING TO COMPLIANCE WITH REIMBURSEMENT BOND
REGULATIONS UNDER THE INTERNAL REVENUE CODE**

BE IT RESOLVED by the City Council (the "Council") of the City of Baldwin, Minnesota (the "City"), as follows:

1. Recitals.

(a) The Internal Revenue Service has issued Treasury Regulations, Section 1.150-2 (as the same may be amended or supplemented, the "Regulations"), dealing with "reimbursement bond" proceeds, being proceeds of the City's bonds used to reimburse the City for any project expenditure paid by the City prior to the time of the issuance of those bonds.

(b) The Regulations generally require that the City make a declaration of intent to reimburse itself for such prior expenditures out of the proceeds of subsequently issued bonds, that such declaration be made not later than 60 days after the expenditure is actually paid, and that the bonding occur and the written reimbursement allocation be made from the proceeds of such bonds within 18 months after the later of (1) the date of payment of the expenditure or (2) the date the project is placed in service (but in no event more than 3 years after actual payment).

(c) The City heretofore implemented procedures for compliance with the predecessor versions of the Regulations and desires to amend and supplement those procedures to ensure compliance with the Regulations.

(d) The City's bond counsel has advised the City that the Regulations do not apply, and hence the provisions of this Resolution are intended to have no application to payments of City project costs first made by the City out of the proceeds of bonds issued prior to the date of such payments.

2. Official Intent Declaration. The Regulations, in the situations in which they apply, require the City to have declared an official intent (the "Declaration") to reimburse itself for previously paid project expenditures out of the proceeds of subsequently issued bonds. The Council hereby authorizes the City Clerk to make the City's Declarations or to delegate from time to time that responsibility to other appropriate City employees. Each Declaration shall comply with the requirements of the Regulations, including without limitation the following:

(a) Each Declaration shall be made not later than 60 days after payment of the applicable project cost and shall state that the City reasonably expects to reimburse itself for the expenditure out of the proceeds of a bond issue or similar borrowing. Each Declaration may be made substantially in the form of the Exhibit A which is attached to and made a part of this Resolution, or in any other format which may at the time comply with the Regulations.

(b) Each Declaration shall (1) contain a reasonably accurate description of the "project," as defined in the Regulations (which may include the property or program to be financed, as applicable), to which the expenditure relates and (2) state the maximum principal amount of bonding expected to be issued for that project.

(c) Care shall be taken so that the City, or its authorized representatives under this Resolution, not make Declarations in cases where the City does not reasonably expect to issue reimbursement bonds to finance the subject project costs, and the City officials are hereby authorized to consult with bond counsel to the City concerning the requirements of the Regulations and their application in particular circumstances.

(d) The Council shall be advised from time to time on the desirability and timing of the issuance of reimbursement bonds relating to project expenditures for which the City has made Declarations.

3. Reimbursement Allocations. The designated City officials shall also be responsible for making the "reimbursement allocations" described in the Regulations, being generally written allocations that evidence the City's use of the applicable bond proceeds to reimburse the original expenditures.

4. Effect. This Resolution shall amend and supplement all prior resolutions and/or procedures adopted by the City for compliance with the Regulations (or their predecessor versions), and, henceforth, in the event of any inconsistency, the provisions of this Resolution shall apply and govern.

Adopted this 15th day of December, 2025, by the City Council.

BY THE CITY OF BALDWIN

Jay Swanson - Mayor
City of Baldwin

Attest:

Joan Heinen - Clerk/Treasurer
City of Baldwin

EXHIBIT A

Declaration of Official Intent

The undersigned, being the duly appointed and acting City Clerk of the City of Baldwin, Minnesota (the "City"), pursuant to and for purposes of compliance with Treasury Regulations, Section 1.150-2 (the "Regulations"), under the Internal Revenue Code of 1986, as amended, hereby states and certifies on behalf of the City as follows:

1. The undersigned has been and is on the date hereof duly authorized by the City Council to make and execute this Declaration of Official Intent (the "Declaration") for and on behalf of the City.

2. This Declaration relates to the following project, property or program (the "Project") and the costs thereof to be financed:

3. The City reasonably expects to reimburse itself for the payment of certain costs of the Project out of the proceeds of a bond issue or similar borrowing (the "Bonds") to be issued by the City after the date of payment of such costs. As of the date hereof, the City reasonably expects that \$_____ is the maximum principal amount of the Bonds which will be issued to finance the Project.

4. Each expenditure to be reimbursed from the Bonds is or will be a capital expenditure or a cost of issuance, or any of the other types of expenditures described in Section 1.150-2(d)(3) of the Regulations.

5. As of the date hereof, the statements and expectations contained in this Declaration are believed to be reasonable and accurate.

Date: December 15th, 2025

Joan Heinen, City Clerk
City of Baldwin, Minnesota

CERTIFICATION

The undersigned, being the duly qualified and acting City Clerk of the City of Baldwin, Minnesota, hereby certifies the following:

The foregoing is a true and correct copy of a Resolution on file and of official, publicly available record in the offices of the City, which Resolution relates to procedures of the City for compliance with certain IRS Regulations on reimbursement bonds. Said Resolution was duly adopted by the governing body of the City (the "Council") at a regular or special meeting of the Council held on December 15th, 2025. Said meeting was duly called, regularly held, open to the public, and held at the place at which meetings of the Council are regularly held. Council Member _____ moved the adoption of the Resolution, which motion was seconded by Council Member _____. A vote being taken on the motion, the following members of the Council voted in favor of the motion to adopt the Resolution:

and the following voted against the same:

Whereupon said Resolution was declared duly passed and adopted. The Resolution is in full force and effect and no action has been taken by the Council which would in any way alter or amend the Resolution.

WITNESS MY HAND officially as the City Clerk of the City of Baldwin, Minnesota, this 15th day of December, 2025.

Joan Heinen, City Clerk/Treasurer
City of Baldwin, Minnesota

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

RESOLUTION 25-41

RESOLUTION ACCEPTING DONATION

WHEREAS, The City of Baldwin is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts and bequests; and

WHEREAS, the City of Baldwin has received the donation of a LUCAS 3.1 Chest Compression System with a value of approximately \$19,283.00; and

WHEREAS, all such donation have been given by donor to assist the City in providing for the health, safety and welfare of its residents; and

WHEREAS, The City Council finds that it is appropriate to accept the donation of the LUCAS 3.1 Chest Compression System referenced above.

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

1. The donation described above are accepted.
2. The City Clerk is hereby directed to issue receipts to the donor acknowledging the City's receipt of the donor's donation.

Adopted by the City Council of the City of Baldwin this 15th day of December 2025.

BY THE CITY OF BALDWIN

Jay Swanson - Mayor
City of Baldwin

Attested:

Joan Heinen, Clerk/Treasurer
City of Baldwin