



**AGENDA FOR APRIL 1ST, 2026
BALDWIN CITY COUNCIL REGULAR MEETING
7:00 p.m.
(Revised 03/27/2026)**

7:00 p.m. Call to Order

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

Treasurer's Report:

Sheriff's Report:

Fire Department Report:

- a. Swearing in of Fire Fighters Christian Higgins, Mike Duresky and Kelton Rintamaki
- b. Discuss/Approve/Disapprove Additional \$345.00 Electrical Quote for Fire Dance
- c. Discuss/Approve/Disapprove Leave of Absence (LOA) for Fire Fighter Danielle Artmann
- d. Discuss/Approve/Disapprove Young Park Being Closed for Fire Department Event on May 19th from 5:00 p.m. to 9:30 p.m.

Public Comment Requests:

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

- Approve Clerk Vacation Leave of April 3rd through April 7th, 2026
- Approve Road Salt Contract Submission to Office of State Procurement
- Approve City Council Meeting Minutes for March 18th, 2026
- Approve Resolution 26-09 Accepting Donations for City Wide Easter Egg Hunt
- Approve Building Permits for January and February 2026
- Approve April – June 2026 Newsletter

Planning Items:

- a. Discuss 2025 Building Permits
- b. Discuss/Approve/Disapprove Code Enforcement of Noncompliant Septic at PID# 01-000429-0110
- c. Schedule Workshop with Rum River Consultants (RRC)
- d. Discuss Future Ordinance Communications
- e. Discuss Code Enforcements

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.

- f. Discuss/Approve/Disapprove Andy's Electric Site and Building Plan Review
- g. Discuss/Approve/Disapprove Ordinance Amendment 2026-04 for Accessory Buildings

Park Committee Report – Tom Rush

- a. Discuss Damages at Sandy Lake Beach Area
- b. Discuss Rental of Young Park Ball Field
- c. Discuss/Approve/Disapprove Quote for Portable Toilets at Parks

Cemetery Update – Tom Rush

- a. Discuss/Approve/Disapprove Cemetery Park Day and Cleaning of Gravestones at Baldwin Cemetery
- b. Discuss/Approve/Disapprove Layout of New Cemetery Map
- c. Discuss/Approve/Disapprove Cemetery Policy and Rates
- d. Discuss/Approve/Disapprove Additional Sexton Time

Tabled Items:

New Business:

- a. Discuss/Approve/Disapprove Adding Non-Sufficient Fund Charges and Discuss Bank Charges – Scott Case
- b. Discuss/Approve/Disapprove Electrical Quote for \$1044.28 – Alan Walker
- c. Discuss 2026 Gopher Bounty Reimbursement – Jeff Holm

Announcements:

- a. Special Planning Commission Meeting Wednesday, April 8th, 2026 at 7:00 p.m.
- b. Next City Council Meeting Wednesday, April 15th, 2026 at 7:00 p.m.
- c. Local Board of Appeal and Equalization Thursday, April 16th, 2026 at 3:00 p.m.
- d. Baldwin Clean-Up Day Saturday, May 2nd, 2026 from 8:00 a.m. to 11:00 a.m.
- e. ISD# 477 Special Election Tuesday, May 12th, 2026 from 7:00 a.m. to 8:00 p.m.
Voting for City of Baldwin, Santiago Township and Blue Hill Township held at Baldwin City Hall

Any Other Business:

Approve Bills for Payment:

Adjourn:

***Cash Balances**

Cash Account: 10100

April 2026

Fund	Begin April 2026	Receipts	Disbursements	Transfers		JE Payroll	Balance No	
				Rec/Disb	Journal Entries		Investments	Balance
10100 - Old National Bank								
101 - General Fund	(\$754,204.32)	\$0.00	(\$27,407.88)	\$0.00	\$0.00	(\$1,082.95)	(\$782,695.15)	In Bal (\$782,695.15)
225 - Cemetery Fund	\$7,912.09	\$0.00		\$0.00	\$0.00		\$7,912.09	In Bal \$7,912.09
250 - Fire Fund	\$85,192.85	\$0.00	(\$1,373.87)	\$0.00	\$0.00	(\$3,255.90)	\$60,563.08	In Bal \$60,563.08
275 - Street Capital	\$900,931.70	\$0.00	(\$938.70)	\$0.00	\$0.00		\$899,993.00	In Bal \$899,993.00
301 - G.O. 2017A	\$232,125.10	\$0.00		\$0.00	\$0.00		\$232,125.10	In Bal \$232,125.10
302 - G.O. 2024A	\$11,912.95	\$0.00		\$0.00	\$0.00		\$11,912.95	In Bal \$11,912.95
401 - Capital Project Fund	\$170,951.16	\$0.00		\$0.00	\$0.00		\$170,951.16	In Bal \$170,951.16
402 - Fire Services	\$20,377.47	\$0.00		\$0.00	\$0.00		\$20,377.47	In Bal \$20,377.47
403 - Fire Infrastructure Fund	\$255,741.00	\$0.00		\$0.00	\$0.00		\$255,741.00	In Bal \$255,741.00
404 - Parks Capital Fund	\$68,110.73	\$0.00	(\$119.29)	\$0.00	\$0.00		\$67,991.44	In Bal \$67,991.44
602 - Sewer Fund	\$43,815.45	\$0.00	(\$472.75)	\$0.00	\$0.00		\$43,342.70	In Bal \$43,342.70
801 - Developers Account - Escrow	\$195,588.26	\$0.00	(\$1,970.00)	\$0.00	\$0.00		\$193,618.26	In Bal \$193,618.26
802 - Baldwin Estates Escrow	\$2,389.61	\$0.00		\$0.00	\$0.00		\$2,389.61	In Bal \$2,389.61
804 - Buck Run Escrow	\$15,401.81	\$0.00		\$0.00	\$0.00		\$15,401.81	In Bal \$15,401.81
805 - Sumser Farms 1st Addt Escr	\$2,186.41	\$0.00		\$0.00	\$0.00		\$2,186.41	In Bal \$2,186.41
				MTD Amounts		Begin + YTD		
Begin	\$1,238,432.27		Investments	\$0.00		\$0.00		
Receipt	\$0.00		Petty Cash	\$0.00		\$0.00		
Disbursements	(\$32,282.49)		Savings	\$0.00		\$0.00		
Transfers Rec/Disb	\$0.00		Money Market	\$0.00		\$0.00		
Transfers JE	\$0.00							
JE Payroll	(\$4,338.85)		Balance	\$1,201,810.93	In Balance			

BOE ELECTRICAL CONTRACTORS INC

PO Box 156

Princeton, MN 55371

+17632418922

**BILL TO**

Baldwin Fire Department

30239 128th St NW

Princeton, MN 55371

SHIP TO

Baldwin Fire Department

30239 128th St NW

Princeton, MN 55371

INVOICE 30399**DATE** 03/17/2026 **TERMS** Net 30**QTY DESCRIPTION****RATE****AMOUNT**

Furnish and install electrical as follows:

(1) 120/240volt 50amp outdoor receptacle with GFCI protection on the southeast corner of building

1 If installed by the patio door
\$1097

1,097.00 1,097.00

If installed on the southwest corner
\$1544

Permit included

Credit card transactions are subject to a 3% processing fee.

Thank you for your business.

[Pay invoice](#)**TOTAL DUE****\$1,097.00**

Leave of Absence/Fire Department Business Document and Missed BFD Documentation Form

This form is to be completed and submitted in a timely manner for proper calculation of quarterly call percentages.

Name Danielle Artmann

Address 28471 149th St NW Zimmerman MN 55398

Reason for Absence: (Check appropriate box and attach documentation to form.)

☒ Approved Leave of Absence (Circle One) ☒ Medical ☐ Military ☐ Maternity	☐ Death of a Family Member (Max. 5 days Excused) Relationship _____	☐ Fire Department Business (Describe Below)	☐ Other (Describe Below)
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Dates of Absence:

Mar 26 - Sept 26, 2026

Description/Comments:

Medical - Surgery.

Signature of Firefighter: Danielle Artmann

Method of Deliver: (Select One)

Given directly to Officer (name) Scott Case

Placed under Officer door & Officer contacted by phone (name) _____

Officer Use Only

Received: Date _____ Approved by: _____

Total # of days absent: _____ Vacation days used: _____

Accounted for in quarterly percentages: _____

Approved by BFD Board of Officers if necessary (Date): _____

Approved by Township Board if necessary (Date): _____



TO: All CPV Members
FROM: Karen McIntyre, Office of State Procurement
SUBJECT: State of Minnesota Road Salt Contract Information for 2026-2027 Winter Season
DATE: March 19, 2026

The State is in the process of collecting road salt contract information and requested amounts for the 2026-2027 winter season. All CPV members are invited but are not required to participate.

NOTE: All road salt purchasing participants must be members of the Minnesota Cooperative Purchasing Venture (CPV) program. If your organization is not a CPV member and wishes to become a member, visit: [Cooperative Purchasing Venture / Minnesota Office of State Procurement \(mn.gov\)](https://mn.gov/cooperative-purchasing-venture/). The point of contact for CPV membership is Ms. Sherry Brown, at sherry.brown@state.mn.us.

CPV members that wish to participate in the 2026-2027 Road Salt Program are invited to submit their agency's information and requirements online with the State by close of business **April 3, 2026**.

TYPE OF SALT: The Road Salt Program includes Regular (untreated) Salt and Treated Salt. The State of Minnesota Road Salt Specifications are included in this communication.

SALT DELIVERY: The 2026-2027 program requires each customer to receive their requested contract quantities by **May 31, 2027**. Contract salt quantities may be delivered by the contracted supplier to the customer location(s) or picked up by the customer from the contractor supplier's stockpile. You will specify your preference for delivery or pickup when you submit your 2026-2027 requested quantities and location(s).

TERMS AND CONDITIONS: If your agency chooses to participate in the State Road Salt contract program, your agency must also accept all the State of Minnesota terms and conditions of the Road Salt contracts, including any Contractor award for your location(s) by the State.

The Road Salt contracts' terms, condition and specifications can be found at this link. [S-763\(5\)](#). You will need to be signed into the OSP secured area to access the contract release.

Contract awards are based on the best value evaluation.

80% GUARANTEE: The CPV member must guarantee to take a minimum of 80% the requested quantity of road salt for each Customer location. CPV members need to take their 80% guaranteed amount of road salt requested by May 31, 2025. If your location(s) is unable to take the 80% guaranteed amount by May 31, 2025, you may be charged a storage fee.

The Contractor commits to supply up to a maximum of up to 120% of the requested road salt quantity. The following terms and condition are part of any salt program contract executed:

"The CPV member guarantees the purchase of at least 80% (percent) of the total estimated quantity of salt awarded per delivery location, to an individual Contractor, and the Contractor guarantees to supply up to 120% (percent) of the estimated quantity, per delivery location to the CPV member. This shall apply to the estimated quantities of salt as shown on the Price Schedule form provided with this Solicitation."

Important: When you calculate the amount of road salt you are requesting, you will need to take into consideration the 80% guaranteed amount your locations will need to take and the Contractor's guarantee to supply up to 120% of the requested amount.

ESTIMATING THE REQUESTED AMOUNT FOR ROAD SALT FOR 2026-2027 SEASON

Important factors to consider when calculating your location(s) Road Salt requested quantities.

1. The amount of Road Salt on hand from current season
2. Any remaining tons needed to be taken to reach 80% guaranteed amount of requested amount for 2024-2025 season.
3. Average weather patterns and actual road salt over the 5 years for your location(s).
4. Your location(s) will be required to take 80% of the amount requested.
5. The Contractor is required to supply up to 120% of the requested amount for your location(s).

---Your 2026-2027 Seasonal Request may be submitted online now---

INSTRUCTIONS FOR ROAD SALT REQUEST INFORMATION ENTRY

STEP ONE: Access the online request form

To access the Road Salt Order Form, please go to <https://osp.admin.mn.gov/form/road-salt-order-form>. If you are not already logged on to the OSP Secure Portal, you will be prompted to login. Enter your email address and password and Log in.

If you have forgotten your password, or have never logged into the OSP Secure Portal, please use the **Reset your password** option. Enter your email address and click Submit.

This **secure portal** has current Solicitations, Contracts, Forms, and other information for purchasing with the State. Registration and approval are required.

[Log in](#) [Create new account](#) [Reset your password](#)

Email *

Enter your email address.

Password *

Enter the password that accompanies your email address.

[Log in](#)

This login page is used to access to the secure area used by the Office of State Procurement and the Office of Grants Management portal. For assistance with your login, please click on the appropriate link:

- [Office of State Procurement \(OSP\) Login Help](#)
- [Office of Grants Management \(OGM\) Login Help](#)

You can also use this link to send an email to reset your password.

<https://osp.Admin.mn.gov/user/password>

You will receive an email in your Inbox from **mn.procurement.web** containing password reset guidelines and a link to reset your password.

Once you are logged in you will see this screen. Select the Road Salt Request Form link.



DEPARTMENT OF ADMINISTRATION
STATE PROCUREMENT

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Welcome to the State of Minnesota's Office of State Procurement

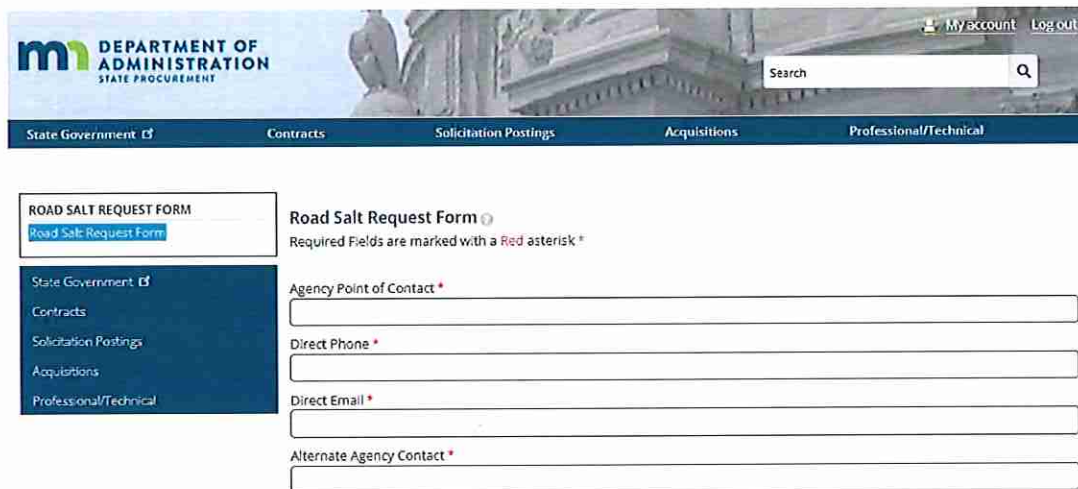
Our mission: to facilitate the strategic acquisition of goods and services for the State of Minnesota and other governmental entities. We aspire to meet our customers' reasonable expectations while upholding the highest legal and ethical standards of responsible business and procurement practices.

This website recently underwent a significant update. In many cases, the bookmarks you previously set will no longer work. If you are unable to find resources that you previously accessed, you may contact the [OSP HelpLine](#) ^{ESP}, at 651-296-2600.

Welcome Municipalities

Maximize value by leveraging our contracts. Recent legislation encourages you to take advantage of the Cooperative Purchasing Venture. See [Minn. Stat. § 471.345, subd. 15](#) ^{ESP}. Here is a list of [State Contracts Available to Cooperative Purchasing Venture Members](#). The list is updated frequently. For detailed information on any of our contracts, log in to the secure area of our website.

Selecting the Road Salt Request Form link will take you to the Road Salt Request Form page.



DEPARTMENT OF ADMINISTRATION
STATE PROCUREMENT

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Road Salt Request Form

Required Fields are marked with a Red asterisk *

Agency Point of Contact *

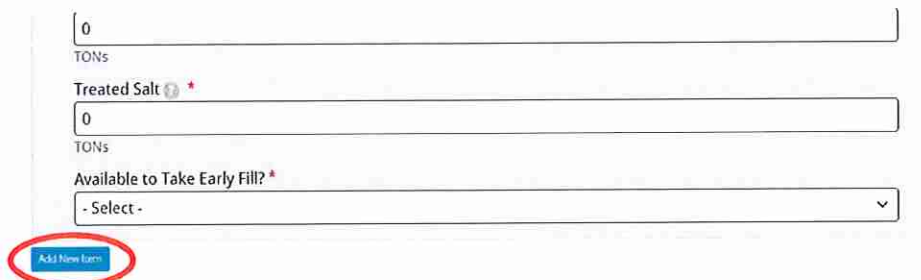
Direct Phone *

Direct Email *

Alternate Agency Contact *

STEP TWO: Enter your information.

- Complete one Road Salt Order Form online to submit your 2026-2027 seasonal contract information. You may add multiple locations (Add New Item) for your organization using one form.
- To add more locations to your request, go to the 'Add New Item' blue icon to add additional line-item locations. You must fill in the first line with location prior to adding any additional lines.



0

TONs

Treated Salt *

0

TONs

Available to Take Early Fill? *

- Select -

Add New Item

- **Admin Location Code** will be entered by OSP administrator. You can skip this field.

Available to Take Early Fill? *

- Select -

Add New Item

Admin Location Code

- None -

Submit

- Be sure to carefully proofread your information prior to submitting your information.
- When you have reviewed your information and all is correct, you will click on the Submit button.

STEP THREE: Review Information Confirmation.

- You will receive a confirmation email for the information entered for your agency.
- Be sure to carefully proofread your confirmation of the Road Salt Order Form.
- The quantities entered will be used in to negotiate the pricing and will obligate your agency for the quantities entered.
- You will NOT be able to retrieve or edit your information after it is submitted on the State's Road Salt Order Form.
- If you need to change your original entries, you must contact Karen McIntyre at karen.mcintyre@state.mn.us. Please be sure to send an email with the details of the changes you wish to make. The email will serve as documentation of the needed change(s).

Note: If you do not receive the confirmation or have any questions about the information you have submitted, please send an email to karen.mcintyre@state.mn.us. An email with the information you entered will be returned to you for review.

STEP FOUR: Review Spreadsheet Information with Awarded Contractor and Pricing.

- Shortly after the entry deadline, all the requirements and information from the CPV members will be accumulated into one spreadsheet document.
- The accumulated information will be sent to you for one final review to ensure your information and requirements are correct. Please be sure to carefully review the information for your locations.
- If changes are needed, please email karen.mcintyre@state.mn.us with the needed revisions.
- The combined MnDOT and CPV requirements will be used to negotiate and contract with salt suppliers for the 2026-2027 season.
- If you or your organization has any change in contact information (names, email, or phone numbers), please email the updates to me, at karen.mcintyre@state.mn.us.

STEP FIVE: Contract Confirmation and Ordering.

- Best and final contract prices along with the awarded Contractor for your agency's locations will be communicated to you as soon as negotiations are completed.
- The date to have the pricing and contractors confirmed is approximately June 1, 2026.
- Once the contracts have been established, you will place your road salt order **directly** with the Contractor awarded your agency's locations.

The Road Salt program success depends upon your participation and support.

Thank you!

STATE OF MINNESOTA ROAD SALT SPECIFICATIONS

Note: Tentative Specifications for 2026-2027 Road Salt Season with details to be confirmed prior to the solicitation posting.

PRODUCT SPECIFICATION SECTION

1. **REGULAR ROAD SALT PRODUCT SPECIFICATIONS.** Road salt furnished under this Contract shall meet or exceed the requirements as outlined in the following.

- **REGULAR ROAD SALT - ASTM-D-632, TYPE I, GRADE I- MODIFIED PER MnDOT SPEC. 3910 2020 Edition** as modified below:

3910.1 Scope. This Specification covers rock salt (sodium chloride) to be used for road purposes.

3910.2 Requirements. The quality and grading of the salt shall conform to ASTM-D-632 for Type 1, Grade 1 material. At the time of delivery to the Customer, the salt shall not contain more than 2.0 percent moisture, and it shall be free of lumps, aggregations, foreign matter and be free flowing. The salt shall always maintain free flowing characteristics. The sodium chloride content shall be a minimum of 95.0%.

3910.3 Samples and Testing.

3910.3.1. Samples.

The State or CPV Members reserve the right to sample and inspect the salt at the Contractor's unloading and storage facilities or at the point of delivery. Sampling shall be done according to ASTM D 632 modified as described in MnDOT Laboratory Manual Section 2101.1

www.dot.state.mn.us/materials/labmanual.html.

3910.3.2. Testing.

Moisture testing shall be done according to the Rock Salt Microwave Rapid Moisture Test, Rock Salt Moisture Balance Rapid Moisture Test or Rock Salt Oven Moisture Test (ASTM E 534 modified) as described in the MnDOT Laboratory Manual Sections 2101, 2102 or 2103 respectively.

www.dot.state.mn.us/materials/labmanual.html.

Sieve Analysis shall be done according to the Rock Salt Gradation procedure as described in the MnDOT Laboratory Manual Section 2104.

The chemical analysis for determination of sodium chloride content shall be made in accordance with the Sodium Chloride Content by Silver Nitrate Titration (AASHTO T-260-6 modified) as described in the MnDOT Laboratory Manual Section 2105.

2. **TREATED SALT PRODUCT SPECIFICATIONS.** Any product offered must be on the Minnesota Department of Transportation (MnDOT) Approved Products List (APL) for Winter Chemicals. For definition purposes, for this Request for Proposal only, TREATED SALT is defined as follows:

- **TREATED SALT** is a mixture of Regular Road Salt, ASTM-D-632 Type I, Grade I, - Modified per MnDOT Specification 3910 and as modified in Section 1.1 above, blended with a corrosion inhibited magnesium chloride product for anti-icing or deicing and listed on the MnDOT Winter Chemical APL category "Corrosion Inhibited Sodium Chloride (solid)/Treated Salt". The magnesium chloride-based product will also contain an agricultural processing residue or an alternative MnDOT approved agent that will depress the effective working temperature and decrease corrosiveness of the overall compound as well as prevent leaching of the treating solution.

Agriculture Processing Residue Products (APRP) is the concentrated liquid residues from the processing of grains and other agricultural products. They are derived from the processing of

agricultural raw materials, primarily corn and beets. The liquid residues are typically combined with chloride solutions and/or rock salt and the resulting mixture is applied to road surfaces and bridge decks for the purpose of anti-icing or de-icing.

Treated Salt must be blended by the Contractor prior to shipment to ordering agencies location(s).

- Anti-caking agents are not required in regular road salt that is used for TREATED
- **Sodium Chloride.** The resulting treated salt shall be not less than 91.2% Sodium chloride. The chemical analysis for determination of sodium chloride content shall be made in accordance with the Sodium Chloride Content by Silver Nitrate Titration (AASHTO T-260-6 modified) as described in the MnDOT Laboratory Manual Section 2105 dot.state.mn.us/materials/labmanual.html.
- **Application Rate.** One (1) ton of salt mixed with eight and one-half (8.5) gallons, plus or minus (+/-) one-half (½) gallon of corrosion inhibited magnesium chloride product. The application rate shall be tested in accordance with the Treated Salt – Liquid Treating Agent Content method as described in the MnDOT Laboratory Manual Section 2106. dot.state.mn.us/materials/labmanual.html.
- Properly stored product (covered or inside) shall not have objectionable leaching or separation of components to the extent that such condition produces adverse effects in the handling or usage of the product or routine maintenance of the storage facility.
- **Moisture Content.** At the time of delivery to the Customer, the moisture content shall be:

Class 1, less than 3% when tested by the Rock Salt Microwave Rapid Moisture Test, Rock Salt Moisture Balance Rapid Moisture Test or Rock Salt Oven Moisture Test (*ASTM E 534 modified*) as described in the MnDOT Laboratory Manual Sections 2101, 2101 or 2103 respectively. www.dot.state.mn.us/materials/labmanual.html.

Class 2, less than 4.0% when tested by the Rock Salt Microwave Rapid Moisture Test, Rock Salt Moisture Balance Rapid Moisture Test or Rock Salt Oven Moisture Test (*ASTM E 534 modified*) as described in the MnDOT Laboratory Manual Sections 2101, 2101 or 2103 respectively. www.dot.state.mn.us/materials/labmanual.html.

- **PRE-TREATMENT** The liquid de-icer that is applied to the Regular Road Salt defined above must meet the following specification:
 - **Pre-treatment Agent.** A corrosion inhibited pre-treating agent with a minimum of 24% magnesium chloride. A MnDOT approved corrosion inhibited/treated salt blend that has been treated with magnesium chloride-based product will satisfy the pre-treatment agent
 - The pre-treating agent shall have a corrosion value at least 70% less than that of Sodium Chloride when tested by the National Association of Corrosion Engineers Standard TM-O1-69 as modified by the Clear Roads Consortium/Pacific Northwest Snowfighters Association.
 - Products shall be dyed blue or green as part of the original manufacturer's production process. Acceptance of undyed product will be at the discretion of the ordering agency.
3. At its discretion, MnDOT and CPV members may test and inspect material from the Contract Vendor's stockpile prior to delivery. MnDOT and CPV members may also test and inspect material at the Contract Vendor's stockpile when so requested by the Contract Vendor on material to be delivered to the various delivery points covered in this Solicitation. MnDOT and CPV members will make every practical effort to meet this request. If not practical, or if insufficient lead time prevents pre-inspection, the salt will be inspected at the delivery point. **MnDOT and CPV members may refuse future deliveries from any vendor stockpile from which samples testing greater than 2 % for**

Regular Road Salt; 3 % or 4% moisture for Class 1 Treated Road Salt or Class 2 Treated Road Salt respectively and 1% moisture for Medium Grade Road Salt per Section 1.2.

All salt delivered to the various delivery points is subject to final inspection, as delivered, at the discretion of the Agency field personnel.

When inspected at the delivery point, the salt shall conform to the product specifications as outlined in the Solicitation, subject to the following modifications:

- When more than 20 tons are delivered to a specified location on a single purchase order, a tolerance in gradation of 5 percentage points will be permitted for sieves #4, #8, and #30 on the average gradation of the loads
- Any delivered salt that fails to meet specification requirements may be rejected at the Customer's discretion. If the urgency of circumstances makes it necessary, the State may accept the salt and make payment in accordance with the schedule of deductions listed
- Salt that is rejected and not used shall be removed by the Contractor and immediately replaced with product that conforms to specification at no additional cost to the
- In the event salt is used that fails to meet specification requirements, a deduction will be made from the Contract price as follows:
 - **Chemical Composition.** For each 0.1 percentage point deficiency in sodium chloride content, a deduction of one percent (1%) of the Contract price per ton will be made, except if the sodium chloride content is found to be less than 85 percent, at which time the salt may be rejected. Salt that is rejected and not used shall be removed by the Contractor, at their expense, and immediately replaced with product that conforms to specification at no additional cost to the
 - For each one (1) percentage point outside the limits permitted by the specification for each sieve size, a deduction of one percent (1%) will be made from the Contract price.
 - For salt received in a lumpy condition which requires reprocessing by the agency in order to make it usable, a deduction in payment will be made in an amount equal to the cost of reprocessing work done by the Customer in order to put the salt in usable condition. All actual costs will be itemized and submitted to the Contractor for payment.
 - **Moisture Content.** For purposes of deductions, the following chart and provisions will apply:

Regular Road Salt Moisture Deduction Table

% Moisture	Deduction	% Moisture	Deduction	% Moisture	Deduction
2.01-2.09	10%	2.5-2.59	25%	3.0-3.09	40%
2.1-2.19	13%	2.6-2.69	28%	3.1-3.19	43%
2.2-2.29	16%	2.7-2.79	31%	3.2-3.29	46%
2.3-2.39	19%	2.8-2.89	34%	3.3-3.39	49%
2.4-2.49	22%	2.9-2.99	37%	3.4 & UP	50%

- Treated Rock Salt moisture: The maximum allowable moisture content for Treated rock salt shall not exceed 3% for Class 1 and 4% for Class 2 according to Section 2.6. Moisture Deductions for Treated rock salt shall be according to the regular rock salt table in Section 4.4.4 modified to add 1 % for Class 1 and 2% for Class 2 to each % Moisture.
- If the Contract Vendor makes salt deliveries totaling 200 tons or more of salt to a contracted maintenance area with an average moisture content for all loads which fail moisture content requirements exceeding 3.0 for Regular Road Salt; x percent or 5.0 percent for Class 1 Treated Salt or Class 2 Treated Salt respectively and 2.0 percent for Medium Grade Road Salt, that maintenance area may request the Department of Administration (Admin) to cancel the Contract Vendor's Contract award for the area. If Admin does cancel the Contract Vendor's award for that area, the next interested low responsive vendor will be awarded the Contract for the affected delivery points. If there are any cost differences for subsequent purchases (between the first and next interested low responder), the State will charge the full increase in cost and handling, if any, to the defaulting Contract Vendor. If product is ordered on the open market and there is a cost difference between the actual price and the defaulting Contract Vendor's price, the State will charge all actual costs, if any, to the defaulting Contract Vendor.

3.4.8. All deductions will be made from payments due to the Contractor. If there is an outstanding balance due from the Contractor, and there are no open invoices available to make deductions from, the Contractor will issue a check to the customer for the balance due. The Contractor may be ineligible to receive awards on any future Solicitations until reimbursement and reconciliation has been completed for liquidated damages or other costs incurred by the State due to the Contractor's non-performance.

If loads from a specific stockpile are being delivered to the Customer that consistently exceed moisture specification requirements, the Contractor will devise alternate testing methods at the Customer's discretion.



DRAFT

BALDWIN CITY COUNCIL REGULAR MEETING

MARCH 18th, 2026

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

Absent – Council Member Tom Rush

Also Present – City Attorney Bob Ruppe from Couri & Ruppe, City Engineer, Sam Jochum from Hakanson Anderson

Call to Order – The March 4th 2026 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 - Walker/Case unanimous to approve as amended.

February 2026 Final Treasurer's Report – Beginning balance of \$1,346,857.64, receipts of \$99,335.52, disbursements of \$131,453.03; check numbers 29251 – 29324 and 11 EFT payments and \$2.04 for JE transfers due to uncashed checks, leaving an unaudited ending balance of \$1,314,742.17.

March 2026 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$1,314,742.17, receipts of \$16,259.10, disbursements of \$87,856.99 leaving an unaudited ending balance of \$1,243,144.28.

Public Comment Requests:

Norm Behnke - 28123 Lake Diann Road: Mr. Behnke attended the meeting tonight to discuss the animal control ordinance enforcement.

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

- Approve Quote from M-R Sign for \$2759.10 for Street Sign Round Posts
- Approve City Council Meeting Minutes for March 4th, 2026
- Approve IRS Federal Tax Status Letter
- Approve First Amended Prosecution Agreement Between City of Baldwin and Sherburne County
- Approve Ordinance No. 2026-03, Amending Ordinance No. 400 Regulating Animals

Sherburne County Attorney Updates: Dawn Nyhus – Dawn Nyhus, Sherburne County Attorney, was present to provide an update of activities and services provided by the Sherburne County Attorney's Office (CAO) through the prosecution contract for the city. Nyhus stated that they do not prosecute Ordinances for cities unless a prosecution agreement is in place. An amended prosecution agreement was approved on the consent agenda at tonight's meeting. She also discussed cases Sherburne County Attorney's office handled last year which were 22 felony level offenses, 11 gross misdemeanors, 37 misdemeanors and 17 petty misdemeanors for Baldwin.

Sherburne County Commissioner Updates: Brad Schumacher – Brad Schumacher was present to provide updates of recent County projects and Board actions. Schumacher discussed that Sherburne County Public Works is busy with grant application for 2027, including intersections and rural lighting intersections. Mr. Schumacher discussed that the County Recorder is retiring so this will be on the upcoming ballot. The County Board also voted with a 5-0 vote to break the County Auditor and Treasure position apart. The public can contest breaking of this role, but the goal would be to appoint the Treasurer and have the Auditor elected. Sherburne County Sheriff will also be retiring, which is another upcoming change at Sherburne County. Mr. Schumacher discussed jail renovations, solar panels and ownership of solar farms. He went on to say that the County Board will continue to discuss use of rifles and guns.

Discuss/Approve/Disapprove Grant Locke Encroachment Agreement

Amendment –Mr. Locke stated that he does not have a problem removing or cutting down the wooden posts. **Case/Walker unanimous to table** until the June 3rd 2026 City Council meeting to provide Mr. Locke enough time to complete this.

Discuss PID# 01-00404-0001 – Ruppe, City Attorney, discussed residents request to purchase a portion of PID# 01-00404-0001 that the city owns. The rights acquired under a plat depend upon the statute and case law in effect at the time the plat was recorded. Given the holdings, if the city were to vacate its interest in the "beach" dedicated by the Plat of Elk Lake Estates, the title to the "beach" property would revert to the original dedicator or their successors in interest. The city would not own the property after vacation and therefore would not be able to convey the property to the residents that requested to purchase this portion of PID# 01-00404-0001. Teresa Barnes at 28641 143rd Street and Todd Jackson, that has a cabin at 14250 287th Avenue, were at the meeting to ask questions. Mayor Swanson stated that the Council has not had conversation on vacating the property.

Frontier Trails Update:

Discuss 2025 Annual Report from Natural Systems Utilities – Natural Systems Utilities (NSU) presented a September 2025 to present report on the wastewater operation and maintenance service report for Frontier Trails SSD. Full report on file in the Clerk's office or at baldwinmn.gov under Agenda/Minutes, Agenda Packet.

 **DRAFT**

Engineering:

Discuss/Approve/Disapprove Hakanson Anderson Updating GIS Cemetery Map with Approximate Cost of \$64.00 to \$67.50 per plot – Case/Holm unanimous to approve \$64.00 to \$67.50 per plot to update GIS cemetery map. GIS map to be updated yearly after the initial map is completed.

Discuss/Approve/Disapprove Hakanson Anderson Looking into Catch Basin/Curb at Sandy Lake and Curb for Lake Diann - Case/Walker unanimous to approve Hakanson Anderson developing plans for catch basin/curb at Sandy Lake and curb for Lake Diann.

Discuss/Approve/Disapprove Resolution 26-07, Approving Construction Plans and Project Specifications and Authorizing Advertisement for Bids - Case/Walker unanimous to approve Resolution 26-07.

Discuss/Approve/Disapprove Resolution 26-08, Administration of the Minnesota Wetland Conservation Act – Case/Walker unanimous to approve Resolution 26-08.

Financials for the month of February 2026 for Frontier Trails are \$5633.67 revenues and \$2539.31 expenditures.

Road Report:

Discuss Public Works Report – Full Public Works Report on file in the Clerk's office or available at baldwinmn.gov under Agenda/Minutes, Agenda Packet.

Case/Walker unanimous to approve Mayor Swanson working with City Attorney on contract for sink hole repairs.

Discuss/Approve/Disapprove Quote for Ditch Mowing in 2026 of \$9,200.00 - Walker/Case unanimous to approve quote for ditch mowing in 2026 of \$9200.00.

Discuss Culvert Concerns – Public Works Supervisor prepared a memo asking direction from the City Council on a policy for culvert concerns. Mayor Swanson requested a plan be developed. **Swanson/Case unanimous to table** until the April 15th, 2026 City Council meeting.

Discuss/Approve/Disapprove Road Sign Estimate of \$2500.00 – Case/Walker unanimous to approve \$2500.00 estimate to purchase road signs for load limits and the City of Baldwin for our boundaries.

Discuss 127th Avenue Cul De Sac – Walker discussed that the Cul De Sac at 127th Avenue needs to be repaired. Swanson requested costs for this and for this to be brought back to the April 15th, 2026 City Council meeting.

**Tabled Items:**

Discuss/Approve/Disapprove IPAWS TextMyGov Alerts – Case/Walker unanimous to table until the June 17th, 2026 City Council meeting.

Discuss/Approve/Disapprove Ordinance Change for Underground Power Lines – Mayor Swanson discussed the current ordinance which states that all utilities including telephone, electricity, gas, and telecable shall be installed underground. Ruppe, City Attorney, recommends keeping ordinance as drafted to give flexibility for determining the best course of action going forward. **Case/Walker unanimous to disapprove ordinance change for underground power lines.**

Discuss/Approve/Disapprove Resolution 26-04, Delegating Authority to Certain City Officials to Enter into Certain Contracts – Case/Walker unanimous to approve Resolution 26-04.

Schedule Workshop to Review All Job Descriptions – Case/Walker unanimous to approve March 30th, 2026 at 7:00 p.m.

Discuss/Approve/Disapprove Proposal from Auditors on PFML Review – The Clerk received a proposal for the City Auditing Firm to review the payroll setup including appropriate earnings and deduction treatments. The review fee is set at a \$300.00 flat rate. If the Auditors determine that there are unexpected complexities that require further work, the standard hourly rate of \$140.00 will apply. **Case/Walker unanimous to approve after Attorney review.**

New Business:

Discuss/Approve/Disapprove Resolution 26-06, Display of Minnesota State Flag – Holm/Walker unanimous to approve Resolution 26-06 display of prior 1983 version of the Minnesota State Flag upon properties owned and maintained by the City of Baldwin.

Discuss/Approve/Disapprove RFP for Auditors – Case/Walker unanimous to approve going out for request for proposals for City Auditor.

Discuss/Approve/Disapprove \$278.00 Additional Cost for Baldwin Newspaper Insert – Case/Walker unanimous to approve \$278.00 additional cost for newspaper insert for the upgraded paper.

Discuss 2026 Clean-Up Day Fees – The City Council discussed the fees for the May 2nd, 2026 Clean-Up Event. **Case/Walker unanimous to approve 2026 clean-up day fees.**

Discuss/Approve/Disapprove 2026 Recycling Day Grant Agreement – Case/Walker unanimous to approve the 2026 Recycling Day Grant Agreement.

Discuss/Approve/Disapprove ARC Irrigation Services of \$3316.28 for Fertilization/Weed Control at Young Park and Goose Lake Park – Case/Walker unanimous to approve ARC Irrigation Services quote for \$3316.28.

Discuss/Approve/Disapprove Marlene Nelson as Cemetery Sexton – Case/Walker unanimous to approve Marlene Nelson as Cemetery Sexton. This will go into effect March 15th, 2026.

Discuss/Approve/Disapprove Cemetery Policy and Rates – Swanson/Walker unanimous to table until the April 1st, 2026 City Council meeting.

Discuss Rental of Young Park Ball Field – Case/Walker unanimous to table until the April 1st, 2026 City Council meeting.

Discuss Update on Expansion of Existing Buildings – The City Council discussed how to proceed with obtaining costs to update the existing buildings including bringing the buildings up to code.

Announcement:

- a. Park Committee Meeting Thursday, March 19th, 2026, at 7:00 p.m.-Cancelled
- b. Baldwin Easter Egg Hunt at Young Park Saturday, March 21st, 2026, at 10:00 a.m.
- c. Planning Commission Meeting Wednesday, March 25th, 2026, at 7:00 p.m.
- d. Next City Council Meeting Wednesday, April 1st, 2026, at 7:00 p.m.
- e. Local Board of Appeal & Equalization Thursday, April 16th, 2026, at 3:00 p.m.

Any Other Business - None

Approve Bill for Payment – Walker/Case unanimous to approve check numbers 29356 – 29392 for \$50,372.25, 5 EFT payments for \$5,376.63 for a total of \$55,748.80.

Adjourn – Holm/Walker unanimous to adjourn at 9:50 p.m.

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

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

Date

Attendees: Norm Behnke, Fintan Moore, Grant Locke, Bruce West, Julie Weidenborner, Delmas Hines, Teresa Barnes, Charles & Danielle McConaughay, Todd Jackson, Erin Simonsmeier, Sharon Leider

**CITY OF BALDWIN
RESOLUTION NO. 26-09**

RESOLUTION ACCEPTING DONATIONS

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 following persons and entities have offered to contribute the cash amounts set forth below to the city:

<u>Name of Donor</u>	<u>Amount</u>
Walmart—Easter Egg Hunt	\$75.00
NAPA Auto—Train Set/Trucks	\$879.98

WHEREAS, all such donations have been contributed to assist the City in the establishment, operation and/or purchase of equipment; and

WHEREAS, The City Council finds that it is appropriate to accept the donations offered.

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

1. The donations described above are accepted.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Adopted by the City Council of the City of Baldwin, April 1st, 2026.

Approved:

Jay Swanson, Mayor

Attested:

Joan Heinen, Clerk-Treasurer



Contract Area: City of Baldwin - January 2026

Permit #	Paid Date	Address	Project Description	Permit Portion	70% Billable	Plan Review	80% Billable	Project Fee
BA2025-183		13518 288th Ave NW	Accessory Structure - Abandoned Permit as of 1/17/26. (Originally applied for 6/3/25.) Plan review still owed by applicant. To be billed for by the City if they so choose.	\$ -	\$ -	\$ 75.76	\$ 60.61	\$ 60.61
BA2025-148	1/5/2026	11700 293RD AVE NW	Non-Residential Septic Operating	\$ 200.00			\$ -	\$ 200.00
BA2025-181	1/12/2026	32018 125TH ST NW	Non-Residential Alteration/Remodel	\$ 1,956.15	\$ 1,369.31	\$ 1,271.50	\$ 1,017.20	\$ 2,386.51
BA2025-246	1/20/2026	13319 279TH AVE NW	Window/Door	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2025-247	1/20/2026	13319 279TH AVE NW	Siding	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2025-399	1/22/2026	12526 319TH AVE NW	Non-Residential Addition	\$ 3,211.65	\$ 2,248.16	\$ 2,087.57	\$ 1,670.06	\$ 3,918.21
BA2025-437	1/7/2026	14320 314TH AVE NW	Water Heater	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2025-442	1/7/2026	29003 138TH ST NW	Window/Door	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2025-445	1/13/2026	29476 131ST ST NW	New Construction	\$ 2,610.90	\$ 1,827.63	\$ 1,697.09	\$ 1,357.67	\$ 3,185.30
BA2026-002	1/7/2026	29098 128th St NW	Gas Fireplace	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2026-004	1/12/2026	12917 295TH AVE NW	Mechanical New Construction	\$ 150.00	\$ 105.00		\$ -	\$ 105.00
BA2026-005	1/13/2026	30238 128TH ST NW	Water Conditioner	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2026-008	1/20/2026	12901 295TH AVE NW	Mechanical New Construction	\$ 150.00	\$ 105.00		\$ -	\$ 105.00
BA2026-009	1/28/2026	10957 285TH AVE NW	Alteration/Remodel	\$ 199.30	\$ 139.51	\$ 129.55	\$ 103.64	\$ 243.15
BA2026-010	1/22/2026	30945 115th St	Gas Fireplace	\$ 125.00	\$ 87.50		\$ -	\$ 87.50



Contract Area: City of Baldwin - January 2026

Permit #	Paid Date	Address	Project Description	Permit Portion	70% Billable	Plan Review	80% Billable	Project Fee
BA2026-011	1/26/2026	10957 285TH AVE NW	Mechanical Alteration/Remodel	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2026-012	1/26/2026	10957 285TH AVE NW	Plumbing Alteration/Remodel	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2026-013	1/26/2026	28530 143RD ST NW	Sewer Only	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2026-014	1/30/2026	31475 116TH ST NW	Addition	\$ 166.20	\$ 116.34	\$ 108.03	\$ 86.42	\$ 202.76
TOTAL				\$ 9,894.20	\$ 6,785.94	\$ 5,369.50	\$ 4,295.60	\$ 11,281.54

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



Contract Area: City of Baldwin - February 2026

Permit #	Paid Date	Address	Project Description	Permit Portion	70% Billable	Plan Review	80% Billable	Project Fee
BA2025-318	2/17/2026	14141 COUNTY ROAD 42 NW	Plumbing Alteration/Remodel	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2025-417	2/18/2026	31322 104TH ST NW	Solar	\$ 992.30	\$ 694.61	\$ 645.00	\$ 516.00	\$ 1,210.61
BA2026-003	2/17/2026	9803 287TH AVE NW	Alteration/Remodel - Already had \$125 applied that was transferred from permit 2025-254 as the scope of work increased with the permit.	\$ 157.05	\$ 109.94	\$ 183.33	\$ 146.66	\$ 256.60
BA2026-007	2/5/2026	29006 143RD ST NW	Deck	\$ 133.10	\$ 93.17	\$ 86.52	\$ 69.22	\$ 162.39
BA2026-016	2/4/2026	28308 125TH ST NW	Basement Finish	\$ 166.20	\$ 116.34	\$ 108.03	\$ 86.42	\$ 202.76
BA2026-017	2/3/2026	28308 125TH ST NW	Mechanical Alteration/Remodel	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2026-018	2/3/2026	13015 295TH AVE NW	Gas Fireplace	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2026-019	2/4/2026	13742 308th Ave NW, Princeton, MN, USA	Water Heater	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2026-020	2/5/2026	12437 284TH AVE NW	Furnace	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2026-021	2/17/2026	11512 284TH AVE NW	Window/Door	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2026-022	2/6/2026	28308 125TH ST NW	Plumbing Basement Finish	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2026-023	2/9/2026	28907 127TH ST NW	Siding	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2026-024	2/9/2026	28128 US HIGHWAY 169 NW	Furnace	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2026-025	2/19/2026	14331 285TH Ave NW, Baldwin, MN	Window/Door	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2026-027	2/12/2026	30712 128TH ST NW	Furnace	\$ 125.00	\$ 87.50		\$ -	\$ 87.50



Contract Area: City of Baldwin - February 2026

Permit #	Paid Date	Address	Project Description	Permit Portion	70% Billable	Plan Review	80% Billable	Project Fee
BA2026-028	2/12/2026	13535 289TH AVE NW	Furnace & A/C	\$ 185.00	\$ 129.50		\$ -	\$ 129.50
BA2026-029	2/13/2026	13927 290TH AVE NW	Window/Door	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2026-030	2/12/2026	10432 287 Avenue Northwest, Zimmerman, MN, USA	A/C	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2026-031	2/17/2026	29476 131ST ST NW	Plumbing New Construction	\$ 150.00	\$ 105.00		\$ -	\$ 105.00
BA2026-032	2/17/2026	29476 131ST ST NW	Mechanical New Construction	\$ 150.00	\$ 105.00		\$ -	\$ 105.00
BA2026-035	2/18/2026	14231 288TH AVE NW	Furnace	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
BA2026-036	2/19/2026	28326 139TH ST NW	Furnace & A/C	\$ 185.00	\$ 129.50		\$ -	\$ 129.50
BA2026-037	2/19/2026	12917 295TH AVE NW	Gas Fireplace	\$ 125.00	\$ 87.50		\$ -	\$ 87.50
TOTAL				\$ 3,993.65	\$ 2,795.56	\$ 1,022.88	\$ 818.30	\$ 3,613.86

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



CITY OF BALDWIN

30239 128th Street NW, Baldwin, MN 55371

NEWSLETTER

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

Office Hours

Mon-Thurs: 8:00 a.m. to 4:30 p.m.
Closed for Lunch: 12:30 p.m.-1:00 p.m.
Friday: 8:00 a.m. to 12:00 p.m.

Phone: 763-389-8931
Email: city.clerk@baldwinmn.gov

CITY COUNCIL

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

CITY CLERK / TREASURER

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

FIRE STATION

****EMERGENCY DIAL 911****
Scott Case, Fire Chief - 763-350-0374

PUBLIC WORKS DEPARTMENT

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

CITY OF BALDWIN WEBSITE:

www.baldwinmn.gov

CITY OF BALDWIN FACEBOOK:

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

April—June 2026

Calendar of Events for 2026

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

April 1	City Council Meeting
April 8	Special Planning Commission Meeting
April 15	City Council Meeting
April 16	Local Board of Appeal & Equalization
April 16	Park Committee Meeting
April 22	Planning Commission Meeting
May 2	Clean Up Day from 8 am to 11 am
May 6	City Council Meeting
May 13	Special Planning Commission Meeting
May 20	City Council Meeting
May 21	Park Committee Meeting
May 25	Memorial Day - OFFICE CLOSED
May 27	Planning Commission Meeting
June 3	City Council Meeting
June 10	Special Planning Commission Meeting
June 17	City Council Meeting
June 18	Park Committee Meeting
June 19	Juneteenth - OFFICE CLOSED
June 24	Planning Commission Meeting
July 1	City Council Meeting
July 3	OFFICE CLOSED - Observance of Independence Day

Burning Permits are available at City Hall or
online at www.dnr.state.mn.us.

**Reminder: City Council meetings are the
1st and 3rd Wednesday's of the month.**



CITY OF BALDWIN

30029 100th Street NW, Robbins, MN 55301

CLEAN UP DAY

Saturday, May 2nd, 2026

8:00 a.m. to 11:00 a.m.

BRING PROOF OF RESIDENCY (Driver's License or Tax Statement)

PLEASE NOTE: THE CITY UNLOADS ALL ITEMS

Tires: 4 Free Tires (NO RIM) up to 16"

\$5 Charge for tires with debris

(Each additional \$7.00)

Car/ATV	\$10.00 each
<u>(with rim)</u>	<u>\$12.00 each</u>
16.5"	\$14.00 each
<u>(with rim)</u>	<u>\$16.00 each</u>
19.5" – Semi	\$27.00 each
<u>(with rim)</u>	<u>\$30.00 each</u>
Tractor	\$129.00 each
<u>(with rim)</u>	<u>\$142.00 each</u>

Appliances: 1 Free (non-Freon)

(Each additional \$10.00)

Freon \$30.00 each

Televisions: (any size) \$30.00 each

Electronic Equipment:

Tower/Printers	\$10.00 each
Monitor	\$30.00 each

NON-ACCEPTABLE ITEMS

Hazardous waste, wood, fence material, glass, paint, cans, recyclables, plastics, building materials, paper, sheetrock, household garbage, household batteries, general junk, etc.

Sinks/Toilets	\$5.00 each
Bathtubs	\$15.00 each

Furniture	\$30.00 each
Stuffed chairs/mattresses/boxsprings	

Propane Tanks 20 lbs	\$5.00 each
With valve	\$25.00 each

Air Conditioner: \$30.00 each

Oil Filters: \$2.00 each

Car/Truck Batteries No charge

(No Household Batteries - AA, AAA, 9v, etc.)

Scrap Metal (clean) No charge

Lawn mowers (tires off), radiators,
Bicycles (tires off), steel fence posts

NOTE: No plastic, rubber, or wood connected to metal otherwise our vendor has a separate \$5.00 per item charge.

- No oil or gasoline in engines and plugs taken out.
- Snowmobiles with hoods \$30.00, no plastic hoods accepted.
- Gas and Servel refrigerators not accepted.

ORDINANCE SPOTLIGHT

Dog Regulations: Ordinance 2026-03

Many residents in Baldwin enjoy dogs as family pets. Keeping of dogs in Baldwin is regulated by an Animal Ordinance to protect people and other animals related to public health, safety, and welfare. Important provisions for dog owners to be aware of include:

- Dogs cannot be off property of the person owning, harboring, or keeping it and is not: (a) restrained by a leash not exceeding six feet in length; (b) confined within a vehicle or secure enclosure; or (c) under the immediate physical control of a competent person.
- Dogs are not allowed to habitually bark, which is defined as barking, whining, yelping, howling, crying, or similar vocalizations that continues for five consecutive minutes or more, with less than one minute between vocalizations.
- Dogs cannot cause worry, chase, or bother people traveling peaceably public streets.

Any person violating any of the provisions of the Animal Ordinance are subject to prosecution of a misdemeanor. Dogs violating the Animal Ordinance are also subject to impoundment.

Residents may call the Sherburne County Sheriff's Office to report a dog running at large, a barking dog that is disturbing the peace, or a dangerous dog.

Motor Sport Vehicles: Ordinance 120

Riding motorcycles, all-terrain vehicles, and snowmobiles is common in rural areas like Baldwin and enjoyed by many residents. These activities do have potential to cause conflict with neighboring property owners. As such, the City has adopted Ordinance 120 regulating special vehicles within Baldwin, which includes the following regulations to be aware of if operating motorcycles, ATVs, off-road vehicles, snow mobiles or other motorized recreational vehicles within private property:

- Allowed hours are limited to 9:00 a.m. to 7:00 p.m. each day.
- All vehicles must have a factory approved exhaust and mufflers may not be altered to increase motor noise, or have a cut out bypass, or similar device and noise must not exceed 94 decibels at a distance of 3 feet during operation.
- Establishment of a "track" as defined by the Special Vehicle Ordinance requires and Administrative Permit issued by the City and is subject to the following requirements:
 - The property must be a minimum of 5 acres in area.
 - The track must be setback 20 feet from property lines and 500 feet from any surrounding house.
 - Erosion control measures must be implemented.
 - No more than four operators may operate an all-terrain vehicle, go-cart, motorcycle or other recreational vehicle on the property at any one time.
 - Operation of all recreational vehicles using an established track must cease for a minimum of 1 hour after every 2 hours of operation.

Any person violating any of the provisions of the Special Vehicles Ordinance are subject to prosecution of a misdemeanor.

Residents may call City Hall to report a potential violation of the Special Vehicle Ordinance.

The full Animal Ordinance and Motor Sport Vehicle Ordinance are available on the City website at www.baldwinmn.gov.

NOTICE

CITY OF BALDWIN

IMPORTANT INFORMATION REGARDING PROPERTY ASSESSMENTS THIS MAY AFFECT YOUR 2027 TAXES.

The Local Board of Appeal and Equalization for the City of Baldwin will meet on April 16, 2026 at 3:00 p.m. at Baldwin City Hall, 30239 128th Street NW, Baldwin, MN 55371. The purpose of this meeting is to determine whether property in the jurisdiction has been properly valued and classified by the assessor.

If you believe the value or classification of your property is incorrect, please contact the City of Baldwin's Assessor, Jake Stenzel, at 763-308-5049 or email Jake at assessorjake@gmail.com to discuss your concerns. If you disagree with the valuation or classification after discussion with Jake Stenzel, you may appear before the Local Board of Appeal and Equalization. The Board will review your assessments and may make corrections as needed. Generally, you must appeal to the Local Board before appealing to the County Board of Appeal and Equalization.

Joan Heinen
City of Baldwin Clerk/Treasurer

POST OFFICE

The United States Postal Service determines zip codes and zip code boundaries. Baldwin properties are served by two post offices, each with a separate zip code 55398 and 55371. Having multiple zip codes is not unusual for a City that is a former rural township.

Because the USPS is not adding new Post Offices locations, it is unlikely Baldwin will have a single Zip Code specific to the City boundaries. The USPS and area Post Masters have approved the use of "Baldwin" as a mailing address within the City regardless of Zip Code. Using "Baldwin" as part of your address helps better identify the City and strengthen community identity and we encourage you to include it on all of your mailed correspondence.

BALDWIN FIRE

Did you know that Minnesota has approximately 17,000 volunteer paid-on-call fire fighters?

The Baldwin Fire Department has over 30 volunteer paid-on-call firefighters that service 71 square miles in the City of Baldwin and Blue Hill Township, including the Sherburne National Wildlife Refuge. Baldwin Fire responds to medicals, fire, personal injury accidents, and water/ice rescue incidents. Baldwin Fire also assists other neighboring departments. In 2025, Baldwin Fire answered 403 calls that included 300 medicals, 58 various fire calls, 15 alarms, 14 personal injuries, and 10 rescues. Of those calls, 83 were in Blue Hill Township. In the past year, Baldwin Fire participated in training with the Minnesota Air Rescue Team (MART) and Vehicle Response Training (VRT) on electric vehicles. Last year, the Baldwin Fire Relief and various community members donated a Lucas Device which delivers consistent, hands-free chest compressions during cardiac arrest, allowing responders to work more efficiently, maintain high-quality CPR, and improve patient outcomes. Baldwin Fire hosts and participates in a variety of community activities such as Fire Safety Week, Baldwin Fire Annual Open House, Baldwin Fire Dance, Pancake Breakfast, and Baldwin FunFest. The City of Baldwin would like to thank our Baldwin Fire Fighters for protecting our community!



Sign up to receive text alerts!

Sign-up by texting,

BALDWIN

to: **91896**



Scan to Start Texting ↗

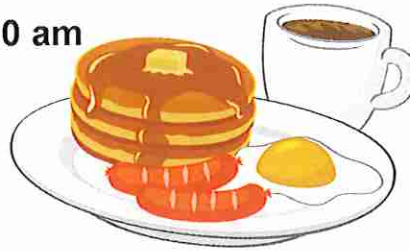


The City of Baldwin is looking for residents to volunteer for Baldwin FunFest and other events! If this is something you are interested in, please contact our Event Coordinator, Mary Larson, at 507-208-1053 or call City Hall at 763-389-8931.

UPCOMING EVENTS



Clean Up Day
May 2, 2026
8:00 am - 11:00 am



Baldwin Fire
Pancake Breakfast
June 28, 2026

Baldwin Fire Garage Sale
July 15, 2026 through July 17, 2026



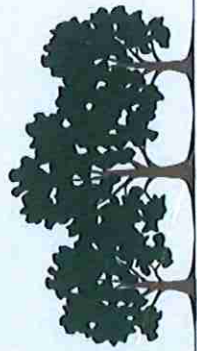
Baldwin Fire Department
2nd Annual Fire Dance
August 29, 2026



Baldwin Fire Department
Open House
September 12, 2026
11:00 am - 3:00 pm



Baldwin FunFest & Car Show
September 19, 2026
11:00 am - 3:00 pm



CITY OF BALDWIN

2025 YEAR END REPORT CITY OF BALDWIN



PERMITS ISSUED
413

COMPLETED INSPECTIONS

1367

CLOSED PERMITS

270

+/- FROM 2024

+24

TOTALS BY PERMIT TYPE (RESIDENTIAL)

BUILDING ● MECHANICAL

PLUMBING ● SEPTIC

SEPTIC
64

PLUMBING
63

MECHANICAL
69

BUILDING
190

NON-RESIDENTIAL AND MULTIFAMILY PERMITS

- 7 BUILDING
- 2 FIRE
- 9 MECHANICAL
- 4 PLUMBING
- 5 SEPTIC



2024 2025
19→23
NEW HOMES



COMPLIANT
87

NON-COMPLIANT
32



COMMUNICATION WITH
35 PROPERTIES

24 RESOLVED WITH
PERMIT APPLICATION



0 ACTIVE

TOTAL CASES: 4

4 RESOLVED

NEW

- OFFICE LOCATION
- REMOTE VIRTUAL INSPECTION PROGRAM
- FIRE OPERATIONAL PERMITS
- FIVE STAFF EARNED CERTIFICATIONS SUPPORTING BUILDING ADMINISTRATION
- FOUR NEW TEAM MEMBERS
- 14 CONTINUING EDUCATION CLASSES PRESENTED ACROSS THE STATE OF MN TO BUILDING OFFICIALS AND GENERAL CONTRACTORS BY RRC STAFF
- STREAMLINED USAGE OF BASELINE TECHNOLOGIES INC. PERMIT SOFTWARE

- GIVING BACK TO COMMUNITY:
 - SHERBURNE T2D SAFE ROADS
 - ADOPT A HIGHWAY PROGRAM
 - CHAMBER OF COMMERCE MEMBER
 - ROTARY INTERNATIONAL MEMBER
 - MANGO COMMUNITY FARM - HAITI
 - DONATIONS TO LOCAL PROGRAMS
 - PRINCETON
 - ZIMMERMAN
 - MILLE LACS 4H
 - ST. FRANCIS
 - AND MORE!



IN 2025, RUM RIVER FOCUSED ON PROCESS MANAGEMENT EFFORTS. IN 2026, AS WE CONTINUE TO REFINE THOSE OPPORTUNITIES, WE STRIVE TO FURTHER MENTOR AND COACH OUR PERSONNEL AND PARTNERS REGARDING BUILDING AND FIRE CODE ADMINISTRATION TOPICS OF INTEREST.



To: Honorable Mayor and City Council Members

From: Andy Schreder, Chief Building Official/Owner &
Carissa Kranz, Community Development Rum River Consultants

Subject: Noncompliant Septic System Code Compliance Case (PIN: 01-00429-0110)

Date: April 1st, 2026

Overview

This memo addresses an active code compliance matter within the City of Baldwin involving ongoing noncompliance with septic system regulations.

Noncompliant Septic System Exceeding Compliance Deadline:

Rum River Consultants (RRC) has identified a property within the City with a septic system that has been officially determined to be noncompliant. The system has exceeded the deadline for corrective action as required by Baldwin City Code Chapter 4-5(D)(2) and Minnesota Rules 7080.1500.

RRC issued formal notice to the property owner outlining the violation and required timeline for compliance. A replacement permit was submitted, reviewed, and sent for payment; however, the permit was subsequently canceled by the contractor, and no further action has been taken.

Due to the continued inaction and expiration of the compliance deadline, RRC recommends escalation to the City Attorney for enforcement.

Next Steps

RRC respectfully requests City approval for the following actions:

- **Legal Coordination:** Approval for RRC to coordinate with the City Attorney and proceed with enforcement actions for the noncompliant septic system case exceeding its compliance deadline, billed at the hourly rate.



520 Lafayette Road North
St. Paul, MN 55155-4194

Compliance inspection report form

Existing Subsurface Sewage Treatment System (SSTS)

Doc Type: Compliance and Enforcement

Instructions: Inspector must submit completed form to Local Governmental Unit (LGU) and system owner within 15 days of final determination of compliance or noncompliance. Instructions for filling out this form are located on the Minnesota Pollution Control Agency (MPCA) website at <https://www.pca.state.mn.us/sites/default/files/wq-wwists4-31a.pdf>.

Property information

Local tracking number:

Parcel ID# or Sec/Twp/Range: 01-00429-0110

Reason for Inspection

Owner Request

Local regulatory authority info: Baldwin Township

Property address: 12333- 278th Ave NW Zimmerman MN 55398

Owner/representative: Trent Keller

Owner's phone: 651-302-3546

Brief system description: 1250 septic with 3 rock trenches.

System status

System status on date (mm/dd/yyyy): 8/22/2024

☐ Compliant – Certificate of compliance*

☒ Noncompliant – Notice of noncompliance

(Valid for 3 years from report date unless evidence of an imminent threat to public health or safety requiring removal and abatement under section 145A.04, subdivision 8 is discovered or a shorter time frame exists in Local Ordinance.)

Systems failing to protect ground water must be upgraded, replaced, or use discontinued within the time required by local ordinance.

*Note: Compliance indicates conformance with Minn. R. 7080.1500 as of system status date above and does not guarantee future performance.

An imminent threat to public health and safety (ITPHS) must be upgraded, replaced, or its use discontinued within ten months of receipt of this notice or within a shorter period if required by local ordinance or under section 145A.04 subdivision 8.

Reason(s) for noncompliance (check all applicable)

- ☐ Impact on public health (Compliance component #1) – Imminent threat to public health and safety
- ☐ Tank integrity (Compliance component #2) – Failing to protect groundwater
- ☐ Other Compliance Conditions (Compliance component #3) – Imminent threat to public health and safety
- ☐ Other Compliance Conditions (Compliance component #3) – Failing to protect groundwater
- ☐ System not abandoned according to Minn. R. 7080.2500 (Compliance component #3) – Failing to protect groundwater
- ☒ Soil separation (Compliance component #5) – Failing to protect groundwater
- ☐ Operating permit/monitoring plan requirements (Compliance component #4) – Noncompliant - local ordinance applies

Comments or recommendations

Compliance does not warranty future use. Any system old or new, can be hydraulically overloaded with improper use, abuse, lack of maintenance, or sudden and heavy usage. The average life of a septic system is 20-30years.

Certification

I hereby certify that all the necessary information has been gathered to determine the compliance status of this system. No determination of future system performance has been nor can be made due to unknown conditions during system construction, possible abuse of the system, inadequate maintenance, or future water usage.

By typing my name below, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing this form.

Business name: ARK Septic LLC

Certification number: 9575

Inspector signature: Ashley Krause

License number: 3974

(This document has been electronically signed)

Phone: 763-760-4172

Necessary or locally required supporting documentation (must be attached)

- ☒ Soil observation logs
- ☒ System/As-Built
- ☐ Locally required forms
- ☐ Tank Integrity Assessment
- ☐ Operating Permit
- ☐ Other information (list):

Property Address: 12333- 278th Ave NW Zimmerman MN 55398

Business Name: ARK Septic LLC

Date: 8/22/2024

1. Impact on public health – Compliance component #1 of 5

Compliance criteria:

System discharges sewage to the ground surface

☐ Yes* ☒ No

System discharges sewage to drain tile or surface waters.

☐ Yes* ☒ No

System causes sewage backup into dwelling or establishment.

☐ Yes* ☒ No

Any "yes" answer above indicates the system is an imminent threat to public health and safety.

Describe verification methods and results:

No visual signs of failure.

Attached supporting documentation:

☐ Other: _____

☐ Not applicable

2. Tank integrity – Compliance component #2 of 5

Compliance criteria:

System consists of a seepage pit, cesspool, drywell, leaching pit, or other pit?

☐ Yes* ☒ No

Sewage tank(s) leak below their designed operating depth?

☐ Yes* ☒ No

If yes, which sewage tank(s) leaks:

Any "yes" answer above indicates the system is failing to protect groundwater.

Describe verification methods and results:

Pumped by Marks Sewer, see attached. Tank is passing but would recommend new tanks with new system.

Attached supporting documentation:

☐ Empty tank(s) viewed by inspector

Name of maintenance business: _____

License number of maintenance business: _____

Date of maintenance: _____

☒ Existing tank integrity assessment (Attach)

Date of maintenance 8/21/2024

(mm/dd/yyyy): (must be within three years)

(See form instructions to ensure assessment complies with Minn. R. 7082.0700 subp. 4 B (1))

☐ Tank is Noncompliant (pumping not necessary – explain below)

☐ Other: _____

Property Address: 12333- 278th Ave NW Zimmerman MN 55398

Business Name: ARK Septic LLC

Date: 8/22/2024

3. Other compliance conditions – Compliance component #3 of 5

3a. Maintenance hole covers appear to be structurally unsound (damaged, cracked, etc.), or unsecured?

☐ Yes* ☒ No ☐ Unknown

3b. Other issues (electrical hazards, etc.) to immediately and adversely impact public health or safety? ☐ Yes* ☒ No ☐ Unknown

**Yes to 3a or 3b - System is an imminent threat to public health and safety.*

3c. System is non-protective of ground water for other conditions as determined by inspector?

☐ Yes* ☒ No

3d. System not abandoned in accordance with Minn. R. 7080.2500?

☐ Yes* ☒ No

**Yes to 3c or 3d - System is failing to protect groundwater.*

Describe verification methods and results:

Attached supporting documentation: ☐ Not applicable ☐

4. Operating permit and nitrogen BMP* – Compliance component #4 of 5 ☒ Not applicable

Is the system operated under an Operating Permit?

☐ Yes ☒ No If "yes", A below is required

Is the system required to employ a Nitrogen BMP specified in the system design? ☐ Yes ☒ No If "yes", B below is required

BMP = Best Management Practice(s) specified in the system design

If the answer to both questions is "no", this section does not need to be completed.

Compliance criteria:

a. Have the operating permit requirements been met?

☐ Yes ☐ No

b. Is the required nitrogen BMP in place and properly functioning?

☐ Yes ☐ No

Any "no" answer indicates noncompliance.

Describe verification methods and results:

Attached supporting documentation: ☐ Operating permit (Attach) ☐

Property Address: 12333- 278th Ave NW Zimmerman MN 55398

Business Name: ARK Septic LLC

Date: 8/22/2024

5. Soil separation – Compliance component #5 of 5

Date of installation 11/8/1979 ☐ Unknown
(mm/dd/yyyy)

Shoreland/Wellhead protection/Food
beverage lodging?

☐ Yes ☒ No

Compliance criteria (select one):

5a. For systems built prior to April 1, 1996, and not located in Shoreland or Wellhead Protection Area or not serving a food, beverage or lodging establishment:

Drainfield has at least a two-foot vertical separation distance from periodically saturated soil or bedrock.

☐ Yes ☒ No*

5b. Non-performance systems built April 1, 1996, or later or for non-performance systems located in Shoreland or Wellhead Protection Areas or serving a food, beverage, or lodging establishment:

Drainfield has a three-foot vertical separation distance from periodically saturated soil or bedrock.*

☐ Yes ☐ No*

5c. "Experimental", "Other", or "Performance" systems built under pre-2008 Rules; Type IV or V systems built under 2008 Rules 7080.2350 or 7080.2400 (Intermediate Inspector License required ≤ 2,500 gallons per day; Advanced Inspector License required > 2,500 gallons per day)

Drainfield meets the designed vertical separation distance from periodically saturated soil or bedrock.

☐ Yes ☐ No*

***Any "no" answer above indicates the system is failing to protect groundwater.**

Describe verification methods and results:

Probed rock for bottom of media depth. Did a boring on end of trenches, system is failing.

Attached supporting documentation:

☒ Soil observation logs completed for the report

☐ Two previous verifications of required vertical separation

☐ Not applicable (No soil treatment area)

☐ _____

Indicate depths or elevations

A. Bottom of distribution media	39"
B. Periodically saturated soil/bedrock	32"
C. System separation	0
D. Required compliance separation*	24"

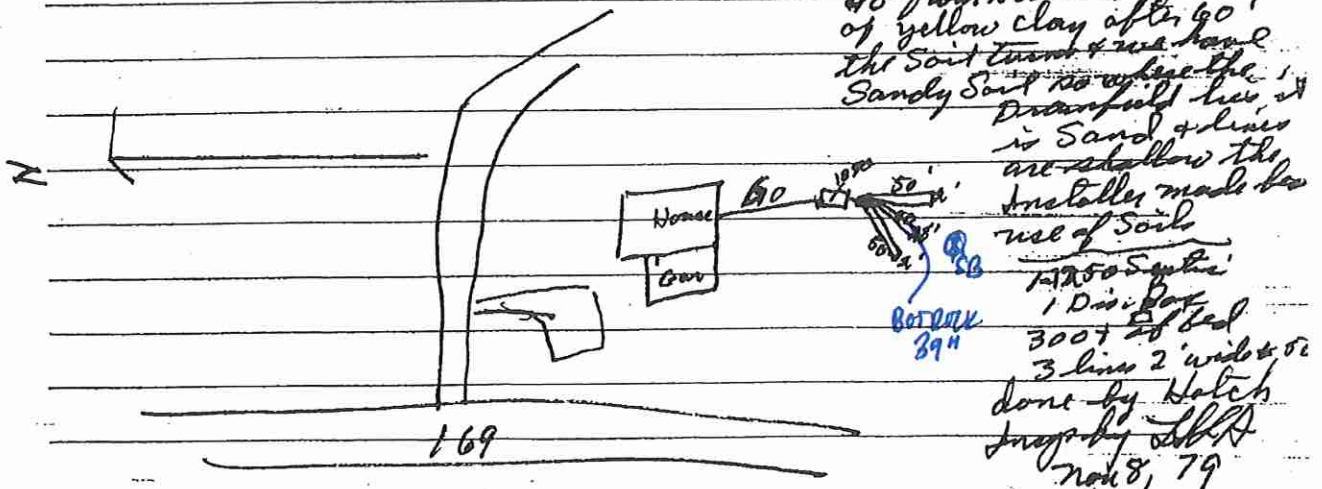
*May be reduced up to 15 percent if allowed by Local Ordinance.

Upgrade requirements: (Minn. Stat. § 115.55) An imminent threat to public health and safety (ITPHS) must be upgraded, replaced, or its use discontinued within ten months of receipt of this notice or within a shorter period if required by local ordinance. If the system is failing to protect ground water, the system must be upgraded, replaced, or its use discontinued within the time required by local ordinance. If an existing system is not failing as defined in law, and has at least two feet of design soil separation, then the system need not be upgraded, repaired, replaced, or its use discontinued, notwithstanding any local ordinance that is more strict. This provision does not apply to systems in shoreland areas, Wellhead Protection Areas, or those used in connection with food, beverage, and lodging establishments as defined in law.

INSPECTOR'S CHECK LIST
Make all measurements and computations

	ACTUAL IS	MINIMUM Shall Be	Sq. Ft.
Lot Area (Square Feet)	Sq. Ft.		Sq. Ft.
Water Frontage	Ft.		Ft.
Building Set Back from High Water Mark	Ft.		Ft.
Building Set Back from State Highway	Ft.	50	Ft.
Building Set Back from Street or Road	Ft.	40	Ft.
Side Yard	& Ft.	& Ft.	
Rear Yard	Ft.		Ft.
Occupied Building to Septic Tank	Ft.	10	Ft.
Occupied Building to Absorption System	Ft.	20	Ft.
Elevation at Building Line above High Water Mark	Ft.	4	Ft.

Inspector's Comments:



Inspector's Signature

Title

Inspection
Dated

19

Agency



Soil Observation Log

Project ID: v 04.01.2020

Client:		Location / Address: 12333- 278th Ave NW Zimmerman MN 55398							
Soil parent material(s): (Check all that apply)		☒ Outwash	☐ Lacustrine						
Landscape Position: (select one)		☐ Loess	☐ Till						
Vegetation: Grass		☐ Bedrock	☐ Organic Matter						
Summit		Slope shape: Linear, Linear							
Soil survey map units:		Elevation-relative to benchmark:							
Weather Conditions/Time of Day: sunny afternoon		Limiting Layer Elevation:							
Date: 08/21/24		Observation Type: Auger							
Observation #/Location: B1		[----- Structure-----]							
Depth (in)	Texture	Rock Frag. %	Matrix Color(s)	Mottle Color(s)	Redox Kind(s)	Indicator(s)	Shape	Grade	Consistence
0-10	Loamy Fine Sand	<35%	10YR 3/2				Blocky	Moderate	Friable
10-26	Loamy Fine Sand	<35%	10YR 4/4				Blocky	Moderate	Friable
26-32	Loamy Fine Sand	<35%	10YR 6/3				Blocky	Moderate	Friable
32+	Loamy Fine Sand	<35%	10YR 6/3	10YR 5/8	Concentrations	52	Blocky	Moderate	Friable
				10YR 6/2	Depletions				
I hereby certify that I have completed this work in accordance with all applicable ordinances, rules and laws.									
ARK Septic LLC		(Designer/Inspector)		(Signature)		3974		21-Aug	
						(License #)		(Date)	
Optional Verification: I hereby certify that this soil observation was verified according to Minn. R. 7082.0500 subp. 3 A. The signature below represents an infield verification of the periodically saturated soil or bedrock at the proposed soil treatment and dispersal site.									
(LGI Inspector)				(Signature)		(Cert. #)		(Date)	

Sewage tank integrity assessment form

Subsurface Sewage Treatment Systems (SSTS) Program

Doc Type: Compliance and Enforcement

Purpose: This form may be used to certify the compliance status of the sewage tank components of the SSTS. This form is not a complete SSTS inspection report, only a tank integrity assessment, and may only certify sewage tank compliance status when entirely completed and signed by a qualified professional. SSTS compliance inspection report forms can be found at: <https://www.pca.state.mn.us/water/inspections>.

Instructions: This form may be completed, and signed, by a Designated Certified Individual (DCI) of a licensed SSTS inspection, maintenance, installation, or service provider business who personally conducts the necessary procedures to assess the compliance status of each sewage tank in the system. Only a licensed maintenance business is authorized to pump the tank for assessment. A copy of this information should be submitted to the system owner and be maintained by the licensed SSTS business for a period of five (5) years from the assessment date.

When this form is signed by a qualified certified professional, it becomes necessary supporting documentation to an Existing System Compliance Inspection Report: [Compliance inspection form - Existing system \(wq-wwists4-31b\)](https://www.pca.state.mn.us/water/inspections). This form can be found on the MPCA website at <https://www.pca.state.mn.us/water/inspections>.

The information and certified statement on this form is required when existing septic tank compliance status is determined by an individual other than the SSTS Inspector that submits an inspection report. This form represents a third party assessment of SSTS component compliance and is allowable under Minn. R. 7082.0700, subp. 4(B)(1). This form is valid for a period of three years beyond the signature date on this form unless a new evaluation is requested by the owner or owner's agent or is required according to local regulations. Additional Administrative Rule references for this activity can be found at Minn. R. 7082.0700, subp. 4(B),(C), and (D) and; Minn. R. 7083.0730(C).

Owner information

Owner/Representative: Trent Keller
Property address: 12333 278th Ave NW Zimmerman
Local Regulatory Authority: _____ Parcel ID: _____

System status

System status on date (mm/dd/yyyy): 8-21-24
☒ Certificate of sewage tank compliance ☐ Notice of sewage tank non-compliance

Compliance criteria:

The SSTS has a seepage pit, cesspool, drywell, leaching pit, or other pit - "Failure to Protect Groundwater."	☐ Yes ☒ No
The SSTS has a sewage tank that leaks below the designed operating depth - "Failure to Protect Groundwater."	☐ Yes ☒ No
The SSTS presents a threat to public safety by reason of structurally unsound (damaged, cracked, or weak) maintenance hole cover(s) or lids or any other unsafe condition - "Imminent Threat to Public Health or Safety."	☐ Yes ☒ No

Any "yes" answer above indicates sewage tank non-compliance.

Company information

Company name: Marle's Sewer
Business license number: 2579

Designated Certified Individual (DCI) information

Print name: Chad Rowland
Certification number: 9812-

I personally conducted the work described above as a Designated Certified Individual of a Minnesota-licensed SSTS inspection, maintenance, installation, or service provider business. I personally conducted the necessary procedures to assess the compliance status of each sewage tank in this SSTS.

By typing/signing my name below, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing this form.

Designated Certified Individual's signature: [Signature] Date (mm/dd/yyyy): 8-21-24
(This document has been electronically signed.)

little bit roots on inlet



8/27/2024

Trent Keller
12333 278th Ave NW
Baldwin Twp, MN 55398

Regarding: Status of On-site septic system

Township Staff is in receipt of a *Notice of Noncompliance* for the subsurface sewage treatment system at your property located at 12333 278th Ave NW, Baldwin Twp. The report is dated 8/22/2024 and was conducted by ARK Septic, LLC.

Minnesota Rules 7080.1500 and Baldwin Township ordinance Chapter 4-5 D.2 prohibits the operation of a private septic system that is not in full compliance with all applicable rules and regulations. The proper treatment of wastewater is critical to human health as well as the protection of environmental conditions.

As the system at your property has been deemed *Noncompliant* for reasons of **Failing to Protect Groundwater**, it is required that you affect the required repair or replacement of this system within **18 months** from the date of the *Noncompliant* report as directed by State and local regulations. Per the compliance report, the system lacks the required vertical soil separation.

Please contact me at your earliest convenience with your intentions to bring this system back into full compliance with all applicable standards.

I appreciate your time and attention to this matter.

Dean Becker
Building Inspector
Rum River Construction Consultants
612-819-5927
dean@rumrivercc.com

Rum River Consultants acts on behalf of Baldwin Township as the designated building official.

Accuracy – Efficiency - Uniformity

Permit Record

Baldwin



PERMIT #
BA2025-315



ADDRESS

12333 278TH AVE NW

PIN

01-00429-0110

DATE CLOSED

02/26/2026



Scan to view on Baseline

PROJECT DESCRIPTION

Install four-bedroom septic system, consisting of a partial new mainline to a new 1500-gallon two compartment septic tank and a 1000-gallon lift tank. Lift pump will be installed to pump water into a 500 square foot mound drainfield with 18" of washed sand under rock bed.

✗ This permit was marked closed - Cancelled - on 02/26/2026.

PROPERTY TYPE		SPECIFIC PROPERTY TYPE	
RESIDENTIAL		Unspecified	
PERMIT TYPE		PROJECT TYPE	
Septic		Replacement Septic	
APPLICANT SIGNATURE			
Mark Nutt			
DATE SUBMITTED	DATE ISSUED	DATE CLOSED	CLOSED TYPE
09/08/2025		02/26/2026	Cancelled
TYPE OF SEPTIC SYSTEM		TYPE OF SEPTIC DRAIN FIELD	
Type I		Mound	
NUMBER OF BEDROOMS		GALLONS PER DAY	
4		600	

Applicant

NAME Mark Nutt **EMAIL** markssewerservice@hotmail.com
PHONE (763) 856-0012

Contractor

NAME Marks Sewer Service Inc **EMAIL** markssewerservice@hotmail.com
PHONE (763) 856-0012
ADDRESS 28726 116th St Princeton, MINNESOTA 55371
LICENSE # L2574 **LICENSE STATUS** VALID • EXPIRES 05/14/2026

Property Owner

NAME Trent Keller **EMAIL** trentkeller18@gmail.com
PHONE (651) 302-3546
ADDRESS 12333 278th Avenue Northwest Zimmerman, MINNESOTA 55398

Fee	Amount	Billable Account
SSTS System Replacement	\$350.00	All
Total	\$350.00	
Paid	(\$0.00)	
Due	\$350.00	



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

MEMORANDUM

TO: Baldwin Mayor and City Council

FROM: D. Daniel Licht

DATE: 5 March 2026

RE: Baldwin – Ordinances; Communication

TPC FILE: 269.01

BACKGROUND

The City Council at its meeting on 4 March 2026 requested that City staff develop a communications plan to provide information about City ordinances. City staff recommended outlining a list of commonly asked questions or code enforcement actions that could be communicated on a rotating basis to increase awareness. The list below is an initial list of topics that would be expanded upon as updates to City ordinances are made or new topics arise. City staff would draft standard text for each topic that could be published via the City website, social media accounts, newsletter, and newspaper insert.

- Accessory buildings:
 - Area/number allowed
 - Shipping container update
- Building permits required
- Dogs:
 - At large
 - Barking
 - Number allowed
- Number of Farm Animals, Dogs and Chickens
- Fences
- Grading/excavation
- Race tracks
- Right-of-way:
 - Driveway permits
 - Headwalls

- Parking
- Shoreland areas:
 - Grading
 - Vegetation removal
- Signs
- Swimming pools
- Vehicles
 - Parking
 - Unlicensed/inoperable
- Wetlands

CONCLUSION

The City Council will discuss ordinance communication at its meeting on 1 April 2026.

c. Joan Heinen, City Clerk/Treasurer

Baldwin Code Enforcement Summary

1 April 2026

(Projects listed in reverse chronological order by date of complaint)

Address	Owner	PID #	Complaint Date	Date of Site Visit(s)	Ordinance Violation (if a complaint is not valid or no violation exists put NA)	Step 1 Date	Notice Date	Citation Date	Comments/Status/Action Plan
ACTIVE									
13938 302 nd Ave; 55371	Andrew Schwartz/Amber Raasch	01-00516-0220	23 Mar 26		Inoperable vehicles				Request Step 1 letter
30925 98 th St; 55371	Nathan/Lori Gatewood	01-00551-0210	9 Mar 26		Dog at large				Request Step 1 dog letter
29242 113 th St; 55371	Ronald/Cindy Messer	01-00488-0105	5 Mar 26		Shipping containers/junk/inoperable vehicles				Request Step 1 letter
29974 128 th St; 55371	Georgia, Oleson & Manley June	01-00020-1100	19 Feb 26		Storage containers				No action until PC/CC process complete
29559 142 nd St;	Kevin and Kelly Ringey	01-00524-0345	4 Mar 26		Dog barking				No action pending Sherburne County agreement
14336 286 th Ave; 55371	Samantha Rockstroh	01-00404-0806	4 Feb 26		Inoperable vehicles, parking not on driveway, junk/debris, vehicle in ROW			19 Feb 26	Reopen; Mayor authorized action;
28328 100 th St; 55398	Stephen Rohloff	01-00407-0225 01-00407-0230 01-00407-0235	4 Feb 26		Dwelling occupancy of RV	19 Feb 26			Property owner contacted City staff. Agreement reached to cease use of RV.
31220 127 th St;	Richard Anderson/Dana Nistler	01-00009-3205	30 Sep 25		Dogs at large, junk/debris	4 Dec 26			Spoke to property owner re: abatement; Hold.
13399 279 th Ave;	Kathleen Bell	01-00408-0225	30 Sep 25		Residential occupancy of acc. Bldg.	4 Dec 26			Spoke to property owner re: abatement; Hold.
31611 127 th St; 55371	14529 Willemite St. NW, #237 Ramsey, MN 55303 Timothy D. Olson	01-00418-0125	Aug 26		Junk/Debris/Outdoor storage			17 Feb 26	Prior complaint closed; New complaint re: boats, junk/debris; No response. Court summons approved
14233 294 th Ave; 55371	Bobbi/Jacob Fore	01-00585-0205	09 Sep 25		Shipping container				Inspect week of Dec 1.
14122 294 th Ave	Joshua Webber	01-00486-0210	13 May 24 9 Sep 25		Motorcycles/ATV		Jun 25		New complaint 9 Sep 25 re: constructing track; Inspected week of Nov 24. Hold.
9746 300 th Ave; 55371	Nicholas Diemer/K. Bechtold	01-00467-0145	12 Aug 25		Semi-tractor/trailer parking Living in a semi-truck sleeper	9 Sep 25	4 Dec 26	17 Feb 26	No Response; Court summons approved.
10507 302 nd Ave.; 55371	Joshua Little/Breanna Kammerer	01-00487-0530	2 Jun 25	1 Aug 25 25 Jul 25	Shipping containers; business Potential farm related retail business requiring CUP.	5 Aug 25	9 Sep 25		Discussed w/ Property Owner: wait for PC discussion outcome. Spoke with SM on 25 Jul 25 Follow up call with JM on 1 Aug 25; Property owner working on IUP application. Reconnect with property owner.
30649 114 th St.	Samantha/Justin Mikel	01-00015-1105							House abandoned. Request Court summons
31232 127 th St; 55371	April R. Sagstetter	01-00009-3210	21 Apr 25	1 Aug 25	Junk/Debris		5 Aug 25	9 Sep 25	No response; request to send Citation after reinspect week of Feb 2.
9604 285 1/2 Ave; 55398	Makayla Carey	01-00415-0340	27 Mar 25		Junk and debris; burning garbage Unlicensed vehicle		5 Aug 25	9 Sep 25	Court summons requested.
30107 116 th St; 55371	Westen Hiermaier	01-00015-4402	28 Jan 25	Feb 25 1 Aug	Shipping container	14 Feb 24	5 Aug 25	9 Sep 25	Property owner responded to Step 1, waiting for better weather. No response to 5 Aug 25 notice; Request to send Citation. Reinspected week of Oct 6.
11511 290 th St.	Rebecca Krause	01-00535-0130	21 Jan 25		Building Code/RV as dwelling		11 Feb 25	5 Aug 25 9 Sep 25	Inspected Aug 27, request to send Citation/City Attorney letter sent; Spoke to property owner; hold to schedule inspection
13910 277 th Ave	Joseph/Barbara Spaude	01-00031-4300			Headwall in ROW	13 Sep 24	5 Aug 25		Spoke with property owner; ZG site visit
14215 278 th Ave	Glen Peterson/Wendy Beck	01-00545-0210			Headwall in ROW	13 Sep 24	5 Aug 25		To remove per CC agreement
32033 124 th St.	Bell Trucking Inc.	01-0044225	NA	6 Aug 24 16 Oct 24 1 Aug 25	# of vehicles allowed by CUP		Jun 25		Reinspect Spring 2026
30840 141 st St.	Jocelyn Damiano	01-00508-0114	4 May 23		Shipping Container ZO XX-18-2.G		Jun 25		TB on Sep 19 suspended enforcement until PC makes recommendations. Property owner did not remove per discussion w/ staff; Send Admin Notice. Property owner requested extension.
CLOSED									
31516 136 th St; 55371	Travis/Nikaela Nietz	01-00007-1105	Email	1 Aug 25	Animal kennel (more than 10 dogs)	5 Aug 25			Application submitted for IUP/approved.

Address	Owner	PID #	Complaint Date	Date of Site Visit(s)	Ordinance Violation (if a complaint is not valid or no violation exists put NA)	Step 1 Date	Notice Date	Citation Date	Comments/Status/Action Plan
13949 325 th Ave; 55371	Micha/Tianna Nelson	01-00006-1206	18 Sep 25		Dog breeding business	Jan 6			No business identified.
28331 98-1/2 St.	Terese Kaiser	01-00407-0630	25 Jul 24 27 Aug 25		Use of RV for dwelling				Met with property owner Feb 27 to discuss construction of a dwelling upon the property. Owner is residing with family off-site and agreed to not occupy the RV trailer as a dwelling. City Attorney letter sent.
28209 Lake Diann Rd	Phillip E. Stueve, Jr.	01-00408-0322	6 Jun 24	1 Aug 25 27 Aug 25	Junk/debris		Jun 25	5 Aug 25 9 Sep 25	Reinspect week of Jan 6. Inspected Feb 17.
14336 286 th Ave; 55371	Samantha Rockstroh	01-00404-0806	14 Jan 25	7 Apr 25 1 Aug 25 27 Aug 25	Inoperable vehicles, parking not on driveway, Junk/debris		14 Feb 25	5 Aug 25 9 Sep 25	Reinspected week of Oct 6 Step 1 letter sent. Phone conversation with property owner. Extension to end of March granted. Reinspect property week of April 7. Extension to August granted. Inspected week of Oct 6.
14308 285 th 1/2 Ave; 55398	Ryan Eggink	01-00404-0625	21 May 25	1 Aug 25	Dogs at large (non-dangerous)	5 Aug 25 9 Sep 25			Contact made with property owner; no residential occupancy.
31310 125 th St.; 55371	Lifestyle Real Estate LLC	01-00425-0250			Residential occupancy				Site meeting held Dec 12.
Top Notch Tree		01-00016-4300		1 Aug 25	Interim Use Permit				Site conditions OK; Temporary barrier in place at fuel tanks, property owner to install permanent barrier Spring 2025; Emailed owner July 23; Fuel barriers installed.
10216 316 th Ave.; 55371	Roger Paul/Carolyn Ann Lewis	01-00438-0155	14 Aug 25		Fire Code; fuel tank barrier		5 Aug 25		No evidence.
11638 308 th Ave	Matthew Seha	01-00405-0415		1 Aug 25	Private animal kennel	9 Sep 25			Discussed w/ property owner. # of dogs OK, no business operation.
28512 127 th St.	James G. Bursch	01-00038-3312		16 Aug 25	Dog training/home business	Aug 5 5 Aug 25			Site meeting Aug 27; Will apply for 2 nd driveway permit; license vehicles, remove outdoor storage of business equipment.
30840 141 st St.	Zimmerman, MN 55398				Second driveway				No action required.
10636 305 th Ave	Jocelyn Damiano	01-00508-0114	23 Apr 25		Private race track				Step 1 sent Sep 13
30870 103rd St	Morales Salas, David Elias	01-00014-1310	3 Sep 24		Fence construction				Step 1 sent Sep 13; AN sent Jan 6
31611 127 th St.	Adam & Amanda Jellison	01-00553-0225	Aug 20		Motor cycle track			Feb 18	Inspected Feb 17; Follow up w/ property owner after Jul 1.
27954 133-1/2 St.	Timothy D. Olson	01-00418-0125	Aug 26		Junk/Debris/Outdoor storage				Reinspect after Jul 1.
30867 103 rd	Nathanael/Anne/Lonne Nelson	01-00406-0510	Jul 1		Dog at large, animal feces, garbage, public nuisance conditions	6 Jan 26			No response. No further action required.
27954 133-1/2 St.	Cory and Alison Deelstra	01-00553-0305	NA		Motorcycles/Track	6 Jan 26			Reinspect after Jul 1.
13027 290th Ave	Nathanael/Anne/Lonne Nelson	01-00406-0510	Jul 1		Dog at large, animal feces, garbage, public nuisance conditions				No response. No further action required.
9912 300 th Ave NW	Dylan Witt	01-00424-0220	25 Jun 24 27 Mar 25		Motorcycles/ATV				No occupancy evident.
32226 108 th St	Bernie O. Carlson	01-00467-0165	13 Mar 25		RV as dwelling unit; junk and debris				Spoke with dog owner.
13020 289 th Ave	16553 Oster Point Rd Cold Spring MN 55320	01-0573-0110	29 May 24		Dog barking/at large		Jun 26		Reinspect week of Jan 6. Reinspect after Mar 1.
11004 305 th Ave	Christine Hager	01-00524-0325	12 Dec 23		Dog(s) at large				Direction from TB needed to contact property owner re: required approvals.
14106 296 th Cir	Jerald and Anne Albrecht	01-00424-0235	25 April 24		Junk cars/debris		Jun 25		Direction from TB needed to contact dog owner.
31015 103 rd St	Derek R and Michon M Nelson	01-00014-2200	26 Jan 24		Home occupation/rural tourism				Illegal outdoor storage Reinspect week of Jan 6. Inspected Feb 17.
31540 125-1/2 St.	Michael Bakker Rikki Whitlock	01-00524-0325	16 Oct 23		Abandoned vehicles 20 XX-21-3-E		Jun 25		TB directed no action on 11 Dec 23
14275 292 nd Ave.	Blaze Graves	01-466-0330	16 Oct 23		RV as dwelling unit				
28209 Lake Diann Rd	Anthony Flander	01-00455-0105	16 Aug 23		20 Chapter 31				SCSO issued citation, Sherburne County Attorney dismissed without authority to prosecute.
12748 316 th Ave;	Brandon and Kyleigh Stanek	01-534-255	25 Jul 23		Habitually barking dog				
13938 302 nd Ave;	Phillip Stueve, Jr.	01-408-0322	25 Jul 23		400-1-A.2				
	Kimberly Lolja-Stone (trustee)	01-00418-0330	6 Oct 25		Dogs at large	4 Dec 26			
	640 2 nd Ave SW Milaca, MN 56353								
	Andrew Schantz/Amber Raasch	01-00516-0220	23 Sep 25		Dog at large	4 Dec 26			



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

PLANNING REPORT

TO: Baldwin Planning Commission

FROM: D. Daniel Licht

REPORT DATE: 30 March 2026

60-DAY DATE: 28 April 2026

RE: Baldwin – Andy’s Electric (01-00009-3105); Site and Building Plan Review

TPC FILE: 269.02

BACKGROUND

Andy’s Electric is proposing to develop a 5.03 acre parcel located on the south side of 313th Avenue west of US Highway 169. The proposed development consists of initial construction of 6,900 square foot industrial building with potential to add a second 6,900 square foot building in the future. The proposed development requires request for Site and Building Plan Review as outlined by Chapter 9 of the Zoning Ordinance. Site and Building Plan Review applications are subject to the recommendations of the Planning Commission and approval of the City Council. The Planning Commission considered the Site and Building Plan Review application at their meeting on 25 March 2026 at 7:00PM.

Exhibits:

- Site Location Map
- Architectural plan set (5 sheets)
- Civil plan set dated 02/27/2026 (11 sheets)
- Certificate of Survey dated 2/26/2026

ANALYSIS

Comprehensive Plan. The Comprehensive Plan guides development of high quality, high value industrial businesses that expand tax base and create employment opportunities within Baldwin. The proposed development is intended to accommodate the owner’s electrical contracting business. Providing opportunity for new and expanded businesses within Baldwin is consistent with the economic development goals of the Comprehensive Plan.

Zoning. The subject property is zoned I1, General Industrial District. Occupancy of the 6,900 square feet of Building #1 is to the property owner's electrical contractor business. Use of the building space as office, shop, and warehouse for an electrical contractor is a permitted use within the I1 District. Any other occupants of Building # 1 or future Building #2 will be required to be an allowed permitted, interim, or conditional use within the I1 District.

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

Direction	Land Use Plan	Zoning Map	Existing Use
North	Commercial	C1 District	Lifestyle Tint
East	Industrial	I1 District	Undeveloped
South	Rural	R1 District	Single family dwellings
West	Industrial	I1 District	Miller Tax & Book Keeping Central Fleet Services

The only potential compatibility issue with surrounding uses is the existing residential dwellings to the west, which are non-conforming, and to the south. The subject property is separated from the single family dwellings to the south by significant tree stands and wetlands within that limit development of the property to the area adjacent to 313rd Avenue. The proposed orientation of Building #1 also effectively screens any site activity from the residential uses to the south.

Lot Requirements. Section 900-71-7 of the Zoning Ordinance requires lots within the I1 District are to be a minimum of 30,000 square feet in area, a minimum of 150 feet in width, and minimum of 200 feet deep. The subject property is 5.03 acres or 221,720.4 square feet in area. The width of the subject property is 315 feet and the depth of the property is 695 feet. The subject property complies with the minimum requirements of the I1 District.

Setbacks. Section 900-71-8 of the Zoning Ordinance establishes the following setbacks applicable to proposed Building #1. The location of proposed Building #1 complies with all setback requirements. Note that building #2 encroaches 10 feet into the required 100 foot setback from the centerline of 313th Avenue. It is recommended that the subject property be platted prior to construction of Building #2 to establish dedicated right-of-way for 313th Street and a front lot line from which the required setback is 50 feet.

Yard	Required	Bldg. #1
313 th Ave (not platted)	100ft.	130ft.
Interior Side	20ft.	E: 145ft. W: 50ft.
Rear Yard	20ft.	515ft.

Building Materials. The exterior finish requirements applicable to Building #1 are established in Section 900-D.2 of the Zoning Ordinance for industrial uses facing 313th Avenue. The submitted plans detail that the exterior finish for Building #1 is to be a prefinished metal panel with vertical and wainscoting stone on the north elevation facing 313th Avenue. The submitted plans must be revised include the percent of stone finish on the north elevation, which must be a minimum of 60 percent of the wall area (not including doors and windows). The prefinished metal siding and roof material used for the rest of the building exterior is an allowed material and complies with the Zoning Ordinance.

Building Height. Section 900-71-9.A of the Zoning Ordinance limits the height of principal buildings within the I1 District to 35 feet. Building height is defined by the Zoning Ordinance as measured to the mid-point of a pitched roof. The height of Building #1 measured to the mid-point of the pitched roof is 34 feet, which complies with the Zoning Ordinance.

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

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

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

The subject property is required to provide a minimum of three deciduous shade or evergreen trees within the front yard along 313th Avenue. Deciduous trees are required to be a minimum of 2.5 caliper inches and evergreen trees must be a minimum of 6 feet in height at the base of the leader. A landscape plan illustrating the required trees will be required to be submitted with application for a building permit and is subject to review and approval of the Zoning Administrator.

Access. The site plan proposes two accesses to 313th Avenue:

- Section 1.08.3(b) of the Right-of-Way Ordinance requires the driveway to be setback a minimum of 75 feet from the intersection of two public streets. The west driveway is to be setback 80 feet from the centerline of 126th Street and 313th Avenue and is to be subject to review and approval of the City Engineer.
- Section 1.08.3(c) of the Right-of-Way Ordinance requires the driveway to be setback a minimum of 10 feet from the side lot lines. The proposed accesses are each more than 10 feet from the side lot lines and comply with the Right-of-Way Ordinance.
- Section 1.08.4(b) of the Right-of-Way Ordinance limits the access width to 24 feet measured at the right-of-way line or edge of pavement, unless approved by the City Engineer. The proposed west and east accesses are proposed as 80 feet wide and 60 feet wide, respectively. The site plan includes turning radii for a semi-tractor trailer entering/exiting the property from west to east. It appears that the turning movements would allow for some reduction in the width of the accesses, which should be reviewed by the City Engineer.

Off-Street Parking. Section 900-21-4.B.1.a of the Subdivision Ordinance requires that off-street parking and drive aisles be setback 15 feet from public rights-of-way or roadway easements. The site plan must be revised to remove the nine parking spaces and driveway surface along the front roadway easement to comply with the setback requirement.

Section 900-21-7 of the Zoning Ordinance establishes the minimum number of off-street parking spaces to be provided for specific uses, which is calculated in the table below for Building #1.

Use	Gross Floor Area	Net Floor Area	Parking Required	Required Spaces
Office	900sf.	810sf.	1/250sf.	4
Warehouse	6,000sf.	5,400sf.	1/2000sf.	3
Total				7

The site plan illustrates 17 off-street parking spaces being constructed with Building #1, less the nine stalls required to be removed noted above, which includes one Americans with Disabilities Act van accessible stall. The 17 off-street parking spaces to be provided with a revised site plan is sufficient for both Buildings #1 and #2 (assuming the same floor plan) and complies with the Zoning Ordinance.

Section 900-21-6.A of the Zoning Ordinance requires off-street parking spaces to be a minimum of 9-feet wide by 18-feet deep. The parking spaces shown on the site plan comply with these dimensions and are accessed by drive aisles at least 26 feet in width to allow sufficient area for maneuvering and to access the loading doors Building #1 (and future Building #2).

Section 900-21-6.B.2 of the Zoning ordinance requires that off-street parking spaces and drive aisles for industrial uses be surfaced with asphalt or concrete. The site plan illustrates that the off-street parking area is to be surfaced with asphalt. Areas behind the front line of the principal buildings are not required to be paved. Additionally, the applicant and City staff discussed delaying pavement one construction season, which can be addressed with a Site Improvement Agreement.

Section 900-21-6.3 of the Zoning Ordinance requires a 6-inch concrete curb at the perimeter of off-street parking areas. Concrete bollards are allowed to be used to define the off-street parking area in areas other than the front yard. The site plan illustrates concrete curb as required within the front yard. City staff and the applicant discussed removal of some of the curb in the front yard to facilitate stormwater management. This will be reviewed further with the City Engineer.

The design and construction of off-street parking areas is to be subject to review and approval of the City Engineer.

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

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

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

Stormwater Management. Plans for grading, erosion control, and stormwater management have been submitted for the property. All wetland delineation, grading, drainage, and erosion control plans are subject to review and approval of the City Engineer. The property owner will also be required to execute a Stormwater Maintenance Agreement prior to issuance of a building permit.

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

Performance Agreement. Section 11-9-5 of the Zoning Ordinance requires that the developer enter into a performance agreement with the City to provide for construction of the project improvements within the subject property. The City Attorney will draft the performance agreement, which is subject to approval by City Council resolution.

RECOMMENDATION

The proposed site and building plans generally comply with the provisions of the Zoning Ordinance, subject to modifications that can be addressed administratively by City staff. The Planning Commission discussed phasing the improvement and installation of Subsurface Sewage Treatment Systems, but had no concerns regarding the proposed use. The Planning Commission and City staff recommends approval of the application as outlined below.

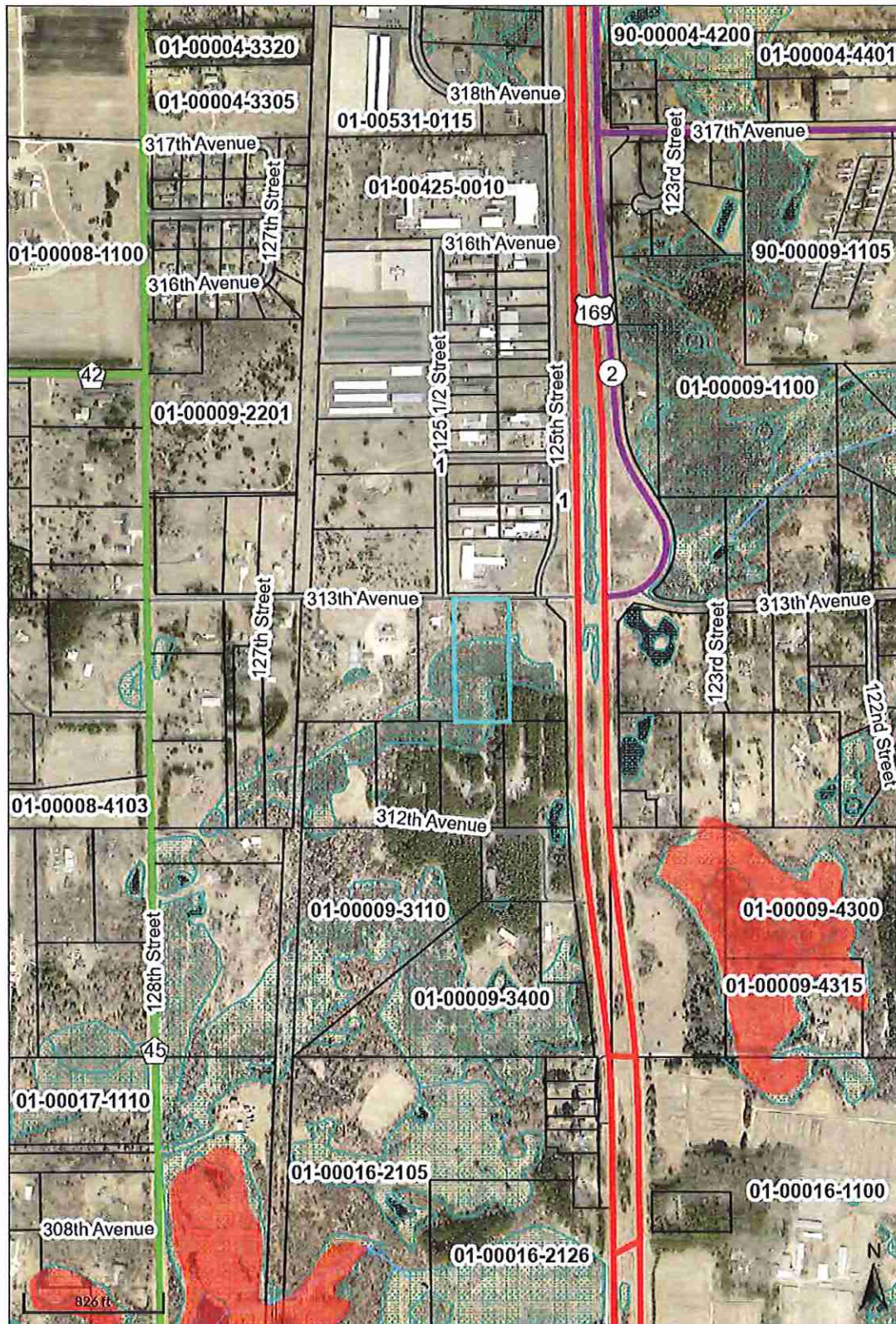
POSSIBLE MOTION

Motion to adopt Resolution 26-10 approving site and building plans for PID 01-00009-3105 subject to the following conditions:

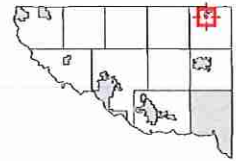
1. The subject property shall be developed in accordance with the site and building plans submitted to the City subject to the stipulations, limitations, and conditions as approved by the City Council in accordance with Section 900-9-5 of the Zoning Ordinance.
2. Construction of Building #2 shall only require approval of a building permit provided that the structure complies with the provisions of the Zoning Ordinance then in effect at the time, subject to review and approval of the Zoning Administrator.
3. Uses occupying the subject property shall include only those permitted uses allowed within the I1 District or those conditional or interim uses subject to approval of the applicable zoning application; residential occupancy of the principal building is prohibited.

4. The submitted building plans shall be revised include the percent of stone finish on the north elevation as required by the Zoning Ordinance, subject to review and approval of the Zoning Administrator.
 5. A landscape plan shall be submitted for the subject property to include planting of the minimum number of trees as required by the Zoning Ordinance, subject to review and approval of the Zoning Administrator.
 6. The location of the west access relative to the intersection of 126th Street and 313th Avenue shall be subject to review and approval of the City Engineer.
 7. The width of the proposed accesses being greater than 24 feet shall be subject to review and approval of the City Engineer.
 8. The site plan shall be revised to provide for a minimum 15 foot setback of all off-street parking areas and drive aisles.
 9. The design and construction of off-street parking areas shall be subject to review and approval of the City Engineer.
 10. A photometric lighting plan detailing intensity, fixture design, and height that complies with Section 900-16-10 of the Zoning Ordinance shall submitted prior to issuance of a building permit, subject to review and approval of the Zoning Administrator.
 11. Any exterior storage of waste containers shall be within an enclosure that screens the area from view of public rights-of-way and adjacent properties, subject to review and approval of the Zoning Administrator.
 12. All signs shall comply with Chapter 23 of the Zoning Ordinance, subject to issuance of a sign permit of the Zoning Administrator.
 13. All wetland delineation, grading, drainage, and erosion control plans shall be subject to review and approval of the City Engineer.
 14. All utility plans shall be subject to review and approval of the Building Official.
 15. The property owner shall enter into a Performance Agreement as required by Section 900-9-6 of the Zoning Ordinances drafted by the City Attorney and subject to approval of the City Council.
- c. Joan Heinen, City Clerk/Treasurer
Sam Jochum, City Engineer
Bob Ruppe, City Attorney
Andy Schreder, Building Official

Andy's Electric Site Location Map



Overview



Legend

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

JOB NAME: ANDY'S ELECTRIC
JOB #: 26XXX SALES REP: ERIC S.
ADDRESS: _____
PHONE: _____

CUSTOMER SIGNATURE: _____
X



SHEET LIST	
C	COVER SHEET
BB-1	FRAMING LAYOUT PLAN
BB-2	FOUNDATION PLAN
SB-3	SHELL PLAN
SB-4	FINISH PLAN
BB-6	ROOF ELEVATION
SB-6	ELEVATIONS
SB-7	ELEVATIONS
BB-8	BUILDING SECTION
BB-9	BUILDING SECTION

PRELIMINARY NOT FOR CONSTRUCTION

No.	Date

COLOR SCHEDULE	
LOCATION	COLOR
SHEET STEEL ROOF	COPPER
EAVE WALLS	DAKOTA GRAY
GABLE WALLS	DAKOTA GRAY
SOFFIT	BLACK
WAINSCOT	BLACK
SHEET STEEL (INTERIOR) CEILING LINER WALL LINER WAINSCOT	• • • •
TRIMS RIDGE CAP GABLE TRIM EAVE TRIM CORNER TRIM WAINSCOT CORNER WAINSCOT TRANSITION BASE TRIM	COPPER BLACK BLACK BLACK BLACK DAKOTA GRAY BLACK
WINDOW AND DOOR TRIMS SERVICE DOOR TRIM HARD TRIM WINDOW TRIM	BLACK BLACK BLACK BLACK
MISCELLANEOUS VERSETTA STONE STONE CAP ROOF VENT TRIM	• • • COPPER

- GENERAL NOTES**
- THE PLANS AND SPECS AS OUTLINED ARE BASED ON THE DESIGN/BUILD PROCESS OF STRUCTURAL BUILDINGS. THE SUBCONTRACTORS HIRED BY STRUCTURAL BUILDINGS AND THE STRUCTURAL BUILDINGS SALES REPRESENTATIVE. IT IS THE BELIEF OF STRUCTURAL BUILDINGS AND THE CUSTOMER THAT THESE PLANS ARE ACCURATE.
 - WHERE LACK OF INFORMATION, OR ANY DISCREPANCY SHOULD APPEAR IN THE DRAWINGS OR SPECIFICATIONS, WRITTEN INTERPRETATION FROM STRUCTURAL BUILDINGS MUST BE RECEIVED BEFORE PROCEEDING WITH THAT PORTION OF WORK.
 - NO CHANGES, MODIFICATION OR DEVIATIONS SHALL BE MADE FROM THE PLANS AND SPECS WITHOUT WRITTEN PERMISSION FROM STRUCTURAL BUILDINGS.
 - ANY CONTRADICTIONS IN THE PLANS, SPECS, OR APPLICABLE BUILDING CODES MUST BE BROUGHT TO THE ATTENTION OF STRUCTURAL BUILDINGS PRIOR TO WORK BEING PERFORMED. IN THE EVENT OF A CONTRADICTION, THE SUBCONTRACTOR MAY BE REQUIRED TO PERFORM THE MORE STRINGENT REQUIREMENT AT NO ADDITIONAL COST. THIS DECISION RELIES SOLELY ON STRUCTURAL BUILDINGS.
 - ALL SUBCONTRACTORS SHALL TAKE NECESSARY PRECAUTIONS TO PROTECT THE PUBLIC AND ADJACENT PROPERTIES FROM DAMAGE.
 - SUBCONTRACTORS ARE RESPONSIBLE FOR ANY CUTTING/PATCHING OF NECESSARY PENETRATIONS TO INCLUDE GYPSUM BOARD, STEEL, POLY AND CONCRETE.
 - SUBCONTRACTORS ARE RESPONSIBLE FOR SITE ORGANIZATION AND DAILY CLEAN UP.
 - SUBCONTRACTORS SHALL PROVIDE STRUCTURAL BUILDINGS WITH OPERATION MANUALS AND SHOP DRAWINGS AS REQUESTED.
 - UNLESS SPECIFICALLY NOTED IN THE PLANS, THE WINDOW AND DOOR LOCATIONS SHALL BE ALLOWED LEEWAY FOR SIDING AND TRIMS TO BE BEST APPLIED.
 - UNLESS OTHERWISE STATED, THE FINAL GRADING, INCLUDING NECESSARY IMPORT OR EXPORT IS THE RESPONSIBILITY OF THE CUSTOMER.
 - STRUCTURAL DRAWINGS ARE ADDRESS AND PROJECT SPECIFIC AND CAN NOT BE USED FOR ANY OTHER PROJECT OR ADDRESS UNLESS WRITTEN PERMISSION IS PROVIDED BY ORIGINAL ENGINEER OF RECORD.

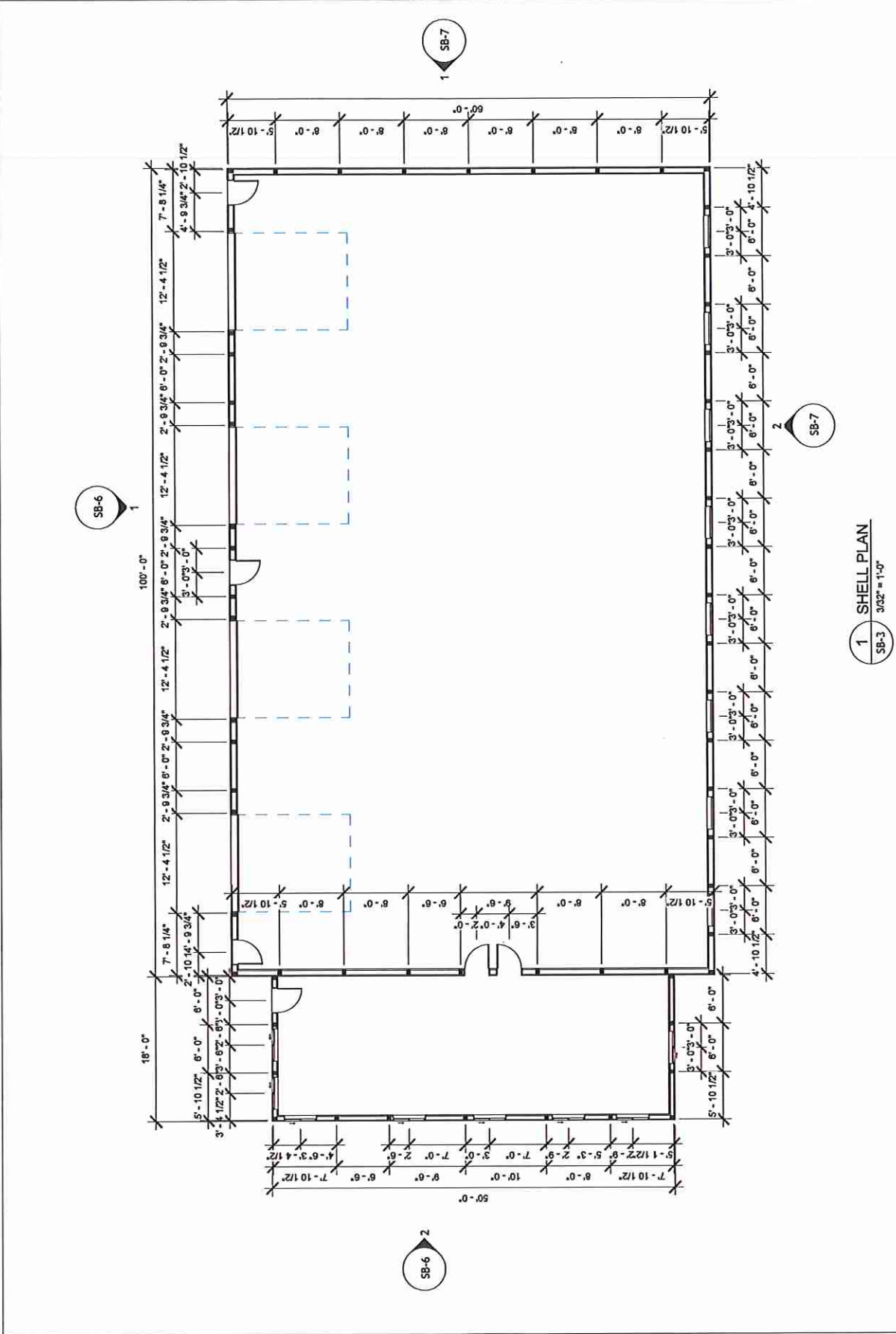
PRELIMINARY NOT FOR CONSTRUCTION

No.	Date

JOB TITLE: ANDY'S ELECTRIC	CUST. INITIAL:	SALES REP: ERIC S.
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DATE: 02/24/26	DRAWN BY: AB
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SHEET PLAN	SB-3
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1 SHELL PLAN
 SB-3 3/32" = 1'-0"

PRELIMINARY NOT FOR CONSTRUCTION

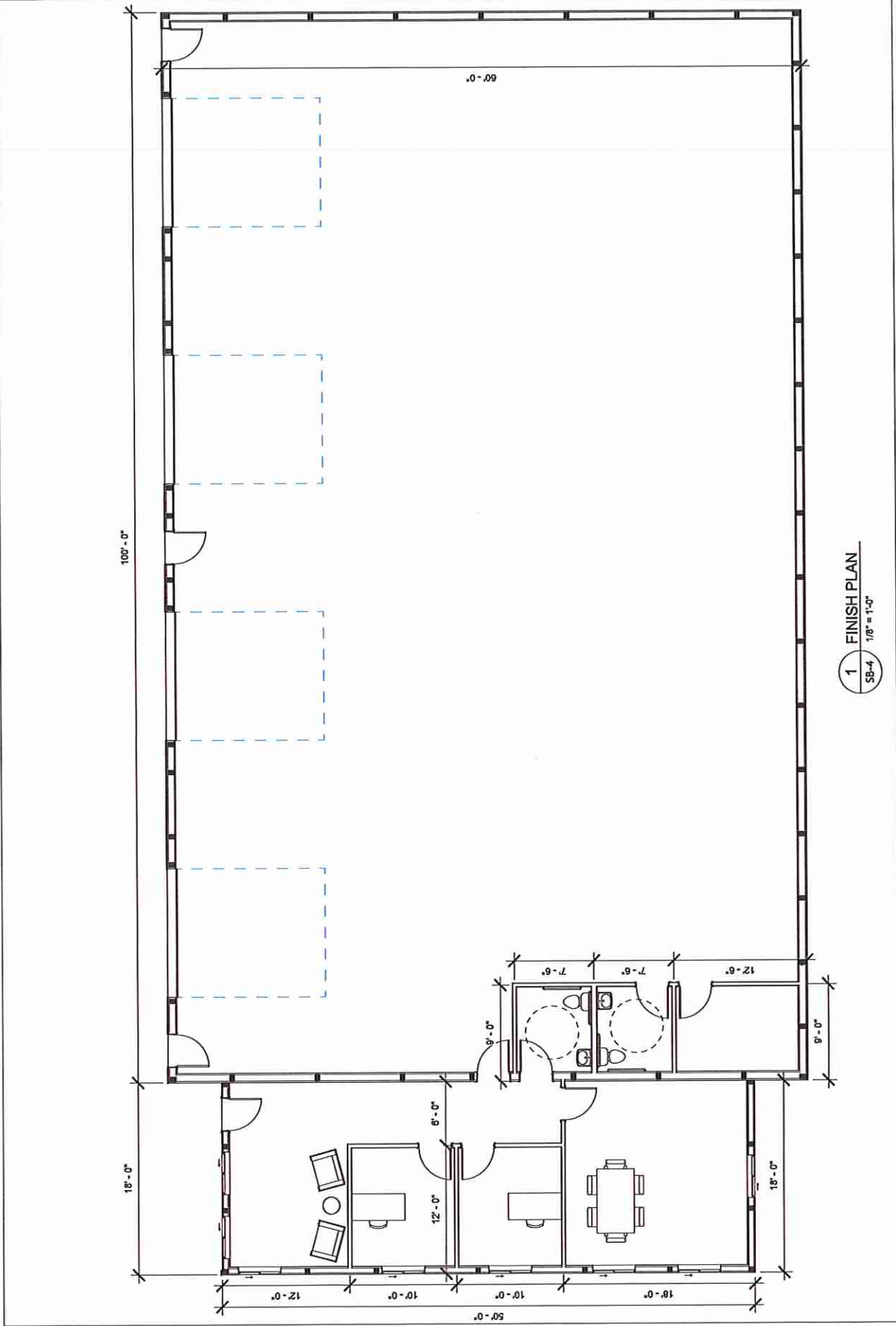
No.	Date

JOB TITLE: ANDY'S ELECTRIC	CUST. INITIAL:	SALES REP: ERIC S.
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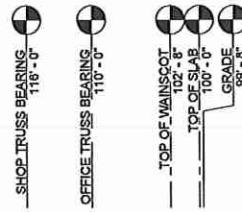
DRAWN BY: AB	DATE: 02/24/26
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FINISH PLAN

SB-4



2 RIGHT ELEVATION
SB-6 1/8" = 1'-0"



PROJECT LEGEND

PROJECT AREA

126TH ST

125TH ST

313TH AVE

HWY 169

N

0 100 200

SCALE IN FEET

SHEET INDEX TABLE	
SHEET NUMBERS	SHEET TITLE
C-20	"TETRAHED"
C-21	LEGEND SHEET
C-22	"POTENTIAL"
C-23	"POTENTIAL"
C-24	"POTENTIAL"
C-25	"POTENTIAL"
C-26	"POTENTIAL"
C-27	"POTENTIAL"
C-28	"POTENTIAL"
C-29	"POTENTIAL"
C-30	"POTENTIAL"
C-31	"POTENTIAL"
C-32	"POTENTIAL"
C-33	"POTENTIAL"
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C-68	"POTENTIAL"
C-69	"POTENTIAL"
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C-95	"POTENTIAL"
C-96	"POTENTIAL"
C-97	"POTENTIAL"
C-98	"POTENTIAL"
C-99	"POTENTIAL"
C-100	"POTENTIAL"

THE J. J. COVAT
115-1175

THIS PLAN SET CONTAINS COLOR GRAPHICS. BLACK AND WHITE PRINTS ARE NOT OFFICIAL SIGNED DOCUMENTS.

WIDSETH
ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS

Andys Electric Project in The City of Baldwin, MN

C1.00

TITLE SHEET

PROJECT # 2025-10317

- SURVEY MONUMENTS - SOLID**
- FOUND CAST IRON MONUMENT
 - ▲ FOUND CONTROL POINT
 - FOUND IRON PIPE
 - FOUND JUDICIAL LAND MONUMENT
 - FOUND LATH

- SURVEY MONUMENTS - STAKED**
- BENCHMARK
 - STAKED CAST IRON MONUMENT
 - ▲ STAKED CONTROL POINT
 - STAKED IRON PIPE
 - STAKED JUDICIAL LAND MONUMENT

- PROPERTY LINES**
- SECTION LINE
 - QUARTER SECTION LINE
 - RIGHT-OF-WAY LINE
 - EASEMENT LINE
 - DISCRIPTION LINE
 - DEED LOT LINE
 - PLATTED LOT LINE
 - BOUNDARY LINE
 - SUBDIVISION LINE
 - SETBACK LINE

- TOPOGRAPHIC INFORMATION - EXISTING**
- 130 MAJOR CONTOURS (WITH LABEL)
 - 130 MAJOR CONTOURS (WITH LABEL)
 - 130 MINOR CONTOURS (WITH LABEL)
 - 130 SPOT ELEVATION
 - 130 SLOPE - PERCENT
 - 130 SLOPE - FEET / RUN
 - 130 SPOT ELEVATION @ CURB
 - 130 (TYP. TO JACK CURB / TYP. CURB FLOWING)
 - 130 (GREEN: TALL DEPTH / RED: CUT DEPTH)

- VEGETATION SYMBOLS - EXISTING**
- SHRUB
 - ▲ STUMP
 - TREE - CONIFEROUS
 - TREE - DECIDUOUS
 - ▲ WETLAND

- VEGETATION LINES - EXISTING**
- EDGE OF WOODS
 - EDGE OF WETLANDS

- VEGETATION SYMBOLS - PROPOSED**
- SHRUB
 - TREE - CONIFER
 - TREE - DECIDUOUS

- VEGETATION LINES - PROPOSED**
- EDGE OF WOODS

- SITE LINES - EXISTING**
- BUILDING
 - BARRIER FENCE
 - CHAINLINK FENCE
 - WOOD FENCE
 - RAILROAD
 - RETAINING WALL

- SITE SYMBOLS - PROPOSED**
- FENCE POST
 - ▲ FLAG POLE
 - GUARD POST (BOLLARD)
 - GUY POLE
 - GUY WIRE ANCHOR
 - MALEX
 - SIGN - DOUBLE POST
 - SIGN - FREE #
 - SIGN - SINGLE

- SITE LINES - PROPOSED**
- BUILDING
 - FENCE - BARRIER
 - FENCE - CHAINLINK
 - FENCE - WOOD
 - RETAINING WALL

- COMMUNICATION/TELECOM UTILITY SYMBOLS - EXISTING**
- TELECOM HANGHOLE
 - TELECOM MANHOLE
 - TELECOM PEDISTAL
 - TV HANGHOLE
 - TV PEDISTAL
 - SATELLITE DISH

- COMMUNICATION/TELECOM UTILITY LINES - EXISTING**
- TELECOM UNDERGROUND FIBER OPTIC LINE
 - OVERHEAD TELEPHONE LINE
 - UNDERGROUND TELEPHONE LINE
 - OVERHEAD TV LINE
 - UNDERGROUND TV LINE

- COMMUNICATION/TELECOM UTILITY SYMBOLS - PROPOSED**
- TELECOM HANGHOLE
 - TELECOM MANHOLE
 - TELECOM PEDISTAL
 - TV HANGHOLE
 - TV PEDISTAL
 - SATELLITE DISH

- COMMUNICATION/TELECOM UTILITY LINES - PROPOSED**
- TELECOM UNDERGROUND FIBER OPTIC LINE
 - UNDERGROUND TELEPHONE LINE
 - OVERHEAD TV LINE
 - UNDERGROUND TV LINE

- ELECTRICAL UTILITY SYMBOLS - EXISTING**
- AC UNIT
 - 4 GENERATOR
 - 4 GROUND LIGHT FLOODLIGHT
 - ELECTRIC HANGHOLE
 - LIGHT POLE
 - ELECTRIC MANHOLE
 - ELECTRIC METER
 - ELECTRIC PEDISTAL
 - ELECTRIC POLE
 - TRAFFIC SIGNAL
 - TRANSFORMER
 - YARD LIGHT

- ELECTRICAL UTILITY LINES - EXISTING**
- OVERHEAD ELECTRIC LINE
 - UNDERGROUND ELECTRIC LINE

- ELECTRICAL UTILITY SYMBOLS - PROPOSED**
- AC UNIT
 - 4 GENERATOR
 - 4 GROUND LIGHT FLOODLIGHT
 - ELECTRIC HANGHOLE
 - LIGHT POLE
 - ELECTRIC MANHOLE
 - ELECTRIC METER
 - ELECTRIC PEDISTAL
 - ELECTRIC POLE
 - TRAFFIC SIGNAL
 - TRANSFORMER
 - YARD LIGHT

- ELECTRICAL UTILITY LINES - PROPOSED**
- OVERHEAD ELECTRIC LINE
 - UNDERGROUND ELECTRIC LINE

- ELECTRICAL UTILITY LINES - PROPOSED**
- OVERHEAD ELECTRIC LINE
 - UNDERGROUND ELECTRIC LINE

- NATURAL GAS UTILITY SYMBOLS - EXISTING**
- NATURAL GAS METER
 - NATURAL GAS VALVE
 - PROPANE TANK

- NATURAL GAS UTILITY LINES - EXISTING**
- NATURAL GAS LINE
 - PROPANE TANK

- NATURAL GAS UTILITY SYMBOLS - PROPOSED**
- NATURAL GAS METER
 - NATURAL GAS VALVE
 - PROPANE TANK

- NATURAL GAS UTILITY LINES - PROPOSED**
- NATURAL GAS LINE
 - PROPANE TANK

- STORM SEWER SYMBOLS - EXISTING**
- STORM SEWER CATCH BASIN
 - STORM SEWER CLEANOUT
 - CLEANOUT APPLIC
 - STORM SEWER INLET STRUCTURE
 - STORM SEWER MANHOLE

- STORM SEWER LINES - EXISTING**
- STORM SEWER GRAVITY MAIN
 - STORM SEWER DRAINAGE

- STORM SEWER SYMBOLS - PROPOSED**
- STORM SEWER CATCH BASIN
 - STORM SEWER CLEANOUT
 - STORM SEWER INLET STRUCTURE
 - STORM SEWER MANHOLE

- STORM SEWER LINES - PROPOSED**
- STORM SEWER GRAVITY MAIN
 - STORM SEWER DRAINAGE

- WATER SYMBOLS - EXISTING**
- CURB STOP
 - WATER HANDHOLE
 - FIRE HYDRANT
 - YARD HYDRANT
 - MANHOLE
 - WATER METER
 - WATER MAIN VALVE
 - WATER WELL

- WATER LINES - EXISTING**
- WATER MAIN LINE
 - WATER SERVICE LINE

- WATER SYMBOLS - PROPOSED**
- CURB STOP
 - HANDHOLE
 - HYDRANT
 - YARD HYDRANT
 - MANHOLE
 - WATER METER
 - WATER MAIN VALVE
 - WATER WELL

- WATER LINES - PROPOSED**
- WATER MAIN PIPE
 - WATER SERVICE PIPE

WIDSETH
ARCHITECTS • ENGINEERS • SCIENTISTS • PLANNERS

PROJECT: ANDYS ELECTRIC PROJECT IN THE CITY OF BALDWIN, MN

PROJECT NO: 2024-1047

DATE: 10/27/2024

BY: [Signature]

CHECKED BY: [Signature]

DATE: 10/27/2024

PROJECT: ANDYS ELECTRIC PROJECT IN THE CITY OF BALDWIN, MN

PROJECT NO: 2024-1047

DATE: 10/27/2024

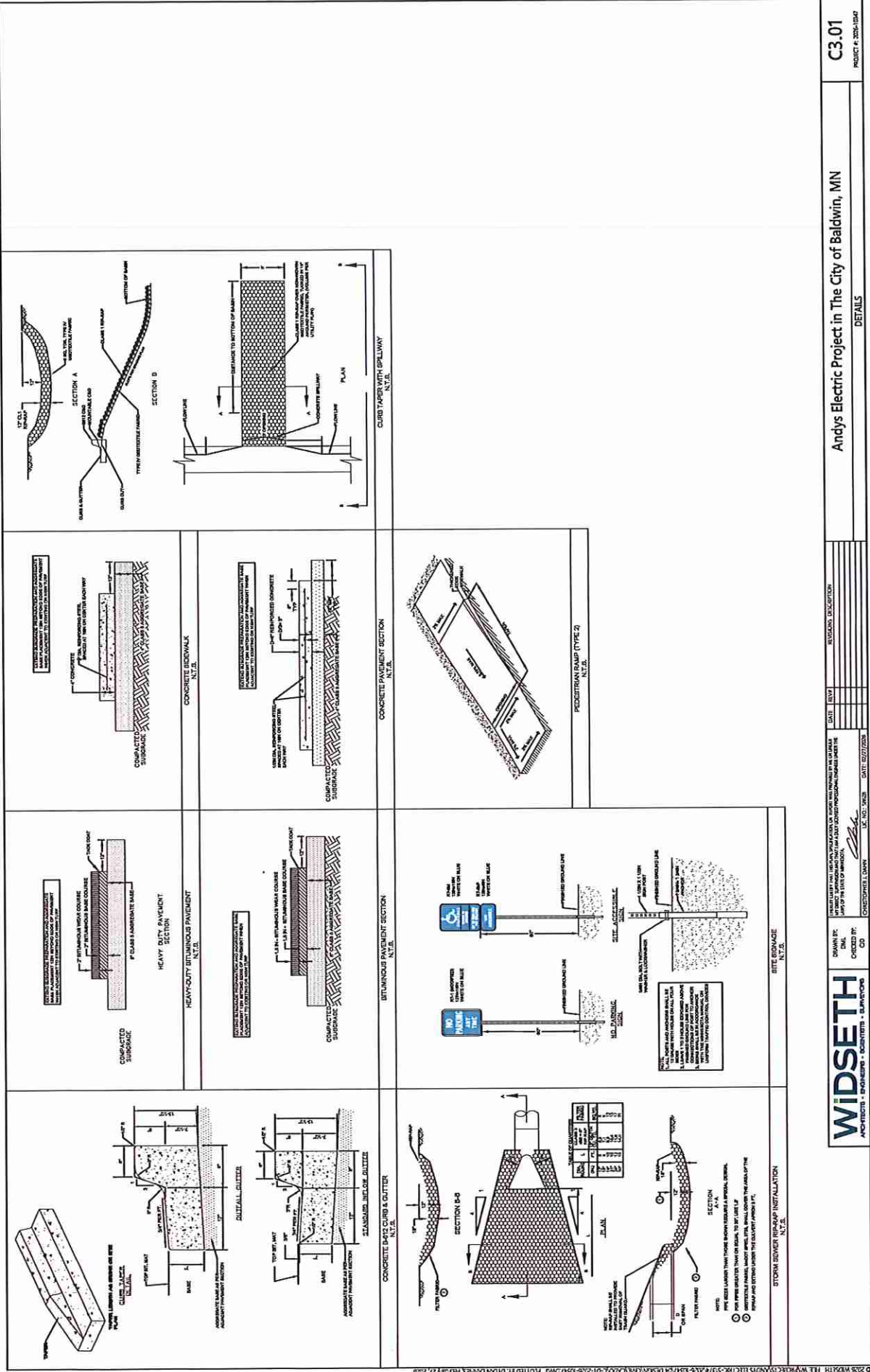
BY: [Signature]

CHECKED BY: [Signature]

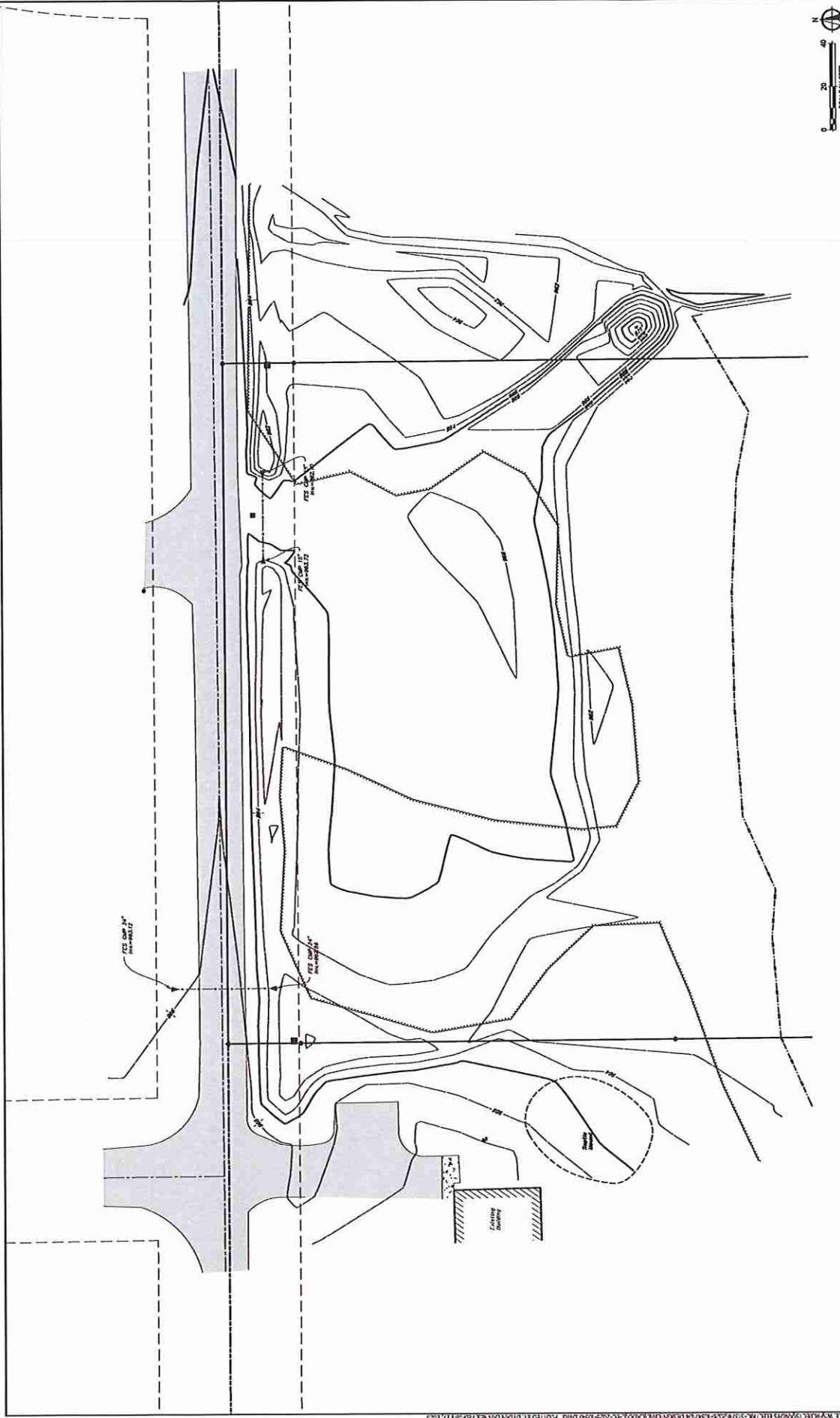
DATE: 10/27/2024



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SCALE IN FEET
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PROJECT # 234567

Andys Electric Project in The City of Baldwin, MN

EXISTING CONDITIONS

REVISIONS

DATE

DESCRIPTION

PROJECT LOCATION

PROJECT OWNER

PROJECT MANAGER

PROJECT ENGINEER

PROJECT SURVEYOR

PROJECT DESIGNER

PROJECT CHECKER

PROJECT APPROVER

PROJECT REVIEWER

PROJECT SIGNATURE

PROJECT DATE

PROJECT TIME

PROJECT LOCATION

PROJECT OWNER

PROJECT MANAGER

PROJECT ENGINEER

PROJECT SURVEYOR

PROJECT DESIGNER

PROJECT CHECKER

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PROJECT ENGINEER

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PROJECT REVIEWER

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PROJECT LOCATION

PROJECT OWNER

PROJECT MANAGER

PROJECT ENGINEER

PROJECT SURVEYOR

PROJECT DESIGNER

PROJECT CHECKER

PROJECT APPROVER

PROJECT REVIEWER

PROJECT SIGNATURE

PROJECT DATE

PROJECT TIME

PROJECT LOCATION

PROJECT OWNER

PROJECT MANAGER

PROJECT ENGINEER

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CONSTRUCTION & MATERIAL LEGEND

	REMOVE ITEM (CALLOUT FOR ITEM TYPE)
	PROTECT ITEM (CALLOUT FOR ITEM TYPE)
	RELOCATE ITEM (CALLOUT FOR ITEM TYPE)
	SALVAGE ITEM (CALLOUT FOR ITEM TYPE)
	CLEANING AND GROUTING (ACES)
	REMOVE BITUMINOUS PAVEMENT (S)
	SAVING BITUMINOUS PAVEMENT (FULL DEPTH) (S)
	REMOVE PIPE (CLEAVERS) (S)

THE SUBGRADE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THE UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CHAPTER 36-2, ILLINOIS STANDARD GUIDELINES FOR THE COLLECTION AND DESIGN OF EXISTING SUBGRADE UTILITY DATA. PRIVATE UTILITY COORDINATES TO BE COORDINATED WITH THE OWNER. EROSION CONTROL MEASURES AS SHOWN ON THE EROSION CONTROL PLAN ARE TO BE IN PLACE PRIOR TO BEGINNING RECONSTRUCTION. CONTRACTOR SHALL PROTECT ALL EXISTING STRUCTURES, TREES, CONCRETE PAVEMENT, BITUMINOUS PAVEMENT, BELINDINGS, LIGHT POLES & BASIS. ANY NOT NOTED FOR REMOVAL OR REPAIR, INCLUDING EXISTING PAVEMENT, SHALL BE REMAIN. SHALL BE REPAIRED OR REPLACED AT THE COST TO THE OWNER.

ALL EXISTING POLES IN CONCRETE WALLS, CONCRETE PAVEMENT AND BITUMINOUS PAVEMENT SHALL BE PROTECTED AFTER REINFORCING THROUGH THE DURATION OF THE PROJECT. PAYMENT FOR SAWCUTTING WILL BE MAINT ONLY ONCE. ADDITIONAL SAWCUTTING TO MAINTAIN A CLEAN SLOPE SHALL BE AT THE EXPENSE OF THE CONTRACTOR.

ALL MATERIALS IDENTIFIED FOR REMOVAL SHALL BE DISPOSED OFF SITE IN ACCORDANCE WITH STATE AND LOCAL LAWS.

THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS PRIOR TO COMMENCING ANY DISSECTION AND/OR REMOVALS OF UTILITIES.



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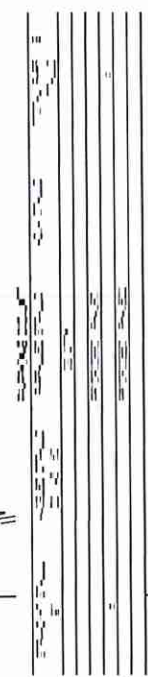
Andvys Electric Project in The City of Baldwin, MN

DEMOLITION PLAN

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HUBERT CLERTIT THAT THIS PLAN SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DUTY SECOND PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

OMIL



- PROPOSED LEGEND**
- | | |
|---|----------------------------------|
|  | BITUMINOUS SURFACE - LIGHT DUTY |
|  | BITUMINOUS SURFACE - HEAVY DUTY |
|  | CONCRETE SURFACE |
|  | CURB & GUTTER |
|  | BUILDING |
|  | PHASE 2 AREA - CONSTRUCTION DATE |

GENERAL CONSTRUCTION NOTES

- * THE CONTRACTOR SHALL VERIFY ALL PERMITTING CONDITIONS PRIOR TO CONSTRUCTION AND SHALL MAKE ANY NECESSARY ADJUSTMENTS TO THE PROJECT AND/OR PERMITTING APPLICATIONS TO REFLECT ANY DIFFERENCES BETWEEN THE FIELD AND PLAN.
- * THE CONTRACTOR SHALL REVIEW ALL MATERIALS, CONSTRUCTION TECHNIQUES AND TESTING SHALL CONFORM TO THE 2023 EDITION OF THE STANDARD SPECIFICATIONS FOR TRAIL CONSTRUCTION AND BACKFILL SURFACE RESTORATION, WATERMAIN AND SERVICE LINE INSTALLATION AND SANITARY SEWER AND STORM SEWER INSTALLATION. AS PUBLISHED BY THE CITY ENGINEERS ASSOCIATION OF MINNESOTA AND THE STANDARD SPECIFICATIONS FOR CONSTRUCTION AS PUBLISHED BY THE MINNESOTA DEPARTMENT OF TRANSPORTATION. ANY DEVIATIONS SHALL BE PUBLISHED BY THE LOCAL AGENCIES AND PROCEDURES AS DETERMINED BY THE LOCAL AGENCY.
- * THE CONTRACTOR SHALL REVIEW THE NECESSARY PERMITS/REGISTRATIONS FOR ALL WORK LOCATED OUTSIDE OF THE MUNICIPAL RIGHT-OF-WAY AND PROPERTY LIMITS.
- * THE SUBSURFACE UTILITY INFORMATION IN THE GUIDELINES OF CHASE 302, LEVEL 2, THE QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CHASE 302, LIMITED "STANDARD" GUIDELINES FOR THE COLLECTION AND DETECTION OF EXISTING SUBSURFACE UTILITY DATA.
- * CONTRACTOR SHALL CALL GEEB ONE TIME ONLY PRIOR TO BEGINNING WORK.

WIDSETH
ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS

Andys Electric Project in The City of Baldwin, MN

SITE PLAN

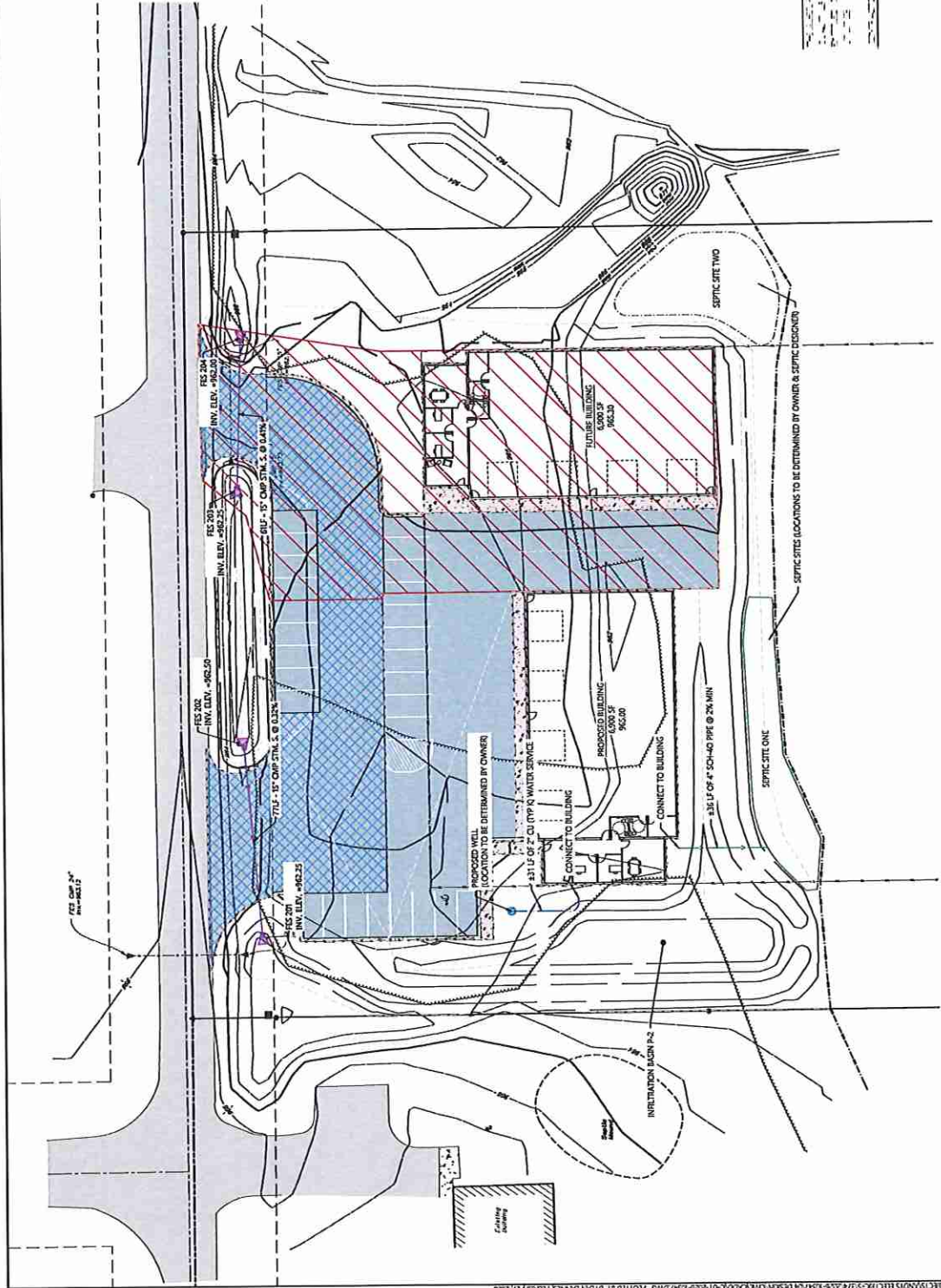
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THIS SHEET IS ONLY VALID IF PRINTED IN COLOR

GENERAL UTILITY NOTES

- THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CLASSE 38-2, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA".
- THE ENGINEER HAS MADE AN ATTEMPT TO SHOW ALL KNOWN UTILITIES WITHIN THE PROJECT LIMITS. UTILITIES NOT SHOWN ON THIS PLAN ARE THE RESPONSIBILITY OF THE CONTRACTOR TO LOCATE PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE LOCATION OF ALL UTILITIES PRIOR TO BIDDING AND CONSTRUCTING THE PROJECT.
- PRIVATE UTILITY LOCATED ARE TO BE COORDINATED WITH THE OWNER. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL OCCUPATION LOCATES AND SHALL NOTIFY ALL AFFECTED UTILITY COMPANIES AT LEAST 48 HOURS BEFORE CONSTRUCTION.
- UNLESS OTHERWISE NOTED, ALL MATERIALS, CONSTRUCTION TECHNIQUES AND TESTING SHALL CONFORM TO THE 2013 EDITION OF THE STANDARD SPECIFICATIONS FOR TRUCK EXCAVATION AND BACKFILL, THE STANDARD SPECIFICATIONS FOR MANHOLE INSTALLATION, AND THE STANDARD SPECIFICATIONS FOR CONSTRUCTION OF MINNESOTA AND THE "STANDARD SPECIFICATIONS FOR CONSTRUCTION" AS PUBLISHED BY THE MINNESOTA DEPARTMENT OF TRANSPORTATION, 2010 EDITION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE LOCAL AGENCY AND THE MINNESOTA PLUMBING CODE. THE CONTRACTOR SHALL REQUIRE ALL PROCEDURES AS OUTLINED BY THE LOCAL AGENCY.
- THE CONTRACTOR SHALL RECEIVE THE NECESSARY PERMITS FOR ALL WORK OUTSIDE THE PROPERTY LIMITS.
- COORDINATE SERVICE LOCATION ENTRIES WITH THE MECHANICAL ENGINEER.
- WATER SERVICE LINE SHALL BE INSTALLED WITH A MINIMUM OF 8.0 FEET OF COVER.
- STORM SEWER OF DIFFERING DIAMETERS SHALL MATCH 0.8 DIAMETER GRADE LINE ELEVATIONS AT CATCH BASIN OR MANHOLE JUNCTIONS.
- PROVIDE WATER MAIN THURST RESTRAINTS PER CITY STANDARD REQUIREMENTS.
- A MINIMUM OF 24 INCH VERTICAL SEPARATION SHALL BE REQUIRED AT ALL WATER MAIN CROSSINGS WITH SANITARY SEWER AND STORM SEWER.
- UTILITY SERVICES TERMINATE 5 FEET OUTSIDE THE BUILDING WALL UNLESS OTHERWISE STATED. SEE ARCHITECTURAL PLAN OR MECHANICAL PLAN FOR EXACT CONSTRUCTION DETAILS FROM BUILDING WALL TO 5 FEET OUTSIDE BUILDING WALL.
- ALL WATER SERVICE PIPE & FITTINGS SHALL MEET:
 - COPPER PIPE TYPE K, ASTM B42, ASTM B43, ASTM B44, ASTM B75, ASTM B88.
 - COPPER FITTINGS TYPE K, ASTM B42, ASTM B43, ASTM B44, ASTM B75, ASTM B88.
 - ALL COPPER WATER SERVICE PIPE AND FITTINGS CONTINUING SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS AND SHALL COMPLY WITH SECTIONS 665.4.1 OR SECTIONS 665.4.2 OF THE 2020 MINNESOTA PLUMBING CODE.
 - DUCTILE-IRON PIPE, AWWA C151, AWWA C152.
 - DUCTILE-IRON FITTINGS, AWWA C151, AWWA C152.
 - ALL DUCTILE-IRON WATER SERVICE PIPE AND FITTINGS CONTINUING SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS AND SHALL COMPLY WITH SECTIONS 665.4.1 OR SECTIONS 665.4.2 OF THE 2020 MINNESOTA PLUMBING CODE.
 - ALL SEWER SERVICE PIPE & FITTINGS SHALL MEET:
 - PVC PRESSURIZED 40 PIPE, ASTM D1585, ASTM D2565.
 - PVC FITTINGS, ASTM D2565, ASTM D2566.
 - ALL PVC SEWER SERVICE PIPE AND FITTINGS JOINING SHALL BE INSTALLED IN ACCORDANCE WITH ASTM F695, ASTM D2564 AND SHALL COMPLY WITH SECTIONS 705.6.1 THROUGH SECTIONS 705.6.3 OF THE 2020 MINNESOTA PLUMBING CODE.
 - ANY MANHOLE CATCH BASIN, STORM SEWER, SANITARY SEWER, OR UTILITY OTHER THAN EXISTING SHALL BE INSTALLED IN ACCORDANCE WITH THE 2020 MINNESOTA PLUMBING CODE. THIS SOLUTION DISTANCE SHALL BE MEASURED FROM THE OUTER EDGE OF THE PIPE TO THE OUTER EDGE OF THE CONTAMINATION SOURCE (OUTER EDGE OF STRUCTURES OR PIPING OR SIMILAR).



SCALE IN FEET

WIDSETH
1-800-555-2228

Andys Electric Project in The City of Baldwin, MN

UTILITY PLAN

DATE	REVISION

PROJECT NO. 2024-001
SHEET NO. 1 OF 1
DATE: 02/27/2024
DRAWN BY: [Signature]
CHECKED BY: [Signature]
APPROVED BY: [Signature]

WIDSETH
PROFESSIONAL ENGINEERS & SURVEYORS
STATE OF MINNESOTA
LICENSE NO. 123456789

2025 WIDSETH ELECTRIC PROJECT IN THE CITY OF BALDWIN, MN. PROJECT NO. 2024-001. SHEET NO. 1 OF 1. DATE: 02/27/2024. DRAWN BY: [Signature]. CHECKED BY: [Signature]. APPROVED BY: [Signature].

GENERAL CONSTRUCTION ACTIVITY

Project Name: ANDYS ELECTRIC - BALDWIN

Project Location:
102-01-00000-5105 - Baldwin, MN 55004
Baldwin Electric Company
500 S. 1st St., Suite 100
Baldwin, MN 55004

Project Description (Type of construction, phases, timelines, potential for sediment/pollutant discharge):

This project includes the development of a proposed Andy's Electric Building. The existing site is grass to the north and south, and predominantly wooded to the south half of the property. The proposed project will include construction of the Andy's Electric building as well as a parking lot.

The overall stormwater runoff will be directed from East to West. Runoff will be directed to proposed curb cut and drainage on the site and into proposed infiltration basin. The total impervious of the site will be increased.

Swales, catch, and filter will be used for temporary and permanent stabilization. Phosphorus and other chemicals are not anticipated to be used on this project.

Total area of disturbed area = 1.45 acres

Pre-construction area of impervious surface = 0.02 acres

Total new area of impervious surface = 0.08 acres (net increase)

RESERVING WATERS

This project does not include any impervious or special within one mile of the project area. The impervious area in the site is approximately 0.02 acres to the south of the site. This site will not be discharging directly into the water body. The project will include a stormwater management system and will include temporary and permanent methods to minimize erosion and sedimentation.

Wetland areas will be protected with double row all protection, which may include all fence, barrier, or surface barriers, mulch, and fertilizer.

PROJECT CONTACTS

Client: SDA MINNESOTA/CONTRACTOR'S Erosion Control Department

Contract Number: 651-797-3300

Address: 13207 14th Street, Suite 100, Minneapolis, MN 55426

Phone: 612-648-0451

Contractor: To be determined

Address: 651-797-3300

Phone: 612-648-0451

City: Minneapolis

State: MN

Zip: 55426

Owner: SDA MINNESOTA/CONTRACTOR'S Erosion Control Department

Address: 13207 14th Street, Suite 100, Minneapolis, MN 55426

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Phone: 612-648-0451

Contractor: To be determined

Address: 651-797-3300

Phone: 612-648-0451

SEDIMENT AND EROSION CONTROL PRACTICES

The contractor is responsible for the sediment and erosion control practices contained in the NPDES permit. Sediment control practices must be installed on all new project activities before any site preparation and during activities begin. These practices must remain in place until Permanent Control Practices have been established.

The timing of installation of sediment control practices may be adjusted to accommodate short-term activities, such as the timing of construction of a building. Sediment control practices must be installed in a manner that does not cause erosion or sedimentation. Sediment control practices must be installed immediately after the activity is completed. However, these practices must be installed before the end of the workday.

Temporary sediment control devices in this project will primarily include the following:

30' fence for primary perimeter control

30' fence for secondary perimeter control

Stabilized construction area

The contractor must also be responsible for installing appropriate construction practices, including buffer strips, horizontal slope grading, and other construction practices that reduce erosion. The location of areas not to be disturbed must be delineated (marked) on site prior to construction.

All disturbed areas must be stabilized as soon as possible to prevent erosion. In no case shall there be any exposed soil for more than 14 days after the construction activity in that portion of the site has been temporarily or permanently ceased.

Temporary erosion control shall include the following:

Mudot seed mixture (50 lb/100 sq ft)

Hydrant Type 1 (100-1000) at 200 lb per acre

Hydrant Type 2 (100-1000) at 200 lb per acre

All storm drain inlets must be protected by appropriate BMPs during construction until all activities are completed for the site. The contractor must also be responsible for installing appropriate construction practices, including buffer strips, horizontal slope grading, and other construction practices that reduce erosion. The location of areas not to be disturbed must be delineated (marked) on site prior to construction.

Temporary seed mixtures must have all fence or other effective sediment controls and cannot be placed in surface waters, including storm water conveyance such as ditches and gutter systems or ditches.

Vehicle tracking of sediment from the construction site must be minimized by BMPs such as drive or road chip seals, concrete or steel wheel rakes, or equivalent systems. Street sweeping with sediment must be used if such BMPs are not adequate to prevent sediment tracking.

Dewatering related to the construction activity must comply with the NPDES permit. Dewatering discharge that may have the potential to cause erosion or sedimentation must be controlled by BMPs. Dewatering discharge must be contained in a sump or other collection system and must be discharged to a surface water body. Dewatering discharge must be contained in a sump or other collection system and must be discharged to a surface water body.

Contractor may construct temporary sedimentation basins in accordance with the NPDES permit.

The normal wetland perimeter of any temporary or permanent discharge shall be established by a survey of the site. The contractor must be responsible for establishing the wetland perimeter. The contractor must be responsible for establishing the wetland perimeter. The contractor must be responsible for establishing the wetland perimeter.

Plan tables must be provided with temporary or permanent survey discharges within 24 hours after commencing a surface water.

Permanent erosion control shall include the following:

Hydrant Type 1 (100-1000) at 200 lb per acre

Hydrant Type 2 (100-1000) at 200 lb per acre

Hydrant Type 3 (100-1000) at 200 lb per acre

Hydrant Type 4 (100-1000) at 200 lb per acre

Hydrant Type 5 (100-1000) at 200 lb per acre

Hydrant Type 6 (100-1000) at 200 lb per acre

Hydrant Type 7 (100-1000) at 200 lb per acre

Hydrant Type 8 (100-1000) at 200 lb per acre

Hydrant Type 9 (100-1000) at 200 lb per acre

Hydrant Type 10 (100-1000) at 200 lb per acre

Hydrant Type 11 (100-1000) at 200 lb per acre

Hydrant Type 12 (100-1000) at 200 lb per acre

Hydrant Type 13 (100-1000) at 200 lb per acre

Hydrant Type 14 (100-1000) at 200 lb per acre

Hydrant Type 15 (100-1000) at 200 lb per acre

Hydrant Type 16 (100-1000) at 200 lb per acre

Hydrant Type 17 (100-1000) at 200 lb per acre

Hydrant Type 18 (100-1000) at 200 lb per acre

Hydrant Type 19 (100-1000) at 200 lb per acre

Hydrant Type 20 (100-1000) at 200 lb per acre

Hydrant Type 21 (100-1000) at 200 lb per acre

Hydrant Type 22 (100-1000) at 200 lb per acre

Hydrant Type 23 (100-1000) at 200 lb per acre

Hydrant Type 24 (100-1000) at 200 lb per acre

Hydrant Type 25 (100-1000) at 200 lb per acre

Hydrant Type 26 (100-1000) at 200 lb per acre

Hydrant Type 27 (100-1000) at 200 lb per acre

Hydrant Type 28 (100-1000) at 200 lb per acre

Hydrant Type 29 (100-1000) at 200 lb per acre

Hydrant Type 30 (100-1000) at 200 lb per acre

Hydrant Type 31 (100-1000) at 200 lb per acre

Hydrant Type 32 (100-1000) at 200 lb per acre

Hydrant Type 33 (100-1000) at 200 lb per acre

Hydrant Type 34 (100-1000) at 200 lb per acre

EROSION CONTROL SUPERVISOR REQUIREMENTS

The contractor must identify an Erosion Control Supervisor (ECS) who is knowledgeable and experienced in the application of the NPDES permit. The ECS must be present on site during all construction activities and must be responsible for implementing the BMPs and the installation, inspection, and maintenance of erosion and sediment control BMPs before, during, and after construction.

The contractor must be responsible for ensuring that all construction activities are in accordance with the NPDES permit. The contractor must be responsible for ensuring that all construction activities are in accordance with the NPDES permit. The contractor must be responsible for ensuring that all construction activities are in accordance with the NPDES permit.

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Andys Electric Project in The City of Baldwin, MN

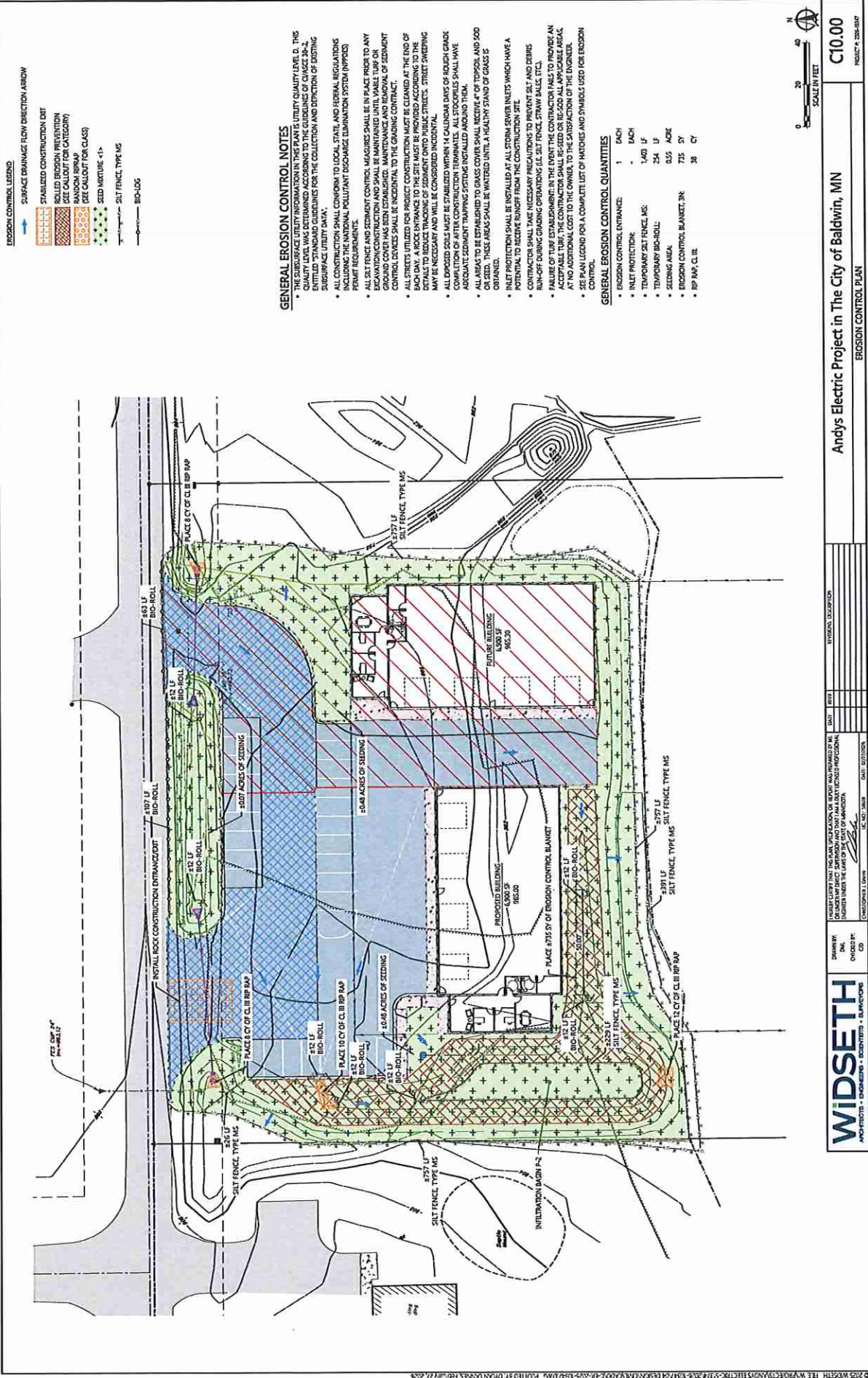
C8.00

SWPPP NARRATIVE

PROJECT C-204-007



THIS SHEET IS ONLY VALID IF PRINTED IN COLOR



Certificate of Survey

for
Andy's Electric

Part of Section 9, Township 35, Range 26
City of Baldwin, Sherburne County, Minnesota

Property Description (Warranty Deed - Doc. No. 943658):

The North 695.00 feet of the West 315.00 feet of the East 683.00 feet of the North Half of the Southeast Quarter of Section 9, Township 35, Range 26, Sherburne County, Minnesota.

Survey Notes:

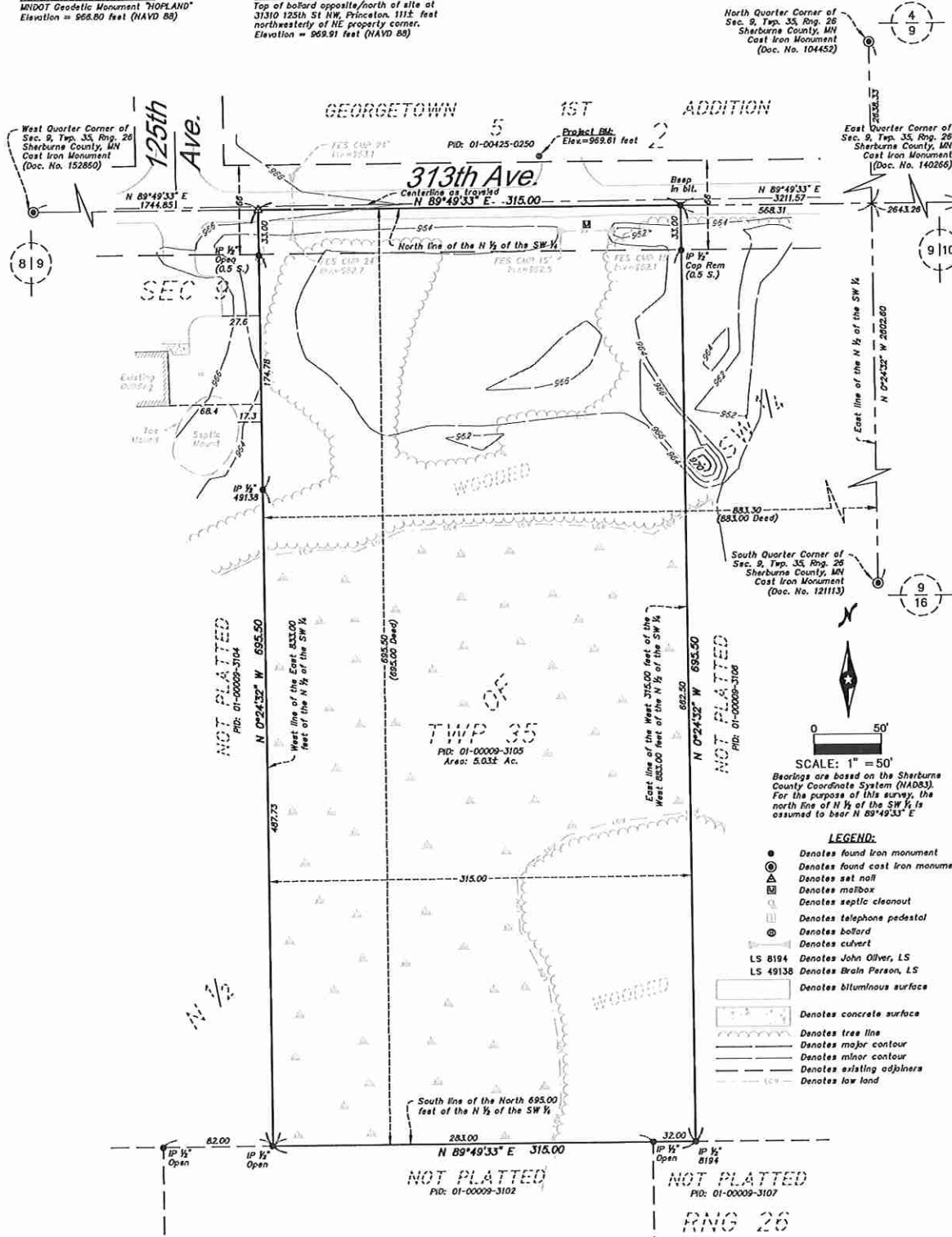
- This survey was performed without the benefit of a title report. No search for restrictions or easements was made by the surveyor. We reserve the right to update this survey upon receipt of title documentation.
- Portions of Low Land were digitized from Autodesk Civil 3D online aerial imagery and are for reference purposes only.
- Reference John Oliver and Associates Certificate of Survey, Dated 8/17/1983, for Richard Anderson. This survey subdivided a large portion of the SW 1/4 to include the subject parcel. They were not plotted and descriptions are based on offsets from Section Lines.
- Reference 2021 survey for Heritage Tax Services by Rum River, File No. P-4576.01.
- Reference 2021 survey for Cory Volgt by Bogart, Pedersen & Associates, Inc.; File No. 21-0242.00.

REFERENCE BENCHMARK

MINDOT Geodetic Monument "HOPLAND"
Elevation = 566.80 feet (NAVD 88)

PROJECT BENCHMARK

Top of board opposite/north of site at
31310 125th St NW, Princeton, 111± feet
northwesterly of NE property corner.
Elevation = 569.91 feet (NAVD 88)



DATE	REV	DESCRIPTION
2/9/26	1	Initial Survey
	2	Design By: CK
	3	Drawn By: RT/CAW
	4	Checked By: DWG FILE: 2026-1034205
	5	FILE NO.: 2026-103427

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Surveyor under the laws of the State of Minnesota.	Signed: <i>Craig A. Wensmann</i> Date: 2/26/2026 Lic. No. 47466
--	--

WIDSETH ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS	Andy's Electric Sec. 9, Twp. 35, Rng. 26 City of Baldwin, Sherburne County, Minnesota
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SHEET NO. 1	1	OF SHEETS
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RESOLUTION NO: 26-10

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

**SITE AND BUILDING PLAN APPROVAL
PID 01-00009-3105**

WHEREAS, Andy's Electric (the "developer") is proposing to construct two 6,900 square foot principal buildings and site improvements on property located at XXXXX 313th Avenue NW; and

WHEREAS, the property is legally described as described by Exhibit A; and

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

WHEREAS, the Planning Commission considered the application at their regular meeting on 25 March 2026; based upon review of the application and evidence received, the Planning Commission recommended by a 6-0 vote that the City Council approve the request; and

WHEREAS, the City Council considered the application at their meeting on 1 April 2026; and

WHEREAS, the Planning Reports dated 18 March 2026 and 30 March 2026 prepared by the City Planner, The Planning Company, LLC, are incorporated herein by reference.

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

1. The subject property shall be developed in accordance with the site and building plans submitted to the City subject to the stipulations, limitations, and conditions as approved by the City Council in accordance with Section 900-9-5 of the Zoning Ordinance.
2. Construction of Building #2 shall only require approval of a building permit provided that the structure complies with the provisions of the Zoning Ordinance then in effect at the time, subject to review and approval of the Zoning Administrator.
3. Uses occupying the subject property shall include only those permitted uses allowed within the I1 District or those conditional or interim uses subject to approval of the applicable zoning application; residential occupancy of the principal building is prohibited.
4. The submitted building plans shall be revised include the percent of stone finish on the north elevation as required by the Zoning Ordinance, subject to review and approval of the Zoning Administrator.

5. A landscape plan shall be submitted for the subject property to include planting of the minimum number of trees as required by the Zoning Ordinance, subject to review and approval of the Zoning Administrator.
6. The location of the west access relative to the intersection of 126th Street and 313th Avenue shall be subject to review and approval of the City Engineer.
7. The width of the proposed accesses being greater than 24 feet shall be subject to review and approval of the City Engineer.
8. The site plan shall be revised to provide for a minimum 15 foot setback of all off-street parking areas and drive aisles.
9. The design and construction of off-street parking areas shall be subject to review and approval of the City Engineer.
10. A photometric lighting plan detailing intensity, fixture design, and height that complies with Section 900-16-10 of the Zoning Ordinance shall submitted prior to issuance of a building permit, subject to review and approval of the Zoning Administrator.
11. Any exterior storage of waste containers shall be within an enclosure that screens the area from view of public rights-of-way and adjacent properties, subject to review and approval of the Zoning Administrator.
12. All signs shall comply with Chapter 23 of the Zoning Ordinance, subject to issuance of a sign permit of the Zoning Administrator.
13. All wetland delineation, grading, drainage, and erosion control plans shall be subject to review and approval of the City Engineer.
14. All utility plans shall be subject to review and approval of the Building Official.
15. The property owner shall enter into a Performance Agreement as required by Section 900-9-6 of the Zoning Ordinances drafted by the City Attorney and subject to approval of the City Council.

(Remainder of page intentionally blank signatures to follow)

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

MOTION BY:
SECONDED BY:
IN FAVOR:
OPPOSED:

CITY OF BALDWIN

Jay Swanson, Mayor

ATTEST:

Joan Heinen, City Clerk/Treasurer

**EXHIBIT A
LEGAL DESCRIPTION**

Property Description (Warranty Deed - Doc. No. 943658):

The North 695.00 feet of the West 315.00 feet of the East 883.00 feet of the North Half of Southwest Quarter of Section 9, Township 35, Range 26, Sherburne County, Minnesota.



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

MEMORANDUM

TO: Baldwin Planning Commission

FROM: D. Daniel Licht

DATE: 30 March 2026

RE: Baldwin – Zoning Ordinance; Accessory Buildings

TPC FILE: 269.01

BACKGROUND

The Planning Commission has initiated discussion of residential accessory buildings, specifically allowance of shipping containers as accessory structures on parcels less than 10 acres. The Planning Commission discussed this issue in 22 November 2024 and recommended no change. However, with significant turnover in membership and continued issues with non-conforming use of shipping containers, the Planning Commission determined that reconsideration of the issue is warranted.

The Planning Commission had initial discussion of the issue at their meeting on 14 January 2026 and provided direction to City staff as to initial changes and requested more information. The City Council also discussed accessory building allowances at their meeting on 21 January 2026 and suggested meeting together with the Planning Commission to consider the matter. The Planning Commission and City Council jointly discussed the issue at a meeting on 11 February 2026. Following this discussion, Planning Commission members were provided addresses of current code enforcement cases involving shipping containers. The Planning Commission discussed the issue again at their meeting on 11 March 2026 directing final changes to the draft ordinance.

A public hearing to consider proposed amendments to the Zoning Ordinance related to shipping containers used as detached accessory structures was held by the Planning Commission at their meeting on 25 March 2026. There were no public comments and the hearing was closed.

Exhibits:

- R1 District parcels < 5ac. in area map
- R1 District parcels < 10ac. in area map
- Draft ordinance

ANALYSIS

Section XX-18-2.G of the Zoning Ordinance regulates use of shipping containers on residential properties as follows:

XX-18-2.G. Shipping/Storage Containers and Semi-Trailers: Shipping/storage containers and semi-trailers are prohibited for use as an accessory structure on any platted lot and on non-platted residential lots less than 10 acres in area, except when used for the following purposes:

- 1. As a temporary storage unit for moving purposes for a period of not more than one consecutive month in a 12 month period; or*
- 2. As a temporary construction project container not to exceed three consecutive months.*
- 3. Shipping/storage containers and semi-trailers used for these purposes on platted lots shall comply with the parking requirements for vehicles provided for in chapter 21 of this ordinance.*

Use of shipping containers on platted lots or unplatted residential lots less than 10 acres in area is currently limited to a temporary basis. City staff is dealing with use of a shipping container on a platted lot less than 10 acres in area as code enforcement on multiple properties and is aware of other properties where shipping containers are being used as a detached accessory structure in violation of the current provisions of the Zoning Ordinance.

In 2023, the Town Board directed the Planning Commission to consider and make recommendations as to whether the current provisions of the Zoning Ordinance regulating use of shipping containers ought to be amended to allow greater use than currently provided for. The Planning Commission discussed the matter and ultimately recommended no amendment of the Zoning Ordinance regulating use of shipping containers on residential properties.

Use of shipping container is a financially attractive alternative to outdoor storage or construction of a traditional pole building or stick built structures for accessory storage. The issue before the Planning Commission is if use of shipping containers is compatible with the desired character for residential neighborhoods or if there are standards that can be required to mitigate aesthetic concerns. Specifically, the Planning Commission has decided to reconsider the matter and must evaluate the following:

- Should shipping containers be allowed to be used as detached accessory buildings on:
 - Platted residential lots?
 - Unplatted residential parcels less than 10 acres in area?
- Should there be a limit on:
 - The number of shipping containers allowed to be used as detached accessory structures on residential properties?

- A maximum area for any individual shipping container with the most common width being eight feet and typical length being 20 feet (160 square feet) or 40 feet (320 square feet).
- Should there be aesthetic standards required such as:
 - The shipping container must be painted in an earth tone or color matching the principal building; or,
 - The shipping container must be “sided” with an exterior finish or with a pitched roof consistent with that used on the principal building.

The Planning Commission at their meeting on 14 December discussed that use of semi-trailers on either a temporary or permanent basis should not be allowed. At the joint City Council and Planning Commission meeting on 11 February 2026, a majority of the City Council agreed with this position.

The Planning Commission previously discussed the lot area threshold for which use of a shipping container would be allowed and requested additional information regarding the number of parcels zoned R1 District that are less than five acres in area and also less than 10 acres in area. The attached maps have been prepared as additional information for Planning Commission consideration. The maps graphically illustrate the extent of parcels that are less than five acres in area and also less than 10 acres in area. The table below summarized the number of R1 District lots and parcels based on area and the number of potential lots and parcels allowed to use shipping containers based on a minimum lot area requirement:

R1 District Parcels or Lots By Area		R1 District Parcels Allowed Shipping Containers Based on Minimum Area	
Total	7,420	No minimum area	7,420
Less than 10.0 ac.	3,057	2.5ac. or greater	6,125
Less than 5.0 ac.	2,597	5.0 ac. or greater	3,528
Less than 2.5 ac.	1,295	10.0 ac. or greater	471

A majority of the City Council supported lowering the minimum area required to allow for use of a shipping container as a permanent accessory building. There was less consensus on the matter by the Planning Commission. After having opportunity to view the four properties subject to code enforcement cases for use of shipping containers as a permanent structure, the Planning Commission strongly believed that the minimum acreage threshold for allowing this use not be lowered from 10 acres.

City staff has drafted a proposed ordinance based on the comments of the City Council and Planning Commission for discussion at a public hearing. The proposed ordinance establishes the following allowances for use of shipping containers on residential lots through an administrative permit:

- Use of semi-trailers for storage purposes on residential uses is not allowed.
- The minimum lot area required for use of a shipping container as a permanent structure on a residential property is 10.0 acres.
- The shipping container must be located:

- In interior side or rear yards.
- Setback 20 feet from side lot lines.
- Setback 50 feet from rear lot lines.
- The shipping container must be painted an earth tone color with no visible text or logos.
- The shipping container must be anchored to the ground.
- Temporary use:
 - For 30 days within a 12 month period for moving or other purposes.
 - For up to 180 days within a 12 month period when there is an active building permit.
 - Located on a driveway within a platted lot.

The proposed ordinance also includes an exemption for shipping containers that have been finished with to appear like a stick built structure with siding and pitched roof consistent with the principal building on the lot.

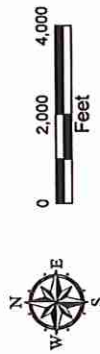
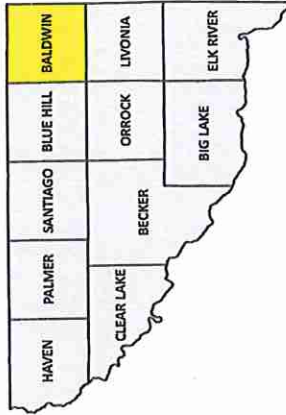
CONCLUSION

The Planning Commission voted 6-0 to recommend to the City Council for approval of the draft ordinance modifying regulations for use of storage containers as detached accessory structures on residential properties.

c. Joan Heinen, City Clerk/Treasurer

City of Baldwin

R1 Parcels < 5 Acres



Legend

- Rum River WS District - 1222 Acres
- Floodplain - 2935 Acres
- NWI - 4894 Acres
- Parcels zoned R1, less than 5ac - 5122ac
- Total Future Service Area - 8581 Acres
- City of Princeton

Zoning

- R1
- C1
- I1
- PUD
- OS
- WS

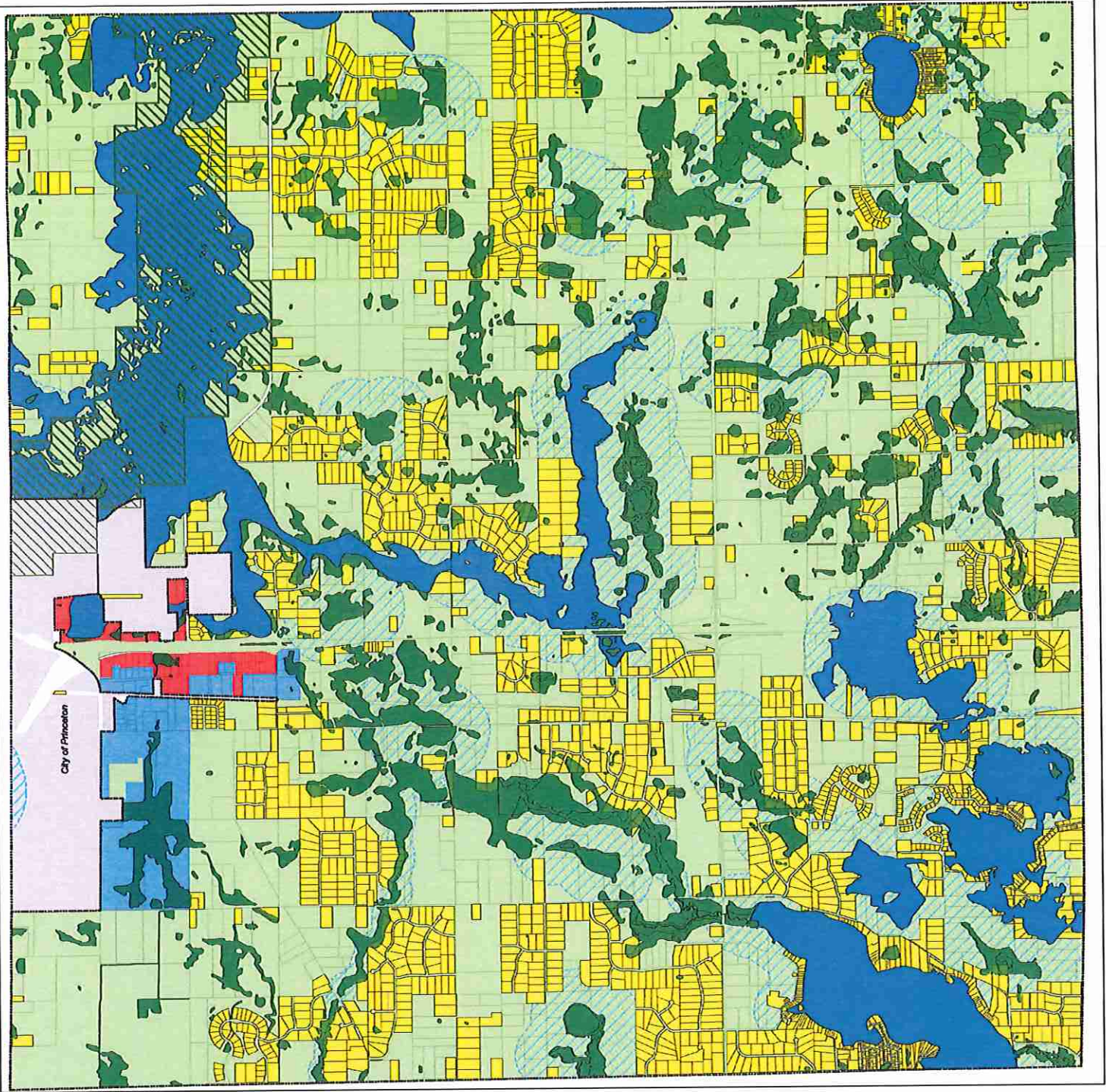
TPC
The Planning Company

**Hakanson
Anderson**

SOURCE: Princeton Comprehensive Sanitary Sewer Plan (Figure 8-1)

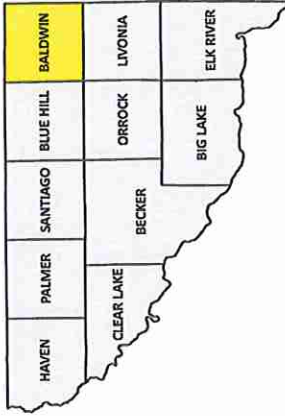
DISCLAIMER: Baldwin Township does not warrant the accuracy nor the correctness of the information contained in this map. It is your responsibility to verify the accuracy of this information. In no event will Sherburne County be liable for any damages, including loss of business, lost profits, business interruption, loss of business information or other pecuniary loss that might arise from the use of this map or the information it contains. Map information is believed to be accurate but accuracy is not guaranteed.

K:\GIS\Projects\Municipal\Baldwin\Map of Parcels less than 5ac zoned R1.mxd



City of Baldwin

R1 Parcels < 10 Acres



Legend

- Rum River WS District - 1222 Acres
- Floodplain - 2935 Acres
- NWI - 4894 Acres
- Parcels zoned R1, less than 10ac - 8250 Acres
- Total Future Service Area - 8581 Acres
- City of Princeton

Zoning

- R1
- C1
- I1
- PUD
- OS
- WS

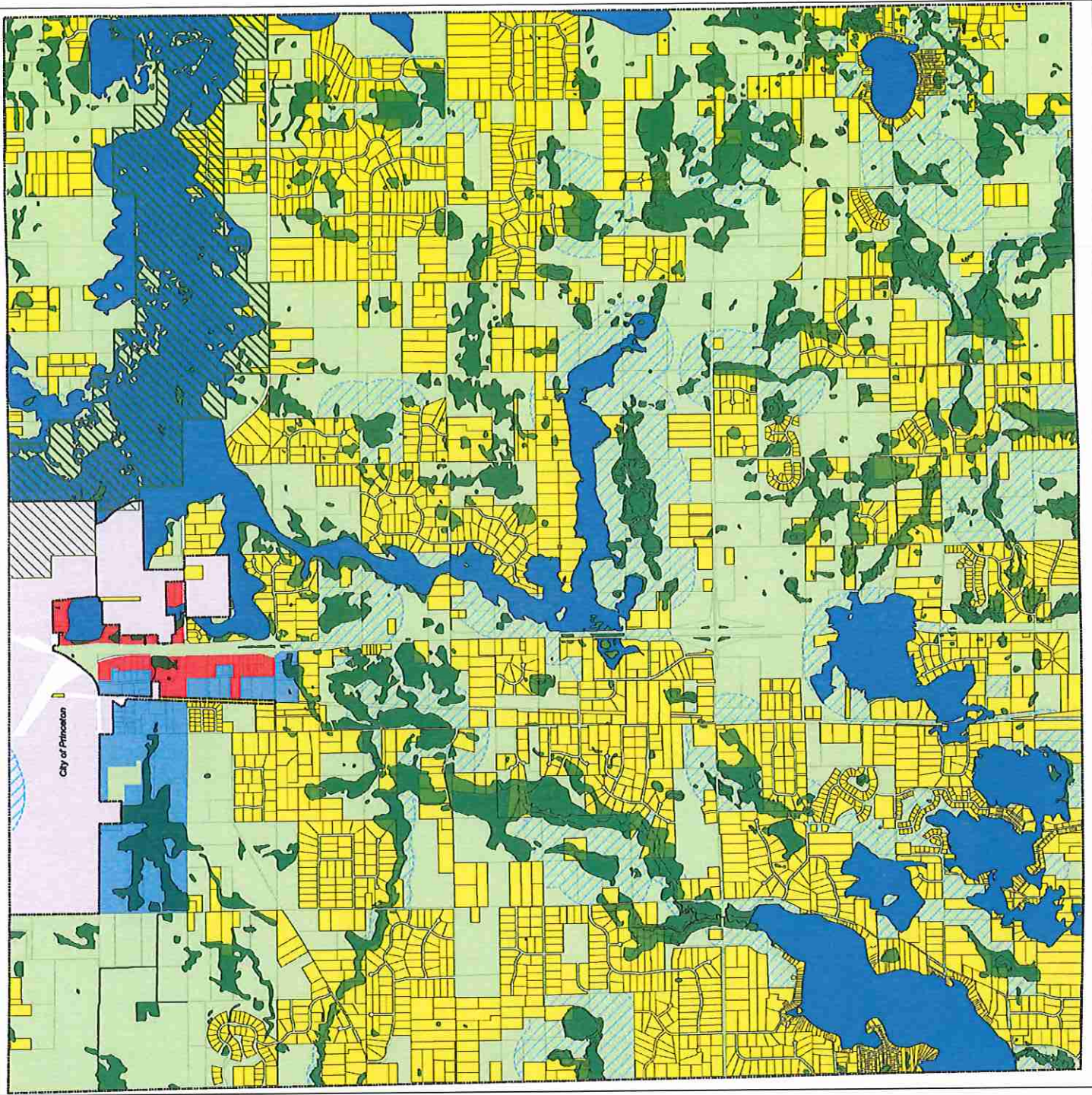
TPC
The Planning Company



**Hakanson
Anderson**

SOURCE: Princeton Comprehensive Sanitary Sewer Plan (Figure 6-1)

DISCLAIMER: Baldwin Township does not warrant the accuracy nor the reliability of the information contained in this map. It is your responsibility to verify the accuracy of this information. In no event will Sherburne County be liable for any damages, including loss of business, lost profits, business interruption, loss of business information or other pecuniary loss that might arise from the use of this map or the information it contains. Map information is believed to be accurate but accuracy is not guaranteed.



ORDINANCE NO.: 2026-04

CITY OF BALDWIN
SHERBURNE COUNTY, MINNESOTA

ORDINANCE AMENDING ORDINANCES THE ZONING ORDINANCE REGULATING ACCESSORY BUILDINGS.

THE BALDWIN CITY COUNCIL ORDAINS:

Section 1. Section 900-2-2 of Ordinance 900 (Zoning Ordinance – Definitions) is hereby amended to include the following definition:

Shipping Container: A standardized, reusable steel box designed for secure transport and storage of goods across intermodal transport by sea, rail, and highway without unloading the cargo.; not including storage containers with axles affixed or semi-trailers.

Section 2. Section 900-18-2.g of Ordinance 900 (Zoning Ordinance – Accessory Uses, Structures, and Buildings) is hereby amended to read as follows:

G. ~~Shipping/Storage Containers and Semi-Trailers: Shipping/storage containers and semi-trailers are prohibited for use as an accessory structure on any platted lot and on non-platted residential lots less than 10 acres in area, except when used for the following purposes shall be allowed to be used as accessory structures upon residential properties within the R1 District with approval of an administrative permit in accordance with chapter 8 of this ordinance and the following provisions:~~

1. *As Permanent Structure:*

a. *The lot or parcel shall be a minimum of 10 acres in area.*

b. *Not more than one shipping container shall be allowed for each parcel or lot.*

c. *Location:*

(1) *Shipping container shall not be located in a front yard or the side yard of a corner lot abutting a public right of way.*

(2) *Shipping container shall be setback a minimum of:*

(a) *Side lot lines: 20 feet*

(b) *Rear lot lines: 50 feet*

d. *The shipping container shall at a minimum be painted an earth tone color with no text or logos visible.*

e. The shipping container shall be anchored to the ground by a foundation or other means subject to approval of the Building Official.

2. As Temporary Storage:

a. As a temporary storage unit for moving purposes for For a period of not more than one consecutive month or a total of 30 days within a 12 month period; or

2b. As a temporary construction project container not to exceed three consecutive months. For a period not to exceed 180 days within a 12 month period only when there is an active building permit issued for the parcel or lot.

3c. Shipping containers used for temporary purposes on platted lots shall comply with the parking requirements for vehicles provided for in chapter 21 of this ordinance.

3. Shipping containers sided, except for the doors, with exterior finish materials, consistent with the principal building and having a pitched roof shall be exempt from the provisions of this section.

Section 3. This ordinance shall be in full effect upon adoption and publication.

(remainder of page intentionally blank signatures follow)

ADOPTED by the Baldwin City Council this 1st day of April, 2026.

MOTION BY:
SECONDED BY:
IN FAVOR:
OPPOSED:

CITY OF BALDWIN

Jay Swanson, Mayor

ATTEST:

Joan Hienen, City Clerk/Treasurer

ORDINANCE NO.: 2026-04

CITY OF BALDWIN
SHERBURNE COUNTY, MINNESOTA

AMENDING THE ZONING ORDINANCE REGULATING ACCESSORY BUILDINGS.

THE BALDWIN CITY COUNCIL ORDAINS:

Section 1. Section 900-2-2 of Ordinance 900 (Zoning Ordinance – Definitions) is hereby amended to include the following definition:

Shipping Container: A standardized, reusable steel box designed for secure transport and storage of goods across intermodal transport by sea, rail, and highway without unloading the cargo.; not including storage containers with axles affixed or semi-trailers.

Section 2. Section 900-18-2.g of Ordinance 900 (Zoning Ordinance – Accessory Uses, Structures, and Buildings) is hereby amended to read as follows:

G. ~~*Shipping/Storage Containers and Semi Trailers: Shipping/storage containers and semi-trailers are prohibited for use as an accessory structure on any platted lot and on non-platted residential lots less than 10 acres in area, except when used for the following purposes shall be allowed to be used as accessory structures upon residential properties within the R1 District with approval of an administrative permit in accordance with chapter 8 of this ordinance and the following provisions:*~~

1. *As Permanent Structure:*

a. *The lot or parcel shall be a minimum of 10 acres in area.*

b. *Not more than one shipping container shall be allowed for each parcel or lot.*

c. *Location:*

(1) *Shipping container shall not be located in a front yard or the side yard of a corner lot abutting a public right of way.*

(2) *Shipping container shall be setback a minimum of:*

(a) Side lot lines: 20 feet

(b) Rear lot lines: 50 feet

d. *The shipping container shall at a minimum be painted an earth tone color with no text or logos visible.*

e. The shipping container shall be anchored to the ground by a foundation or other means subject to approval of the Building Official.

2. As Temporary Storage:

a. ~~As a temporary storage unit for moving purposes for~~ For a period of not more than one consecutive month ~~or a total of 30 days within a 12 month period; or~~

2b. ~~As a temporary construction project container not to exceed three consecutive months. For a period not to exceed 180 days within a 12 month period only when there is an active building permit issued for the parcel or lot.~~

3c. Shipping containers used for temporary purposes on platted lots shall comply with the parking requirements for vehicles provided for in chapter 21 of this ordinance.

3. Shipping containers sided, except for the doors, with exterior finish materials, consistent with the principal building and having a pitched roof shall be exempt from the provisions of this section.

Section 3. This ordinance shall be in full effect upon adoption and publication.

(remainder of page intentionally blank signatures follow)

ADOPTED by the Baldwin City Council this 1st day of April, 2026.

MOTION BY:
SECONDED BY:
IN FAVOR:
OPPOSED:

CITY OF BALDWIN

Jay Swanson, Mayor

ATTEST:

Joan Hienen, City Clerk/Treasurer







Kayla Nielsen

From: Joan Heinen
Sent: Monday, March 16, 2026 9:03 AM
To: Kayla Nielsen
Subject: FW: Sandy Lake Beach – Beach Damage Observed
Attachments: IMG_9573.jpeg; IMG_9574.jpeg; IMG_9576.jpeg

Follow Up Flag: Follow up
Flag Status: Completed

Would you please print email and pictures for me, please?

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

From: Baldwin Maintenance <publicworks@Baldwinmn.gov>
Sent: Thursday, March 12, 2026 1:42 PM
To: Alan Walker <councilmemberC@baldwinmn.gov>
Cc: Tom Rush <councilmemberD@baldwinmn.gov>; Joan Heinen <city.clerk@baldwinmn.gov>; Kayla Nielsen <deputy.clerk@baldwinmn.gov>; Phillip Fadden <publicworks2@baldwinmn.gov>
Subject: Sandy Lake Beach – Beach Damage Observed

City Council,

While performing sanding operations yesterday, damage was observed in the Sandy Lake beach area. It appears a vehicle traveling across the beach for lake access became stuck and created ruts while attempting to get out, which disturbed the beach surface.

Photos are attached for review and documentation.
The affected area will require some level of site restoration to return the beach to its previous condition.

Please advise how City Council would like Public Works to proceed with restoration of the damaged area.

This may also be an opportunity to review the current seasonal gate access timeline at Sandy Lake Beach. Historically, the gate has remained ***open between Labor Day and Memorial Day and closed between Memorial Day and Labor Day***.

Council may wish to review whether adjustments to that timeline or other access considerations would help reduce the likelihood of similar issues.

Thanks,
Zac

Toilets are owned by the City as of 2025.

Jim's Mille Lacs Disposal: Complete Service Fee: \$50 each includes pumping, cleaning, supplying hand sanitizer, and toilet paper

Toilets are placed at Young Park, Sandy Lake, and Elk Lake Rain Garden

Young Park is serviced **weekly** at \$50 a service = \$200/month

Sandy Lake is serviced **every other week** at \$50 a service = \$100/month

Elk Lake is serviced **every other week** at \$50 a service = \$100/month

Total monthly service charge for 3 toilets = \$400/month

****Fees are the same as 2025****

Joan Heinen

From: rebeccahelen1 <rhrittenour@gmail.com>
Sent: Thursday, March 12, 2026 2:08 PM
To: Joan Heinen
Subject: cemetery

Hello! Last year I got permission to clean some very old gravestones at Baldwin, and I'd like to do that again this spring. Park Day is April 25, so that's what I'm planning on, weather permitting. Last year's cleaned-up stones are still looking good, but I'll touch up any new lichen that's adhered to them. I would also like to clean up a couple more similarly untended gravestones as well, if that's okay. Last year, I went before the board for permission. Do I need to do that again?

Becky Rittenour

"SOUTH" BLUE MOUND CEMETERY

BLUE MOUND CEMETERY

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Cemetery Pricing

	Resident	Non-Resident
Baldwin Cemetery	\$500	\$700
Blue Hill Township Blue Mound Cemetery	\$600	\$700
Princeton Oak Knoll Cemetery	\$700	\$950
Big Lake Township Bailey Station	\$500	\$1,200
Big Lake Greenwood Cemetery	\$700	\$1,500
Livonia Cemetery	\$500	\$750
Christ Our Light	\$800	\$1,800
Zion Luthern Church	\$500	\$750

**CITY OF BALDWIN
RULES AND REGULATIONS
FOR THE CARE & PRESERVATION
OF BALDWIN CEMETERY**

DEFINITION OF CEMETERY LOTS

A cemetery lot shall consist of land area 4' by 10'

SALE OF LOTS

All sales shall be made on an approved form (Deed) which grants a right of burial only and does not convey any other title to the lot or burial space sold. Such form shall be executed by the City Clerk/Cemetery Sexton. The Deed shall be signed by the City Clerk/ Cemetery Sexton. One copy shall be kept on file for City use. The original is given to the purchaser who then becomes the Internment Rights Holder.

Only human remains may be buried (no pets).

Cemetery lots are transferable but done only through the City Clerk/Sexton and can be sold back to the City of Baldwin (at the original price) or gifted back. Cemetery lots that have been sold but remain vacant for fifty (50) years from the date of sale shall automatically revert to the City upon occurrence of both of the following events:

- a. Notice shall be sent by the Clerk by first class mail, return receipt requested, to the last known address of the last owner of record informing him/her of the expiration of the fifty (50) year period and that all rights with respect to said lots/burial spaces will be forfeited if the owner does not affirmatively indicate in writing to the Clerk within 60 days from the date of mailing of the written notice the owner's desire to retain said burial rights.
- b. No written response to said notice indicating a desire to retain the cemetery lots/burial spaces in question is received by the Clerk from the last owner of record of said lots/burial spaces, or the owner's heirs or legal representative, within 60/30 days from the date of mailing of said notice.

The City Sexton shall maintain records concerning all burials and burial permits, separate and apart from any other records of the City and the same shall be open to public inspection at all reasonable business hours.

PURCHASE PRICE

As of May 3, 2004, a lot, described as one gravesite, will be sold at:

- a. \$500.00 for residents of the City of Baldwin
- b. \$700.00 for non-residents
- c. Payable to the City of Baldwin
- d. \$25.00 for gravesite marking
- e. \$25.00 for monument marking
- f. Payable to Sexton or person charged by the City to mark gravesites/monuments.

The lawful owner of any cemetery lot within the City shall promptly provide the City Clerk with any change in that owner's mailing address.

The City Council may periodically alter the foregoing fees to accommodate increased costs and needed reserve funds for cemetery maintenance and acquisition.

MONUMENTS AND FOUNDATIONS

1. No monuments or markers shall be erected until all assessments have been paid. The rights of owners of lots to erect monuments shall be subjected to the approval of the Baldwin City Council
2. Further erection of any above ground vaults or mausoleums shall be prohibited.
3. Dealers or manufacturer's cards of advertisements shall not be cut or marked on any stone or placed anywhere within the cemetery enclosure.
4. Markers on all lots purchased after January 1, 1999 will be classified as flat grass markers with a four-inch cement border around the base.
5. The City of Baldwin will not be held responsible for any damage, loss or theft of any personal property such as flowers, plants, decorations, vases, crocks, markers, monuments, etc.
6. No material other than standard granite or bronze shall be used for any monument or marker. Crosses or other grave markers of wood or iron, that are left as permanent will not be allowed, with the exception of military markers.
7. Should it become necessary to move any structure, tree, or monument at the gravesite for a burial, all fees will be the responsibility of the gravesite owner. The City of Baldwin will not be liable for any fees associated with moving any structure, tree or monument.
8. The footing or foundation upon which any marker or memorial must be placed shall be constructed by the company placing the marker or memorial and shall be paid for by family or other responsible person involved at their expense.
9. Owners shall be responsible for the upkeep of markers, monuments etc. Should any monument or memorial (or monument which was in place before this Ordinance became effective) become unsightly broken moved off its proper site, dilapidated or a safety hazard, the City Council shall have the right at the expense of the owner, to correct the condition or remove the same. The City shall make reasonable attempts to contact the owner prior to any such work beginning.

INTERMENTS

1. No grave shall be dug or interments made except under the supervision of the Cemetery Sexton or representative of the Baldwin City Council.
2. All casket burials shall be in a standard funeral director approved durable vault installed or constructed in each lot/burial space before interment and buried 6 ft deep.
3. The cemetery allows two cremated remains to be placed on one gravesite or one cremated remains to be placed on one casketed gravesite at the discretion of the gravesite owner.
4. Receptacle for remains must be solid and durable. Receptacle will not be taller than 12 inches if being placed in existing gravesite.
5. Grave opening and closing prior to and following a casket burial therein, shall be at a cost determined by the funeral home in charge of the burial, and no burial spaces shall be opened and closed except under the direction and control of the City Sexton. The request for opening of a burial site can be made through the funeral home directly to the City sexton.

GROUND MAINTENANCE

1. No build-up, grading, leveling, or excavating upon burial space shall be allowed without the permission of the City Council. Surfaces other than earth or sod are prohibited without prior approval from the City Council.
2. Fencing benches or structures of any kind are not allowed except with an approved variance by the Baldwin City Council.
3. No tree, shrub, bush shall be planted, removed, cut down or destroyed within the borders of any lot without the consent of the Baldwin City Council. If, in the opinion of the Baldwin City Council, any tree, shrub, or bush situated upon any lot becomes detrimental to any adjacent lot or avenue OR becomes unsightly OR inconvenient to caretaker, Baldwin City Council reserves the right to remove such trees, shrubs, bushes, or parts thereof as may be necessary.
4. Having a fire, snowmobiles, golf carts or 4-wheelers are strictly prohibited from cemetery grounds at all times.
5. All refuse of any kind or nature including, but not limited to, dried flowers, wreaths, papers, and flower containers will be removed from the cemetery within 14 days after a burial. Artificial flowers, or articles of similar nature, shall be removed at the discretion of the caretaker.
6. Planters and urns may be placed within the border, to the left or right of a marker or in the case of a double marker, to the center, in such a way that the mower may cut the grass around the marker. No flowers may be planted on the grave. Live or artificial flowers may be placed securely in pot stands at any time. However, live or artificial flowers may be placed on graves 5 days prior to Memorial Day but must be removed 10 days after Memorial Day. If not properly cared for, such plantings (artificial or live) may be removed at the discretion of the caretaker.
7. ALL FLOWERS MUST BE REMOVED BY OCTOBER 1 FROM CEMETERY PROPERTY.

CEMETERY HOURS

The cemetery shall be open to the general public from Dawn to Dusk each day. No person shall be permitted in the City cemetery at any time other than the foregoing hours.

CHANGES IN RULES AND REGULATIONS

The Baldwin City Council Reserves the right to amend these rules and regulations in order to best serve the interests of the cemetery, City, and Interment Rights Holders and is not required to give notice of such action

The provisions of these rules and regulations are hereby declared to be severable and should any provision section or part hereof be declared invalid or unconstitutional by any court of competent jurisdiction, such decision shall only affect the particular provision section or part hereof involved in such decision and shall not affect or invalidate the remainder of these rules and regulations which shall continue in full force and effect.

INTERMENTS

1. No grave shall be dug or interments made except under the supervision of the Cemetery Committee or representative of the Baldwin Town Board.
2. No interments shall be made of two or more bodies in one grave unless such bodies are laid in one casket.
3. Graves for adults shall be approximately four and one-half feet deep; graves for children shall be approximately four feet deep.
4. No interments shall be made in grave sites which have not been paid for or arrangements to pay for made. Unused graves shall revert to cemetery.
5. No casket or urn shall be interred in the cemetery unless it is enclosed in a concrete vault or cement box.

CREMATION

1. The cemetery allows two cremated remains to be placed on one gravesite or one cremated remains to be placed on one casketed gravesite at the discretion of the cemetery owner.
2. Receptacle for remains must be solid and durable. Receptacle will not be taller than 12 inches if being placed in existing gravesite.
3. Any unauthorized interment of cremated remains is prohibited.
4. No casket or urn shall be interred in the cemetery unless it is enclosed in a concrete vault or cement box.

COST

1. As of August 2, 2010, a gravesite will be sold at:
 - \$500 for residents of township
 - \$700 for non-residents
 - \$25 cemetery permit for gravesite marking
 - \$25 cemetery permit for monument marking.

MONUMENTS AND FOUNDATIONS

1. No monuments or markers shall be erected until all assessments have been paid. The rights of owners of gravesites to erect monuments shall be subjected to the approval of the Cemetery Committee.
2. Further erection of any above ground vaults or mausoleums shall be prohibited.
3. Dealers or manufacturer's cards of advertisements shall not be cut or marked on any stone or placed anywhere within the cemetery enclosure.
4. Markers, on all gravesites purchased after January 1, 1999, will be classified as flat grass markers with a four inch cement border around base. Baldwin Township will not be held responsible for any damages, loss or theft of any personal property such as flowers, plants, decorations, vases, crocks, markers, monuments, etc.
5. No material other than standard granite or bronze shall be used for any monument or marker. Crosses or other grave markers of wood or iron that are left as permanent will not be allowed, with the exception of military markers.
6. Should it become necessary to move any structure, tree or monument at the gravesite for a burial, all fees will be the responsibility of the gravesite owner. Baldwin Township will not be liable for any fees associated with moving any structure, tree or monument. Baldwin Township will not be responsible for any damage or breakage.
7. Monuments and foundations placed after October 5, 2015 must be placed on owner's lot not in township right of walkway.

MISCELLANEOUS

1. Workmen are not allowed to scatter material over adjoining gravesite or leave debris on the ground for any longer period than is absolutely necessary. In all cases the activities of the workmen are subject to the direction and supervision of the Cemetery Committee. No fires shall be allowed in the cemetery except under the supervision of the Committee. Any person creating refuse within the cemetery shall remove refuse.
2. Enclosures of any description considered unsightly and unnecessary are prohibited. No tree, shrub, or bush shall be planted, removed, cut down or destroyed within the borders of any gravesite without the consent of the Committee. If, in the opinion of the Committee, any

tree, shrub, or bush situated upon any gravesite becomes detrimental to any adjacent lot or avenue OR becomes unsightly OR inconvenient to caretaker, Committee reserves the right to remove such trees, shrubs, bushes, or parts thereof as may be necessary. Should any structure on any gravesite become unsightly, the Committee reserves the right to repair same at owner's expense or to remove same from gravesite.

3. Artificial flowers, or articles of similar nature, shall be removed at the discretion of the caretaker.
4. Planters and urns may be placed within the border, to the left or right of a marker or in the case of a double marker, to the center, in such a way that the mower may cut the grass around the marker. No flowers may be planted on the grave. Live or artificial flowers may be placed securely in pot stands at any time. However, live or artificial flowers may be placed on graves 5 days prior to Memorial Day, but must be removed 10 days after Memorial Day. If not properly cared for, such plantings (artificial or live) may be removed at the discretion of the caretaker.

5. ALL FLOWERS MUST BE REMOVED BY OCTOBER 1 FROM CEMETERY PROPERTY.

BALDWIN TOWNSHIP RESERVES THE RIGHT TO AMEND THESE RULES AND REGULATIONS IN THE BEST INTEREST OF THE CEMETERY AND IS NOT REQUIRED TO GIVE NOTICE OF SUCH ACTION.



Hubbard Electric LLC

License #: EA807628

14231 Liberty Lane
Becker, MN 55308

763-263-8334

hubmn.com

info@hubmn.com

Hubbard Electric Estimate 1300

DRAFT

City of Baldwin - Water Treatment Facility

(763) 389-8931

city.clerk@baldwinmn.gov

Billing address:

City of Baldwin

30239 128th St. NW
Princeton, MN 55371

Date: Mar 26, 2026

Expiration Date: Apr 25, 2026

Status: Draft

2 new wall pack lights. Fix well pipe

Item	Unit Price	Quantity	Amount
RAB Slim17 100 Watt LED Wallpack	\$207.90	2	\$415.80
RAB Slim17 100 Watt LED Wallpack			
8x8x4 PVC J-box	\$41.82	1	\$41.82
8x8x4 PVC J-box			
2" PVC Connector or Coupling	\$8.41	1	\$8.41
2" PVC Connector or Coupling			
1 1/4" PVC Connector or Coupling	\$1.96	1	\$1.96
1 1/4" PVC Connector or Coupling			

Item	Unit Price	Quantity	Amount
Photo Eye 120V	\$36.29	1	\$36.29
Photo Eye 120V			
Labor	\$135.00	4	\$540.00
Labor			

NOTE: A 3% fee will be added for all credit card payments at the time of invoice. If paying by ACH/Cash/Check, please pay the ACH amount due.

Total **\$1,044.28**

Joan Heinen

From: Baldwin Maintenance
Sent: Thursday, March 26, 2026 8:54 AM
To: Alan Walker
Cc: Tom Rush; Joan Heinen; Kayla Nielsen; Phillip Fadden
Subject: Electrical Repair estimate - City hall -Grounds
Attachments: Hubbard Electric Estimate 1300.pdf

Hi Al,

Attached is an estimate for repairs as follows:

- Replacement & photo eye / Parking lot light above PW service door
- Replacement / light above fuel tanks (East wall)
- Repairs to Fire Dept. well conduit

Please let me know if anything else is needed.

Thanks,
Zac

From: Shelly Nelson <notifications@fpmessaging.com>
Sent: Thursday, March 26, 2026 8:21 AM
To: Baldwin Maintenance <publicworks@Baldwinmn.gov>
Cc: shelly@hubmn.com; tim.gilberts@hubmn.com
Subject: Estimate 1300

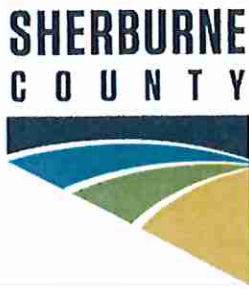


Hello,

Please review the attached estimate. Feel free to contact us if you have any questions.

Thank you for the opportunity to work with you!

Sincerely,
Hubbard Electric LLC
(763) 263-8334



Loraine Rupp
Auditor-Treasurer

Sherburne County Government Center
13880 Business Center Drive NW Suite 100
Elk River, MN 55330-1692
auditor@co.sherburne.mn.us
(763) 765-4351

MAR 25 2026

March 19, 2026

To: City Clerks

Re: Resolution No. 031726-AD-3278 - Gopher Bounty effective for 2026

Dear City Clerks,

On March 17th, 2026 the Sherburne County Board of Commissioners voted to reimburse the Townships \$1.00 (one dollar) per ground squirrel and gopher destroyed in the calendar year for 2026. Pursuant to Minnesota Statute 348.13. **With this resolution they voted to no longer include Cities in this reimbursement program as it is not supported by the statute.**

Enclosed with this notice is a copy of the passed Resolution No. 031726-AD-3278, please keep with your files for further reference.

If you have any questions, please feel free to contact my office.

Sincerely,

Loraine Rupp
Sherburne County Auditor-Treasurer

BOARD OF COUNTY COMMISSIONERS

Sherburne County, Minnesota

Date: March 17 -2026

Resolution No. 031726-AD-3278

WHEREAS, Sherburne County Board of Commissioners has the authority to offer bounties for the destruction of gopher and ground squirrels, pursuant to Minnesota Statute Section 348.12;

WHEREAS, Sherburne County Board of Commissioners has authorized such bounties in previous years:

NOW, THEREFORE, BE IT RESOLVED, the County Board of Commissioners of the County of Sherburne approves the following:

1. The Sherburne County Auditor/Treasurer shall pay \$1.00 (one dollar) per ground squirrel and gopher that is properly presented to a Sherburne County Township, pursuant to Minnesota Statute 348.13, for bounties for gophers and ground squirrels destroyed in the calendar year 2026. The bounties shall only be paid directly to the Township.
2. Any request for 2026 bounties must be presented to the County Auditor not later than March 1, 2027. No 2026 bounties shall be paid for any bounties presented to the County Auditor after March 1, 2027.

On March 17, 2026, Commissioner Hulse moved the adoption of the above resolution: Commissioner Schumacher seconded the motion to adopt said resolution, and thereupon the same was put to a vote with the following result:

	Aye	Naye
Commissioner Hulse	<u>✓</u>	_____
Commissioner Felber	<u>✓</u>	_____
Commissioner Schumacher	<u>✓</u>	_____
Commissioner Danielowski	<u>✓</u>	_____
Commissioner Gray	<u>✓</u>	_____

ATTEST:

Raeanne Danielowski
Raeanne Danielowski
Chairperson

Bruce Messelt
County Administrator
Asst

Dan Weber
(Seal)

