



AGENDA FOR JUNE 17TH, 2026
CITY OF BALDWIN REGULAR MEETING
7:00 p.m.
(Revised 6/12/2026)

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:

Public Comment Requests:

- Scott Schmidt – 14215 285th Avenue NW, Easement Access to Little Elk Lake Through City Property

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 City Council Meeting Minutes for May 20th, 2026 and June 3rd, 2026

Engineering:

- a. Discuss/Approve/Disapprove Quotes received for the 2026 Sandy Lake and Lake Diann Project
- b. Discuss/Approve/Disapprove Letter of Credit (LOC) Reduction for Meadows of Baldwin
- c. Discuss/Approve/Disapprove Letter of Credit (LOC) Reduction for Oaks of Battle Brook 2nd Addition
- d. Discuss/Approve/Disapprove Hardy Homestead Escrow Reduction
- e. Discuss Right-of-Way Ordinances and Right-of-Way Permit Application Drafts
- f. Discuss/Approve/Disapprove Construction Pay Application No. 1 for 2026 Street Reconstruction Project

Frontier Trails Update:

- a. Discuss May 2026 Wastewater Operation Summary
- b. Discuss Revenues and Expenditures for Frontier Trails SSD
- c. Discuss/Approve/Disapprove Quote from NSU for Telemetry Units – Jay Swanson

Road Report – Alan Walker

- a. Discuss Public Works Report
- b. Discuss/Approve/Disapprove Road Repairs on 297th Avenue

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

Tabled Items:

- a. Discuss/Approve/Disapprove Consulting Agreement for Solar App+ Permitting Software Incentive – Scott Case
- b. Discuss/Approve/Disapprove IPAWS TextMyGov Alerts – Scott Case

New Business:

- a. Discuss/Approve/Disapprove Resolution 26-17; Appointment Election Judges - Clerk
- b. Discuss Capital Improvement Plan (CIP) for the City of Baldwin – Scott Case
- c. Discuss/Approve/Disapprove Emergency Procedures Guide – Scott Case
- d. Discuss Budget Reports – Clerk
- e. Schedule Budget Meeting – Jay Swanson
- f. Discuss/Approve/Disapprove Pay Increase/COLA for Employees – Jay Swanson
- g. Discuss/Approve/Disapprove Moving Service Counter Area at City Hall – Jay Swanson

Announcements:

- a. Park Committee Meeting, Thursday, June 18th, 2026 at 7:00 p.m.
- b. City Hall Closed Friday, June 19th, 2026 in Observance of Juneteenth
- c. Planning Commission Meeting Wednesday, June 24th, 2026 at 7:00 p.m.
- d. Next City Council Meeting Wednesday, July 1st, 2026 at 7:00 p.m.
- e. July 14th – July 28th, Filing Period Opens for Municipal Offices; Mayor; Four Year Term and Two Positions for City Council; Four-Year Term

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

***Cash Balances**

Cash Account: 10100

June 2026

Fund	Begin June 2026	Transfers			JE Payroll	Balance No Investments	Balance
		Receipts	Disbursements	Rec/Disb			
10100 - Old National Bank							
101 - General Fund	(\$338,615.76)	\$8,833.95	(\$148,811.29)	\$0.00	(\$7,917.26)	(\$986,510.36)	In Bal
225 - Cemetery Fund	\$9,582.31		(\$40.70)	\$0.00	(\$215.30)	\$9,326.31	In Bal
250 - Fire Fund	\$71,865.96	\$1,350.00	(\$6,808.89)	\$0.00	(\$3,261.21)	\$63,145.86	In Bal
275 - Street Capital	\$902,579.09		(\$8,436.25)	\$0.00	\$0.00	\$894,142.84	In Bal
301 - G.O. 2017A	\$238,057.99			\$0.00	\$0.00	\$238,057.99	In Bal
302 - G.O. 2024A	\$12,217.44			\$0.00	\$0.00	\$12,217.44	In Bal
401 - Capital Project Fund	\$175,320.50			\$0.00	\$0.00	\$175,320.50	In Bal
402 - Fire Services	(\$6,024.61)			\$0.00	\$0.00	(\$6,024.61)	In Bal
403 - Fire Infrastructure Fund	\$262,277.49			\$0.00	\$0.00	\$262,277.49	In Bal
404 - Parks Capital Fund	\$63,781.21	\$600.00	(\$772.49)	\$0.00	(\$1,950.78)	\$61,657.94	In Bal
602 - Sewer Fund	\$47,106.41	\$5,642.00	(\$6,047.61)	\$0.00	(\$711.83)	\$45,988.97	In Bal
801 - Developers Account - Escrow	\$197,312.57		(\$5,842.65)	\$0.00	\$0.00	\$191,469.92	In Bal
802 - Baldwin Estates Escrow	\$2,389.61			\$0.00	\$0.00	\$2,389.61	In Bal
804 - Buck Run Escrow	\$15,401.81			\$0.00	\$0.00	\$15,401.81	In Bal
805 - Sumner Farms 1st Addt Escr	\$2,186.41			\$0.00	\$0.00	\$2,186.41	In Bal
				</			

THE CITY OF BALDWIN PUBLIC COMMENT REQUEST FORM

As a courtesy, the City Council provides a public comment period as part of the agenda of its regular meetings. This is your chance to address the City Council on matters not on the agenda. Persons may address the City Council during the public comment period, provided they do so in compliance with the City's Administrative Policy.

Those wishing to address the City Council at the public comment portion of the meeting must comply with the following:

1. Fill out the form below, detach and present it to the Clerk/Treasurer or Mayor prior to the public comment portion of the meeting.
2. Each speaker is limited to 5 minutes. The Public comment section of the meeting is limited to 30 minutes total.
 - Speakers not heard will be first to present at the next City Council meeting or can be placed at the end of the current meeting agenda.
 - A person may only speak during the public comment period one time per month unless the Mayor/Acting Mayor approves another request form from the person to speak on a different subject.
3. Comments must relate to matters within the City Council's authority and be limited to the subject listed on the submitted request form.
4. The Mayor/Acting Mayor will review the request forms and will not allow a person to speak during the comment period if their request is not consistent with the Administrative Policy. Any commenter that fails to limit their comments to the listed subject, to the allowed time, or otherwise does not act in accordance with the Administrative Policy forfeits their opportunity to present to the City Council.
5. No one will be allowed to disrupt a City Council meeting.
6. The City Council will decide what action, if any, is appropriate to respond to the comments made.

Thank you!

TO ALL PERSONS ADDRESSING THE CITY COUNCIL AT PUBLIC COMMENT:
In order to accurately record your name and address to the official minutes of this meeting, please complete the following and hand it to the clerk, before addressing the City Council.

DATE: 6/17/2026

NAME: Scott Schmidt

ADDRESS: 14215 285th Ave NW, Zimmerman/Baldwin, MN 55398

PHONE: 763-443-4124

SUBJECT TO BE PRESENTED TO THE CITY COUNCIL:
Public Water Way project---easement access to Little Elk Lake through City property.



LEGEND

- DONOTIS FOUND RON MOUNTAIN
 - DONOTIS SET SPAC ON LINE
 - DONOTIS 1/2 RON MOUNTAIN SET AND
 - MOUNTED WITH LICENSE NLA 44118
 - DONOTIS DURING SURVIVE ELEVATION
- (PENDING ACTION)

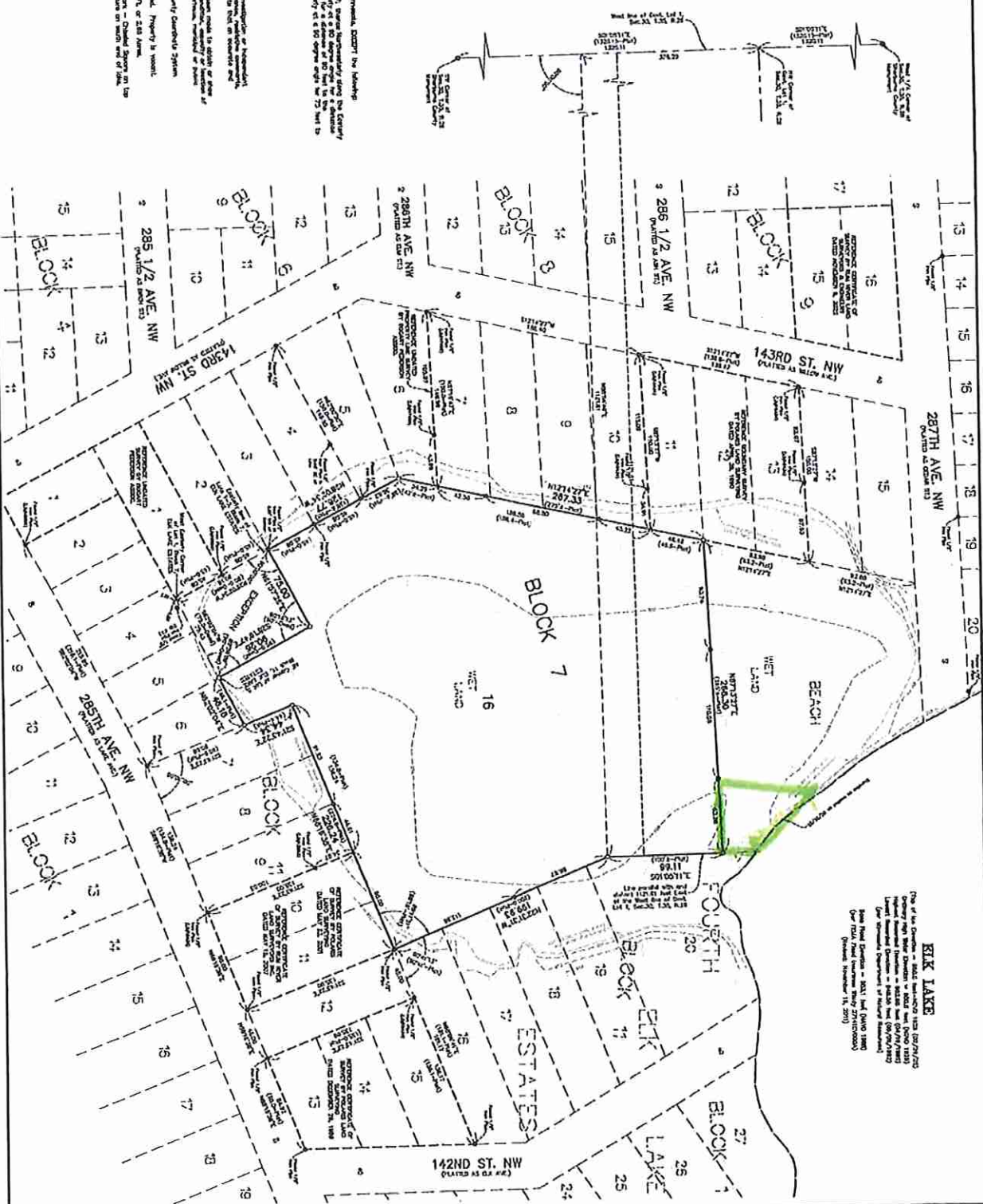
REPORT NO. 01-604-0776A) - PWR DDC

(PMD NO. 01-604-0706) - PCR DOC. NO. 051066

[illegible]

NOTES

- [illegible]



The U.S. Department of Health and Human Services (HHS) has announced that it will be reviewing the effectiveness of the current federal regulations governing the use of force by law enforcement officers in the United States. The review will be conducted by the U.S. Department of Justice, Office of Inspector General (DOJ OIG). The review will be completed by the end of 2011.

Certificate of Survey
~ for ~
Scott Schmidt

Part of Lot 16, Block 7,
ELK LAKE ESTATES,
Sherburne County,
Minnesota



RUM RIVER
LAND SURVEYORS & ENGINEERS
301 Elm Street, Farmington, NH 03757
O - 603.885.4476 fax 603.874.0968

I hereby certify that the above plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Land Surveyor under the laws of the State of Kentucky.

Eric Farrow
Eric Farrow, P.L.S.
M4 License No. 58382 Date 11/28/21

DATE	REVISION	DESIGNED BY	DM
9/2/77	LAUREN S. DEWITT	DRAWN BY	DM
		CHECKED BY	DM
		BOOK	
		FILE	
		SCALE	1"=4'
		DATE	12/28/77
		FILE NO.	P-45-103



BALDWIN CITY COUNCIL REGULAR MEETING

MAY 20th, 2026

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

Also Present – City Planning & Zoning Administrator; Dan Licht from The Planning Company (TPC), City Engineer, Sam Jochum from Hakanson Anderson and City Attorney, Bob Ruppe from Couri & Ruppe

Call to Order – The May 20th, 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 - Rush/Walker unanimous to approve as amended.

April 2026 Final Treasurer's Report – Beginning balance of \$1,235,585.64, receipts of \$45,207.55, disbursements of \$132,850.96, leaving an unaudited ending balance of \$1,147,942.23.

May 2026 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$1,147,942.23, receipts of \$61,826.41, which includes the 2025 CD interest being disbursed into appropriate funds. This was approved at the May 6th, 2026 City Council meeting, disbursements of \$87,050.19 leaving an unaudited ending balance of \$1,122,718.45.

Public Comment Requests:

Mary Larson – 29725 138th Circle NW, Baldwin. Larson is the unpaid Volunteer Coordinator for the City of Baldwin. Larson has concerns with advertisement costs for Baldwin's newspaper insert. Larson is proposing to the City Council to work with Princeton High School on creating a newspaper and doing articles in-house. Swanson stated he is not ready to make a decision at tonight's meeting but is open to looking at other options for Baldwin's newspaper insert.

Jeff Holm arrived at 7:03 p.m.

Julie Herrity-Weidenborner – 14312 314th Avenue NW, Baldwin. Weidenborner is at tonight's meeting representing the homeowners of Frontier Trails. Weidenborner has some concerns on snowplowing damage by the out-lots that should be repaired. Walker

stated that Baldwin's Public Works will go to Frontier Trails to repair. Weidenborner also has concerns about the charges for the telemetry unit. Weidenborner also stated that when NSU was at the last City Council meeting presenting an annual update, the charges were a lot due to being further down on the agenda. Swanson stated that this does happen occasionally when city professionals come to City Council meetings and there are agenda items that take longer.

Approval of Consent Agenda – Rush/Walker unanimous to approve the consent agenda with removing the May 6th, 2026 meeting minutes so additions can be completed under the Fire Department transition agenda item.

- Approve Ordinance 2026-07; Amending Ordinance 800 Establishing Charges for Emergency Response Services
- Approve Escrow Credit Return of \$319.00 for VanSlyke Administrative Subdivision
- Approve Newspaper Insert for June – July 2026
- Approve Clerk Vacation Leave of May 22nd, 2026
- Approve Deputy Clerk Vacation Leave of June 1st – June 5th, 2026
- Approve New Hire Fire Fighters; Ryan Schuft, Danielle Bergmann, Nicole Wolfe and Brian Hockemeyer
- Approve City Council Meeting Minutes of May 6th, 2026
- Approve Emergency City Council Meeting Minutes of May 14th, 2026

Engineering:

Discuss/Approve/Disapprove Construction Plans for the Sandy Lake and Lake Diann Improvements, Request for Quotes, and Sandy Lake Temporary Construction Easements – Rush/Walker unanimous to approve construction plans for Sandy Lake and Lake Diann including quotes and temporary construction easements.

Discuss/Approve/Disapprove Resolution 26-15 City Acceptance of Hardy Homestead Development – Rush/Walker unanimous to approve Resolution 26-15.

Discuss/Approve/Disapprove Invoice from West Branch Construction for the 278th Avenue Culvert Grading Project – Walker/Rush unanimous to approve West Branch Construction invoice for \$12,290.00.

Discuss Progress on the 2026 Street Reconstruction Project – Jochum gave an update on the 2026 street reconstruction project. The grading is being finished today and they will be paving next week. There will be a week or two in order to finish up the project.

Discuss Cemetery Map – Rush discussed a new color-coded cemetery map and requested feedback from the City Council. Jochum stated that they could make a larger map for City Hall that is color coded for \$1200.00. Rush stated that going forward, map will be updated annually. The expenditure for the \$1200.00 map was already approved

at the February 4th, 2026 City Council meeting. Individual block maps of the cemetery will be discussed at a later date.

Frontier Trails Update:

Discuss/Approve/Disapprove Quote from NSU for Telemetry Units – Rush/Walker unanimous to table until the June 17th, 2026 City Council meeting.

Road Report:

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

Discuss/Approve/Disapprove Cell Phone for New Hire Public Works Maintenance Technician – Rush/Case unanimous to disapprove cell phone for new hire Public Works Technician.

Discuss Chip, Crack Sealing and Micro Surfacing for 2026 – Rush spoke that Jochum, City Engineer, and himself went to some developments to look at the roads. The developments that were looked at were Hidden Hollow, Country View Ridge and Baldwin Preserve. These roads are good candidates and are 20-25 years old. Suggestion from City Engineer is to do a scratch course which gives extra reinforcement. Jochum stated that \$60,000 per mile for a single coat and \$90,000 per mile for a scratch course with another coat. This pricing is just for construction costs but will research for a more accurate price. **Rush/Walker unanimous to approve** City Engineer coming up with pricing for these developments. Rush recommends scheduling a workshop to discuss projects and other chip sealing/crack sealing and sinkholes that need to be addressed for this year's road priorities.

Discuss Access Date on Driveway Permit Applications – Rush/Walker unanimous to approve changing verbiage on driveway permit applications and adding 180-day limit for completion of driveways.

Discuss Culvert Concerns – The City Council discussed culvert concerns and decided they will be repaired as needed.

Discuss/Approve/Disapprove 127th Street Cul De Sac Repair – Reclaim and pave is recommended by City Engineer for this cul de sac and street. **Walker/Rush unanimous to approve** City Engineer doing a feasibility study for 127th Street and cul de sac.

Discuss/Approve/Disapprove Exhibit A for Resolution 26-04 - Rush/Case unanimous to approve Exhibit A for Resolution 26-04.

Discuss/Approve/Disapprove Gravel Road Grading Expenditure up to \$1000.00 – Rush/Walker unanimous to approve all gravel road grading expenditure up to \$1000.00.

Discuss/Approve/Disapprove Public Works Supervisor Attending SWCD Tour on June 18th, 2026 – Rush/Walker unanimous to approve Public Works Supervisor attending SWCD tour on June 18th, 2026.

Tabled Items:

Discuss/Approve/Disapprove Changing Administrative Citation Civil Fine Amount to \$200.00 – Case/Rush unanimous to approve administrative citation civil fine to be \$50.00 and then a second citation of \$200.00. City Staff will draft an ordinance and bring this back to the next City Council meeting.

New Business:

Discuss/Approve/Disapprove 5 Year Contract for Assessing Services – City Council is requesting another quote from Sherburne County Assessors Office to see what they would charge. **Holm/Rush unanimous to table** until the June 3rd, 2026 City Council meeting.

Holm/Rush unanimous to approve reaching out to Sherburne County on what charges are for assessing services.

Discuss/Approve/Disapprove Initiating Subdivision Zoning Ordinance Amendment for Generational Housing – Swanson/Holm unanimous to approve sending to the Planning Commission and Planner to work on amendments to the zoning ordinance.

Discuss/Approve/Disapprove Health Insurance Renewal for Employees – Rush/Walker unanimous to table until the June 3rd, 2026 City Council meeting.

Discuss Elections for Fire Chief – The council previously voted to proceed with elections for fire chief as per the handbook. The handbook states that a vacant elected office "shall be filled for an unexpired term by an election at the meeting at which the vacancy is established." The current Fire Chief's resignation is effective May 31st. Rush discussed that the Fire Department handbook states that elections are held on the 2nd Tuesday in October in even numbered years. Rush recommends having elections on the second Tuesday in October for the Fire Chief and Assistant Chief position. Rush stated that the Assistant Chief should be the interim Fire Chief. Swanson stated that an election should happen right away. Case stated that the election should be the second Tuesday in June. **Swanson made a motion** to hold a special election on June 9th, 2026 for all the vacancies, including the Fire Chief. Swanson asked if Case would change this resignation until the vote happened at the Fire Department and Case agreed. This would be electing the highest position and filling subsequent roles. Case will send an

email to the firefighters announcing the special election and explaining the process, requiring a 51% vote for election. **Walker seconded the motion. Case approved, Rush disapproved. Holm missed the motion. Motion carried.**

Reschedule Employee Reviews – Walker/Rush unanimous to approve employee reviews rescheduled for June 16th, 2026 starting at 6:00 p.m.

Discuss/Approve/Disapprove Planning Commission Resignation for Commissioner Abby Newland effective May 27, 2026 – Case/Walker unanimous to approve resignation of Planning Commissioner, Abby Newland, effective May 27th, 2026.

Discuss/Approve/Disapprove Updated Resignation for Fire Chief - Swanson/Walker unanimous to approve Fire Chief updated resignation date effective June 9th, 2026.

Discuss/Approve/Disapprove Old National CD Options – Case/Walker unanimous to approve renewal of CD at 4% interest for 11 months with Old National Bank.

Discuss Updated Easements for 100th Street and 297th Avenue – City Attorney stated that they have recorded all easements thus far. Approximately 45% of the easements have been signed. Walker requested an updated list of easements that have not been signed. **Holm made a motion** for city staff hours to help Walker to get signatures, and notarized. **Walker seconded the motion. Motion carried.**

Discuss Fire Department Meeting – Rush discussed that the fire department meeting was heated due to disagreements between him and Case on how the elections versus appointments was decided by the City Council. Rush went on to say there was mention of how the Assistant Chief isn't capable of being Fire Chief. Rush stated it was a very awkward meeting. There was also talk about Rush not being in favor of a new Fire Station which Rush stated is not true. Rush is waiting for figures on a new building versus remodeling. Case stated that the fire department business meeting is not a public meeting and is a meeting for communication purposes only. Case stated that he communicated with the Fire Fighters the decision of the City Council. Case said that he told the firefighters there are things to think about for the fire department. Case went on to say that the liaison is responsible for bringing firefighter concerns back to the City Council. Case stated that Rush interrupted him during the fire department meeting, and he let it go so the firefighters weren't involved in this type of discussion.

Announcements

- a. Park Committee Meeting Thursday, May 21st, 2026 at 7:00 p.m.—This has been cancelled due to lack of agenda items.
- b. City Hall Closed Monday, May 25th, 2026 in Observance of Memorial Day.
- c. Planning Commission Meeting Wednesday, May 27th, 2026 at 7:00 p.m.
- d. Next City Council Meeting Wednesday, June 3rd, 2026 at 7:00 p.m.

Any Other Business - None

Approve Bill for Payment – Walker/Rush unanimous to approve check number 29494 – 29520 for \$50,227.54 and 4 EFT payments of \$4646.42 for a total of \$54,873.96.

Adjourn – Holm/Rush unanimous to adjourn at 9:07 p.m.

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

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

Date

Attendees: Mary Larson, Delmas Hines, Bruce West, Julie Weidenborner, Zac Good and Marlene Nelson



BALDWIN CITY COUNCIL REGULAR MEETING

JUNE 3rd, 2026

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

Absent – City Council Member, Jeff Holm

Also Present – City Planning & Zoning Administrator; Dan Licht from The Planning Company (TPC)

Call to Order – The June 3rd 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 - Rush/Walker unanimous to approve as amended.

June 2026 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$1,137,161.41, no receipts yet for the month of June, disbursements of \$138,853.81 leaving an unaudited ending balance of \$998,307.60.

Sheriff's Report – Deputy Wilson reported a total of 302 calls for service in the City of Baldwin for the month of May 2026. These calls consisted of 4 motor vehicle accidents, 14 medicals, 65 traffic stops and 100 additional patrols were performed. The rest of the report is a breakdown of calls. There was a call regarding a dog tied to a tree on May 16th, 2026 at Young Park.

Fire Department Report – Lieutenant Mary Beth Torborg reported a total of 35 calls for the month of May 2026. These calls consisted of 23 medicals, 4 structure fires, 1 mutual aid, 3 motor vehicle accidents, 1 grass/rubbish fire, 2 alarms and 1 duty officer call. There were 8 calls for Blue Hill Township.

Discuss/Approve/Disapprove Process for Fire Department Special Election – Rush spoke that he has been working with the Fire Chief on the special election that will be held June 9th, 2026. This election will be for the Fire Chief, and all subsequent positions affected by the resulting vacancies. There will be a list of eligible candidates on the ballot. Absentee ballots will be at City Hall, so everyone has a chance to vote. The ballot should be filled completed ranking each candidate from 1-8. **Rush/Walker unanimous to approve this process.**

Discuss/Approve/Disapprove New Resignation Date for Fire Chief of June 9th, 2026 – Rush/Walker unanimous to approve Fire Chief's new resignation date of June 9th, 2026. **Case abstained. Motion carried.**

Discuss/Approve/Disapprove New Hire Fire Fighter Matthew Haugen - Rush/Walker unanimous to approve new hire Fire Fighter Matthew Haugen contingent on physical and background check.

Public Comment Requests - None

Approval of Consent Agenda – Rush/Walker unanimous to approve Consent Agenda.

- Approve Ordinance 2026-08 Amending Ordinance 600 (Fee Schedule) Establishing Administrative Fines and Approve Publication in Summary Form
- Approve City Council Meeting Minutes of May 6th, 2026
- Approve Building Permits for March and April 2026
- Approve Invoice for Kirvida Fire of \$4559.44 for 2007 Rosenbauer Repair
- Approve Request for Use of Fire Department Parking Lot on June 6th, 2026 from 11:30 a.m. to 1:30 p.m. for Lemonade Stand for Law Enforcement, Fire and EMS Donations
- Approve Sandy Lake Beach Sign with an Approximate Cost of \$74.92 Plus Freight

Planning Items:

Discuss Code Enforcements:

PID# 01-00407-0628 – Junk, vehicles and boats. Property will be inspected the week of June 1st, 2026. Request to send step 1 letter.

PID# 01-00407-0618 & 0100407-0620 – Junk, vehicles and boats. Property will be inspected the week of June 1st, 2026. Request to send step 1 letter.

PID# 01-00023-4210 – Home business. Property will be inspected the week of June 1st, 2026. Request to send step 1 letter.

PID# 01-00025-1301 – Non permitted outhouse. Property will be inspected the week of June 1st, 2026. Request to send step 1 letter.

PID# 01-00020-4100 – Waste public nuisance. Property will be inspected the week of June 1st, 2026. Request to send admin. notice.

PID# 01-00404-0640 – Waste public nuisance, dwelling occupancy of RV. Property will be inspected the week of June 1st, 2026. Request to send admin. notice.

PID# 01-00553-0305 – Motorcycle/track. Property will be inspected the week of June 1st, 2026. Request to send second citation.

PID# 01-00516-0220 – Inoperable vehicles - Property will be inspected the week of June 1st, 2026. Request to send admin notice.

PID# 01-00551-0210 – Dogs at large - Property will be inspected the week of June 1st, 2026. Request to send admin. notice.

PID# 01-00488-0105 – Shipping containers/junk/inoperable vehicles. Property will be inspected the week of June 1st, 2026. Request to send admin. notice.

PID# 01-00020-1100 – Storage containers. Property will be inspected the week of June 1st, 2026. Request to send admin. notice.

PID# 01-00404-0806 – Inoperable vehicles, parking not on driveway, junk/debris, vehicle in ROW. Property will be inspected the week of June 1st, 2026. Request to send admin. notice.

Rush/Walker unanimous to approve above enforcement requested actions.

Discuss/Approve/Disapprove Resolution 26-16, Appointments to Planning Commission - Rush/Case unanimous to approve Resolution 26-16, Appointments to Planning Commission. Mayor Swanson thanked all the applicants that applied for the Planning Commission.

Discuss/Approve/Disapprove Code Enforcement on Noncompliant SSTS for PID# 01-00441-0220 – Case/Rush unanimous to approve code enforcement for PID# 01-00441-0220 non-compliant SSTS.

Park Committee Report – Rush stated that there wasn't a park committee meeting in May. The next Park committee meeting is June 18th, 2026.

Cemetery Update – Marlene Nelson, Cemetery Sexton, has been working on updating information at the cemetery.

Discuss/Approve/Disapprove Additional Sexton Time – Case/Walker unanimous to approve up to \$500.00.

Mayor Swanson welcomed new Public Works Maintenance Technician, Joshua Wergin.

Tabled Items:

Discuss/Approve/Disapprove 5 Year Contract for Assessing Services – At the May 20th, 2026 City Council meeting, Holm recommended reaching out to Sherburne County Assessors office to see what they would charge if they did Baldwin's assessing. Sherburne County would be \$20,198 with a 3% increase annually starting in the 2028 assessment. Baldwin Assessor, Jake Stenzel, was at the meeting and stated he is willing to drop his quote down to approximately \$34,000. Stenzel would also drop the increase to 3% each year. This contract would be for 3 years, starting June 1st, 2027. **Case/Walker unanimous to approve** \$34,000 and an increase of 3% per year on a 3-year contract starting June 1st, 2027.

Discuss/Approve/Disapprove Health Insurance Renewal for Employees – Case/Walker unanimous to approve changing to Medica choice with a monthly fee off \$3906.67.

Discuss/Approve/Disapprove Additions to Baldwin Cemetery – Rush stated that this should be discussed at the next budget meeting. There is currently only 48 lots left at Baldwin Cemetery. The cemetery fund is currently at \$9000.00. This topic will be

discussed at the next budget meeting. **Swanson/Walker unanimous** to table until the first budget meeting.

New Business:

Discuss/Approve/Disapprove Community Engagement Event Held at Baldwin City Hall for Great Northern Regional Trail – Sherburne County Parks Director, Gina Hugo, reached out to the Clerk to see if Baldwin would hold an open house for community engagement. This would be so residents had the opportunity to visit with Sherburne County on their preferences regarding the Great Northern Regional Trail. **Rush/Walker unanimous to approve** using City Hall for a one event.

Discuss/Approve/Disapprove Consulting Agreement for Solar App+ Permitting Software Incentive – Case would like to confirm that there is no charge to the city. Case would also like Adam from Baseline to come to the next City Council meeting to explain the solar app+. This is for residential roof-top permits only. Case requested the numbers and clarity of the incentive project. **Rush/Case unanimous to table** until the June 17th, 2026 City Council meeting.

Discuss/Approve/Disapprove Gym Membership Renewal of \$5582.20 – **Rush/Case unanimous to approve** gym membership renewal of \$5582.20.

Discuss/Approve/Disapprove Certificate Program for Public Works Supervisor with an Expenditure of \$3750.00 – Case stated that one course should be scheduled at this time. The cost for one course is \$750.00 plus employee wage and mileage. Swanson stated that the employee should pay for the course and would be reimbursed after certification is received. City Council recommends discussing this expenditure at the upcoming budget meeting. **Case made a motion** to pay employee wage, mileage and reimburse the employee \$750.00 after certification is received by the city. **Walker seconded the motion, motion carried.**

Discuss Abandoned Dog at Young Park – A dog was tied to a tree at Young Park on May 16th, 2026. Baldwin's Animal Control picked up the dog at Young Park, and the dog was held for 10 days. The cameras were viewed at Young Park, and no suspicious activity was observed. This information should be put on social media, TextMyGov, newsletter, newspaper and perhaps offering a \$200.00 reward. **Case made a motion** to put on social media and offer a \$200.00 reward for conviction of the individual responsible. **Rush seconded the motion, motion carried.**

Discuss/Approve/Disapprove In-House 12" Reinforced Concrete Pipe (RCP) Being Used on Sandy Lake/Lake Diann Project – The City Council discussed the possibility of using the 12" RCP for the storm sewer construction. This project is occurring on 284th Avenue as part of the Sandy Lake and Lake Diann Improvement Project. **Rush/Walker unanimous to approve** using the 12" reinforced concrete pipe.

Schedule Road Workshop – Workshop would be to discuss expenditures, current and future road projects. Case would like a list of road priority projects. **Rush/Walker unanimous to approve** June 11th, 2026 at 6:00 p.m.

Discuss/Approve/Disapprove GASB Pension Reporting Quote from Auditors of Approximately \$5000.00. Swanson stated that Pera already reports this information to the State of Minnesota. City Council requested City Attorney to weigh in on this as well to ensure there aren't any legalities in reporting this on our annual audit. **Rush made a motion to disapprove** unless we are legally obligated to include this in our annual audit. Case will call the auditors and attorneys. **Walker seconded the motion, motion carried to disapprove** Auditors reporting the GASB pension reporting.

Announcements:

- a. Special Planning Commission Meeting Wednesday, June 10th, 2026 at 7:00 p.m.
- b. Employee Reviews Tuesday, June 16th Starting at 6:00 p.m.
- c. Next City Council Meeting Wednesday, June 17th, 2026 at 7:00 p.m.

Any Other Business:

Clerk communicated with the City Council that more advertisements are needed for the Baldwin newspaper. June and July 2026 charge was approximately \$3000.00.

Case/Walker unanimous to approve Clerk vacation time on June 8th, 2026.

Case/Walker unanimous to approve Clerk/Deputy Clerk vacation time being brought to the Mayor instead of putting under consent agenda.

Approve Bills for Payment – Rush/Walker unanimous to approve check numbers 29521 – 29558 for \$145,877.29. Void check number 29420 from April of 2026 and reissue check number 29536 for \$923.50, 3 EFT Payments for \$4474.28 for a total of \$150,351.57

Adjourn – Rush/Case unanimous to approve adjournment at 8:51 p.m.

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

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

Date

Attendees: Zac Good, Joshua Wergin, Delmas Hines, Roxanne Schreder, Mary Beth Torborg, Sharon Leider and Jake Stenzel



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



June 15, 2026

Joan Heinen, City Clerk
City of Baldwin
30239 128th Street NW
Baldwin, MN 55371

RE: 2026 Sandy Lake and Lake Diann Improvement Project

Dear Joan:

Quotes were received on June 15, 2026 for the 2026 Sandy Lake and Lake Diann Improvement Project. The Quotes were sent out to five contractors. We received quotes back from two of the five contractors which are summarized below:

	<u>Total Bid</u>
Holt Excavating	\$67,500.00
TS Dirtworks	\$94,980.00

It was found that Holt Excavating is the low Quote with a Total Quote of \$67,500.00. HAI's engineering construction estimate for this project was 45,763.00.

At the time of this letter, the City has yet to receive the two temporary construction easements needed on the south side of 284th Avenue. These easements are needed to complete the work being proposed on 284th Avenue. We do not recommend any Quotes be approved until these easements are acquired. When the easements are acquired, we would recommend Holt Excavating as they have done acceptable work for the City in the past and were the lowest price.

Sincerely,
Hakanson Anderson

A handwritten signature in black ink, appearing to read 'Sam Jochum', written over a horizontal line.

Sam Jochum, City Engineer

Attachment

ESTIMATE

Holt Excavating
P.O. Box 427
Zimmerman, MN 55398

info@holtexcavating.com
+1 (763) 200-1131
www.holtexcavating.com



Bill to
City of Baldwin
30239 128th St NW
Baldwin, MN 55371

Ship to
City of Baldwin
30239 128th St NW
Baldwin, MN 55371

Estimate details

Estimate no.: 12831
Estimate date: 06/10/2026

#	Product or service	Description	Qty	Rate	Amount
1.	Services	2026 SANDY LAKE AND LAKE DIANN IMPROVEMENT PROJECT - all labor, tools, materials, equipment and supervision necessary for the performance of all operations detailed in the RFQ and subsequent ADDENDUM NO. 1 and ADDENDUM NO. 2	1	\$67,500.00	\$67,500.00
Total					\$67,500.00

Accepted date

Accepted by

CITY OF BALDWIN ACCEPTANCE

Authorized Signature

Printed Name / Title

Date

2026 SANDY LAKE AND DAWN DIANN IMPROVEMENT PROJECT					
ITEM #	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
1	MOBILIZATION	LUMP SUM	1	\$ 10,000.00	\$ 10,000.00
2	REMOVE CATCH BASIN	EACH	1	\$ 1,000.00	\$ 1,000.00
3	SALVAGE CASTING	EACH	1	\$ 500.00	\$ 500.00
4	SALVAGE SIGN	EACH	2	\$ 150.00	\$ 300.00
5	SALVAGE MAILBOX SUPPORT	EACH	2	\$ 250.00	\$ 500.00
6	SAWING CONCRETE PAVEMENT-FULL DEPTH	LF	10	\$ 15.00	\$ 150.00
7	SAWING BIT PAVEMENT-FULL DEPTH	LF	374	\$ 10.00	\$ 3,740.00
8	REMOVE PIPE SEWER(STORM)	LF	15	\$ 25.00	\$ 375.00
9	REMOVE CONCRETE PAVEMENT	SY	2	\$ 200.00	\$ 400.00
10	REMOVE BIT PAVEMENT	SY	135	\$ 12.00	\$ 1,620.00
11	EXCAVATION-COMON	CY	28	\$ 100.00	\$ 2,800.00
12	STOCKPILE AGGREGATE	CY	9	\$ 50.00	\$ 450.00
13	AGGREGATE BASE CLASS 5	TON	78	\$ 35.00	\$ 2,730.00
14	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	6	\$ 25.00	\$ 150.00
15	TYPE SP 9.5 WEARING COURSE MIXTURE 2,B 2.5" THICK	SY	28	\$ 100.00	\$ 2,800.00
16	TYPE SP 9.5 WEARING COURSE MIXTURE 2,B	TON	9	\$ 250.00	\$ 2,250.00
17	TYPE SP 12.5 NON WEARING COURSE MIXTURE 2,B	TON	9	\$ 250.00	\$ 2,250.00
18	INSTALL 12" RC PIPE SEWER DESIGN 3006 CLASS V	LF	44	\$ 60.00	\$ 2,640.00
19	12" RC PIPE SEWER DESIGN 3006 CLASS V	LF	62	\$ 100.00	\$ 6,200.00
20	CONNECT TO EXISTING STORM SEWER	EACH	1	\$ 2,000.00	\$ 2,000.00
21	CASTING ASSEMBLY	EACH	1	\$ 2,000.00	\$ 2,000.00
22	INSTALL CASTING	EACH	1	\$ 800.00	\$ 800.00
23	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	LF	11.2	\$ 1,000.00	\$ 11,200.00
24	4" CONCRETE WALK	SF	45	\$ 75.00	\$ 3,375.00
25	DRILL & GROUT DOWEL BAR (EPOXY COATED)	EACH	4	\$ 70.00	\$ 280.00
26	CONCRETE CURB & GUTTER DESIGN SPECIAL	LF	308	\$ 60.00	\$ 18,480.00
27	INSTALL MAILBOX SUPPORT	EACH	2	\$ 250.00	\$ 500.00
28	TRAFFIC CONTROL	LUMP SUM	1	\$ 3,000.00	\$ 3,000.00
29	INSTALL SIGN	EACH	1	\$ 200.00	\$ 200.00
30	TEMPORARY FENCE	LF	100	\$ 5.00	\$ 500.00
31	STORM DRAIN INLET PROTECTION	EACH	2	\$ 200.00	\$ 400.00
32	SEDIMENT CONTROL LOG TYPE STRAW	LF	238	\$ 5.00	\$ 1,190.00
33	COMMON TOPSOIL BORROW	CY	32	\$ 50.00	\$ 1,600.00
34	TURF ESTABLISHMENT	LUMP SUM	1	\$ 5,000.00	\$ 5,000.00
35	SODDING TYPE LAWN	SY	72	\$ 50.00	\$ 3,600.00
					\$ 94,980.00

Acknowledged
Addendum #1 & #2



**Hakanson
Anderson**

Main Office:
3601 Thurston Avenue, Anoka, MN 55303
Phone: 763/427-5860 Fax: 763/427-0520
www.haa-inc.com



June 9, 2026

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

RE: Meadows of Baldwin
Financial Security Reduction

Dear Council:

We have reviewed the status of the Meadows of Baldwin project. At this time, the project has not been substantially completed and has yet to be accepted by the City. We would summarize the project as follows:

1. The rough site grading which includes the grading for the ponds, ditches, and roadways has been completed.
2. Roadway culverts have been constructed.
3. The aggregate base and non-wearing course of bituminous have been constructed on 138th Street and the 305th turn lane.
4. We have not received as-built plans for the development.
5. We have not received certification that all iron monuments (lot corners) have been placed.
6. The bituminous wearing course has yet to be constructed.
7. Turf has yet to be established on the site.

The developer has asked that the LOC be reduced. Based on the status of the project as summarized above, we would recommend the LOC be reduced to \$124,500. Please find attached to this letter a summary of costs for the remaining work showing how we determined the above value.

If you have any questions, please call me at 763-852-0488.

Sincerely,
Hakanson Anderson

Sam Jochum, P.E., City Engineer

Baldwin City Council
June 9, 2026
Page 2

cc: Joan Heinen, City Clerk/Treasurer
Dan Licht, Planning Official
Joss Jondahl, Developer
Jason Betzler, Developer
Chris Dahn, Developer's Engineer

Meadows of Baldwin - LOC Reduction Determination	
Description of Work Remaining	Estimated Value
Bituminous Wearing Course - 138th Avenue and 305th Turn Lane	\$48,000
Site Restoration	\$25,000
Erosion and Sediemtn Control BMP Management and Installation	\$10,000
Estimated Remaining Construction Cost	\$83,000
Required LOC (150%)	\$124,500

June 12, 2026

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

RE: Oaks of Battle Brook 2nd Addition
Financial Security Reduction

Dear Council:

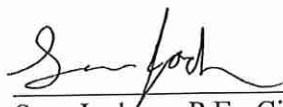
We have reviewed the status of the Oaks of Battle Brook 2nd Addition project. At this time, the project has not been substantially completed and has yet to be accepted by the City. We would summarize the project as follows:

1. The site grading which includes the grading for the ponds, ditches, and roadways has been completed.
2. Roadway culverts have been constructed.
3. The aggregate base, non-wearing course of bituminous, and the wearing course of bituminous have been constructed on 295th Avenue and 131st Street.
4. Roadway shouldering has been completed, however some segments need repair.
5. Turf is yet to be established to City standards in several ditch and pond areas.
6. Minor erosion issues have been noticed that need repair on site due to lack of turf established.
7. We have not received as-built plans for the development.
8. We have not received certification that all iron monuments (lot corners) have been placed.

The developer has asked that the LOC be reduced. Per the development agreement, the LOC may not be reduced below the warranty value, which is 10% of \$630,834.38. Based on the status of the project as summarized above, we would recommend the LOC be reduced to \$63,084, which is the warranty value for the development.

If you have any questions, please call me at 763-852-0488.

Sincerely,
Hakanson Anderson



Sam Jochum, P.E., City Engineer

Baldwin City Council
June 12, 2026
Page 2

cc: Joan Heinen, City Clerk/Treasurer
Dan Licht, Planning Official
Joss Jondahl, Developer
Jason Betzler, Developer
Chris Dahn, Developer's Engineer



**Hakanson
Anderson**

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



MEMORANDUM

TO: Baldwin City Council

CC: Joan Heinen, City Clerk/Treasurer
Dan Licht, Planning Official
Zac Good, Public Works Supervisor
Val Hardy, Developer

FROM: Sam Jochum, City Engineer

DATE: June 9, 2026

RE: Hardy Homestead Escrow Release and Warranty Work

On May 20, 2026, the City Council accepted the development of Hardy Homestead which initiated the 2-year warranty period. However, the City still currently holds an escrow fund from the developer which currently totals \$27,035.97. Hakanson Anderson recommends that the City release \$24,035.97 of this escrow fund leaving \$3,000.00.

The development has minor erosion and vegetation issues that the City will be asking the developer to correct during the 2-year warranty period. Holding \$3,000.00 of the escrow will allow the City to be able to utilize staff time in making sure these items are corrected. Attached to this memo will be a warranty punch-list that will be shared with the developer. This punch-list will better explain the areas that need corrections.

Attachments:

- Hardy Homestead Warranty Review Report

WARRANTY REVIEW REPORT #1

By:



3601 Thurston Avenue
Anoka, MN 55303
Phone: 763-427-5860

Date of Report: June/9/2026

Project: Hardy Homestead

HAI# BD901

Reviewed by: Sam Jochum

Item	Reference	Description	By Contractor	
			Date	Initial
1	Turf Establishment	There has been enough turf established throughout the site for the City to accept the development. However, a few areas, including the ditch and pond bottoms and slopes, remain bare. The developer must continue turf establishment in the few disturbed areas that remain bare throughout the site throughout the warranty period. Washouts that occur during the warranty period due to failing turf establishment will be the responsibility of the developer to correct.		
2	Culvert Cover	Both ends of the street culvert at Sta 1+00 on 300 th Avenue have lost all soil cover and are exposed. Appropriate fill must be added to the culvert ends to ensure proper cover. This fill must then be restored to achieve appropriate turf establishment.		
3	Erosion and Sediment Control BMPs	If the turf surrounding a temporary BMP has been fully established, the temporary BMP must be removed. Temporary BMPs include but are not limited to silt fence and erosion control logs.		

Developer's Endorsement: The above items have been completed and/or corrected by May 20, 2028.
Developer: Val Hardy

Developer's Signature

Date

cc: Joan Heinen, City Clerk
Zac Good, Public Works Supervisor

BALDWIN TOWN
SHERBURNE COUNTY, MINNESOTA

ORDINANCE NO. 100

AN ORDINANCE REGULATING
TOWN ROAD RIGHTS-OF-WAY

ARTICLE I
ADMINISTRATION

Section 1.00. Purpose, Authority and Scope.

1. **Purpose.** The primary objectives of this Article are to protect public safety, reduce interferences with public travel, protect the public's interest in its rights-of-way, and to provide for the efficient and uniform administration of the Town's road rights-of-way. The Town Board finds that the regulations, requirements, and restrictions, as set forth in this Article, are in the best interests of the health, safety, and welfare of the Town's citizens.
2. **Authority.** As a road authority, the Town Board has broad authority to regulate what occurs within the town's road rights-of-way. This authority is found in a variety of sections in chapters 160, 164, 165, 169, 222, 237, 609, and other chapters, as well as the rules associated with those chapters.
3. **Delegation of Authority.** This Article shall be administered and enforced by the Town Board. The Town Board may delegate to individuals the authority to administer and enforce this Article, or aspects thereof, on behalf of the Town. Such designees shall have full authority to carry out the duties delegated to them as well as such related powers and duties reasonably necessary to fully execute those delegated duties.
4. **Scope.** This Article applies to all Town road rights-of-way, including those dedicated to the public by plat, within the Town. The Town may, with respect to cartways, platted roads, and other dedicated roads that are not maintained by the Town, enforce this Ordinance to the extent the Town Board determines is necessary to preserve or protect its interests. However, any action taken by the Town on such roads shall not constitute its acceptance of the cartway or road for maintenance purposes. This Article does not apply to or otherwise regulate rights-of-way under the jurisdiction of another road authority. (Ordinance 100, 15 Sep 09)

Section 1.01. Definitions.

For the purposes of this Article, the following terms shall have the meaning given them in this section.

1. **Abandoned vehicle.** "Abandoned vehicle" means a motor vehicle, as defined in Minnesota Statutes, section 169.011, subdivision 42, located within a right-of-way that lacks vital component parts or is in an inoperable condition such that it has no substantial potential for further use consistent with its usual functions.

2. **Approach.** "Approach" means the area of the right-of-way between the traveled surface of the road and the adjacent property that is intended to provide access for vehicles or equipment from the road to the adjacent property.
3. **Headwall.** "Headwall" means rock, concrete, masonry, metal, timber, or other similar materials placed on the sides of an approach as support, to prevent erosion, or for decorative purposes.
4. **Junk.** "Junk" means old or scrap hazard signs, copper, brass, rope, rags, batteries, paper, synthetic or organic, trash, garbage, waste materials, rubbish, rubber debris, appliances, waste, or junked, dismantled, or wrecked automobiles or farm or construction machinery or parts thereof, iron, steel, and other old or scrap ferrous or nonferrous material.
5. **Motor Vehicle or Vehicle.** "Motor vehicle" or "vehicle" has the meaning given motor vehicle in Minnesota Statutes, section 169.011, subdivision 42.
6. **Obstruct.** "Obstruct" means to place any tangible object in a right-of-way so as to hinder free and open passage over that or any part of the right-of-way.
7. **Parking enforcement officer.** "Parking enforcement officer" means a duly elected supervisor of the Town Board. Law enforcement officers shall have all the powers of a parking enforcement officer under this Article.
8. **Person.** "Person" means an individual or entity subject to the laws and rules of this state, however organized, whether public or private, whether domestic or foreign, whether for profit or nonprofit, and whether natural, corporate, or political.
9. **Right-of-Way.** "Right-of-way" means the entire width between boundary lines of any way or place under the jurisdiction of the Town, including publicly dedicated rights-of-way, when any part thereof is open to the use of the public, as a matter of right, for the purposes of vehicular traffic and is maintained by the Town.
10. **Towing Company.** "Towing company" means a person engaged in the business of towing or recovering vehicles by means of a crane, hoist, tow bar, tow line, or dolly.
11. **Town.** "Town" means Baldwin Township, Sherburne County, Minnesota.
12. **Town Board.** "Town Board" means the Board of Supervisors of Baldwin Township, Sherburne County, Minnesota. (Ordinance 100, 15 Sep 09)

Section 1.02. Cultivation and Landscaping.

1. **Cultivation.** No person may cultivate, plant, harvest, or maintain agricultural crops, trees, bushes, or shrubs within a right-of-way

2. **Landscaping.** No person may cultivate, plant, or maintain grasses, flowers, vegetables, or other vegetation in any manner that obstructs visibility of a right-of-way or otherwise interferes with, obstructs, or renders dangerous for passage a right-of-way. No person may place watering systems or sprinkler heads within a right-of-way. (Ordinance 100, 15 Sep 09)

Section 1.03. Obstructions and Junk Prohibited as a Public Nuisance.

1. **Obstructions.** No person may place, maintain, or allow any obstruction in a right-of-way other than those specifically permitted by this Article, by state law or rule, or by written approval of the Town Board. Items prohibited by this section include, but are not limited to, fences, posts, structures, piled materials, hay bales, vehicles, trailers, campers, equipment, or any other items that interfere with the safe use or the maintenance of the right-of-way. No person shall park a functioning vehicle in a right-of-way in such a way as to unreasonably interfere with the safe use of a road or the maintenance of the right-of-way.
2. **Junk.** No person shall place, discard, deposit, or maintain Junk in a right-of-way. (Ordinance 100, 15 Sep 09)

Section 1.04. Alteration of Grade.

No person may alter or change the depth or contour of any portion of any ditch or embankment in a right-of-way without written approval of the Town Board. (Ordinance 100, adopted 15 Sep 09)

Section 1.05. Unauthorized Maintenance.

No person may work, maintain, improve, or repair the traveled portion of a right-of-way without the written approval of the Town Board. (Ordinance 100, 15 Sep 09)

Section 1.06. Doing Damage.

No person shall cause damage to a right-of-way, whether by a willful act or a failure to exercise due care, without the written approval of the Town Board. Damage prohibited by this section includes obstructing a ditch, culvert, or any related drainage facilities. Any person doing work within a right-of-way with approval of the Town Board shall return the right-of-way to at least the same condition it was in prior to the damage. (Ordinance 100, adopted 15 Sep 09)

Section 1.07. Mailboxes, Signs and Newspaper Boxes.

1. **Mailboxes.** Mailboxes and newspaper boxes are permitted within a right-of-way if they do not interfere with, obstruct, or render dangerous for passage in a right-of-way. Mailboxes placed within a right-of-way shall comply with all of the standards in Minnesota Rules, chapter 8818 regardless of the speed limit of the adjacent road. The Town Board may remove and replace mailboxes that do not comply with the standards at the owner's expense as provided in Minnesota Statute, section 169.072.
2. **Signs.** No sign of any nature may be placed or allowed to remain in any right-of-way except an

official traffic sign placed by a governmental authority or other signage expressly permitted by state law. (Ordinance 100, 15 Sep 09)

Section 1.08. Property Access.

1. **Permit Required.** No person may construct or reconstruct any access within a right-of-way, including replacement of existing culverts, without first obtaining a permit from the Town.
 - (a) Applications for an access permit shall be submitted to the Town Clerk on forms provided by the Town.
 - (b) An application shall be accompanied by a non-refundable fee as provided by the town fee schedule
 - (c) An application shall also be accompanied by detailed written and graphic materials, including a site plan drawn to scale indicating the location of the proposed access in relation to property lines and other existing accesses.
 - (d) The town staff shall have the authority to request additional information from the applicant deemed necessary to determine compliance in relation to all pertinent sections of this Ordinance.
 - (e) The request shall be considered as being officially submitted when the Town Clerk determines that there is compliance with all the information requirements.
 - (f) Process:
 - (1) All applications for an access to a public road shall be subject to review by the Town Engineer.
 - (2) Construction of a single access to a residential lot or parcel or access(es) to commercial, industrial, and institutional lot or parcels shall be subject to approval the Town Engineer.
 - (3) Applications for more than one access to a residential lot or parcel shall be subject to the recommendation of the Town Engineer, review by the Planning Commission, and approval of the Town Board:
 - (i) The property owner shall have the burden of demonstrating that the criteria established by Section 1.08.2(c) of this Section are met.
 - (ii) The Planning Commission shall make a recommendation to the Town Board as to such actions or conditions relating to the request as they deem necessary to carry out the intent and purpose of this Ordinance.

- (iii) Upon receiving the report and recommendation of the Planning Commission and Town staff, the Town Board may approve the request, with any conditions it considers necessary to protect the public health, safety, and welfare, or deny the application by majority vote.
- (g) The Town Clerk shall within 10 days provide the applicant and property owner with written notice of the Town Board's decision regarding the application.

2. **Number of Accesses:**

- (a) All properties shall be entitled to one access from a public road.
- (b) Access to agricultural properties shall not be limited, but shall be subject to approval of the Town Engineer.
- (c) Allowance of one or more additional accesses from a public road to a residential lot may be allowed, provided that the criteria are satisfied:
 - (1) The lot or parcel shall comply with the minimum lot area, width, and depth requirements of the Zoning Ordinance.
 - (2) There is a demonstrated need for more than one access due to physical site constraints (soils, steep slopes, significant vegetation, storm basins, wetlands or waterbodies) or the location of existing principal buildings.
 - (3) The proposed access shall not be onto a collector or arterial roadway designated by the Town.
 - (4) The location of all accesses shall comply with the provisions of this Ordinance and the requirements of the Zoning Ordinance, subject to approval of the Town Engineer.
 - (5) The proposed access shall comply with the construction standards of this Ordinance, subject to approval of the Town Engineer.
- (d) Commercial, industrial, and institutional uses shall be allowed one access from each road frontage or, if located on the same road frontage, one access for each 125 feet of frontage to that roadway, subject to approval of the Town Engineer.

3. **Location.** All accesses to properties from a public road shall comply with the following requirements:

- (a) Each lot or parcel shall have access directly onto an abutting, improved public road, except that shared accesses only within the public right-of-way onto a collector or arterial road designated by the town may be allowed subject to review by the Planning Commission and approval of the Town Board.

(b) Access Spacing (measured at the right-of-way line):

- (1) No access shall be located closer than 75 feet to the intersection of the pavement of two local public roads or another access on the same side of the road.
- (2) No access shall be located closer than 150 feet to the intersection of the pavement with a collector or arterial road or another access on the same side of the roadway from a collector or arterial road.

(c) All accesses shall be setback 10 feet from side or rear property lines, except as required for a shared access as allowed by Section 1.08.3(a) of this Ordinance subject to approval of the Town Engineer.

(d) An access shall not encroach within a drainage and utility easement, except those at the perimeter of a lot as required by the Subdivision Ordinance, unless approved by the Town Engineer and the property owner enters into an encroachment agreement approved by the Town Attorney that is recorded with the property.

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

- (a) Access to an agriculture, rural, or residential uses shall be a minimum of 16 feet and not more than exceed 24 feet in width.
- (b) Access to a commercial, industrial, or institutional use shall be a minimum of 24 feet and not more than 30 feet in width, unless approved by the Town Engineer for traffic circulation needs.

5. **Surface:**

- (a) The surface of an access within the public right-of-way shall be asphalt or concrete, except for an access to agricultural properties to be provided an adequate surface approved by the Town Engineer.
- (b) The surface of an access within a lot or parcel shall comply with the provisions of the Zoning Ordinance.

6. **Construction Standards.** Construction of an access from a public road shall comply with Town standard specifications and the following:

- (a) Culverts:
 - (1) Minimum length: 24 feet

- (2) Minimum diameter: 15 inches
 - (3) All culverts shall be constructed of 16 gauge corrugated metal pipe
- (b) The inslope at the culvert within the right-of-way shall not exceed 4:1.
- (c) The full width of right-of-way abutting a lot or parcel shall be cleared and grubbed prior to construction of the access:
 - (1) All stumps, roots, logs, brush, shrubs, trees or other vegetation shall be removed from the upper two feet of the access embankment.
 - (2) Oversized rock, broken concrete, metals, or other debris shall be removed from the upper one foot of the access embankment.

7. **Installation and Maintenance:**

- (a) A property owner shall be responsible for all costs for construction of an access or reconstruction of an existing access to a lot or parcel from a public road, including the cost of a permit required by this section, as well as all labor and materials.
- (b) Property owners shall be responsible for all costs for maintaining, repairing, and replacing as necessary any access to their lot or parcel from a public road, including a culvert(s).
- (c) Any person that damages a culvert shall be responsible for all costs to replace the damaged culvert with a culvert sized to convey a discharge equal to or greater than the capacity of the damaged culvert, subject to approval of the Town Engineer.

8. **Headwalls Prohibited.** Construction or reconstruction of any headwall within a right-of-way shall be prohibited.

9. **Variances.** Exceptions to the provisions of this Section, except as regulated by the Zoning Ordinance, may be applied for in accordance with the following process:

- (a) A property owner shall submit a written request and other information to the Town Clerk explaining the standards from which a variance is sought and demonstrating the need for the variance.
- (b) The application shall include a non-refundable fee as required by the Town Fee Schedule.
- (c) The Town Engineer shall review and provide recommendations as to approval of the variance application and any conditions thereof for review by the Planning Commission.

- (d) Notice of the meeting at which the Planning Commission will consider the variance request shall be noticed to abutting property owners with access to the same public road, including those across a public right-of-way from the property applying for the variance.
 - (e) The Planning Commission shall make a recommendation to the Town Board as to such actions or conditions relating to the request as they deem necessary to carry out the intent and purpose of this Ordinance.
 - (f) Upon receiving the report and recommendation of the Planning Commission and Town staff, the Town Board may approve the variance request, with any conditions it considers necessary to protect the public health, safety, and welfare, or deny the application by majority vote.
 - (g) The Town Clerk shall provide the applicant and property owner with written notice of the Town Board's decision regarding the application.
 - (h) If a request for variance receives approval of the Town Board, the Town Clerk, at the applicant's expense, shall record such action with Sherburne County.
9. **Enforcement.** Owners of properties with accesses that fail to comply with the provisions of this Section may be required to remove and/or reconstruct such access at their expense, including responsibility for all costs incurred by the Town related to enforcement of this Ordinance and abatement of the violation. (Ordinance 100-2, 4 Dec 23)

Section 1.09. Drainage Affecting Right-of-Way.

No person may install, connect, construct, or reconstruct any drainage system or facility including, but not limited to, ditches, drain tile, culverts, or pipes into, across, or that outlets into a right-of-way without first obtaining a permit from the Town. A person may be required to submit a map or drawing of the existing or proposed drainage system when seeking approval. (Ordinance 100-2, 4 Dec 23)

Section 1.10. Abandoned Vehicles.

It shall be unlawful to park, store, leave, or to allow the parking, storage, or leaving of an abandoned vehicle in a right-of-way. Abandoned vehicles create an unsightly condition tending to reduce property values, interfere with the maintenance and safe use of rights-of-way, and constitute an attractive nuisance creating a hazard to the health, safety, and welfare of minors. (Ordinance 100-2, 4 Dec 23)

Section 1.11. Towing and Impoundment Authorized.

The Town may tow and have impounded a vehicle parked or abandoned in violation of this Article as provided in this section.

- (a) Parking Enforcement Officers. The duly elected supervisors of the Town Board are individually

designated parking enforcement officers for the purposes of this Article and shall have all powers provided such officers under this Article, Minnesota Statutes, section 169.041, and are authorized to act on behalf of the Town, as a towing authority, for the purposes of Minnesota Statutes, Chapter 168B.

- (b) Designating a Towing Company. The Town Board may designate one or more towing companies that a parking enforcement officer may contact to tow a vehicle in accordance with this Article. If one or more towing companies are designated, a parking enforcement officer shall use a designated company to the extent reasonably possible under the circumstances. The Town board may enter into such agreements with the towing companies as it deems necessary to provide for the timely towing and storage of vehicles. A towing company towing or impounding a vehicle pursuant to this Article shall be responsible for impounding and properly storing and safekeeping the vehicle and its contents. Any towing company towing a vehicle upon order of a parking enforcement officer shall comply with all applicable federal, state, and local laws, rules, regulations, and ordinances in the towing, storage, and sale or other disposal of the vehicles it tows. (Ordinance 100-2, 4 Dec 23)

Section 1.12. Procedure for Towing Vehicles.

A parking enforcement officer shall comply with the following procedures before ordering a vehicle towed pursuant to this ordinance.

- (a) Citation and Towing Report. A parking enforcement officer shall issue a citation and towing report ("Report") regarding the vehicle in violation of this ordinance. The Report shall describe the vehicle, the license plate number, and the reasons for towing. The citation and towing report may be on the same form. The parking enforcement officer and the tow driver shall both sign the Report.
- (b) Waiting Period. If the vehicle is not moved or otherwise made to comply with this Article within four hours of the issuance of the Report, the parking enforcement officer may order the vehicle towed.
- (c) Immediate Towing. A parking enforcement officer may order the immediate towing of a vehicle, upon the issuance of a Report and without allowing for a waiting period, if its parked or located so as to:
- 1) Violate the snow season parking prohibition contained in this Article;
 - 2) Interfere with snowplowing the traveled portion of a right-of-way;
 - 3) Block a driveway, alley, right-of-way, or fire hydrant;
 - 4) Be within 30 feet of a stop sign and visually blocking the stop sign;
 - 5) Be within a designated no parking area;
 - 6) Constitutes an accident or traffic hazard to the traveling public as determined by a parking enforcement officer;
 - 7) Prevent egress by a lawfully parked vehicle; or
 - 8) Violate state law allowing the immediate towing of a vehicle.

(d) Notice. Within five days of towing a vehicle, the town or the towing company shall send or otherwise deliver written notice of the towing to the owner and lien holder of the vehicle. If the town provides the notice, it shall provide a copy of the notice to the towing company and if the towing company provides the notice, it shall provide the town with a copy. If the owner cannot be identified, the notice required by this paragraph shall be published at least once in the town's official newspaper. The notice shall include the following information:

- 1) The date the vehicle was towed;
- 2) The place the vehicle was towed from;
- 3) The year, make, model, and vehicle identification number of the vehicle;
- 4) Information about the right to reclaim the vehicle and who to contact; and
- 5) The failure to reclaim the vehicle constitutes a waiver by them of any right, title, and interest in the vehicle and its contents and consent to dispose of both. (Ordinance 100-2, 4 Dec 23)

Section 1.13. Retrieving Impounded Vehicles.

An owner shall contact the towing company directly in order to reclaim a vehicle towed and impounded pursuant to this ordinance. The towing company may charge the reasonable costs of services provided in the towing, storage, and inspection of the vehicle before releasing the vehicle. The towing company shall be responsible for requiring sufficient proof of ownership before releasing a vehicle or its contents. A registered owner of a vehicle may retrieve the contents of a vehicle without charge and without retrieving the vehicles when authorized to do so pursuant to Minnesota Statutes, section 168B.07, subdivision 3. (Ordinance 100-2, 4 Dec 23)

Section 1.14. Disposal of Unclaimed Vehicles.

The towing company shall be responsible for properly disposing of the unclaimed vehicles impounded pursuant to this ordinance in accordance with the authority provided to impound lots under law to sell or otherwise dispose of impounded vehicles. (Ordinance 100-2, 4 Dec 23)

Section 1.15. Utilities in the Right-of-Way.

The installation, maintenance, replacement, and removal of utility lines, equipment, or related facilities within a right-of-way shall be regulated pursuant to Article II of this Ordinance.

Section 1.16. Town and Contractors.

The prohibitions, requirements, and restrictions contained in this Article do not apply to: the Town; Town officers, employees, or agents while operating within the course and scope of their duties for the Town; or contractors while performing services within the scope of a contract with the Town. (Ordinance 100-2, 4 Dec 23)

Section 1.17. Permissions and Permits.

1. **Conditions.** The Town may place reasonable conditions and impose reasonable regulations on any permission or permit it issues to do work within a right-of-way. Failure to comply with any condition or regulation may result in the revocation of the Town's permission or permit if the deficiency is not immediately corrected upon notice from the Town.
2. **Limitations.** Any person receiving permission or a permit from the Town Board as provided in this Article must comply with all applicable federal, state, and local laws and rules as well as all applicable Town ordinances, resolutions, specifications, regulations, and policies. The person shall also comply with all conditions, requirements, and limitations the Town Board expresses as part of the permission or permit. Any person doing work within a right-of-way shall be responsible for posting such signs, barricades, or other warning signs as may be required to notify the traveling public of any hazards created by the work and shall take such other measures as may reasonably be required to protect public safety.
3. **Indemnification.** Any person doing work within a right-of-way with permission or upon a permit issued by the Town agrees, as a condition of such permission or permit, to indemnify, defend, and hold the Town, its officers, employees, and agents harmless from all claims, suits, penalties and costs, including defense costs, the Town, its officers, employees, or agents may incur or be required to pay arising out of or in any way related to the work. Nothing in this ordinance shall constitute or be deemed a waiver of the limitations on or exemptions from liability available to the Town under Minnesota Statutes, Chapter 466 or otherwise. Additionally, the granting of permission or a permit shall not constitute a joint venture or joint enterprise between the person and the Town. (Ordinance 100-2, 4 Dec 23)

Section 1.18. Dedications.

The Town shall not assume the responsibility to maintain any right-of-way dedicated to the Town or the public, whether by plat or otherwise, until it is built to Town specifications, all conditions the Town Board may have imposed related to the acceptance of the road have been complied with to the satisfaction of the Town Board, and the Town Board passes a resolution determining that spending the Town's funds to maintain the road is in the public interest. (Ordinance 100-2, 4 Dec 23)

Section 1.19. Fees.

The Town Board shall establish, by resolution, fees for all permits required by this Article. The Town Board may amend its fee schedule by resolution at any regular meeting. (Ordinance 100-2, 4 Dec 23)

Section 1.20. Enforcement and Penalty.

1. **Violation.** A violation of any section or requirement of this Article is prohibited and shall constitute

a public nuisance. The person or persons violating this Article shall be subject to the penalties provided herein and shall be responsible for abating the nuisance, including the reimbursement of all costs the Town may incur to abate or otherwise respond to the nuisance.

2. **Correction Order.** Upon discovery of a violation of this Article, the Town Board may issue a correction order to the violator, in person or by U.S. Mail, ordering the person to correct the violation by a time certain. If the address of the violator is not known, or if the property is not occupied, the Town will provide notice of the order by posting same on the property. If the violator fails to comply with the correction order by the time indicated in the order, which in no case shall exceed 30 days, the Town Board may provide for the correction of the violation. Issuance of a correction order does not preclude imposition of the penalties set forth in this Article.
3. **Immediate Correction.** If the Town Board determines that the violation creates an immediate threat to public safety, the Town Board will make a good faith effort to notify the violator to immediately correct the situation. If the Town Board is not able to promptly contact the violator, or if the violator fails to immediately correct the situation upon notification, the Town Board may provide for the correction of the violation as it determines is appropriate.
4. **Cost of Correction.** The cost of correcting a violation shall be the responsibility of the violator. If the Town Board provides for the correction of the violation, all expenses incurred, including reasonable attorney's fees shall be billed to the violator. If the bill is not paid in full by the due date, the Town Board may exercise any options available to it under law to collect the amount due including, but not limited to, imposing the costs on the violator's property as a service charge pursuant to Minnesota Statutes, section 366.012.
5. **Penalty.** Any person who violates this Article shall be guilty of a misdemeanor and subject to the penalties for such as provided in State law, except that a violation of the parking restrictions contained herein shall be a petty misdemeanor. Each day of existence of such violation shall constitute a separate offense. If convicted, the person may be assessed the costs of prosecution as allowed by Minnesota Statutes, section 366.01, subdivision 10. (Ordinance 100-2, 4 Dec 23)

Section 1.21. Savings Clause.

The failure of the Town Board to exercise, and any delay in exercising, any right under this Article, including enforcement, shall not operate as a waiver thereof and shall not constitute a waiver of the Town's interest, however created, in any right-of-way, easement, or any other type of property interest. (Ordinance 100-2, 4 Dec 23)

Section 1.22. Severability.

If any section, subsection, sentence, clause, phrase, or portion of this Article is for any reason held invalid or unconstitutional by any court or administrative agency of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereof. (Ordinance 100-2, 4 Dec 23)

ARTICLE II
USE OF RIGHTS-OF-WAY BY UTILITY PROVIDERS

Section 2.00. Purpose and Authority.

1. **Purpose.** It is the purpose of this Article is to establish reasonable regulations, requirements, and restrictions regarding the use of Town rights-of-way in order to protect the health, safety and welfare of Town residents, those traveling on Town roads, and the general public. It is also the purpose of this Article to protect the cumulative investment the public has made to construct, maintain, and improve the Town's roads by requiring those undertaking utility projects in and near the Town's rights-of-way to obtain a permit from the Town and to be responsible for restoring the rights-of-way directly or indirectly impacted by the project to at least the same or better condition they were in prior to the project. Finally, this Article provides for the recovery by the Town of its actual expenses incurred related to such projects.

Authority. As the road authority for the Town's roads, the Town Board has the authority and responsibility to provide for safe and efficient local roadways and to establish regulations governing the use and maintenance of Town roadways and public rights-of-way. This Article is adopted consistent with that authority as well as the authority provided the Town Board pursuant to 1997 Session Laws, Chapter 123, Minnesota Statutes, sections 237.16, 237.162, 237.163, 237.79, 237.81, and 238.086 (the "Act"), Minnesota Statutes, sections 164.36, 169.832, 169.87, and the other laws governing applicable rights of the Town and users of the right-of-way. This Article shall be interpreted consistent with those statutes as well as with Minnesota Rules, parts 7819.0050 – 7819.9950 where possible. This Article shall not be interpreted to limit the regulatory and police powers of the Town to adopt and enforce general ordinances necessary to protect the health, safety, and welfare of the public. (Ordinance 100, 15 Sep 09)

Section 2.01. Election to Manage the Public Right-of-Way.

Pursuant to the authority granted the Town under state and federal statutory, administrative and common law, the Town hereby elects, pursuant to Minnesota Statutes, section 237.163, subdivision 2(b), to manage its rights-of-way within the Town. (Ordinance 100, 15 Sep 09)

Section 2.02. Definitions.

For the purpose of this Article, the following terms shall have the meaning given them in this Section.

1. **Abandoned Facility.** "Abandoned Facility" means a facility no longer in service or physically disconnected from a portion of the operating facility, or from any other facility that is in use or still carries service. A facility is not abandoned unless declared so by the right-of-way User.
2. **Applicant.** "Applicant" means any person requesting permission to excavate or obstruct a right-of-way.
3. **Commission.** "Commission" means the Minnesota Public Utilities Commission

4. **Construction Performance Bond.** "Construction Performance Bond" means any of the following forms of security provided at permittee's option:
- a. Individual project bond;
 - b. Cash deposit;
 - c. Letter of Credit, in a form acceptable to the Town;
 - d. Self-insurance, in a form acceptable to the Town; or
 - e. A blanket bond for projects within the Town, or other form of construction bond, for a time specified and, in a form, acceptable to the Town.
5. **Degradation.** "Degradation" means a decrease in the useful life of the right-of-way caused by excavation in or disturbance of the right-of-way, resulting in the need to reconstruct such right-of-way earlier than would be required if the excavation or disturbance did not occur.
6. **Degradation Cost.** "Degradation Cost" subject to Minnesota Rules, part 7819.1100, means the cost to achieve a level of restoration, as determined by the Town at the time the permit is issued, not to exceed the maximum restoration shown in plates 1 to 13, set forth in Minnesota Rules, parts 7819.9900 to 7819.9950.
7. **Degradation Fee.** "Degradation Fee" means the estimated fee established at the time of permitting by the Town to recover costs associated with the decrease in the useful life of the right-of-way caused by the excavation, and which equals the degradation cost.
8. **Delay Penalty.** "Delay Penalty" is the penalty imposed as a result of unreasonable delays in right-of-way excavation, obstruction, patching, or restoration as established by permit.
9. **Emergency.** "Emergency" means a condition that (1) poses a danger to life or health, or of a significant loss of property; or (2) requires immediate repair or replacement of facilities in order to restore service to a customer.
10. **Equipment.** "Equipment" means any tangible asset used to install, repair, or maintain facilities in any right-of-way.
11. **Excavate.** "Excavate" means to dig into or in any way remove or physically disturb or penetrate any part of a right-of-way.
- ~~12. **Excavation Permit.** "Excavation Permit" means the permit which, pursuant to this Article, must be obtained before a person may excavate in a right-of-way. An excavation permit allows the holder to excavate that part of the right of way described in such a permit.~~
- ~~13. **Excavation Permit Fee.** "Excavation Permit Fee" means money paid to the Town by an applicant to cover the costs as provided in this Article.~~

14. **Facility.** "Facility" or "Facilities" means any tangible asset in the right-of-way required to provide utility service.
15. **Local Representative.** "Local Representative" means a local person or persons, or designee of such person or persons, authorized by an applicant to accept service and to make decisions for that registrant regarding all matters within the scope of this Article.
16. **Management Costs.** "Management Costs" means the actual costs the Town incurs in managing its rights-of-way, including such costs, if incurred, as those associated with: registering applicants; issuing, processing, and verifying right-of-way Permit applications; inspecting job sites and restoration projects; maintaining, supporting, protecting, or moving user facilities during right-of-way work; determining the adequacy of right-of-way restoration; restoring work inadequately performed after providing notice and the opportunity to correct the work; and revoking right-of-way Permits. Management costs do not include payment by a telecommunications right-of-way User for the use of the right-of-way, the fees and cost of litigation relating to the interpretation of Minnesota Session Laws 1997, Chapter 123; Minnesota Statutes, sections 237.162 or 237.163; or any ordinance enacted under those sections, or the Town fees and costs related to appeals taken as provided in this Article.
17. **Obstruct.** "Obstruct" means to place any tangible object in a right-of-way so as to hinder free and open passage over that or any part of the right-of-way.
- ~~18. **Obstruction Permit.** "Obstruction Permit" means the permit which, pursuant to this Article, must be obtained before a person may obstruct a right-of-way, allowing the holder to hinder free and open passage over the specified portion of that right-of-way, for the duration specified therein.~~
- ~~19. **Obstruction Permit Fee.** "Obstruction Permit Fee" means money paid to the Town by a permittee to cover the costs as provided in this Article.~~
20. **Patch.** "Patch" or "Patching" means a method of pavement replacement or roadway repair that is temporary in nature. A patch consists of (1) the compaction of the subbase and aggregate base, and (2) the replacement, in kind, of the existing pavement for a minimum of two feet beyond the edges of the excavation in all directions. A patch is considered full restoration only on roads the Town Board has scheduled to be overlaid within five years.
21. **Pavement.** "Pavement" means any type of improved surface that is within the public right-of-way and that is paved or otherwise constricted with bituminous, concrete, aggregate, or gravel.
22. **Permit.** "Permit" has the meaning given "right-of-way Permit" 111 Minnesota Statutes, section 237.162.
23. **Permittee.** "Permittee" means any person to whom a permit to excavate or obstruct a right-of-way has been granted by the Town under this Article.

24. **Person.** "Person" means an individual or entity subject to the laws and rules of this state, however organized, whether public or private, whether domestic or foreign, whether for profit or nonprofit, and whether natural, corporate, or political. (Ordinance 100, 15 Sep 09)
25. **Registrant.** "Registrant" means any person who (1) has or seeks to have their equipment or facilities located in any right-of-way, or (2) in any way occupies or uses, or seeks to occupy or use, the right-of-way or place its facilities in the right-of-way. (Ordinance 500, 7 Nov 11)
26. **Restore.** "Restore" or "Restoration" means the process by which an excavated right-of-way and surrounding area, including pavement and foundation, is returned to the same condition and life expectancy that existed before excavation.
27. **Restoration Cost.** "Restoration Cost" means the amount of money paid to the Town by a permittee to achieve the level of restoration according to plates 1 to 13 of Minnesota Public Utilities Commission rules.
28. **Right-of-Way.** For purposes of this Article, "right-of-way" means the area on, below, or above a public road, highway, street, cartway, bicycle lane or public sidewalk in which the Town has an interest, including other publicly dedicated rights-of-way for travel purposes and utility easements of the Town. A right-of-way does not include the airwaves above a right-of-way with regard to cellular or other non-wire telecommunications or broadcast service.
29. **Right-of-Way Permit.** "Right-of-way permit" means ~~either the excavation permit or the obstruction permit, or both, depending on the context, required by this Article.~~ the permit which must be obtained before a person may obstruct or excavate in a right of way. This permit allows the holder to hinder free and open passage over a specified portion of that right of way and allows the holder to excavate that part of the right of way described in such permit.
30. **Right-of-Way User.** "Right-of-way user" means (1) a telecommunications right-of-way user as defined by Minnesota Statutes, section 237.162, subdivision 4; or (2) a person owning or controlling a facility in the right-of-way that is used or intended to be used for providing utility service, and who has a right under law, franchise, or ordinance to use the public right-of-way.
31. **Service.** "Service" or "Utility Service" includes (1) those services provided by a public utility as defined in Minnesota Statutes, section 216B.02, subdivisions 4 and 6; (2) services of a telecommunications right-of-way user, including transporting of voice or data information; (3) services of a cable communications systems as defined in Minnesota Statutes, Chapter 238; (4) services provided by a cooperative electric association organized under Minnesota Statutes, Chapter 308A; and (5) water, and sewer, including service laterals, steam, cooling or heating services.
32. **Service Lateral.** "Service Lateral" means an underground facility that is used to transmit, distribute, or furnish gas, electricity, communications, or water from a common source to an end-use customer. A service lateral is also an underground facility that is used in the removal of wastewater from a customer's premises.
33. **Temporary Surface.** "Temporary Surface" means the compaction of subbase and aggregate base

and replacement, in kind, of the existing pavement only to the edges of the excavation. It is temporary in nature except when the replacement is of pavement included in the Town's two-year plan, in which case it is considered full restoration.

34. **Trench.** "Trench" means an excavation in the traveled surface of a road, with the excavation having a length equal to or greater than the width of the traveled surface.
35. **Telecommunications Right-of-Way User.** "Telecommunication right-of-way user" means a person owning or controlling a facility in the right-of-way, or seeking to own or control a facility in the right-of-way that is used or is intended to be used for transporting telecommunication or other voice or data information. For purposes of this Article, a cable communication system defined and regulated under Minnesota Statutes, Chapter 238, and telecommunication activities related to providing natural gas or electric energy services whether provided by a public utility as defined in Minnesota Statutes, section 216B.02, a municipality, a municipal gas or power agency organized under Minnesota Statutes, Chapters 453 and 453A, or a cooperative electric association organized under Minnesota Statutes, Chapter 308A, are not telecommunications right-of-way users for purposes of this Article.
36. **Town Board.** "Town Board" means the Board of Supervisors of Baldwin Township, Sherburne County, Minnesota.
37. **Town.** "Town" means Baldwin Township, Sherburne County, Minnesota.
38. **Town Representative.** "Town Representative" means a Town supervisor or other person designated by the Town Board to conduct inspections or to otherwise oversee work done within rights-of-way, whether such work is done by permit or otherwise. (Ordinance 100, 15 Sep 09)

Section 2.03. Permit Requirement.

1. **Permit Required.** Except as otherwise provided in this Article, no person may obstruct or excavate any right-of-way without first having obtained the appropriate a right-of-way permit from the Town City to do so. A right of way permit allows the permit holder to:
- (a) ~~Excavation Permit.~~ An excavation permit is required to excavate Excavate within a right-of-way related to the installation, repair, replacement, or removal of facilities.
 - (b) ~~Obstruction Permit.~~ An obstruction permit is required to obstruct a right-of-way by placing Placing equipment described therein on the right-of-way, to the extent and for the duration specified therein. An obstruction permit is not required if a person already possesses a valid excavation permit for the same project.
 - ~~(c) Combination Permit. If a proposed utility project involves both the excavation and obstruction of a right-of-way, a person may apply for a combination excavation/obstruction permit.~~
2. **Exclusions.** The Town, its agents, and contractors performing work for the Town shall not be required to obtain permits from the Town to excavate or obstruct a right-of-way. Contractors performing

work for the Town shall be required to erect and maintain such signs and other traffic control devices as are necessary to warn of the work and to protect public safety.

3. **Permit Extensions.** No person may excavate or obstruct the right-of-way beyond the date or dates specified in the permit unless: (i) such person makes a supplementary application for another right-of-way permit before the expiration of the initial permit; and (ii) a new permit or permit extension is granted.
4. **Delay Penalty.** In accordance with Minnesota Rule, part 7819.1000, subpart 3, the Town may establish and impose a delay penalty for unreasonable delays in right-of-way excavation, obstruction, patching, or restoration.
5. **Permit Display.** Permits issued under this Article shall be conspicuously always displayed or otherwise available at the indicated work site and shall be available for inspection by the Town. (Ordinance 100, 15 Sep 09)

Section 2.031. Registration and Right-of-Way Occupancy.

1. **Registration.** Each person who occupies, uses, or seeks to occupy or use, the right-of-way for purposes of placing, maintaining, or repairing any equipment or facilities in the right-of-way, including persons with installation and maintenance responsibilities by lease, sublease, or assignment, must register with the Town. Registration will consist of providing application information and paying a registration fee.
2. **Registration Prior to Work.** No Person may construct, install, remove, relocate, or perform any other work on, or use any facilities or any part thereof in any right-of-way without first being registered with the Town.
3. **Exceptions.** Nothing herein shall be construed to repeal or amend the provisions of a Town ordinance permitting persons to plant or maintain boulevard plantings or gardens in the area of the right-of-way between their property and the street curb. Persons planting or maintaining boulevard plantings or gardens shall not be deemed to use or occupy the right-of-way and shall not be required to obtain any permits or satisfy any other requirements for planting or maintaining such boulevard plantings or gardens under this Ordinance. However, nothing herein relieves a person from compliance with the provisions of the Minn. Stat. 216D, "One call" Law. (Ordinance 500, 7 Nov 11)

Section 2.032. Registration Information.

1. **Information Required.** The information provided to the Town at the time of registration shall include, but not be limited to:
 - (a) Each of the following, if applicable; registrant's name, Gopher One-Call registration certificate number, address, e-mail address, telephone and facsimile numbers.
 - (b) The name, address and e-mail address, if applicable, and telephone and facsimile numbers of a local representative. The local representative or designee shall be available at all times. Current

information regarding how to contact the local representative in an emergency shall be provided at the time of registration.

(c) A certificate of insurance or self-insurance:

- (1) Verifying that an insurance policy has been issued to the registrant by an insurance company licensed to do business in the State of Minnesota, or a form of self-insurance acceptable to the Town;
- (2) Verifying that the registrant is insured against claims for personal injury, including death, as well as claims for property damage arising out of the (i) use and occupancy of the right-of-way by the registrant, its officers, agents, employees and permittees, and (ii) placement and use of facilities in the right-of-way by the registrant, its officers, agents, employees and permittees, including, but not limited to, protection against liability arising from completed operations, damage of underground facilities and collapse of property;
- (3) Naming the Town and its engineer as an additional insured as to whom the coverages required herein are in force and applicable and for whom defense will be provided as to all such coverages;
- (4) Requiring that the Town be notified thirty (30) days in advance of cancellation of the policy or material modification of a coverage term;
- (5) Indicating comprehensive liability coverage, automobile liability coverage, workers compensation and umbrella coverage established by the Town in amounts sufficient to protect the Town and the public and to carry out the purposes and policies of this Ordinance.

(d) The Town may require a copy of the actual insurance policies.

(e) If the person is a corporation, a copy of the certificate required to be filled with the Secretary of State.

(f) A copy of the person's order granting a certificate of authority from the Minnesota Public Utilities Commission or other applicable state or federal agency, where the person is lawfully required to have such certificate from said Commission or other state or federal agency.

2. **Notice of Changes.** The registrant shall keep all of the information listed above current at all times by providing the Town information as to changes within fifteen (15) days following the date on which the registrant has knowledge of any change. (Ordinance 500, 7 Nov 11)

Section 2.033. Reporting Obligations.

1. **Operations.** Each registrant shall, at the time of the registration and 60 days prior to construction, file a construction and major maintenance plan for underground facilities with the Town. Such plan shall be

submitted using a format designated by the Town and shall contain the information determined by the Town to be necessary to facilitate the coordination and reduction in the frequency of excavations and obstructions of rights-of way.

The plan shall include, but not be limited to, the following information:

- a) The locations and the estimated beginning and ending dates of all projects to be commenced during the next calendar year (in this section, a "Next-year Project").

The term "project" in this section shall include next year's projects. (Ordinance 500, 7 Nov 11)

Section 2.04. Permit Applications.

Application for a permit is made to the Town. Right-of-way permit applications shall contain, and will be considered complete only upon compliance with, the requirements of the following provisions:

1. Submission of a completed permit application form, including all required attachments, and scaled drawings showing the location and area of the proposed project and the location of all known existing and proposed facilities.
2. Payment of money due the Town for:
 - (a) permit fees, estimated restoration costs and other management costs;
 - (b) any outstanding amounts related to prior obstructions or excavations;
 - (c) any undisputed loss, damage, or expense suffered by the Town because of applicant's prior excavations or obstructions of the rights-of-way, or any emergency actions taken by the Town; and
 - (1) franchise fees or other charges, if applicable,
3. Payment of disputed amounts due the Town by posting security or depositing in an escrow accounts an amount equal to at least 110% of the amount owing.
4. Posting an additional or larger construction performance bond for additional facilities when applicant requests an excavation permit to install additional facilities and the Town deems the existing construction performance bond inadequate under applicable standards. (Ordinance 100, 15 Sep 09)

Section 2.05. Issuance of Permit; Conditions.

1. **Permit Issuance.** If the applicant has satisfied the requirements of this Article, the Town shall issue a permit.

2. **Conditions.** The Town may impose reasonable conditions upon the issuance of the permit and the performance of the applicant thereunder to protect the health, safety, and welfare or when necessary to protect the right-of-way and its current use. (Ordinance 100, 15 Sep 09)

Section 2.06. Right of Way Permit Fees.

1. ~~**Excavation Permit Fee.**~~ The Town shall establish an ~~excavation~~ right of way permit fee in an amount sufficient to recover the following costs:
 - (a) the Town management costs; and
 - (b) degradation costs, if applicable.
2. ~~**Obstruction Permit Fee.**~~ ~~The Town shall establish an obstruction permit fee and it shall be in an amount sufficient to recover the Town management costs.~~
3. **Payment of Permit Fees.** No ~~excavation permit or obstruction~~ right of way permit shall be issued without payment of ~~excavation or obstruction~~ the permit fees. The Town may allow applicants to pay such fees within thirty (30) days of billing.
4. **Non-Refundable.** Permit fees that were paid for a permit that the Town has revoked for a breach as provided in this Article are not refundable.
5. **Fees.** All fees provided for in this Article shall be determined by resolution of the Town Board and shall be designed to recover the actual costs the Town incurs related to the particular project and in managing its rights-of-way. (Ordinance 100, 15 Sep 09)

Section 2.07. Right-of-Way Patching and Restoration.

1. **Timing.** The work to be done under an excavation permit, and the patching and restoration of the right-of-way as required herein, must be completed within the dates specified in the permit, increased by as many days as work could not be done because of circumstances beyond the control of the permittee or when work was prohibited due to unseasonal or other weather conditions which reasonably prohibited the work.
2. **Patch and Restoration.** Permittee shall patch its own work. The Town may choose either to have the permittee restore the right-of-way or to restore the right-of-way itself.
 - (a) Town Restoration. If the Town restores the right-of-way, the permittee shall pay the costs thereof within thirty (30) days of billing. If, following such restoration, the roadway settles due to permittee's improper backfilling, the permittee shall pay to the Town, within thirty (30) days of billing, all costs associated with correcting the defective work.
 - (b) Permittee Restoration. If the permittee restores the right-of-way, it shall at the time of application for an excavation permit post a construction performance bond in accordance with the provisions of Minnesota Rule, part 7819.3000.

- (c) Degradation Fee in Lieu of Restoration. In lieu of right-of-way restoration, a right-of-way user may elect to pay a Degradation Fee. However, the right-of-way user shall remain responsible for patching, and the Degradation Fee shall not include the cost to accomplish these responsibilities.
3. **Standards.** The permittee shall perform excavation, backfilling, patching and restoration according to the standards and with the materials specified by the Town and shall comply with Minnesota Rule, part 7819.1 100.
 4. **Duty to Correct Defects.** The permittee shall correct detections in patching or restoration performed by permittee or its agents. The permittee, upon notification from the Town, shall correct all restoration work to the extent necessary, using the method required by the Town. Said work shall be completed within five calendar days of the receipt of the notice from the Town, not including days during which work cannot be done because of circumstances constituting *force majeure* or days when work is prohibited by unreasonable weather conditions.
 5. **Failure to Restore.** If the permittee fails to restore the right-of-way in the manner and to the condition required by the Town or fails to satisfactorily and timely complete all restoration required by the Town, the Town at its option may do such work. In that event, the permittee shall pay to the Town, within thirty (30) days of billing, the cost of restoring the right-of-way. If the permittee fails to pay as required, the Town may immediately exercise its rights under the construction performance bond. (Ordinance 100, 15 Sep 09)

Section 2.08. Supplementary Applications.

1. **Limitation on Area.** A right-of-way permit is valid only for the area of the right-of-way specified in the permit. No permittee may do any work outside the area specified in the permit, except as provided herein. Any permittee which determines that an area greater than that specified in the permit must be obstructed or excavated must before working in that greater area: (i) make application for a permit extension and pay any additional fees required thereby; and (ii) be granted a new permit or permit extension.
2. **Limitations on Dates.** A right-of-way permit is valid only for the dates specified in the permit. No permittee may begin its work before the permit start date or, except as provided herein, continue working after the end date. If a permittee does not finish the work by the permit end date, it must apply for a new permit for the additional time it needs and receive the new permit or an extension of the old permit before working after the end date of the previous permit. This supplementary application must be submitted before the permit end date. (Ordinance 100, 15 Sep 09)

Section 2.09. Other Obligations.

1. **Compliance With Other Laws.** Obtaining a right-of-way permit does not relieve the permittee of its duty to obtain all other necessary permits, licenses, and authority and to pay all fees required by the Town or other applicable rule, law, or regulation. A permittee shall comply with all requirements

of local, state, and federal laws, including but not limited to Minnesota Statutes, sections 216D.01-.09 (Gopher One Call Excavation Notice System), and Minnesota Rules, Chapter 7560. A permittee shall perform all work in conformance with all applicable codes and established rules and regulations and is responsible for all work done in the Right-of-Way pursuant to its permit, regardless of who does the work

2. **Prohibited Work.** Except in an emergency, and with the approval of the Town, no right-of-way obstruction or excavation may be done when seasonally prohibited or when conditions are unreasonable for such work.
3. **Interference with Right-of-Way.** A permittee shall not so obstruct a right-of-way so as to interfere with the natural free and clear passage of water through culverts, ditches, or other waterways or drainage structures within the right-of-way. Private vehicles of those doing work in the right-of-way may not be parked within or next to a permit area, unless parked in conformance with Town parking regulations. The loading or unloading of trucks must be done solely within the defined permit area unless specifically authorized by the permit.
4. **Trenchless Excavation.** As a condition of all applicable permits, permittees employing trenchless excavation methods including, but not limited to, horizontal directional drilling, shall follow all requirements set forth in Minnesota Statutes, Chapter 2160; Minnesota Rules, Chapter 7560; and shall require potholing or open cutting over existing underground utilities before excavating, as determined by the Town. (Ordinance 100, 15 Sep 09)

Section 2.10. Denial of Permit.

The Town may deny a permit for failure to meet the requirements and conditions of this Article if the Town determines that the denial is necessary to protect the health, safety, and welfare, or if the Town determines such denial is necessary to protect the right-of-way and its current use. (Ordinance 100, 15 Sep 09)

Section 2.11. Installation Requirements.

The excavation, backfilling, patching and restoration, and all other work performed in the right-of-way shall be done in conformance with Minnesota Rules, parts 7819.1100 and 7819.5000 and other applicable local requirements, in so far as they are not inconsistent with the Minnesota Statutes, sections 237.162 and 237.163. Installation of service laterals shall be performed in accordance with Minnesota Rules, Chapter 7560, and this Article. (Ordinance 100, 15 Sep 09)

Section 2.12. Inspection.

1. **Notice of Completion.** When the work under any permit hereunder is completed, the permittee shall furnish a completion certificate in accordance Minnesota Rules, part 7819.1300.

2. **Site Inspection.** The permittee shall make the worksite available to the Town and to all others as authorized by law for inspection at all reasonable times during the execution of and upon completion of the work.
3. **Authority of Town Representative.**
 - (a) At the time of inspection, the Town Representative may order the immediate cessation of any work which poses a serious threat to the life, health, safety or well-being of the public.
 - (b) The Town Representative may issue an order to the permittee for any work that does not conform to the terms of the permit or other applicable standards, conditions, or codes. The order shall state that failure to correct the violation will cause revocation of the permit. Within ten (10) days after issuance of the order, the permittee shall present proof to the Town Representative that the violation has been corrected. If such proof has not been presented within the required time, the Town Representative may revoke the permit as provided herein. (Ordinance 100, 15 Sep 09)

Section 2.13. Work Done Without a Permit.

1. **Emergency Situations.** Each right-of-way user shall immediately notify the Town Representative of any event regarding its facilities that it considers to be an emergency. The right-of-way user may proceed to take whatever actions are necessary to respond to the emergency. Excavators' notification to Gopher State One Call regarding an emergency does not fulfill this requirement. Within two business days after the occurrence of the emergency, the right-of-way user shall apply for the necessary permits, pay the fees associated therewith, and fulfill the rest of the requirements necessary to bring itself into compliance with this Article for the actions it took in response to the emergency.
2. **Non-Emergency Situations.** Except in an emergency, any person who, without first having obtained the necessary permit, obstructs or excavates a right-of-way must subsequently obtain a permit and, as a penalty, pay double the normal fee for said permit, pay double all the other fees required by the Town, deposit with the Town the fees necessary to correct any damage to the right-of-way, and comply with all of the requirements of this Article. (Ordinance 100, 15 Sep 09)

Section 2.14. Supplementary Notification.

If the obstruction or excavation of the right-of-way begins later or ends sooner than the date given on the permit, the permittee shall notify the Town of the accurate information as soon as this information is known. (Ordinance 100, 15 Sep 09)

Section 2.15. Revocation of Permits.

1. **Substantial Breach.** The Town reserves its right, as provided herein, to revoke any right-of-way permit without a fee refund, if there is a substantial breach of the terms and conditions of any statute,

ordinance, rule or regulation, or any material condition of the permit. A substantial breach by permittee shall include, but shall not be limited to, the following:

- (a) The violation of any material provision of the right-of-way permit;
 - (b) An evasion or attempt to evade any material provision of the right-of-way permit, or the perpetration or attempt to perpetrate any fraud or deceit upon the Town or its citizens;
 - (c) Any material misrepresentation of fact in the application for a right-of-way permit;
 - (d) The failure to complete the work in a timely manner, unless a permit extension is obtained or unless the failure to complete work is due to reasons beyond the permittee's control; or
 - (e) The failure to correct, in a timely manner, work that does not conform to a condition indicated in an order issued by a Town Representative.
2. **Written Notice of Breach.** If the Town determines that the permittee has committed a substantial breach of a term or condition of any statute, ordinance, rule, regulation or any condition of the permit, the Town shall make a written demand upon the permittee to remedy such violation. The demand shall state that continued violations may be the cause for revocation of the permit. A substantial breach, as stated above, will allow the Town, at its discretion, to place additional or revised conditions on the permit to mitigate and remedy the breach.
3. **Response to Notice of Breach.** Within 24 hours of receiving notification of the breach, the permittee shall provide the Town with a plan, acceptable to the Town, which will cure the breach. Permittee's failure to so contact the Town, or permittee's failure to timely submit an acceptable plan, or permittee's failure to reasonably implement the approved plan, shall be cause for immediate revocation of the permit.
4. **Reimbursement of Town costs.** If a permit is revoked, the permittee shall also reimburse the Town for the Town's reasonable costs, including restoration costs and the costs of collection and reasonable attorneys' fees incurred in connection with such revocation. (Ordinance 100, 15 Sep 09)

Section 2.16. Location and Relocation of Facilities.

Placement, location, and relocation of facilities must comply with the Act, with other applicable law, and with Minnesota Rules, parts 7819.3100, 7819.5000 and 7819.5100, to the extent the rules do not limit authority otherwise available to Towns. (Ordinance 100, 15 Sep 09)

Section 2.17. Right-of-Way Vacation.

If the Town vacates a right-of-way that contains the facilities installed pursuant to a permit issued by the Town, the rights of the owner of the installed facilities in the vacated right-of-way are governed by Minnesota Rules, part 7819.3200. (Ordinance 100, 15 Sep 09)

Section 2.18. Indemnification and Liability.

By accepting a permit under this Article, the permittee agrees to defend and indemnify the Town in accordance with the provisions of Minnesota Rule, part 7819.1250. (Ordinance 100, 15 Sep 09)

Section 2.19. Abandoned and Unusable Facilities.

1. **Discontinued Operations.** A right-of-way user who has determined to discontinue all or a portion of its operations in the Town must provide information satisfactory to the Town that the right-of-way user's obligations for its facilities in the right-of-way under this Article have been lawfully assumed by another person.
2. **Removal.** Any right-of-way user who has abandoned facilities in any right-of-way shall remove it from that right-of-way if required in conjunction with other right-of-way repair, excavation, or construction, unless this requirement is waived by the Town. (Ordinance 100, 15 Sep 09)

Section 2.20. Appeal.

A right-of-way user that: (1) has been denied a permit; (2) has had a permit revoked; (3) believes that the fees imposed are not in conformity with Minnesota Statutes, sections 237.163, subdivision 6; or (4) disputes a determination of the Town Representative regarding compliance with this Article or of permit conditions may have the denial, revocation, fee imposition, or decision reviewed, upon written request, by the Town Board. The Town Board shall act on a timely written request at its next regularly scheduled meeting, provided the right-of-way user has submitted its appeal with sufficient time to include the appeal as a regular agenda item. A decision by the Town Board affirming the denial, revocation, or fee imposition will be in writing and supported by written findings establishing the reasonableness of the decision. (Ordinance 100, 15 Sep 09)

Section 2.21. Savings Clause.

The failure of the Town Board to exercise, and any delay in exercising, any right under this Article, including enforcement, shall not operate as a waiver thereof and shall not constitute a waiver of the Town's interest, however created, in any right-of-way, easement, or any other type of property interest. (Ordinance 100, 15 Sep 09)

Section 2.22. Severability.

If any portion of this Article is for any reason held invalid by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereof. Nothing in this Article precludes the Town from requiring a franchise agreement with the applicant, as allowed by law, in addition to requirements set forth herein. (Ordinance 100, 15 Sep 09)

Section 2.23. Effective Date. This Article shall be effective upon its passage and the first day of publication.
(Ordinance 100, 15 Sep 09)

CITY OF BALDWIN PUBLIC RIGHT OF WAY APPLICATION & PERMIT
 30239 128th Street NW
 Baldwin MN, 55371

Project Location (Street Address; Street Intersection):

Applicant Information

Applicant: _____ GSOC Registration # _____
 Address: _____ City: _____ State: _____ Zip: _____
 Contact Person: _____ Work Phone# _____ 24 Hour # _____
 Cell Phone # _____ E-mail Address: _____

Contractor Information

General Contractor: _____ GSOC Registration #: _____
 Contact Person: _____ Work Phone # _____ 24 Hour # _____
 Sub Contractor #1: _____ Work Performed: _____
 Sub Contractor #2: _____ Work Performed: _____

Type of Facilities

☐ Cable TV	☐ Electric	☐ Fiber Optics	Conduit (Size & Type):
☐ Gas	☐ High Pressure	☐ Low Pressure	Cable (Size & Type):
☐ Pedestals	☐ Handholes	☐ Poles	Other (Specify):

Work Performed

☐ New ☐ Replacement ☐ Repair ☐ Other (Specify):

Method of Installation

☐ Trench ☐ Plow ☐ Trenchless (Specify):
☐ Aerial ☐ Other (Specify):

Excavation Size	Length	Width	Depth	Total Linear Footage Installed	Total Area Disturbed (Sq Ft)
ROW being used:	☐ Driving Lane	☐ Shoulder	☐ Blvd		
Type of Material	☐ Bituminous	☐ Curb & Gutter	☐ Gravel Surface	☐ Sod	☐ Grass
Impacted:	☐ Trees/Shrubs	☐ Sidewalk	☐ Bit. Trail	☐ Other (Specify)	

Estimated Starting Date: _____ Estimated Ending Date: _____

Attachments:

1. Facility Location Mapping

Mapping showing the proposed location of new facilities, right of way, property lines, house numbers, street names, etc.

2. Certificate of Insurance

Certificate of Insurance must be submitted if a current Certificate of Insurance is not on file at the City.

3. Construction Performance Bond / Financial Security

After initial review of the Right-of-Way Application, the City may require a Construction Performance Bond / Financial Security. Attach a construction performance bond or other financial security (cashier's check, letter of credit) in amount of \$ _____.

Permit Conditions/Comments:

- 1.
- 2.
- 3.

The undersigned herewith accepts the terms and conditions of this permit by the City of Baldwin as herein contained and agrees to fully comply therewith to the satisfaction of the City of Baldwin. The undersigned also declares that he/she has read, understands, and will comply with all relevant City Ordinances and all Right-of-Way Regulations.

Applicants Signature _____ **Date** _____

It is expressly understood that this permit is conditioned upon replacement or restoration of the roadway to its original or to a satisfactory condition. It is further understood that this permit is issued subject to the approval of the City Council having supervision over said street or highway and subject to the applicant's compliance with the rules and regulations of the Minnesota Environmental Quality Council and any other affected government agencies. **All legal requirements listed under "Special Provisions" to be complied with. The date when work is completed must be reported to the City Clerk to set up a final inspection.**

APPROVED _____ **DATE** _____
City Clerk

For Office Use Only:

Permit Fee: \$500.00 Date Paid: _____ Payment Method: _____ Date: _____

**CITY OF BALDWIN SPECIAL PROVISIONS FOR INSTALLATION OF UTILITIES OR UNDERGROUND
CONSTRUCTION AND STREET EXCAVATION WITHIN PUBLIC RIGHT OF WAY**

1. No work under this application is to be started until application is approved and the permit is issued. Permittee shall have a copy of this permit on the job site at all times.
2. Permittee agrees to conduct all work in accordance with City of Baldwin Ordinances, including but not limited to Ordinance No. 100 City Road Right-of-Way Ordinance and all applicable laws and standards.
3. Notify Police, Fire, and Street Department at least 24 hours in advance prior to street closures.
4. Where work on the traveled roadway is necessary, traffic must be protected and all traffic control devices and road closures shall be in accordance with the Minnesota Manual of Uniform Traffic Control Devices (MN MUTCD).
5. Excavations must be cribbed when necessary depending on type of soil in order to prevent cave-ins.
 - a. No undermining of streets, curbs, bituminous trails, and/or sidewalks (except for boring) will be allowed.
6. Underground construction must be so constructed as not to harm or unnecessarily destroy the root growth of adjacent or ornamental trees.
7. Turf, sodded area will be sodded and other areas can be seeded. It is the permit holder's responsibility to maintain the sod/seed. 4" of topsoil is required.
8. No trenching across surfaced roadways, unless it can be demonstrated to the city engineer that no reasonable alternative exists.
9. All back filling must be placed in 6-inch layers and thoroughly tamped, unless otherwise directed and material must be flush and even with the road surface when finally in place. No rock, unstable soil, or bituminous material shall be returned to the back-filled trench.
10. Finished surface, base, and sub-base, of road after excavation and back-fill, shall be at least equal in stability to finished surface, base, and sub-base prior to excavation. A minimum 6" class 5 gravel base material shall be placed at the upper surface of the excavated trench unless otherwise directed.
11. Bituminous and gravel surfaces shall be replaced according to City specifications.
12. If settlement occurs or excavation caves-in within one year from completion date, it shall be restored to its original condition by the holder of this permit.
13. No pole anchors, anchors, braces, or other construction shall be placed on roadway shoulder except by special authorization.
14. No driving onto highway from ditch, or driving on shoulders, is authorized except when noted in application for permit.
15. Streets may not be closed to traffic unless expressly authorized by the permit and necessary notifications have been made.
16. No lugs shall be used on equipment traversing roadways, which will damage the road surface.
17. Roadside and/or site shall be cleaned up after work is completed. Any disturbed areas will be restored to existing conditions or better.
18. Within 24 hours, and during normal working hours (no permits for any type of excavation on public property will be issued for construction on Saturday, Sunday or legal holidays, except for emergency repairs), the permit holder shall notify the City Permits Department issuing the permit that such work has been completed and is ready for final inspection.
19. No street excavation shall be allowed between November 15 and May 15, except for emergencies.
20. Permittee agrees to promptly pay any additional City costs incurred (over and above the initial permit fees) should issues arise during the performance of the work. Permittee further acknowledges that the City of Baldwin will draw on the Performance Bond (or other financial security) if charges are not promptly paid.

CITY OF BALDWIN PUBLIC RIGHT OF WAY REGISTRATION FORM

30239 128th Street NW
Baldwin MN, 55371

Registrant's Information

Name: _____ GSOC Registration # _____

Address: _____ City: _____ State: _____ Zip: _____

Phone # _____ E-mail Address: _____

Registrant's Local Representative

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone # _____ E-mail Address: _____

Emergency Contact Information (Phone # and/or E-mail Address): _____

Attachments

1. **Certificate of Insurance** – See City Ordinance 100 Article II Section 2.032.1.c
2. **Corporation Certificate** – See City Ordinance 100 Article II Section 2.032.1.e
3. **Certificate of Authority** – See City Ordinance 100 Article II Section 2.032.1.f

By signing below, the Registrant is accepting the above information is correct to the best of their knowledge. The registrant shall keep all of the information listed above current at all times by providing the City information as to changes within fifteen (15) days following the date on which the registrant has knowledge of any change.

Registrant's Signature _____ Date _____

APPROVED _____ DATE _____
City Clerk

Contractor's Application for Payment No.		1
To (Owner):	City of Baldwin	Application Period: Through May 31, 2026 Application Date: June 8, 2026
Project:	2026 Street Reconstruction Project	From (Contractor): TS Dirtworks Via (Engineer): Hakanson Anderson

Application For Payment Change Order Summary		Approved Change Orders		
Number	Additions	Deductions		
1	\$5,640.00			\$ \$280,600.20
				\$ \$5,640.00
				\$ \$286,240.20
				\$ \$171,191.95
				\$
				\$ \$8,559.60
				\$ \$0.00
				\$ \$8,559.60
				\$ \$162,632.35
				\$
				\$ \$162,632.35

1. ORIGINAL CONTRACT PRICE.....

2. Net change by Change Orders.....

3. Current Contract Price (Line 1 ± 2).....

4. TOTAL COMPLETED AND STORED TO DATE

5. RETAINAGE:

a. 5% X Work Completed.....

b. 0% X Stored Material.....

c. Total Retainage (Line 5.a + Line 5.b).....

6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....

7. LESS PREVIOUS PAYMENTS.....

8. AMOUNT DUE THIS APPLICATION.....

Contractor's Certification The undersigned Contractor certifies, to the best of its knowledge, the following: (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment. (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.		Date: <u>6-12-2026</u>
Contractor Signature By: <u></u>		Date: <u>6/12/2026</u>

ENGINEER: HAKANSON ANDERSON

Certification: We recommend payment for work and quantities shown.

6/12/2026

Sam Jochum
(Engineer)

OWNER: CITY OF BALDWIN

Date

(Owner)

Date

PAY ESTIMATE #1
City of Baldwin
2026 Street Reconstruction Project

Base Bid	ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
	1	MOBILIZATION	1	LUMP SUM	\$ 25,000.00	\$ 25,000.00	1,000	\$ 25,000.00
	2	CLEARING	2	EACH	\$ 100.00	\$ 200.00	4	\$ 400.00
	3	GRUBBING	2	EACH	\$ 500.00	\$ 1,000.00	4	\$ 2,000.00
	4	CLEARING	0.35	ACRE	\$ 6,000.00	\$ 2,100.00	0.35	\$ 2,100.00
	5	GRUBBING	0.35	ACRE	\$ 6,000.00	\$ 2,100.00	0.35	\$ 2,100.00
	6	REMOVE SIGN	2	EACH	\$ 200.00	\$ 400.00		\$ -
	7	REMOVE MAIL BOX SUPPORT	16	EACH	\$ 125.00	\$ 2,000.00	16	\$ 2,000.00
	8	SALVAGE SIGN	13	EACH	\$ 150.00	\$ 1,950.00	16	\$ 2,400.00
	9	SAWING CONCRETE PAVEMENT (FULL DEPTH)	30	LIN FT	\$ 10.00	\$ 300.00	30	\$ 300.00
	10	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	200	LIN FT	\$ 5.00	\$ 1,000.00	193	\$ 965.00
	11	REMOVE PIPE CULVERTS	101	LIN FT	\$ 12.00	\$ 1,212.00	102	\$ 1,224.00
	12	REMOVE CONCRETE DRIVEWAY PAVEMENT	56.9	SQ YD	\$ 10.00	\$ 569.00	57.8	\$ 578.00
	13	REMOVE BITUMINOUS PAVEMENT	446.8	SQ YD	\$ 5.00	\$ 2,234.00	457.6	\$ 2,288.00
	14	EXCAVATION - COMMON	312	CU YD	\$ 14.00	\$ 4,368.00	256	\$ 3,584.00
	15	SUBGRADE PREPARATION	32.5	ROAD STA	\$ 125.00	\$ 4,062.50	33	\$ 4,082.50
	16	AGGREGATE BASE CLASS 5	916	TON	\$ 18.50	\$ 16,946.00	930	\$ 17,205.00
	17	FULL DEPTH RECLAMATION	8780.3	SQ YD	\$ 1.50	\$ 13,170.45	8,780.3	\$ 13,170.45
	18	HAUL FULL DEPTH RECLAMATION (LV)	142	CU YD	\$ 20.00	\$ 2,840.00	24	\$ 480.00
	19	MILL BITUMINOUS SURFACE (1.5")	10	SQ YD	\$ 86.00	\$ 860.00		\$ -
	20	BITUMINOUS MATERIAL FOR TACK COAT	433.1	GALLON	\$ 2.50	\$ 1,082.75		\$ -
	21	TYPE SP 9.5 WEARING COURSE MIXTURE (2.8) 2.5" THICK	559.7	SQ YD	\$ 20.00	\$ 11,194.00		\$ -
	22	TYPE SP 9.5 WEARING COURSE MIXTURE (2.8)	822	TON	\$ 65.50	\$ 53,841.00		\$ -
	23	TYPE SP 12.5 NON WEAR COURSE MIXTURE (2.8)	1086	TON	\$ 65.00	\$ 71,240.00	1,063	\$ 69,095.00
	24	15" CS PIPE APRON	12	EACH	\$ 350.00	\$ 4,200.00	12	\$ 4,200.00
	25	15" RC PIPE APRON	2	EACH	\$ 350.00	\$ 700.00	2	\$ 700.00
	26	15" CS PIPE CULVERT	55	LIN FT	\$ 57.50	\$ 3,162.50	56	\$ 3,220.00
	27	15" RC PIPE CULVERT DESIGN 3008 CLASS V	38	LIN FT	\$ 55.00	\$ 2,090.00	40	\$ 2,200.00
	28	6" CONCRETE DRIVEWAY PAVEMENT	56.9	SQ YD	\$ 120.00	\$ 6,828.00		\$ -
	29	MAIL BOX SUPPORT	16	EACH	\$ 200.00	\$ 3,200.00		\$ -
	30	TEMPORARY MAILBOX CLUSTER	1	EACH	\$ 1,300.00	\$ 1,300.00	1	\$ 1,300.00
	31	TRAFFIC CONTROL SUPERVISOR	1	LUMP SUM	\$ 250.00	\$ 250.00	1	\$ 250.00

PAY ESTIMATE #1
City of Baldwin
2026 Street Reconstruction Project

Base Bid						
ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE
32	TRAFFIC CONTROL	1	LUMP SUM	\$ 2,200.00	\$ 2,200.00	1
33	INSTALL SIGN	13	EACH	\$ 115.00	\$ 1,495.00	
34	EROSION CONTROL SUPERVISOR	1	LUMP SUM	\$ 1,000.00	\$ 1,000.00	1
35	CULVERT END CONTROL	1	EACH	\$ 200.00	\$ 200.00	
36	SEDIMENT CONTROL LOG TYPE STRAW	2800	LIN FT	\$ 2.25	\$ 6,300.00	680
37	ROLLED EROSION PREVENTION CATEGORY 20	28	SQ YD	\$ 2.00	\$ 56.00	
38	COMMON TOPSOIL BORROW	559	CU YD	\$ 38.00	\$ 21,242.00	
39	FERTILIZER TYPE 1	475	POUND	\$ 1.00	\$ 475.00	
40	SEEDING	0.95	ACRE	\$ 350.00	\$ 332.50	
41	HYDRAULIC BONDED FIBER MATRIX	3325	POUND	\$ 1.50	\$ 4,987.50	
42	SEED MIXTURE SOUTHERN BOULEVARD	152	POUND	\$ 6.00	\$ 912.00	
Total Base Bid					\$ 280,600.20	
						\$ 165,551.95

Change Order No. 1						
ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE
43	15" RC PIPE APRON	2	EACH	\$ 1,200.00	\$ 2,400.00	2
44	15" RC PIPE CULVERT DESIGN 3006 CLASS V	40	LIN FT	\$ 81.00	\$ 3,240.00	40
Total Change Order No. 1					\$ 5,640.00	
						\$ 5,640.00

BID SUMMARY

Base Bid	\$ 280,600.20	\$ 165,551.95
Change Order No. 1	\$ 5,640.00	\$ 5,640.00
Total Bid	\$ 286,240.20	\$ 171,191.95

Frontier Trails Wastewater Operation Summary

Frequency

Pretreatment Module

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

Disposal System

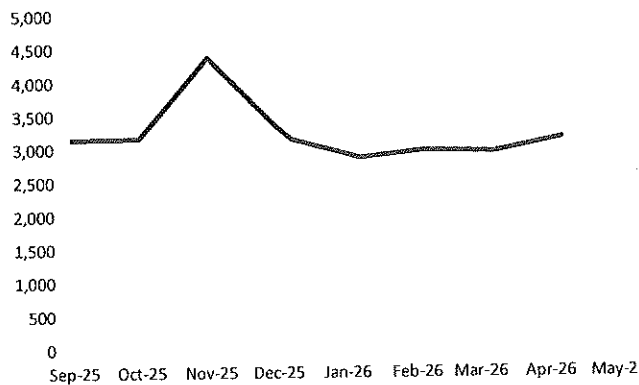
Sample effluent at WS007	4 / year	☒ Completed	☐ Not Completed
Visually inspect the drainfields	1 / month	☒ Completed	☐ Not Completed
Verify pumps are operational	2 / month	☒ Completed	☐ Not Completed
Turn pumps to hand to observe diverter operation at drainfields	2 / month	☒ Completed	☐ Not Completed
Sample wells at GW001-GW004 (Apr, July, Oct)	3 / year	☐ Completed	☒ Not Completed

Special Requirements

Home counts (Jun, Dec)	2 / year	☐ Completed	☒ Not Completed
------------------------	----------	------------------------------------	---

Monthly Flow Data

Current flow reading	3156	gpd
Previous flow reading	2955	gpd
Increase/decrease	201	gpd



Comments

Site is operational. Ongoing adjustment to control TN

Future Maintenance Needs

Date: 5/1/2026 5/5/2026 5/14/2026 5/26/2026 5/27/2026 5/28/2026
 Operator: JC JC JC JC JC JC

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

WASTEWATER TREATMENT
DISCHARGE MONITORING REPORT

PERMIT #	LIMIT STATUS	FORMER #
MN0064459		

MONITORING PERIOD	
YEAR MO DAY	YEAR MO DAY
2026-05-01	2026-05-31

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

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

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

PARAMETER												
BOD, Carbonaceous 05 Day (20 Deg C) 80082	SAMPLE	*****	*****	UNITS	CONCENTRATION			UNITS	FREQUENCY OF ANALYSIS	SAMPLE TYPE		Exception
	VALUE	*****	*****		*****	13	*****			Grab	Grab	
	PERMIT	*****	*****		*****	REPORT	*****					
	REQ.	*****	*****		*****	calendar month - average	*****					
Flow 50050	SAMPLE	*****	.0978	Mgal	*****	.00316	.00333	mgd	once per day	Measurement, Continuous		Measurement, Continuous
	VALUE	*****	*****		*****	0.00692	0.01023					
	PERMIT	*****	*****		*****	calendar month - average	daily maximum					
	REQ.	*****	*****		*****	*****	*****					
pH 00400	SAMPLE	*****	*****		7.36	*****	7.65	SU	twice per month	Grab		Grab
	VALUE	*****	*****		*****	*****	*****			Grab	Grab	
	PERMIT	*****	*****		*****	*****	*****					
	REQ.	*****	*****		*****	*****	*****					
Precipitation 00193	SAMPLE	*****	1.28	In	*****	*****	*****		once per day	Measurement		Measurement
	VALUE	*****	*****		*****	*****	*****			Measurement	Measurement	
	PERMIT	*****	*****		*****	*****	*****					
	REQ.	*****	*****		*****	*****	*****					
Solids, Total Suspended (TSS) 00530	SAMPLE	*****	*****		*****	6	*****	mg/L	twice per month	Grab		Grab
	VALUE	*****	*****		*****	*****	*****			Grab	Grab	
	PERMIT	*****	*****		*****	*****	*****					
	REQ.	*****	*****		*****	*****	*****					

COMMENTS:

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

WASTEWATER TREATMENT
DISCHARGE MONITORING REPORT

PERMIT #	LIMIT STATUS	FORMER #
MN0064459		

YEAR MO DAY	YEAR MO DAY
2026-05-01	2026-05-31
FROM:	TO:

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

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

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

PARAMETER	QUANTITY		UNITS	CONCENTRATION		UNITS	FREQUENCY OF ANALYSIS	SAMPLE TYPE	Exception
	SAMPLE VALUE	PERMIT REQ		SAMPLE VALUE	PERMIT REQ				
BOD, Carbonaceous 5 Day (20 Deg C) 80082	*****	*****	mg/L	*****	16	*****	twice per month	Grab	
	*****	*****		*****	calendar month average	*****	twice per month	Grab	
	*****	*****		*****	calendar month average	*****	once per day	Measurement Continuous	
Flow 50050	*****	*****	mgd	*****	0.00682	*****	once per day	Measurement Continuous	
	*****	*****		*****	calendar month total	*****	once per day	Measurement Continuous	
	*****	*****		*****	calendar month total	*****	twice per month	Grab	
pH 00400	*****	*****	SU	*****	7.26	*****	twice per month	Grab	
	*****	*****		*****	calendar month minimum	*****	twice per month	Grab	
	*****	*****		*****	calendar month maximum	*****	twice per month	Grab	
Solids, Total Suspended (TSS) 00530	*****	*****	mg/L	*****	7	*****	twice per month	Grab	
	*****	*****		*****	calendar month average	*****	twice per month	Grab	
	*****	*****		*****	calendar month average	*****	twice per month	Grab	

COMMENTS:

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

WASTEWATER TREATMENT
DISCHARGE MONITORING REPORT

PERMIT #	LIMIT STATUS	FORMER #
MN0064459	Phase 2	

MONITORING PERIOD	
YEAR MO DAY	YEAR MO DAY
2026-05-01	2026-05-31

FROM:

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

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

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

PARAMETER		QUANTITY		UNITS	CONCENTRATION		UNITS	FREQUENCY OF ANALYSIS	SAMPLE		Exception
									TYPE		
BOD, Carbonaceous 05 Day (20 Deg C) 80082	SAMPLE	*****	*****		*****	100	*****	twice per month	Grab		
	VALUE	*****	*****		*****						
	PERMIT	*****	*****		REPORT	*****					
	REQ				calendar month average			twice per month	Grab		
Chloride, Total 00940	SAMPLE	*****	*****		*****	712	*****	twice per month	Grab		
	VALUE	*****	*****		*****						
	PERMIT	*****	*****		REPORT	*****					
	REQ				calendar month average			twice per month	Grab		
Nitrite Plus Nitrate, Total (as N) 00630	SAMPLE	*****	*****		*****	10.51	*****	twice per month	Grab		
	VALUE	*****	*****		*****						
	PERMIT	*****	*****		REPORT	*****					
	REQ				calendar month average			twice per month	Grab		
Nitrogen, Kjeldahl, Total 00525	SAMPLE	*****	*****		*****	4.75	*****	twice per month	Grab		
	VALUE	*****	*****		*****						
	PERMIT	*****	*****		REPORT	*****					
	REQ				calendar month average			twice per month	Grab		
Nitrogen, Total (as N) 00600	SAMPLE	*****	*****		*****	15.2	*****	twice per month	Grab		
	VALUE	*****	*****		*****						
	PERMIT	*****	*****		REPORT	*****					
	REQ				calendar month average			twice per month	Grab		
Solids, Total Suspended (TSS) 00530	SAMPLE	*****	*****		*****	7.4	*****	twice per month	Grab		
	VALUE	*****	*****		*****						
	PERMIT	*****	*****		REPORT	*****					
	REQ				calendar month average			twice per month	Grab		
Supplemental report submitted for TN violation											
COMMENTS:											

Supplemental report submitted for TN violation

COMMENTS:

CITY OF BALDWIN

06/15/26 11:47 AM

Page 1

602 Transactions

2026

May

Last Dim Descr	Search Name	Dr/Cr Amt	Comments
R Revenue			
Interest Earnings	Bremer Bank	-\$15.11	Addl CD Bank Interest
Interest Earnings	Bremer Bank	-\$1,154.34	CD Bank Interest 2026
Interest Earnings	Bremer Bank	-\$13.34	May 2026 Bank Interest
Interest Earnings	Bremer Bank	\$2,492.44	CD Interest
Interest Earnings	Bremer Bank	-\$2,492.44	CD Interest
Late Payments Se		-\$81.61	UB REC Re-trans UB SERV 1 Frontier Trails
Sewer Charges		\$182.00	James Meyer
Sewer Charges		\$186.00	Grace Derosier
Sewer Charges		\$186.00	Jamie Bradley Jansen
Sewer Charges		-\$5,543.39	UB REC Re-trans UB SERV 1 Frontier Trails
Sewer Charges	Credit Card Payments	-\$150.00	Amanda Gagnon Colt Lysdahl FT
Sewer Charges	Credit Card Payments	-\$186.00	Bradley Jansen FT
Sewer Charges		\$372.00	Alex Bernier
R Revenue		-\$6,217.79	
G General Ledger			
Deferred Revenue		-\$769.00	UB REC Re-trans UB UR
G General Ledger		-\$769.00	
E Expenditure			
Electric Utilities	Connexus Energy	\$493.88	Electric
Employer Paid Ins		\$58.34	Labor Distribution
FICA Contributions		\$11.49	Labor Distribution
Fuel	Princeton Gas	\$26.34	Lawn Mower Gas
Legal Fees	Couri and Ruppe PLLP	\$71.25	Sp Assessment Research
Medicare Contribut		\$2.69	Labor Distribution
MN Paid Leave Ins		-\$2.29	Labor Distribution
Operating Supplies	Hawkins Inc.	\$2,494.81	Micro C
Other Professional	Bost Boys Electric LLC	\$700.00	Frontier Trails SSD Electrical Fan
Other Professional	Natural Systems Utilities	\$2,096.39	Frontier Trails SSD Plant Operations
Other Professional	Badger Wildlife Management	\$1,070.00	Frontier Trails SSD N and S Sites Gopher Trappin
Other Professional	Natural Systems Utilities	\$542.50	March 18th City Council Meeting Annual Update
Pera Contributions		\$13.91	Labor Distribution
Salaries and Wage		\$185.34	Labor Distribution
E Expenditure		\$7,764.65	
		\$777.86	

\$6986.79

CITY OF BALDWIN

*Cash Balances

Cash Account: 10100

May 2026

Fund	Begin May 2026	Receipts	Disbursements	Transfers		JE Payroll	Balance No Investments	Investments	Balance
				Rec/Disb	Journal Entries				
10100 - Old National Bank									
101 - General Fund	(\$810,340.47)	\$41,539.53	(\$58,208.65)	\$0.00	\$0.00	(\$11,606.17)	(\$838,615.76)	\$0.00	(\$838,615.76)
225 - Cemetery Fund	\$11,726.60	\$760.62	(\$1,023.83)	\$0.00	\$0.00	(\$1,881.08)	\$9,582.31		\$9,582.31
250 - Fire Fund	\$78,333.74	\$5,338.71	(\$8,521.81)	\$0.00	\$0.00	(\$3,284.68)	\$71,865.96		\$71,865.96
275 - Street Capital	\$880,309.52	\$22,269.57		\$0.00	\$0.00		\$902,579.09		\$902,579.09
301 - G.O. 2017A	\$232,184.32	\$5,873.67		\$0.00	\$0.00		\$238,057.99		\$238,057.99
302 - G.O. 2024A	\$11,915.99	\$301.45		\$0.00	\$0.00		\$12,217.44		\$12,217.44
401 - Capital Project Fund	\$170,994.77	\$4,325.73		\$0.00	\$0.00		\$175,320.50		\$175,320.50
402 - Fire Services	(\$6,024.61)			\$0.00	\$0.00		(\$6,024.61)		(\$6,024.61)
403 - Fire Infrastructure Fund	\$255,806.25	\$6,471.24		\$0.00	\$0.00		\$262,277.49		\$262,277.49
404 - Parks Capital Fund	\$65,459.06	\$2,263.93	(\$1,010.56)	\$0.00	\$0.00	(\$2,931.22)	\$63,781.21		\$63,781.21
602 - Sewer Fund	\$47,884.27	\$6,986.79	(\$7,495.17)	\$0.00	\$0.00	(\$269.48)	\$47,106.41		\$47,106.41
801 - Developers Account - Escrow	\$189,702.96	\$10,020.11	(\$2,410.50)	\$0.00	\$0.00		\$197,312.57		\$197,312.57
802 - Baldwin Estates Escrow	\$2,389.61			\$0.00	\$0.00		\$2,389.61		\$2,389.61
804 - Buck Run Escrow	\$15,401.81			\$0.00	\$0.00		\$15,401.81		\$15,401.81
805 - Sumser Farms 1st Addt Escr	\$2,186.41			\$0.00	\$0.00		\$2,186.41		\$2,186.41
MTD Amounts									
Begin	\$1,147,930.23		Investments	\$0.00	Begin + YTD		\$0.00		\$0.00
Receipt	\$106,151.35		Petty Cash	\$0.00			\$0.00		\$0.00
Disbursements	(\$78,670.52)		Savings	\$0.00			\$0.00		\$0.00
Transfers Rec/Disb	\$0.00		Money Market	\$0.00			\$0.00		\$0.00
Transfers JE	\$0.00								
JE Payroll	(\$19,972.63)		Balance	\$1,155,438.43	In Balance				



Natural Systems Utilities Work Order Request and Cost Estimate Form

Project	Frontier Trails	PM	Greg Flood
Date	4/13/2026	Phone	763-620-0706
Location	Baldwin Township	Email	gflood@nsuwater.com

Description of Work

NSU will acquire, program, and install two remote monitoring devices. One device will be installed at the north site and another at the south. The north site will require external housing. South will be installed within the building. Each unit will be able to realtime monitor for alarms and function. Each unit will also have the ability to produce a daily flow as required by permit for WS004 and WS001. These units require a yearly subscription for wireless connectivity and realtime monitoring.

Cost Estimate

Labor	Rate (per hour)	Quantity	Subtotal
Operations Manager	\$210.00	0	\$0.00
Operations Supervisor	\$166.00	0	\$0.00
Project Engineer I	\$160.00	0	\$0.00
Lead Operator	\$155.00	20	\$3,100.00
Wastewater Operator	\$125.00	0	\$0.00
Expenses	Rate (per mile)	Quantity	Subtotal
Mileage	\$0.725	50	\$36.25
Other Operation Services	Rate	Quantity	Subtotal
Confined Space Entry (per permit)	\$100.00	0	\$0.00
Use of HAZMAT Monitoring Equipment (per hour)	\$50.00	0	\$0.00
Pressure Washer / Jetter Unit (per hour, 2 hour min.)	\$90.00	0	\$0.00
Rough Cut Mower (per hour)	\$50.00	0	\$0.00
Materials	Cost	Quantity	Subtotal
Omnite XR50 with External Housing	\$4,000.00	1	\$4,000.00
Omnisite XR50 interior	\$5,100.00	1	\$5,100.00
Additional Current Sensors (2)	\$400.00	1	\$400.00
Additional Electrical Supply	\$100.00	1	\$100.00
5 S-WS-OBXRCB-REALTIME1 Remote monitoring St	\$506.00	1	\$506.00
Subtotal			\$13,242.25
Contingency (10%)			\$1,324.23
Total			\$14,566.48

This document is intended as an estimate only, and may change based on unexpected or unforeseen issues, additional tax and/or shipping costs, etc. Work order authorization via email is acceptable. Please contact your Project Manager with questions.

Joan Heinen

From: Gregory Flood <gflood@nsuwater.com>
Sent: Monday, April 13, 2026 2:08 PM
To: Joan Heinen
Cc: Tyler Gagner; Joshua Carrier
Subject: RE: Chemical Leak and Required Service
Attachments: Frontier Trails Remote Telemetry.pdf

Hi Joan,

Attached is a work order estimating the cost of two remote telemetry units.

A few things:

1. The exterior XR50 for the north site on this work order is used. It was a device we implemented during a construction project.
 - a. It is already installed in a stainless-steel housing cabinet, with a heater for condensation remediation and winter warmth. It's fully functional and is in very good condition. We offer this as an option. If the Township wants a price for a new unit instead of our used option. The cost would be the price for the new unit; plus housing, heater etc. I can provide that if needed. I'd guess it would add another 4-5 thousand to the total cost if the Township decided to go all new.
2. An electrician will be needed to run power from the main source to these devices. I did not include that work in this work order as I didn't know if Baldwin has an electrician they already use. Once an electrician runs power from the main, NSU will handle the wiring to pumps and panel operations.
3. These devices are contingent on using the subscription service called "Guard Dog", Omnisites personal cloud network. The yearly cost of the subscription is listed at \$505 per device per year.
4. Typical wait time for these devices once ordered is around 3-4 weeks according to the manufacturer.

Feel free to reach out with any questions.

Best,
Greg



Greg Flood
Lead Operator – Central Region
Natural Systems Utilities
M: 1.763.620.0706
Aut Viam Ineniam Aut Facium

From: Joan Heinen <city.clerk@baldwinmn.gov>
Sent: Friday, April 10, 2026 8:06 AM
To: Gregory Flood <gflood@nsuwater.com>
Subject: RE: Chemical Leak and Required Service

Caution: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. If you are unsure, please contact IT.

Thank you, appreciate it very much.

Joan Heinen

From: Gregory Flood <gflood@nsuwater.com>
Sent: Tuesday, May 19, 2026 4:28 PM
To: Joan Heinen
Cc: Tyler Gagner; Joshua Carrier
Subject: RE: Baldwin/RE: Chemical Leak and Required Service

Yes, if anything were to fail, water levels getting to high, power outages, anything else that may come up. We would be notified by these devices. Plus, we would be able to make decisions on response as well. As we would know what exactly is going on. Rather than just hearing, "the panel is alarming" from a homeowner and responding in person.

I'll also add that the Permit from the state makes it clear that daily flow monitoring is required from both the North and the South. Currently, unless someone is on site everyday looking at the flow meters and documenting daily flow. It's not something the sites can do at all.

So, the devices help in two ways. One is MPCA compliance for daily flow monitoring as required by the permit. Two, the ability for us to see issues and know what they are before they become major problems.

Happy to answer anymore questions, please just let me know.

Greg



Greg Flood
Lead Operator – Central Region
Natural Systems Utilities
M: 1.763.620.0706
Aut Viam Ineniam Aut Facium

From: Joan Heinen <city.clerk@baldwinmn.gov>
Sent: Tuesday, May 19, 2026 3:15 PM
To: Gregory Flood <gflood@nsuwater.com>
Cc: Tyler Gagner <tgagner@nsuwater.com>; Joshua Carrier <jcarrier@NSUWATER.COM>
Subject: RE: Baldwin/RE: Chemical Leak and Required Service

Caution: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. If you are unsure, please contact IT.

Hi Greg,

That makes sense. Is it because you are only onsite once a week and if anything comes up prior to that, it notifies NSU?

Julie from Frontier Trails was questioning the expenditure.

Joan Heinen
Clerk/Treasurer

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

From: Gregory Flood <gfflood@nsuwater.com>
Sent: Tuesday, May 19, 2026 3:11 PM
To: Joan Heinen <city.clerk@baldwinmn.gov>
Cc: Tyler Gagner <tgagner@nsuwater.com>; Joshua Carrier <jcarrier@NSUWATER.COM>
Subject: Re: Baldwin/RE: Chemical Leak and Required Service

Hi Joan,

The thought behind having the two is there are two separate areas of treatment. Each treatment area (north and the south) has a control panel, pumps, floats and alarms and the two sites don't talk to each other now at all.

So if one of the two don't have telecoms installed we wouldn't know about any issues until we are there at that site.

Does that make sense?

Greg

On May 19, 2026, at 2:25 PM, Joan Heinen <city.clerk@baldwinmn.gov> wrote:

Caution: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. If you are unsure, please contact IT.

Hi Greg,
Could you email me the benefits and/or reasons for installing the two remote telemetry units? This information would be helpful to have at the City Council meeting.
Thank you.

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

From: Gregory Flood <gfflood@nsuwater.com>
Sent: Monday, April 13, 2026 2:08 PM
To: Joan Heinen <city.clerk@baldwinmn.gov>

Cc: Tyler Gagner <tgagner@nsuwater.com>; Joshua Carrier <jcarrier@NSUWATER.COM>
Subject: RE: Chemical Leak and Required Service

Hi Joan,

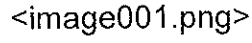
Attached is a work order estimating the cost of two remote telemetry units.

A few things:

1. The exterior XR50 for the north site on this work order is used. It was a device we implemented during a construction project.
 1. It is already installed in a stainless-steel housing cabinet, with a heater for condensation remediation and winter warmth. It's fully functional and is in very good condition. We offer this as an option. If the Township wants a price for a new unit instead of our used option. The cost would be the price for the new unit; plus housing, heater etc. I can provide that if needed. I'd guess it would add another 4-5 thousand to the total cost if the Township decided to go all new.
2. An electrician will be needed to run power from the main source to these devices. I did not include that work in this work order as I didn't know if Baldwin has an electrician they already use. Once an electrician runs power from the main, NSU will handle the wiring to pumps and panel operations.
3. These devices are contingent on using the subscription service called "Guard Dog", Omnisites personal cloud network. The yearly cost of the subscription is listed at \$505 per device per year.
4. Typical wait time for these devices once ordered is around 3-4 weeks according to the manufacturer.

Feel free to reach out with any questions.

Best,
Greg

 **Greg Flood**
*Lead Operator – Central
Region*
Natural Systems Utilities
M: 1.763.620.0706
Aut Viam Ineniam Aut Facium

From: Joan Heinen <city.clerk@baldwinmn.gov>
Sent: Friday, April 10, 2026 8:06 AM
To: Gregory Flood <gfflood@nsuwater.com>
Subject: RE: Chemical Leak and Required Service

Caution: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. If you are unsure, please contact IT.

Thank you, appreciate it very much.

Joan Heinen

Consulting Agreement

This Consulting Agreement ("Agreement") is entered into as of [Date] ("Effective Date"), by and between the City of Baldwin ("Client"), and Baseline Technologies, Inc., a Minnesota corporation, ("Consultant").

1. Scope of Work

Consultant agrees to provide the following services: prepare an application for the SolarApp+ Permitting Software Incentive offered by the State of Minnesota on behalf of Client.

2. Compensation

Client agrees to pay Consultant a one-time fee of \$5,000 from funds paid by the incentive program offered by the State of Minnesota in the event that the application is granted. If only the base incentive is awarded, the amount due to Consultant shall be \$2,500. If no funds are awarded, no payment shall be due to Consultant.

3. Term and Termination

This Agreement shall commence on the Effective Date and continue until written termination by either Party.

4. Intellectual Property

Consultant acknowledges that, as between Consultant and Client, Client owns all right, title, and interest, including all intellectual property rights, in and to the data transmitted by or on behalf of the Client.

5. Confidential Information

From time to time during the Term, either Party may disclose or make available to the other Party information about its business affairs, products, confidential intellectual property, trade secrets, third-party confidential information, and other sensitive or proprietary information, whether orally or in written, electronic, or other form or media, and whether or not marked, designated, or otherwise identified as "confidential" (collectively, "Confidential Information"). Confidential Information does not include information that, at the time of disclosure is: (a) in the public domain; (b) known to the receiving Party at the time of disclosure; (c) rightfully obtained by the receiving Party on a non-confidential basis from a third party; or (d) independently developed by the receiving Party. The receiving Party shall not disclose the disclosing Party's Confidential Information to any person or entity, except to the receiving Party's employees who have a need to know the Confidential Information for the receiving Party to exercise its rights or perform its obligations hereunder. Notwithstanding the foregoing, each Party may disclose Confidential Information to the limited extent required (i) in order to comply with the order of a court or other governmental body, or as otherwise necessary to comply with applicable law, provided that the Party making the disclosure pursuant to the order shall first have given written notice to the other Party and made a reasonable effort to obtain a protective order; or (ii) to establish a Party's rights under this Agreement, including to make required court filings. On the expiration or termination of the Agreement, the receiving Party shall promptly return to the disclosing Party all copies, whether in written, electronic, or other form or media, of the disclosing Party's Confidential Information, or destroy all such copies and certify in writing to the disclosing Party that such Confidential Information has been destroyed. Each Party's

obligations of non-disclosure with regard to Confidential Information are effective as of the Effective Date and will expire five years from the date first disclosed to the receiving Party; provided, however, with respect to any Confidential Information that constitutes a trade secret (as determined under applicable law), such obligations of non-disclosure will survive the termination or expiration of this Agreement for as long as such Confidential Information remains subject to trade secret protection under applicable law.

6. Governing Law

This Agreement shall be governed by the laws of Minnesota.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

BASELINE TECHNOLOGIES, INC.

By: _____

Name: _____

Title: _____

CITY OF BALDWIN

By: _____

Name: _____

Title: _____

Joan Heinen

From: Adam Schreder <adam@baselinetech.co>
Sent: Tuesday, June 2, 2026 2:24 PM
To: Joan Heinen
Subject: Re: Baldwin/RE: SolarAPP+ Information

Good Afternoon Joan,

Yes, those are the same program, run through the MN Department of Commerce.

The total possible incentive is \$20,000, divided into four \$5,000 pots:

1. \$5,000 base incentive based on population. Baldwin qualifies.
2. \$5,000 bonus for having issued a residential solar permit in the last 24 months. Baldwin qualifies.
3. \$5,000 bonus for participation in GreenStep Cities or SolSmart. Baldwin does not qualify.
4. \$5,000 bonus for purchasing and adopting new permitting software alongside SolarAPP+. Baldwin does not qualify.

Baseline's proposal is to handle all setup for the incentive program, including integration with Baseline. Once that is complete, we can also help submit the incentive application to the state and answer any questions along the way.

In short, while the maximum possible incentive is \$20,000, Baldwin would qualify for the \$5,000 base plus one \$5,000 bonus, for a total of \$10,000.

On Tue, Jun 2, 2026 at 2:07 PM Joan Heinen <city.clerk@baldwinmn.gov> wrote:

Hi Adam,

This is on the June 3rd City Council agenda for discussion.

Can you give me additional information on the grant through Baseline versus the attached one?

Thank you.

Joan Heinen

Clerk/Treasurer

City of Baldwin

30239 128th Street NW

Baldwin, MN 55371

763-389-8931

city.clerk@baldwinmn.gov

From: Adam Schreder <adam@baselinetech.co>
Sent: Thursday, May 21, 2026 11:12 AM
To: Joan Heinen <city.clerk@baldwinmn.gov>
Subject: Re: Baldwin/RE: SolarAPP+ Information

Of course,

I attached it below.

As a reminder, Baldwin will receive \$10,000 for this incentive. Half of that amount is payable to Baseline, meaning the City will net \$5,000 with no other implementation or long-term operating costs.

On Thu, May 21, 2026 at 11:04 AM Joan Heinen <city.clerk@baldwinmn.gov> wrote:

Hi Adam,

Would you send me the agreement again?

I'll bring it to Scott's attention again.

Thank you.

Joan Heinen

Clerk/Treasurer

City of Baldwin

30239 128th Street NW

Baldwin, MN 55371

763-389-8931

city.clerk@baldwinmn.gov

TextMyGov[®]

Packages

Core

The basics of everything needed to send and receive texts from residents.

- ✓ One-Word Responses
- ✓ Reporting Flows
- ✓ Geo-Fence Texting
- ✓ Phone Number Database
- ✓ Social Media Integration
- ✓ Spanish Translations
- ✓ Mass Texting

EMA

Comprehensive emergency preparedness tools with wide-reaching, official text alerts.

- ✓ Core Package Features
- ✓ National Weather Service (NWS) Weather Alerts
- ✓ Integrated Public Alert & Warning System (IPAWS)

Premium



A multi-channel communication package designed to reach every resident.

- ✓ Core Package Features
- ✓ EMA Package Features
- ✓ Voice Calls
- ✓ Surveys
- ✓ Mass Email Capabilities
- ✓ Enhanced Media Care Package



Mass Texting

Text an unlimited amount of people simultaneously.



NWS Weather Alerts

Residents sign up to receive live messages from the National Weather Service.



IPAWS

Get certified and send official alerts to customizable geographic locations.



Voice Calls

Send robocalls as an alternative to texting.



Surveys

Build easily accessible surveys to receive resident feedback.



Enhanced Media Care Package

Receive flyers, social media posts, and more from your personal marketing agent.



One-Word Responses

Enable residents to text in to find quick answers to questions.



Reporting Flows

Allow residents to report common issues by answering a series of questions.



Geo-Fence Texting

Create mass messaging groups by selecting an area on a map.



Phone Number Database

Access a database of resident phone numbers and start texting.



Social Media Integration

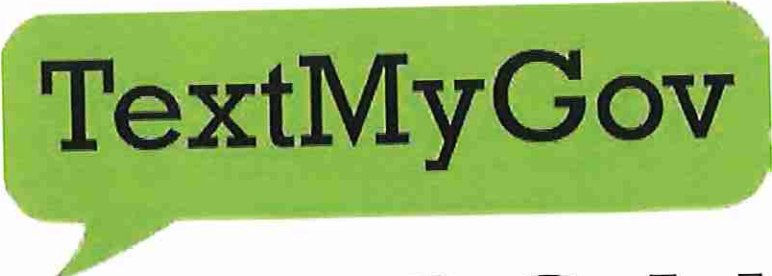
Save time by instantly posting your text message to social media.



Spanish Translations

Let all residents access information with automatic Spanish Translations.

WWW.TEXTMYGOV.COM



TextMyGov

PROPOSAL

DATE: 06/12/2026

EMA
Package

Prepared For:

Baldwin township MN
30239 - 128th Street Princeton, MN 55371

Prepared By:

Brad Parker | Account Executive
TextMyGov

INTRODUCTION To TEXTMyGov

TextMyGov was developed to open lines of communication with local government agencies and citizens. The system works 24 hours a day and easily connects with your website and other communication methods.

Using the regular messaging app on any smartphone, the smart texting technology allows the citizen to ask questions and get immediate responses, find links to information on the agency's website, address problems, report any issues and upload photos.

According to the Pew Research Center, 97% of smartphone owners text regularly. The technology analysts at Compuware reported that 80 to 90% of all downloaded apps are only used once and then eventually deleted by users.

TEXTMyGov SOLUTION

Summary for: Baldwin township

FEATURE	SOLUTION
<i>FIND INFORMATION</i>	TextMyGov allows citizens to find information using our smart texting solution. Citizens can ask questions via text messages and receive automatic responses based on Key Words in their initial text.
<i>REPORT ISSUES</i>	- TextMyGov allows citizens to report issues such as "Stray Dog" or "Pothole" via text messaging from their phone. - Agencies can customize a text thread to help gather important information such as citizen name, address of reported issue, and even allow citizens to send a picture of the reported issue. - TextMyGov will automatically notify the correct department of the reported issue via email or text message.
<i>SEND ALERTS</i>	- TextMyGov gives agencies the ability to send out notifications/alerts as a text message. - Agencies can create different notification groups like "City Events" or "County Elections" and citizens can choose what notification group to Opt-In to.

COST BREAKDOWN

This quote represents a subscription to TextMyGov with an annual recurring charge for an initial period of 3 Yearyears (the "Initial Term"). The agreement is set to automatically renew on the anniversary date of the agreement, after the Initial Term. Support and services fees may increase following the Initial Term but will increase no more than 5% per year. See below for the package price and other details.

Terms and conditions can be printed and attached as **Exhibit A** or viewed at www.TextMyGov.com/terms

Package Details	Price	Billing
TextMyGov EMA: - TextMyGov Web-Based Software - Local Phone Number - Short Code Number (for outgoing messages) - TextMyGov Provided Database - Facebook Integration - Spanish Translation - IPAWS Integration - NOAA/Weather Alerts - Unlimited Users - Unlimited Department - Unlimited Support for Every User 10 GB Managed online data storage 50,000 Text Messages per year	\$500.00	Annual
Setup Fee	\$250.00	One-Time
First year total	\$750.00	Year One
Total Recurring	\$500.00	Annual

TERMS

- This agreement combines existing services (TMG-Core) totaling \$4,000.00 with proposed added services (TMG – EMA) totaling \$500.00 for a new annual total of 4,500.00.
- This is a 3 Year year term.
- After the initial 3 Yearyears, the agreement will revert to year-to-year
- Cancellation requires a 60-day written notice
- Customer is required to put TextMyGov widget on agency's website
- This proposal is valid for 30-days
- Customer is required to provide a copy of W-9.
- The TextMyGov widget will remain on the agency's website for the duration of the agreement. If the widget is not placed on the City/County website within 60-days, the Agency agrees to pay an additional \$1,000 towards setup costs (this is to cover TextMyGov's time). See more information on our widget by clicking visiting textmygov.com/textmygov-widget/

ADDITIONAL SERVICES

Service	Price	Billing
Premium Package	Price based on Population	Annual
• Core Package • EMA Package • Enhanced Media Care Package • Citizen Surveys ○ The Citizen Surveys add-on allows municipalities to collect feedback from residents via SMS, Email, or Social Media. This feature enables automated survey distribution, real-time response tracking, and data insights to enhance community engagement. • Voice Calls • Mass Emailing		
Citizen Requests	Price based on Population	Annual
Monthly Uploads	Price based on Population	Annual
Additional Storage – Each unit of storage contains an additional 100 GB.		Annual
	\$250	
Additional Voice Call Minutes		Annual
• 10,000	\$150	
Additional text messages – Additional text messages can be purchased at any time.		Annual
• 100,000 • 50,000 • 25,000 • Unlimited texts are available as well.	\$750 \$550 \$300	
Unlimited Text Messages	See your Account Executive for details	Annual
	Price based on Population	

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GETTING STARTED

- After the execution of the Agreement Confirmation page, a project manager will be assigned to assist the client through implementation. A local phone number will be obtained for use with TextMyGov.

CONFIGURATION

- The project manager will work with the client to customize interactive responses, create automation flows, and keyword lists. Training will be provided on how to quickly create and edit data.

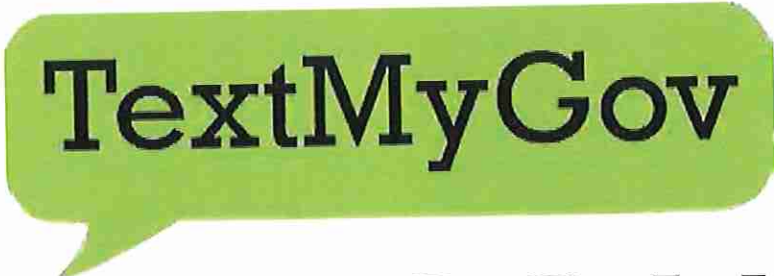
MEDIA KIT

- Advertising materials will be provided to the client, including an infographic for the website and downloadable flyer for social media and other communication methods used by the agency.

UNLIMITED TRAINING AND SUPPORT

- After initial implementation and training, unlimited on-going support is included. Our experts are available M-F 6am5pm MST.

WWW.TEXTMYGOV.COM

The logo features the text "TextMyGov" in a bold, black, sans-serif font, centered within a light green speech bubble. The speech bubble has a tail pointing towards the bottom left. This entire graphic is positioned inside a larger, thin green rectangular frame that is open on the right side.

TextMyGov

PROPOSAL

DATE: 06/10/2026

*premium
package*

Prepared For:

Baldwin township MN
30239 - 128th Street Princeton, MN 55371

Prepared By:

Brad Parker | Account Executive
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Additional text messages – Additional text messages can be purchased at any time.	\$750	Annual
• 100,000	\$550	
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• Unlimited texts are available as well.		
Unlimited Text Messages	Price based on Population	Annual

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- After initial implementation and training, unlimited on-going support is included. Our experts are available M-F 6am5pm MST.

Unlock More with the Premium Package

What's Included?

Here's what makes our Premium Package stand out:

- IPAWS
- Surveys
- Voice Alerts
- Enhanced Media Care
- Everything in Core Package
- Weather Alerts (NOAA/NWS)



MULTI-CHANNEL EMERGENCY RESPONSE

With IPAWS, Weather Alerts, and Voice Alerts all in one package, officials can reach residents instantly through text and phone, ensuring critical messages never get missed.



BOOST RESIDENT ENGAGEMENT

Enhanced Media Care improves the quality and delivery of public messaging, helping agencies communicate clearly and consistently. This leads to better turnout, higher trust, and more informed communities.



SIMPLIFIED STAFF WORKFLOWS

The combination of automated alerts, surveys, and media support reduces manual workload for clerks and communication teams, making it easier to manage community updates without adding extra staff time.



ACTIONABLE RESIDENT INSIGHTS

Surveys built into the Premium Package help officials gather real resident feedback on services, events, and emergency response, supporting data-driven improvements across departments.



RESOLUTION # 26-17

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

RESOLUTION APPOINTING ELECTION JUDGES

Whereas; Minnesota Statutes § 204B.21 allows the City of Baldwin to appoint election judges.

Whereas; Minnesota Statutes § 204B.19, subdivision 2 requires that an election judge

- (1) is able to read, write, or speak the English language;

- (2) is not the spouse; parent, including a stepparent; child, including a stepchild; or sibling, including stepsibling; of any election judge serving in the same precinct or of any candidate at that election;

- (3) is not domiciled, either permanently or temporarily, with any candidate on the ballot at that election; or

- (4) is not a candidate at that election.

- (b) Individuals who are related to each other as provided in paragraph (a), clause (2), may serve as election judges in the same precinct, provided that they serve on separate shifts that do not run concurrently.

Whereas; the base number of required election judges for an election in Minnesota under Minnesota Statutes § 204B.22 has been determined to be a minimum of (4) judges for Precinct (1) of the City of Baldwin and Precinct (2) of the City of Baldwin.

Whereas; the clerk recommends all election judges that are current in their training be appointed, due to the anticipated voter turnout, election judge availability, and necessity of maintaining party balance at all times during the day; and

Whereas; the attached list of judges fulfills the requirements listed in Minnesota Statutes § 204B.19. subdivision 2.

WHEREAS; under Minnesota Statutes § 204B.21 subdivision 2, a resolution is mandatory if the appointment of the election judge is within 25 days of the election in which the election judge will serve.

WHEREAS; August 11th, 2026 is the date of the Primary Election in which the election judge is to serve.

NOW, THEREFORE BE IT RESOLVED; the City of Baldwin hereby appoints the attached list of election judges as eligible to serve in the Election of Officers on August 11th, 2026 pending completion of their training and otherwise qualifying for the position.

BE IT FURTHER RESOLVED; the City of Baldwin hereby authorizes any election judge to be compensated as required by Minnesota Statutes § 204B.31, in an amount set by the City Council at the regular hourly rate for the Clerk and Deputy Clerk and at \$18.00 per hour for trained election judges, and \$20.00 per hour for trained head election judges, which is not less than the prevailing Minnesota minimum wage.

BE IT FURTHER RESOLVED; the City of Baldwin hereby authorizes the City Clerk to add additional election judges as needed and allowed by Minnesota Statutes § 204B.21.

Passed this 17th day of June 2026.

CITY OF BALDWIN

Jay Swanson, Mayor

ATTEST:

Joan Heinen, City Clerk/Treasurer

2026 ELECTION JUDGES, AUG 11TH, 2026

PRIMARY ELECTION

Ed—Head Election Judge, Precinct 2

Dez Neely—Head Election Judge, Precinct 1

Gary Matteson

Rosie Walker

Sharon Leider

Tom Miller

Marlene Nelson

Joyce Mueller—Noon to Close

Lori Gatewood—5:00 a.m. to Noon

Katherine Gove

Robert and Ann Kern (One in the a.m., one in p.m.)

Ralph Egbert

Cynthia Dahlstedt

ALTERNATES

Jeff Barker

Chuck Wilhemi

CITY OF BALDWIN

Emergency Procedures Guide

Introduction

Introduction

The Emergency Procedures Guide is designed to provide at-a-glance instruction to employees in the event of an emergency. In addition to the guide, all employees are strongly encouraged to become familiar with the building, the corridors, exits, and parking areas. Doing so may help employees better handle emergency situations.

Objective

Emergency procedures are designed to provide guidance to those who have responsibility for the safety of City Employees and users of our facilities. Department heads and supervisors have responsibility for dissemination of Emergency Procedures to their staff. Each department should tailor the guide for their own use. In addition, they must set up a clearly defined chain of command, so the safety procedures are carried out in case of their absence from the building.

Responsibilities

It is the responsibility of the City of Baldwin City Council to ensure compliance with this policy. It is also the responsibility of all personnel operating in direction of the City Council to comply with this policy.

- (A) City Council. The City Council shall be responsible for the implementation of this policy and to ensure that it is followed and reviewed annually.
- (B) *Public Works Department*. The Public Works Department is responsible for accurate record keeping which includes (inspections, repairs, overhauls, and replacement) of all sign maintenance records for a period of 10 years.

Administration

Review of Policy

The City of Baldwin may modify or clarify this policy at any time. Where the City Council has delegated responsibility or authority to any city employee for development or implementation of any portion of this policy, that employee shall have full authority to modify that portion of the policy at any time.

Modification to Policy

The City of Baldwin City Clerk will keep on file, comments and complaints received regarding this policy. The policy will be reviewed periodically. Any review will consider comments and complaints since the last review and any other factors affecting the policy or its implementation.

Effective Date of Policy

This policy shall be effective as of June 18th, 2026. Modifications of the policy shall be effective on the

date said modifications are approved by city council resolution or the date that city employee or official (with authority granted by the city council) has approved the policy modification or change.

Contents

Emergency Procedures Guide Cover	Page 1
Introduction	Page 2
Administration	Page 2
Contents	Page 3
Chain of Command	Page 3
Accidents/Medical Emergencies	Page 4
Disturbances/Hostile People	Page 4
City Building Utility's	Page 5
Smoke/Fire/Explosion	Page 5, 6
Building Evacuation	Page 6
Severe Weather	Page 7, 8
Bomb Threats	Page 8
Appendix A	Page 9
Appendix B	Page 10

Chain of Command

The Chain of Command is to be implemented only in those instances when an emergency exists. Each individual department should establish a clearly defined chain of command within their respective department.

The Chain Of Command representatives are responsible for notification of the Mayor and Council and other elected officials as necessary. The representative is also responsible for overall City Coordination.

1. City Clerk– Joan Heinen
Work: 763-389-8931/ Cell: 763-350-2035
E-mail: city.clerk@baldwinmn.gov
2. Public Works Supervisor – Zac Good
Work: 763-389-8931/ Cell: 763-286-3394
E-mail: publicworks@baldwinmn.gov
3. Fire Chief
Work: 763-389-7976 / Cell: 763-350-0374
E-mail: fire.chief@baldwinmn.gov
4. Building Official – Andy Schreder
Work: 763-331-7722/ Cell: 763-291-3704
E-mail: andy@rumrivercc.com

Accident/Medical Emergencies

In the event of an accident or illness involving an employee or visitor, the following steps should be taken:

1. Call – 9-1-1 for help
2. Tell the dispatcher the location and nature of the emergency
3. Utilize first-aid kits located in the City Building for assistance. See Appendix B for locations of the first-aid kits
4. Utilize appropriate personal protective equipment
5. Arrange to have someone meet emergency responders and direct them to the scene
6. Protect the privacy and dignity of the individual
7. If an employee, notify the employee's supervisor with as many details as possible
8. If a visitor, offer assistance to the person, gather information on the person and incident with as many details as possible.
9. Complete a City Incident Report, if an employee. First-Report-of-Injury Reports are stored with City Clerk.

Disturbances / Hostile People

The following procedures should be considered only when the situation becomes as serious as to be assessed as a threat to the safety and well-being of City Employees and/or visitors to the City.

1. Notify law enforcement on 9-1-1
2. Notify and utilize the Emergency Operations Chain of Command
3. Responsible authority (emergency operations chain of command / leader) should contact the City Council Members
4. Normal City Operations should be maintained if possible
5. Consider utilizing other community organizations and leaders in quelling the disturbance
6. Only the City Administrator, City Council, or designee can close City facilities.
7. Keep employees informed as much as possible
8. Employees who witness disorderly events should record the facts as soon as possible. All documentation should be coordinated through the Emergency Operations Chain of Command.
9. Good Judgment and common sense will minimize the disturbance.
10. Phone lines should be kept clear for normal business and emergency calls.
11. Consider videotaping or voice recording event.

City Building Utility's

The following list is a reference list in the event of a utility emergency.

Electric Power Outage

1. In the event of a power failure the emergency lights will illuminate the interior of the building. If the building is equipped with a backup generator, the generator will power basic equipment.
2. Discovering a building emergency notify the building supervisor, if they are not already on site.
 - A. Mayor and City Council
 - B. City Clerk
 - C. Fire Chief
 - D. Public Works
3. The building supervisor shall notify Connexus and inform them of the power outage.
 - A. Connexus – 763-323-2650
4. If it is necessary to inform employees of a building emergency, an announcement will be made by phone, or by management.
5. If it is necessary to close the building, personnel will be notified by phone or by management

Smell of Gas or Gas Line Break

1. Evacuate building following evacuation procedure
2. Do not use and electrical switches
3. Notify the Fire Department by calling 9-1-1
4. Notify Center Point Energy 651-372-5050, (Communications Center Only)
6. Notify the Building Supervisor, if they are not already on site.
 - A. Mayor and City Council
 - B. City Clerk
 - C. Fire Chief
 - D. Public Works

Waterline Break / Sewer Backup / Building Damage

1. Notify the Building Supervisor, if they are not already on site.
 - A. Mayor and City Council
 - B. City Hall
 - C. Fire Chief
 - D. Notify Public Works Emergency On-call – 763-286-3394 OR 763-350-1948

Smoke / Fire / Explosion

1. Call 9-1-1 to notify fire department
2. Notify employees in area of emergency, evacuate as necessary
3. Activate Fire Alarm System at nearest exit
4. Public address system to be used where applicable in facilities (Recreation Center)

5. Employees should walk to their designated assembly area.
6. Refer to the building evacuation section for specific assembly and evacuation information
7. Locate and inform emergency responders/appropriate chain of command of the situation.

Considerations

1. Close, but do not lock your door. Note: (*Bring coats, keys, purse, because you may not get back into building*)
2. Do not use elevators during a building evacuation
3. Department heads/designee is responsible to ensure a complete evacuation of their area and that an "all clear" is issued.
4. Consider use of cars in parking lot for temporary shelter from rain, or cold; however, be sure staff is aware where you are.
5. Depending upon where the emergency exists, the following facilities may be utilized for sheltering areas; City Hall, Fire Station, Public Works Facility, nearby Church.
6. Do not re-enter the building until permission is granted from law enforcement or fire department.

Building Evacuation

Building evacuation may need to be performing for different public safety reasons such as hazardous materials, disturbance, or fire incidents.

1. When evacuating the building use the closest exits, and meet in your designated area. (see appendix B for location) Please be sure all public/visitors are escorted from the building and brought to the evacuation areas.
2. When you leave the building it is important that all employees be accounted for. Accountability is important from an employer perspective as well as for emergency response personnel. A department head or designee may chose to be the last one out to assure that everyone is out. If everyone is not accounted for, then the emergency response agency would have a better knowledge of where to begin their interior search and rescue.
3. One way to account for all employees at any of the City Buildings during any incident is for all employees to meet at a designated area.
4. Below is a list of critical actions in the event of an evacuation.
 - (A) Each department will exit out of the building in the most appropriate area and meet in the designated evacuation location.
 - (B) Once you reach the outside, meet at:
 - City Hall: Flag Pole by Fire Department
 - Public Works: Flag Pole by Fire Department
 - Fire Station: Flag Pole by Fire Department
 - (C) After reporting to the designated area, each department head or designee needs to gather a department count. Once this count is obtained please report this to the City Clerk or designee. Follow Emergency Operations Chain of Command.
 - (D) Emergency of Operations Chain of Commands Commander will help with emergency responding personnel, as well as incident management.
 - (E) Once the building has been declared clear of personal, there will be no re-entry into the building. Until granted by Sheriff's Deputy or Fire Department.

Severe Weather

Severe Thunderstorm Watch

- A WATCH means...Weather conditions are favorable for severe thunderstorms including high winds, hail, heavy rain, lighting, and tornado formation. Be alert and stay informed of changing weather conditions.

Severe Thunderstorm Warning

- A WARNING means...severe thunderstorms have been sighted or indicated on radar, Stay tuned to radio, or television for the latest advisory information. Be prepared to seek shelter. Tornadoes, may accompany severe thunderstorms. Heavy rains causing flash flooding, large hail, high damaging winds and lightning may accompany severe thunderstorms.
- Updated information can be provided by WCCO 830 AM radio.

Tornado Watch

- A WATCH means... conditions are present for severe weather, such as a tornado, to occur.
- Continue normal routine; be alert for changing weather conditions, tune into radio or television for updates.

Tornado Warning

- A WARNING means... a funnel cloud has been spotted, or a tornado has touched the ground, or winds in excess of 70 mph have been recorded. Outdoor warning sirens may be sounded.
- Updated information will be provided by media sources throughout the metropolitan area and the public safety communications network.
- Public Safety spotters will be deployed.

Shelter in Place for Severe Weather

If funnel cloud has been spotted, or a tornado has touched the ground or winds in excess of 70 mph have been recorded. Outdoor warning sirens may have been sounded.

What to Do:

1. Area outdoor warning sirens will be sounding.
2. Immediately proceed to the location provided as Severe Weather Shelter Area. (Location in appendix B)
3. All areas in the building must be checked for persons not notified of the severe weather warning.
4. Everyone will remain in the basement until an ALL CLEAR is reported by the weather stations.

Shelter Outdoors for Severe Weather

Staff away from any City Buildings:

1. Take shelter immediately
2. If you are away from any City building when outdoor warning sirens sound, seek shelter in the basement of a structure. If you are caught out in the open, lie down flat on the ground in a low area, ditch or depression.

3. If you are in your vehicle, get out of the vehicle and seek a low area or depression and lie down flat on the ground. Do not try to outrun a tornado with your vehicle.

Winter Snow Storms

4. In the event that blizzard conditions occur prior to the normal start time of city employees, listen to the radio or local news station prior to leaving home.
5. The Severe Weather policy should be followed.
6. If a Blizzard develops during normal business hours, it is the responsibility of the City Clerk to keep employees informed.
7. The City Clerk, or authorized designee, is the responsible authority to cancel all or part of a normal work day.
8. Employees should use their own personal judgment and discretion about factors affecting their health and safety of reporting to work or leaving work early.

Bomb Threats

Use the form attached in this section for documentation of a Bomb Threat

The person receiving threatening phone calls should:

1. Save the threat if left as a message (voicemail, e-mail, letter, fax. Etc.)
2. Inform the following people immediately:
 - A. Direct Supervisor
 - B. Chain of Command (only if direct supervisor is unavailable)
 - C. Contact 9-1-1
3. The person who received the bomb threat should try to document information on the bomb threat response form see Appendix A.
4. If necessary, instructions will be given to evacuate the building. The announcement will be made verbally, as well as phone system intercom.
5. If evacuation is ordered, leave the building as you would during a fire. Follow your building evacuation maps in Appendix B.
6. Do not re-enter the building until the public safety officials (sheriff's deputy, fire dept, etc.) have indicated that it is safe to do so.

In the event an actual bomb is discovered in the building or on the immediate grounds, do the following:

1. Notify law enforcement and fire department on the emergency 9-1-1 number.
 2. Clear area immediately to at least 500 feet of the building. Use established accountability when leaving the building.
 3. Do not move, touch, or handle the bomb/device
 4. Do not transmit or receive on portable radios in the area.
 5. Utilize the Emergency Operations Chain of Command.
-

Appendix A

BOMB THREAT RESPONSE FORM

To be completed immediately by person receiving the threat.

You're Name: _____ Dept. _____

Time call received: _____ Am _____ Pm _____ Date _____

Telephone number call came in on: _____

Call received by: _____

Questions to ask the caller:

When will the bomb explode? _____

Where is it now? _____

What does it look like? _____

What will cause it to explode? _____

Why was the bomb put there? _____

Who are you? _____

Exact wording of the

Threat: _____

Description of the caller:

Circle: Male Female Young Old Middle-Age Other

Voice:

Circle: Deep Soft Raspy Accent Nervous Normal

If voice is familiar, who did it sound like? _____

Background Noise:

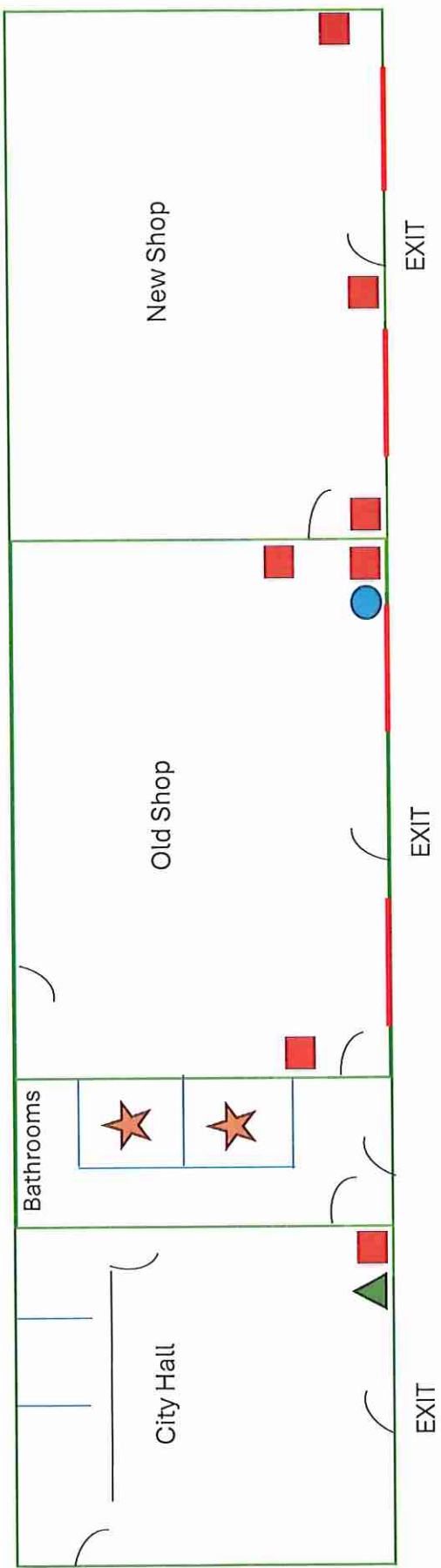
Circle: None Traffic Noise Long Distances Music
 Office Machines Voices P.A. System Factory Machines
 Animal Noises Static Other: _____

Threat Language:

Circle: Well Spoken Foul Irrational Taped
 Incoherent Message read by caller

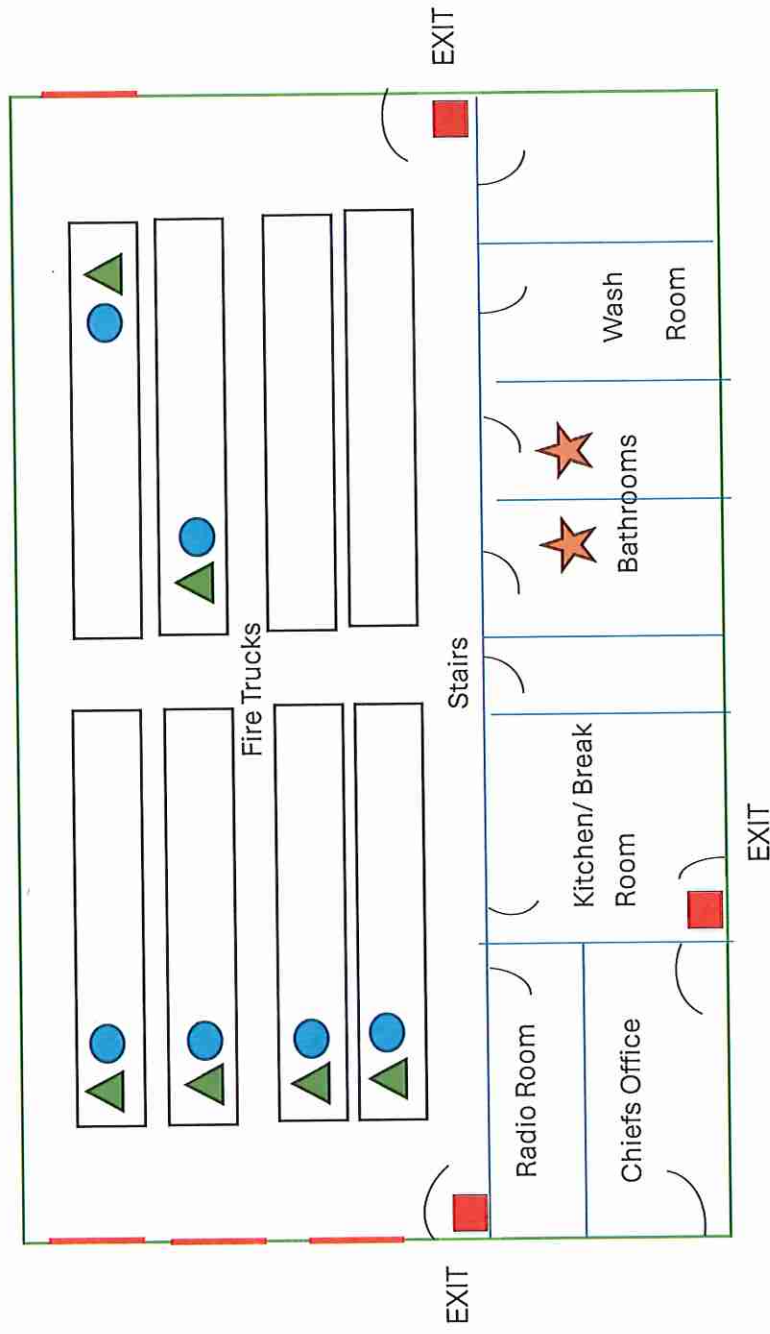
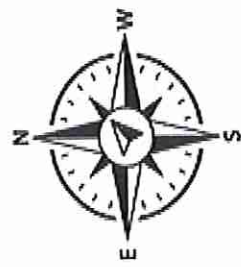
Appendix B

City Hall and Public Works Maintenance Garage



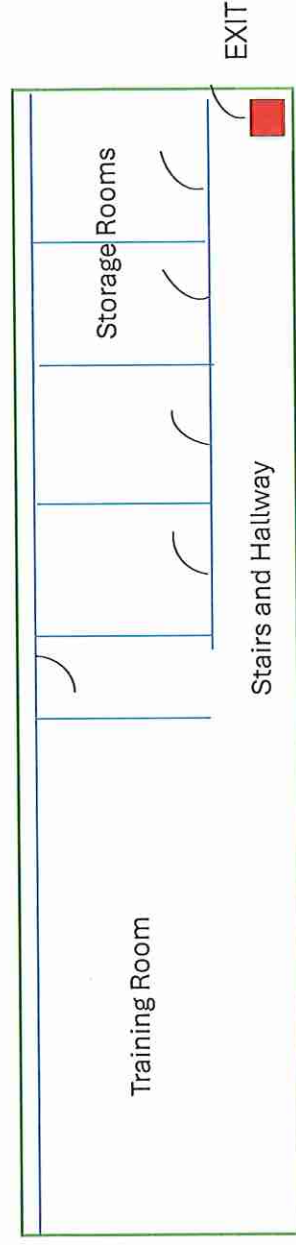
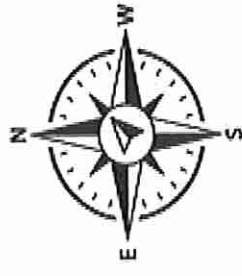
- Legend:**
-  Fire Extinguisher
 -  Sever Weather Shelter
 -  AED
 -  First Aid Kit
 -  Collection Point = Flag Pole

Baldwin Fire Department - First Floor



- Legend:**
- Fire Extinguisher
 - Sever Weather Shelter
 - AED
 - First Aid Kit
 - Collection Point = Flag Pole

Baldwin Fire Department - Second Floor



Legend: ■ Fire Extinguisher

Account Descr		2026YTD Budget	2026YTD Amt	OverBudget	Comments
Quarter 2, 2026 OVER-BUDGET LINE ITEMS-ADJ. NEEDED					
E 101-41100-430	Miscellaneous	\$0.00	\$30.00	\$30.00	Mayor Dues
E 101-41120-130	Employer Paid Insurance	\$0.00	\$118.74	\$118.74	PC-Kayla
E 101-41120-322	Postage	\$0.00	\$78.00	\$78.00	PC-Postage
E 101-41120-351	Legal and General Notices	\$0.00	\$159.60	\$159.60	PC-Public Hearings
E 101-41400-150	Workers Compensation	\$129.36	\$527.49	\$398.13	Clerk
E 101-41400-331	Continue Education	\$224.97	\$2,374.94	\$2,149.97	Clerk/Deputy
E 101-41400-333	Dues and Subscriptions	\$0.00	\$100.00	\$100.00	MCFOA Dues
E 101-41900-140	Unemployment Compensation	\$0.00	\$308.27	\$308.27	UI/Paid Leave
E 101-41900-150	Workers Compensation	\$0.00	\$64.43	\$64.43	City Hall Work
E 101-41900-210	Operating Supplies	\$0.00	\$358.00	\$358.00	For City Hall
E 101-41900-302	County Charges	\$0.00	\$138.00	\$138.00	Recording Elk Lake Loop
E 101-41900-303	Engineering Fees	\$8,000.00	\$10,838.85	\$2,838.85	Engineering
E 101-41900-308	Building Inspection Services	\$21,000.00	\$70,630.07	\$49,630.07	RRC
E 101-41900-320	Communication	\$0.00	\$6,361.00	\$6,361.00	Newspaper
E 101-41900-322	Postage	\$224.97	\$397.05	\$172.08	Postage
E 101-41900-350	Printing and Binding	\$562.43	\$1,152.90	\$590.47	Copier/Chcks
E 101-41900-433	Dues and Subscriptions	\$3,374.59	\$14,603.20	\$11,228.61	LMC Dues
E 101-41940-130	Employer Paid Insurance	\$953.00	\$1,098.37	\$145.37	PW Insurance
E 101-41940-210	Operating Supplies	\$1,124.86	\$1,373.07	\$248.21	City Hall Supplies
E 101-41940-384	Refuse Disposal	\$506.19	\$1,516.06	\$1,009.87	Garbage/Recycling
E 101-42700-310	Animal Impounding	\$1,124.86	\$1,446.85	\$321.99	Increase in Animal Control
E 101-43100-229	Personal Protective Equip	\$1,124.86	\$1,586.87	\$462.01	Public Works
E 101-43100-303	Engineering Fees	\$2,699.67	\$3,621.50	\$921.83	Engineering/Roads
E 101-43100-304	Legal Fees	\$0.00	\$1,776.25	\$1,776.25	Legal/Roads
E 101-43100-307	Other Professional Services	\$0.00	\$450.00	\$450.00	Dot Inspection
E 101-43100-312	Pre-Employment	\$0.00	\$115.00	\$115.00	New Employee
E 101-43100-340	Advertising	\$0.00	\$152.00	\$152.00	New Employee
E 101-43100-341	Employment Ads	\$0.00	\$274.65	\$274.65	New Employee
E 101-43100-400	Unpaved Street	\$0.00	\$800.00	\$800.00	Gravel Road Grading
E 101-43100-402	Paved Streets	\$21,000.00	\$49,844.00	\$28,844.00	CrackSealing Maint. Roads
E 101-43100-404	Machinery and Equipment	\$0.00	\$5,635.00	\$5,635.00	Install Tommy Gate
E 101-43125-140	Unemployment Compensation	\$0.00	\$417.87	\$417.87	Snowplow Drivers
E 225-49010-303	Engineering Fees	\$0.00	\$148.00	\$148.00	Cemetery Map

E 225-49010-304	Legal Fees	\$0.00	\$997.50	\$997.50	Legal Research/Cemetery
E 250-42210-130	Employer Paid Insurance	\$0.00	\$3.56	\$3.56	Kayla
E 250-42210-304	Legal Fees	\$0.00	\$570.00	\$570.00	Fire Contract BH/Transition
E 250-42210-350	Printing and Binding	\$0.00	\$231.05	\$231.05	New Account
E 250-42210-430	Miscellaneous	\$0.00	\$210.47	\$210.47	Fire Chief Meeting
E 250-42220-110	Other Pay and Pool Fill Wage	\$0.00	\$1,220.00	\$1,220.00	Pool Fill Labor
E 250-42220-121	Pera Contributions	\$0.00	\$5.38	\$5.38	Kayla
E 250-42220-130	Employer Paid Insurance	\$0.00	\$21.65	\$21.65	Kayla
E 250-42240-240	Small Tools and Minor Equip	\$0.00	\$38.50	\$38.50	Lumber/FD Training
E 250-42240-332	Fire Academy	\$0.00	\$2,219.25	\$2,219.25	Training
E 250-42260-101	Salaries and Wages	\$0.00	\$400.00	\$400.00	Fire Repair Services-New Acct
E 250-42260-122	FICA Contributions	\$0.00	\$24.80	\$24.80	Fire Repair Services-New Acct
E 250-42260-125	Medicare Contributions	\$0.00	\$5.80	\$5.80	Fire Repair Services-New Acct
E 250-42260-131	MN Paid Leave Insurance	\$0.00	\$3.52	\$3.52	Fire Repair Services-New Acct
E 250-42260-220	Repair Main Vehicles/Supplies	\$2,384.71	\$5,908.50	\$3,523.79	Fire Repair Services-New Acct
E 275-43100-304	Legal Fees	\$0.00	\$4,099.70	\$4,099.70	Road Contract Review
E 275-43100-307	Other Professional Services	\$0.00	\$7,135.00	\$7,135.00	Soil Borings
E 404-45200-210	Operating Supplies	\$0.00	\$273.15	\$273.15	Home Plate/Dog Litter Bags
E 404-45200-225	Landscaping Materials	\$0.00	\$579.07	\$579.07	ARC Irrigation
E 404-45200-305	Planning and Zoning	\$0.00	\$450.00	\$450.00	Dan/Park Committee Meeting
E 404-45200-307	Other Professional Services	\$0.00	\$709.60	\$709.60	Jim's-Park Toilet Cleaning
E 404-45200-410	Rentals	\$0.00	\$86.40	\$86.40	Air Radar Rental
E 602-49450-210	Operating Supplies	\$0.00	\$2,503.10	\$2,503.10	Micro C
E 602-49450-307	Other Professional Services	\$0.00	\$1,070.00	\$1,070.00	Gopher Trapping
E 602-49450-322	Postage	\$0.00	\$127.60	\$127.60	Postage Frontier Trails
E 602-49450-335	Fuel	\$0.00	\$67.04	\$67.04	Lawn Mower Gas-Frontier Trails
E 602-49450-433	Dues and Subscriptions	\$0.00	\$495.00	\$495.00	MPCA Permit
E 602-49490-150	Workers Compensation	\$0.00	\$49.20	\$49.20	PW mowing/Frontier Trails