



AGENDA FOR AUGUST 19TH, 2026
CITY OF BALDWIN REGULAR MEETING
7:00 p.m.
(Revised 8/13/2026)

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:

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 August 5th, 2026
- Approve Plastic Bin at City Hall for Civic Betterment Club to Recycle Plastic Bags

Engineering:

- a. Discuss/Approve/Disapprove Construction Pay Application No. 3 for the 2026 Street Reconstruction Project
- b. Discuss 2026 Crack Filling Project Update
- c. Discuss/Approve/Disapprove Survey for 303rd Avenue

Frontier Trails Update:

- a. Discuss July 2026 Wastewater Operation Summary
- b. Discuss July 2026 Revenues/Expenditures for Frontier Trails SSD

Road Report – Alan Walker

- a. Discuss Public Works Report
- b. Discuss Failed Driveways – Tom Rush
- c. Discuss Website Communication on Upcoming Road Work – Tom Rush

Tabled Items:

New Business:

- a. Reschedule Budget Meeting – Jay Swanson
- b. Discuss Code Enforcements – Jay Swanson
- c. Discuss Using City Property and TextMyGov Alerts – Tom Rush

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.

- d. Discuss 90 Day Employee Review for New Hires – Tom Rush
- e. Schedule Truth in Taxation Meeting – Jay Swanson
- f. Discuss/Approve/Disapprove League of Minnesota Cities Grant Navigator Program – Jay Swanson
- g. Discuss/Approve/Disapprove Candidate Forum in Next City Newsletter – Jay Swanson
- h. Discuss/Approve/Disapprove Directing City Staff and the Planning Commission to Move Forward on Ordinance Update for Generational Housing – Jay Swanson
- i. Discuss/Approve/Disapprove Directing City Staff and the Planning Commission to Move Forward on Ordinance Update for Telecommunication Towers – Jay Swanson
- j. Discuss/Approve/Disapprove Directing City Staff and the Planning Commission to Move Forward on Ordinance Update for Nonconforming Shoreland Lot Requirements Using 7 Foot Setbacks – Jay Swanson

Announcements:

- a. Park Committee Meeting Thursday, August 20th, 2026 at 7:00 p.m.
- b. Budget Meeting Tuesday, August 25th, 2026 at 7:00 p.m.
- c. Infrastructure Committee Meeting Thursday, August 27th, 2026 at 7:00 p.m.
- d. Baldwin Fire Dance Saturday, August 29th, 2026 from 8:00 pm. to Midnight
- e. Next City Council Meeting Wednesday, September 2nd, 2026 at 7:00 p.m.
- f. City Hall Closed Monday, September 7th, 2026 in Observance of Labor Day
- g. Baldwin Fire Department Open House Saturday, September 12th, 2026 from 11:00 a.m. to 3:00 p.m.
- h. Baldwin FunFest Saturday, September 19th, 2026 from 11:00 a.m. to 3:00 p.m. held at Young Park
- i. 2026 Candidate Forums Friday, September 14th, 2026 Meet & Greet at 6:30 p.m. Forum at 7:00 p.m.

Any Other Business:

Approve Bill for Payment:

Adjourn:

BALDWIN TOWNSHIP

08/18/26 10:37 AM
Page 1

*Cash Balances

Cash Account: 10100

August 2026

Fund	Begin August 2026	Transfers			JE Payroll	Balance No	
		Receipts	Disbursements	Rec/Disb		Journal Entries	Investments
10100 - Old National Bank							
101 - General Fund	(\$441,850.97)	\$13,253.28	(\$126,972.25)	\$0.00	(\$19,271.14)	(\$574,841.08)	\$0.00
225 - Cemetery Fund	\$16,030.72		(\$117.11)	\$0.00	(\$1,525.14)	\$14,388.47	\$14,388.47
250 - Fire Fund	\$144,079.40	\$15,426.00	(\$44,193.19)	\$0.00	(\$3,256.91)	\$112,055.30	\$112,055.30
275 - Street Capital	\$1,001,069.42		(\$113,440.71)	\$0.00		\$887,628.71	\$887,628.71
301 - G.O. 2017A	\$249,674.71			\$0.00		\$249,674.71	\$249,674.71
302 - G.O. 2024A	\$56,206.94			\$0.00		\$56,206.94	\$56,206.94
401 - Capital Project Fund	\$169,820.09		(\$10,122.97)	\$0.00		\$159,697.12	\$159,697.12
402 - Fire Services	\$9,930.34			\$0.00		\$9,930.34	\$9,930.34
403 - Fire Infrastructure Fund	\$289,700.70			\$0.00		\$289,700.70	\$289,700.70
404 - Parks Capital Fund	\$95,123.52		(\$1,992.56)	\$0.00	(\$4,141.06)	\$88,989.90	\$88,989.90
602 - Sewer Fund	\$58,387.98	\$5,106.00	(\$3,906.63)	\$0.00	(\$166.43)	\$59,420.92	\$59,420.92
801 - Developers Account - Escrow	\$165,627.64	\$2,908.00	(\$18,826.02)	\$0.00		\$149,709.62	\$149,709.62
802 - Baldwin Estates Escrow	\$2,389.61			\$0.00		\$2,389.61	\$2,389.61
804 - Buck Run Escrow	\$15,329.31			\$0.00		\$15,329.31	\$15,329.31
805 - Sumser Farms 1st Addt Escr	\$2,186.41			\$0.00		\$2,186.41	\$2,186.41
MTD Amounts		YTD Amounts		MTD Amounts		Begin + YTD	
Begin	\$1,833,705.82		\$1,725,230.87	\$0.00		\$0.00	\$0.00
Receipt	\$36,693.28		\$1,651,596.88	\$0.00		\$0.00	\$0.00
Disbursements	(\$319,571.44)		(\$1,568,187.85)	\$0.00		\$0.00	\$0.00
Transfers Rec/Disb	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00
Transfers JE	\$0.00		\$2.04				
JE Payroll	(\$28,360.68)		(\$286,174.96)	\$1,522,466.98		In Balance	

***Cash Balances**

Cash Account: 10100
July 2026

Fund	Begin July 2026	Transfers				JE Payroll	Investments	Balance
		Receipts	Disbursements	Rec/Disb	Journal Entries			
10100 - Old National Bank								
101 - General Fund	(\$610,591.06)	\$236,603.86	(\$68,910.28)	\$0.00		\$1,046.51	(\$441,850.97)	In Bal (\$441,850.97)
225 - Cemetery Fund	\$11,026.71	\$6,008.57	(\$256.00)	\$0.00		(\$748.56)	\$16,030.72	In Bal \$16,030.72
250 - Fire Fund	\$157,219.17	\$56,448.21	(\$3,224.20)	\$0.00	\$9,050.36	(\$75,414.14)	\$144,079.40	In Bal \$144,079.40
275 - Street Capital	\$1,069,410.24	\$95,789.78	(\$164,130.60)	\$0.00			\$1,001,069.42	In Bal \$1,001,069.42
301 - G.O. 2017A	\$246,869.72	\$4,859.41	(\$2,054.42)	\$0.00			\$249,674.71	In Bal \$249,674.71
302 - G.O. 2024A	\$45,354.18	\$17,921.51	(\$7,068.75)	\$0.00			\$56,206.94	In Bal \$56,206.94
401 - Capital Project Fund	\$169,729.35	\$90.74		\$0.00			\$169,820.09	In Bal \$169,820.09
402 - Fire Services	(\$6,024.61)	\$25,005.31		\$0.00	(\$9,050.36)		\$9,930.34	In Bal \$9,930.34
403 - Fire Infrastructure Fund	\$279,847.47	\$9,853.23		\$0.00			\$289,700.70	In Bal \$289,700.70
404 - Parks Capital Fund	\$86,910.97	\$14,372.00	(\$2,938.05)	\$0.00		(\$3,221.40)	\$95,123.52	In Bal \$95,123.52
602 - Sewer Fund	\$47,942.96	\$21,577.17	(\$10,683.80)	\$0.00		(\$448.35)	\$58,387.98	In Bal \$58,387.98
801 - Developers Account - Escrow	\$198,126.42	\$6,332.35	(\$38,831.13)	\$0.00			\$165,627.64	In Bal \$165,627.64
802 - Baldwin Estates Escrow	\$2,389.61			\$0.00			\$2,389.61	In Bal \$2,389.61
804 - Buck Run Escrow	\$15,401.81		(\$72.50)	\$0.00			\$15,329.31	In Bal \$15,329.31
805 - Sumser Farms 1st Addt Escr	\$2,186.41			\$0.00			\$2,186.41	In Bal \$2,186.41
		MTD Amounts		Begin + YTD				
Begin	\$1,715,799.35	\$1,725,230.87	Investments	\$0.00	\$0.00			
Receipt	\$494,862.14	\$1,614,903.60	Petty Cash	\$0.00	\$0.00			
Disbursements	(\$298,169.73)	(\$1,248,616.41)	Savings	\$0.00	\$0.00			
Transfers Rec/Disb	\$0.00	\$0.00	Money Market	\$0.00	\$0.00			
Transfers JE	\$0.00	\$2.04						
JE Payroll	(\$78,785.94)	(\$257,814.28)	Balance	\$1,833,705.82	In Balance			



DRAFT

BALDWIN CITY COUNCIL REGULAR MEETING

AUGUST 5th, 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) and City Engineer, Shane Nelson from Hakanson Anderson

Call to Order – The August 5th, 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.

August 2026 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$1,832,685.82, receipts of \$5106.00, disbursements of \$271,364.38 leaving an unaudited ending balance of \$1,566,427.44.

Sheriff's Report – Deputy Wilson reported a total of 270 calls for service in the City of Baldwin for the month of July 2026. There were no burglaries or thefts reported. These calls consisted of 3 motor vehicle accidents, the fire department was assisted on 6 calls, 14 medicals, 63 traffic stops, and 32 requests for additional patrols were performed. The investigation into damage at Young Park has been completed. The Sheriff's Office is waiting for estimates for the damages in order to prosecute.

Deputy Wilson communicated that there was an individual on a scooter on County Road 38 with cognitive issues and issues with traffic safety. Deputy Wilson said the issue is hopefully resolved, and additional information probably shouldn't be discussed in a public forum.

Mayor Swanson asked about jurisdiction in Baldwin's industrial park. Discussion was if these calls should go to the Princeton Police Department or Sherburne County Sheriff. Deputy Wilson stated this would be the City of Princeton Police Department. Deputy Wilson will ensure this area is properly flagged in the Sherburne County system.

Fire Department Report - Captain Holland reported a total of 26 calls for service in the City of Baldwin for the month of July 2026. These calls consisted of 2 fires, 1 grass fire, 1 vehicle fire, 18 medicals, 1 personal injury and 3 alarm/atmosphere. One recent grass



fire was paged out as such but ended up being a structure fire which received mutual aid from Zimmerman and Princeton.

Discuss/Approve/Disapprove Cost Modification for Pool Fill and Fire Department

Water – Captain Holland stated that they would like to eliminate well water from the pool fills. Holland would do first load as chlorinated water for ice rink fills and well water after that. This would eliminate the chlorinated water being dumped. Case requested a spreadsheet breakdown of exact numbers and costs to ensure the service does not cost taxpayers money and firefighters are adequately compensated.

Captain Holland will bring this information to the next City Council meeting.

Rush/Walker unanimous to approve modifications to pool fill water costs as presented by Captain Holland.

Discuss Fireman's Dance 2026 – Fire Fighter, Lance Soderholm discussed the fireman's dance for 2026. Soderholm also provided a map of the setup for the Fireman's dance on August 29th, 2026. Some of the topics that were presented included operations, safety plans, security, entrance procedures, parking, event sales, vendors and shuttles from the neighboring church. Apparatus will be positioned in front of City Hall in response order if the department receives a call for service during the event.

Public Comment Requests:

- Scott Schmidt, 14215 285th Avenue NW – Encroachment Agreement for Access on City Property by Elk Lake. Schmidt would like an encroachment agreement so work could begin. Swanson requested a written statement on what work will be done. This was also requested by our City Attorney. Rush stated he is in favor of giving Schmidt access. Walker agrees with Rush. Swanson will reach out to City Attorney to make sure the city is positioned in the correct direction to proceed with this request. **Rush/Walker unanimous to approve** city staff drafting encroachment agreement. City Engineer, Nelson, stated that he doesn't feel there is a definition of what work needs to be done. Licht recommends that there is DNR, Engineer and Zoning approval beforehand. After Schmidt heard what the City Engineer and City Planner said, he is withdrawing his application/request. **The previous motion was rescinded and unanimous to disapprove.**
- Richard Leininger, 9948 284th Avenue NW Sandy Lake Beach – Requesting the gate at Sandy Lake Beach be opened so boats could be put into the lake, and people could utilize for ice fishing etc. There was recently a sign placed by the city that the gate would be closed year-round. **Rush/Case unanimous** to table this until the September 2nd, 2026 City Council meeting.
- Vince Cruz, 9942 284th Avenue – The city requested an easement for Sandy Lake project from Cruz. City Engineer, Nelson, stated that there have been some delays in the project due to getting the correct insurance from the contractor that was acceptable to the city. There is also a delay on getting the manhole cover. Nelson stated that this project will be completed this year. Cruz asked about the paving of the loop by Sandy Lake. Swanson stated this is a large project and needs to be scheduled with another large project.

 **DRAFT**

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

- Approve Budget Meeting Minutes for July 13th, 2026
- Approve City Council Meeting Minutes for July 15th, 2026
- Approve Special City Council Meeting Minutes for July 27th, 2026
- Approve City of Baldwin Salary & Payment Schedule
- Approve Building Permit Report for May and June 2026
- Approve Resignation for Planning Commissioner, Chad Gerads
- Approve Resolution 26-26 for Revised Site and Building Plans for Andy's Electric (PID# 01-00009-3105)
- Approve Resolution 26-27 Amending a Conditional Use Permit for Burell Consulting/AT&T Mobility (28829 104th Street)

Public Hearing – Adoption of an Interim Ordinance Imposing a Moratorium and Authorizing Study of Telecommunication Antennas and Antenna Support Structures, Ordinance 2026-10.

Case/Rush unanimous to approve opening the public hearing at 7:54 p.m.
There was no one present requesting to speak during the public hearing.

Case/Walker unanimous to approve closing the public hearing at 7:55 p.m.

Rush/Case unanimous to approve Ordinance 2026-10 for adoption of an interim imposing a moratorium and authorizing study of telecommunication antennas and antenna support structures.

Planning Items:

Discuss/Approve/Disapprove Resolution 26-25; Preliminary Plat and Final Plat Approval to be known as Buck Creek - Full planning report available on Baldwin's website, [baldwinmn.gov/Government/Agenda & Minutes/Agenda Packet](http://baldwinmn.gov/Government/Agenda%20&%20Minutes/Agenda%20Packet).
Rush/Walker unanimous to approve Resolution 26-25.

Discuss Code Enforcements:

Step 1 Letter:

13975 302nd Avenue-RV used as dwelling
29974 128th Street-Shipping containers
Stephen Rohloff-RV used as dwelling

Administrative Notice:

9806 284th Avenue-Junk, debris, inoperable vehicles
13938 302nd Avenue-Inoperable vehicles

Citation:

31232 127th Street-Junk, debris, inoperable vehicles
30867 103rd Street-Race track

Case/Walker unanimous to approve above enforcements.

Discuss Abandoned Dog at Young Park – Case/Walker unanimous to approve removing this off our website and at City Hall. This incident was not resolved and has been a couple of months since the incident happened.

Park Committee Report - Rush communicated that the Park Committee will be discussing the National Fitness Grant and the Comp plan at the next Park Committee meeting.

Discuss/Approve/Disapprove Split Rail Fence at Sandy Lake Beach up to \$500.00
– Public Works would be installing the fence at Sandy Lake Beach. **Rush/Walker unanimous to approve** split rail fence at Sandy Lake Beach with an expenditure up to \$500.00.

Cemetery Update – Rush communicated that the fill sand has been moved and stated that the markers need to be raised up at the Cemetery. Public Works will be doing this work.

Tabled Items:

Discuss/Approve/Disapprove Quote from NSU of \$14,566.48 for Telemetry Units – Swanson contacted Tyler at NSU and stated the telemetry units are needed to complete daily flow rates at Frontier Trails but is not mandated. Swanson would like to discuss this with Sherburne County further. **Rush/Walker unanimous to table** until the September 2nd, 2026 City Council meeting.

New Business:

Discuss/Approve/Disapprove Meals for Election Judges – **Rush/Walker unanimous to approve** up to \$600.00 for election judge meals. This motion includes the general election on November 3rd, 2026 as well.

Discuss/Approve/Disapprove Discontinuing Baldwin Newspaper – **Rush/Walker unanimous to approve** discontinuing Baldwin newspaper.

Discuss/Approve/Disapprove Revising Current Newsletter – **Rush/Walker unanimous to approve** proceeding with a quarterly newsletter. This would begin in quarter 4 2026. The ad price would be the same pricing as NowThen.

Discuss/Approve/Disapprove Quotes for New Service Counter at City Hall – **Case/Walker unanimous to approve** Groebner quote for \$1375.00.

Discuss/Approve/Disapprove Request for Proposals for Annual Auditing Services Contract – **Rush/Walker unanimous to approve** CarlsonSV for a three-year contract.

Schedule Budget Meeting – **Rush/Walker unanimous to approve** August 24th, 2026 at 7:00 p.m. The Fire Chief, Assistant Fire Chief and Public Works Supervisor will be invited to attend this meeting.

Discuss/Approve/Disapprove 2026 Crack Sealing Quotes – Rush/Walker unanimous to disapprove quotes for 2026 crack sealing. Nelson would like to reduce the scope of work for 2026 crack sealing. Rush asked how many miles the bid was for, and Nelson stated it was 9 ½ miles. Nelson stated the price was substantial due to gas prices, bidding late in the year and the conditions of the roads. Recommendation would be to do 5 miles of roads. **Rush/Walker unanimous to approve** City Engineer, Public Works, Rush and Walker working together on these roads and to reduce the scope of work.

Discuss/Approve/Disapprove 2026 Micro Surfacing Quotes – Rush/Walker unanimous to approve Resolution 26-28 for Asphalt Surface Technologies bid of \$355,423.99.

Discuss/Approve/Disapprove Sandy Lake Time Extension Change Order – Case/Rush unanimous to approve change order for Sandy Lake project with a completion date of September 18th, 2026

Discuss/Approve/Disapprove Taking Over Outdoor Warning Sirens from Sherburne County – Sherburne County will be decommissioning the County sirens. The City currently has 5 active sirens and Sherburne County is asking if these want to be transferred to the city starting January of 2027. Rush stated the sirens are for safety reasons and would like to keep the sirens. **Case made a motion** to transfer the sirens to the city. **Walker seconded the motion, motion carried.**

Discuss/Approve/Disapprove Quote from NSU for Frontier Trails WWTF Permit Reissuance Submittal of \$1980.00 – Rush/Walker unanimous to approve quote from NSU for WWTF permit submittal of \$1980.00.

Discuss IT Security and Upgrades – Case discussed the recent cyber-attacks in many cities in Minnesota. The recommendation would be for the city to upgrade security. This would be new servers and any other projects needed to achieve additional layers of security. The clerk will reach out to Sherburne County for IT support. **Rush/Walker unanimous to approve** Case working with Clerk on these upgrades.

Discuss/Approve/Disapprove Cutting Edges for Case Loader \$1259.60 – Rush/Walker unanimous to approve cutting edges for Case Loader of \$1259.60.

Discuss/Approve/Disapprove signs for Sandy Lake and Lake Diann – Case/Walker unanimous to approve signs for Sandy Lake and Lake Diann.

Announcements:

- a. Primary Election Tuesday, August 11th, 2026. Polls Open from 7:00 a.m. to 8:00 p.m.
- b. City Council Meeting with the Planning Commission Wednesday, August 12th, 2026 at 7:00 p.m.
- c. Next City Council Meeting Wednesday, August 19th, 2026 at 7:00 p.m.
- d. Baldwin Fire Dance August 29th, 2026 from 8:00 pm. To Midnight

 **DRAFT**

- e. Baldwin Fire Department Open House September 12th, 2026 from 11:00 a.m. to 3:00 p.m.
- f. Baldwin FunFest September 19th, 2026 from 11:00 a.m. to 3:00 p.m. held at Young Park
- g. Swanson communicated that he was at National Night Out and commended all the firefighters.
- h. Retirement party for former Fire Chief is August 7th, 2026 starting at 5:00 p.m.
- i. Public Accuracy Testing at Sherburne County is August 6th, 2026 from 9:00 a.m. to noon.

Any Other Business - None

Approve Bills for Payment – Rush/Case unanimous to approve check numbers 29669 – 29725 for \$271,327.22. Check number 29670 for \$1170.63 was a reissued check from July 2026 which was originally an EFT payroll check for the Fire Department, 8 EFT payments of \$22,432.49 for a total of \$293,759.71.

Adjourn – Rush/Case unanimous to approve adjourning at 9:17 p.m.

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

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

Date

Attendees: Bruce West, Scott Schmidt, Delmas Hines, Vince Cruz, Richard Heining, Lance Soderholm, Andy Franey, Phillip Holland, Julie Weidenborner and David Jurek

To (Owner):	City of Baldwin	Application Period:	Through July 31, 2026	Application Date:	August 12, 2026
Project:	2026 Street Reconstruction Project	From (Contractor):	TS Dirtworks	Via (Engineer):	Hakanson Anderson

Application For Payment Change Order Summary

Change Order Summary		
Approved Change Orders		
Number	Additions	Deductions
1	\$5,640.00	
TOTALS	\$5,640.00	\$0.00
NET CHANGE BY		\$5,640.00
CHANGE ORDERS		

1.	ORIGINAL CONTRACT PRICE.....	\$280,600.20
2.	Net change by Change Orders.....	\$5,640.00
3.	Current Contract Price (Line 1 ± 2).....	\$286,240.20
4.	TOTAL COMPLETED AND STORED TO DATE	\$272,442.95
5.	RETAINAGE:	
	a. 5% X Work Completed.....	\$13,622.15
	b. 0% X Stored Material.....	\$0.00
	c. Total Retainage (Line 5.a + Line 5.b).....	\$13,622.15
6.	AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$258,920.80
7.	LESS PREVIOUS PAYMENTS.....	\$254,360.35
		\$4,460.45

Contractor's Certification

... to the best of its knowledge, the following:

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

Contractor Signature

By:

Date: 8-17-26

ENGINEER: HAKANSON ANDERSON

Certification: We recommend payment for work and quantities shown.

8/17/2026

(Engineer)

Date _____

OWNER: CITY OF BALDWIN

(Owner)

Date _____

PAY ESTIMATE #3
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	\$ 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	457.8	\$ 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	\$ 4,062.50
16	AGGREGATE BASE CLASS 5	916	TON	\$ 18.50	\$ 16,946.00	1,019	\$ 18,851.50
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	10	\$ 860.00
20	BITUMINOUS MATERIAL FOR TACK COAT	433.1	GALLON	\$ 2.50	\$ 1,082.75	400	\$ 1,000.00
21	TYPE SP 9.5 WEARING COURSE MIXTURE (2.B) 2.5" THICK	559.7	SQ YD	\$ 20.00	\$ 11,194.00	559	\$ 11,180.00
22	TYPE SP 9.5 WEARING COURSE MIXTURE (2.B)	822	TON	\$ 65.50	\$ 53,841.00	828	\$ 54,234.00
23	TYPE SP 12.5 NON WEAR COURSE MIXTURE (2.B)	1096	TON	\$ 65.00	\$ 71,240.00	1,053	\$ 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	49	\$ 5,880.00
29	MAIL BOX SUPPORT	16	EACH	\$ 200.00	\$ 3,200.00	16	\$ 3,200.00
30	TEMPORARY MAILBOX CLUSTER	1	EACH	\$ 1,300.00	\$ 1,300.00	1	\$ 1,300.00

PE - 1

PAY ESTIMATE #3
City of Baldwin
2026 Street Reconstruction Project

Base Bid						
ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE
31	TRAFFIC CONTROL SUPERVISOR	1	LUMP SUM	\$ 250.00	\$ 250.00	1
32	TRAFFIC CONTROL	1	LUMP SUM	\$ 2,200.00	\$ 2,200.00	1
33	INSTALL SIGN	13	EACH	\$ 115.00	\$ 1,495.00	13
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	357
39	FERTILIZER TYPE 1	475	POUND	\$ 1.00	\$ 475.00	400
40	SEEDING	0.95	ACRE	\$ 350.00	\$ 332.50	1.17
41	HYDRAULIC BONDED FIBER MATRIX	3325	POUND	\$ 1.50	\$ 4,987.50	4,200
42	SEED MIXTURE SOUTHERN BOULEVARD	152	POUND	\$ 6.00	\$ 912.00	180
Total Base Bid				\$ 280,600.20	\$ 266,802.95	

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 3008 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	\$ 266,802.95
Change Order No. 1	\$ 5,640.00	\$ 5,640.00
Total Bid	\$ 286,240.20	\$ 272,442.95

**CITY OF BALDWIN
SHERBURNE COUNTY, MINNESOTA**

REVISED REQUEST FOR QUOTES FOR CRACK FILLING

I. INTRODUCTION

The City of Baldwin, Sherburne County, Minnesota is soliciting Quotes for a contract to have an independent third party provide crack filling services for the City on the following roads: (see attached exhibit). **The City has substantially reduced the scope of this project to fit within its budget limitations.**

One copy of the documents listed in Section II must be submitted. The documents must be submitted by **4:00 P.M. On August 27, 2026** in order to be considered. Documents may be mailed, delivered, or emailed. All documents are to be made to:

Attn: Sam Jochum, City Engineer
c/o Hakanson Anderson
3601 Thurston Avenue
Anoka, MN 55303

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

II. SUBMITTAL OF QUOTE

1. The Contractor shall submit its Quote based off the estimated quantities in Section VIII of this document.
2. The Contractor shall submit a Responsible Contractor Form with its Quote.
3. Contractor shall submit an Affidavit of Non Collusion with its Quote.

III. CONTRACT REQUIREMENTS

1. Upon acceptance of a Quote, Contractor shall enter into the attached Contract for Local Improvement with the City of Baldwin.
2. If the Quote is accepted, the Contractor shall provide proof of insurance and shall name The City of Baldwin and Hakanson Anderson Associates, Inc. as additional insured.
3. If the Quote is accepted and is over \$75,000.00, the Contractor shall provide the City with Performance and Payment Bonds acceptable to the City Attorney.

IV. GENERAL REQUIREMENTS

1. The Contractor shall furnish all labor, tools, materials, equipment and supervision necessary for the performance of all operations.
2. The Contractor shall submit materials used for City review before work may begin
3. The contractor shall provide all traffic control in conformance with the MN MUTCD.
4. The Contractor shall provide the City with a schedule for completion of the work.
5. All divisions of the Minnesota Department of Transportation (MnDOT), "Standard Specifications for Construction", 2025 Edition, shall apply to all construction performed under this contract.

**CITY OF BALDWIN
SHERBURNE COUNTY, MINNESOTA**

REVISED REQUEST FOR QUOTES FOR CRACK FILLING

V. ROUT AND SEAL

1. Cracks that are less than 3/4" wide shall be mechanically routed to a depth of 3/4" and a width of 3/4". Routing equipment must be capable of following a random crack in asphalt pavement. Longitudinal cracks shall not be routed.
2. All loose and foreign material, vegetation, and moisture shall be removed and the crack shall be cleaned with compressed air at approximately 100 psi.
3. A heat lance with tip temperature of approximately 2200 degrees Fahrenheit must be used for every crack immediately after or concurrent with cleaning.
4. The crack filling operation must follow immediately after the crack has been heated (melter shall not exceed 50 feet in distance from the heat lance).
5. Crack fill material must conform to ASTM D3405 or Mn/DOT 3723 for hot poured, elastic joint sealant. Material must be on the MnDOT approved products list or approved equal.
6. Application equipment shall consist of a double jacketed kettle equipped with an agitator and a squeegee (shoe) to strike off the sealant as it is placed.
7. All cracks shall be over banded with a 4" wide banding applicator.
8. In areas of pavement in which "alligator cracking" is present, do not route the cracks. Utilize "Blow and Go" method for all cracks 1/8" wide and larger. No treatment is necessary for hairline cracks narrower than 1/8" wide.

VI. BLOW AND GO

1. Cracks that have been previously filled and are showing failure or have sagged will be repaired with the blow and go procedure.
2. Cracks will be cleaned of all debris, vegetation, and moisture using compressed air and a heat lance.
3. Cracks will be filled and over banded using ASTM D3405 or Mn/DOT 3723 hot poured, elastic joint sealant. Material must be on the MnDOT approved products list or approved equal.

VII. POLY FLEX PATCH OF EXISTING DEPRESSED CRACKS

1. Approximately 39 transverse cracks were located and marked with a blue X.
2. Cracks shall be cleaned of all debris, vegetation, and moisture using compressed air and a heat lance.
3. Cracks will be filled with a poly fiber sealant (Deery 402 or equal) using a wand applicator. A Certificate of Compliance shall be submitted before any work.
4. Squeegee sealant tight to pavement surface leveling the depression caused by the crack.
5. Following application of sealant, immediately apply clean 1/4" trap rock.
6. Keep traffic off until sealant has cured. Contractor is responsible for any damage due to traffic driving on sealant too early.

**CITY OF BALDWIN
SHERBURNE COUNTY, MINNESOTA**

REVISED REQUEST FOR QUOTES FOR CRACK FILLING

VIII. QUANTITIES AND PAYMENT

1. Payment will be made in accordance with the schedule set forth below.

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY		UNIT PRICE	EXTENSION
1	MOBILIZATION	1	LUMP SUM		
2	SEAL BITUMINOUS PAVEMENT CRACKS (BLOW AND GO)	67	RD STA		
3	ROUT AND SEAL BITUMINOUS PAVEMENT CRACKS	67	RD STA		
4	CRACK REPAIR SPECIAL (POLY FLEX PATCH)	980	LIN FT		
5	TRAFFIC CONTROL	1	LUMP SUM		

IV. SCHEDULE

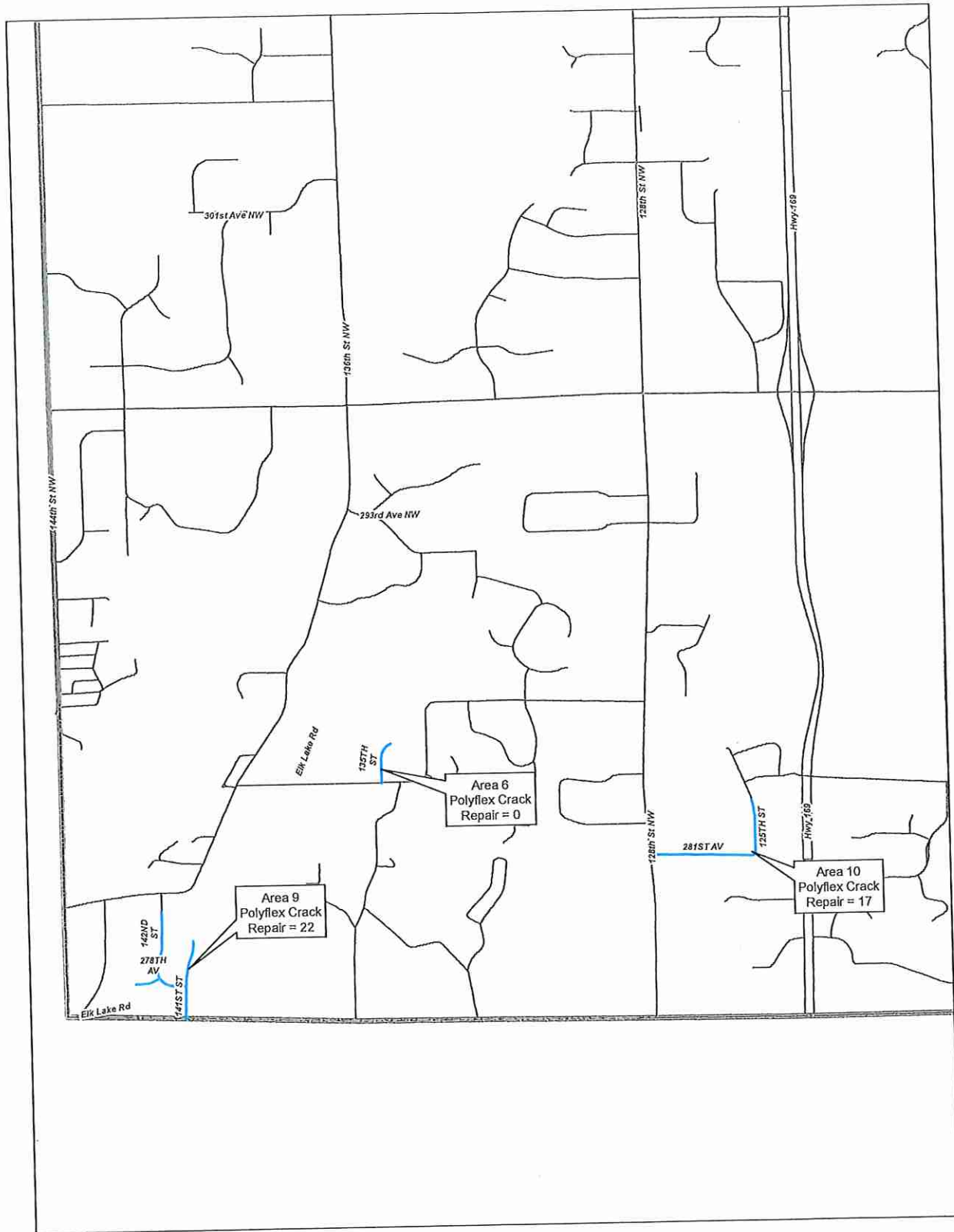
1. City Council considers quotes on **September 2, 2026**.
2. The work must be completed by **October 31, 2026**.
3. The Contractor must contact Sam Jochum at 612-270-6284, 48 hours prior to the commencement of any work.

Date: **August 13, 2026**

By: 
Sam Jochum, City Engineer

Enclosures:

Responsible Contractor Form
Affidavit of Non-Collusion
Contract for Local Improvement



0 910 1,820 Feet N



Hakanson
Anderson

Legend

- 2026 Crackfilling
- Road Centerlines
- Baldwin Boundary

City of Baldwin
2026 CrackFilling Locations

DOCUMENT 00 45 14
RESPONSIBLE CONTRACTOR VERIFICATION AND
CERTIFICATION OF COMPLIANCE

PROJECT: 2026 CRACK SEALING PROJECT

Minn. Stat. § 16C.285, Subd. 7. **IMPLEMENTATION.** ... any prime contractor or subcontractor that does not meet the minimum criteria in subdivision 3 or fails to verify that it meets those criteria is not a responsible contractor and is not eligible to be awarded a construction contract for the project or to perform work on the project...

Minn. Stat. § 16C.285, Subd. 3. **RESPONSIBLE CONTRACTOR, MINIMUM CRITERIA.** "Responsible contractor" means a contractor that conforms to the responsibility requirements in the solicitation document for its portion of the work on the project and verifies that it meets the following minimum criteria:

(1) The Contractor:

- (i) is in compliance with workers' compensation and unemployment insurance requirements;
- (ii) is currently registered with the Department of Revenue and the Department of Employment and Economic Development if it has employees;
- (iii) has a valid federal tax identification number or a valid Social Security number if an individual; and
- (iv) has filed a certificate of authority to transact business in Minnesota with the Secretary of State if a foreign corporation or cooperative.

(2) The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 177.24, 177.25, 177.41 to 177.44, 181.13, 181.14, or 181.722, and has not violated United States Code, title 29, sections 201 to 219, or United States Code, title 40, sections 3141 to 3148. For purposes of this clause, a violation occurs when a contractor or related entity:

- (i) repeatedly fails to pay statutorily required wages or penalties on one or more separate projects for a total underpayment of \$25,000 or more within the three-year period;
- (ii) has been issued an order to comply by the commissioner of Labor and Industry that has become final;
- (iii) has been issued at least two determination letters within the three-year period by the Department of Transportation finding an underpayment by the contractor or related entity to its own employees;
- (iv) has been found by the commissioner of Labor and Industry to have repeatedly or willfully violated any of the sections referenced in this clause pursuant to section 177.27;
- (v) has been issued a ruling or findings of underpayment by the administrator of the Wage and Hour Division of the United States Department of Labor that have become final or have been upheld by an administrative law judge or the Administrative Review Board; or
- (vi) has been found liable for underpayment of wages or penalties or misrepresenting a construction worker as an independent contractor in an action brought in a court having jurisdiction. Provided that, if the contractor or related entity contests a determination of underpayment by the Department of Transportation in a contested case proceeding, a violation does not occur until the contested case proceeding has concluded with a determination that the contractor or related entity underpaid wages or penalties;*

(3)	The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 181.723 or chapter 326B. For purposes of this clause, a violation occurs when a contractor or related entity has been issued a final administrative or licensing order;*
(4)	The contractor or related entity has not, more than twice during the three-year period before submitting the verification, had a certificate of compliance under section 363A.36 revoked or suspended based on the provisions of section 363A.36, with the revocation or suspension becoming final because it was upheld by the Office of Administrative Hearings or was not appealed to the office;*
(5)	The contractor or related entity has not received a final determination assessing a monetary sanction from the Department of Administration or Transportation for failure to meet targeted group business, disadvantaged business enterprise, or veteran-owned business goals, due to a lack of good faith effort, more than once during the three-year period before submitting the verification;*
	* Any violations, suspensions, revocations, or sanctions, as defined in clauses (2) to (5), occurring prior to July 1, 2014, shall not be considered in determining whether a contractor or related entity meets the minimum criteria.
(6)	The contractor or related entity is not currently suspended or debarred by the federal government or the state of Minnesota or any of its departments, commissions, agencies, or political subdivisions; and
(7)	All subcontractors that the contractor intends to use to perform project work have verified to the contractor through a signed statement under oath by an owner or officer that they meet the minimum criteria listed in clauses (1) to (6).

Minn. Stat. § 16C.285, Subd. 5. SUBCONTRACTOR VERIFICATION.

A prime contractor or subcontractor shall include in its verification of compliance under subdivision 4 a list of all of its first-tier subcontractors that it intends to retain for work on the project.

If a prime contractor or any subcontractor retains additional subcontractors on the project after submitting its verification of compliance, the prime contractor or subcontractor shall obtain verifications of compliance from each additional subcontractor with which it has a direct contractual relationship and shall submit a supplemental verification confirming compliance with subdivision 3, clause (7), within 14 days of retaining the additional subcontractors.

A prime contractor shall submit to the contracting authority upon request copies of the signed verifications of compliance from all subcontractors of any tier pursuant to subdivision 3, clause (7). A prime contractor and subcontractors shall not be responsible for the false statements of any subcontractor with which they do not have a direct contractual relationship. A prime contractor and subcontractors shall be responsible for false statements by their first-tier subcontractors with which they have a direct contractual relationship only if they accept the verification of compliance with actual knowledge that it contains a false statement.

Minn. Stat. § 16C.285, Subd. 4. VERIFICATION OF COMPLIANCE.

A contractor responding to a solicitation document of a contracting authority shall submit to the contracting authority a signed statement under oath by an owner or officer verifying compliance with each of the minimum criteria in subdivision 3 at the time that it responds to the solicitation document.

A contracting authority may accept a sworn statement as sufficient to demonstrate that a contractor is a responsible contractor and shall not be held liable for awarding a contract in reasonable reliance on that statement. Failure to verify compliance with any one of the minimum criteria or a false statement under oath in a verification of compliance shall render the prime contractor or subcontractor that makes the false statement ineligible to be awarded a construction contract on the project for which the verification was submitted.

A false statement under oath verifying compliance with any of the minimum criteria may result in termination of a construction contract that has already been awarded to a prime contractor or subcontractor that submits a false statement. A contracting authority shall not be liable for declining to award a contract or terminating a contract based on a reasonable determination that the contractor failed to verify compliance with the minimum criteria or falsely stated that it meets the minimum criteria.

CERTIFICATION

By signing this document I certify that I am an owner or officer of the company, and I swear under oath that:

- 1) My company meets each of the Minimum Criteria to be a responsible contractor as defined herein and is in compliance with Minn. Stat. § 16C.285,
- 2) I have included a First Tier Subcontractors List with my company's solicitation response, and
- 3) if my company is awarded a contract, I will also submit the Additional Subcontractors List as required.

Authorized Signature of Owner or Officer:	Printed Name:
Title:	Date:
Company Name:	

Sworn to and subscribed before me this
_____ day of _____, 20____

Notary Public

My Commission Expires: _____

PLACE NOTARY STAMP HERE

NOTE: Minn. Stat. § 16C.285, Subd. 2, (c) If only one prime contractor responds to a solicitation document, a contracting authority may award a construction contract to the responding prime contractor even if the minimum criteria in subdivision 3 are not met.

FIRST-TIER SUBCONTRACTORS LIST

SUBMIT WITH PRIME CONTRACTOR PROPOSAL

PROJECT: 2026 CRACK SEALING PROJECT

Minn. Stat. § 16C.285, Subd. 5. A prime contractor or subcontractor shall include in its verification of compliance under subdivision 4 a list of all of its first-tier subcontractors that it intends to retain for work on the project.

FIRST TIER SUBCONTRACTOR NAMES (Legal name of company as registered with the Secretary of State)	Name of city where company home office is located

ADDITIONAL SUBCONTRACTOR NAMES (Legal name of company as registered with the Secretary of State)	Name of city where company home office is located

SUPPLEMENTAL CERTIFICATION

By signing this document I certify that I am an owner or officer of the company, and I swear under oath that:

All additional subcontractors listed on Additional Subcontractors List have verified through a signed statement under oath by an owner or officer that they meet the minimum criteria to be a responsible contractor as defined in **Minn. Stat. § 16C.285**.

Authorized Signature of Owner or Officer:

Printed Name:

Title:

Date:

Company Name:

AFFIDAVIT OF NON-COLLUSION

STATE OF MINNESOTA

COUNTY OF _____

I hereby swear (or affirm) under the penalty of perjury:

1. That I am the Bidder (if the bidder is an individual), a partner in the Bidder (if the bidder is a partnership) or an officer or employee of the Bidder corporation having authority to sign on its behalf (if the bidder is a corporation);
2. That the attached bid or bids have been arrived at by the Bidder individually and have been submitted without collusion with, and without any agreement, understanding or planned common course of action designed to limit individual bidding or competition with any other prospective Bidder or vendor of any materials, supplies, equipment or services described in the invitation to bid;
3. That the contents of the bid or bids have not been communicated by the Bidder or its employees or agents to any person not an employee or agent of the Bidder or its Surety on any bond furnished with the bid or bids, and will not be communicated to any such person, prior to any official opening of the bid or bids; and
4. That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

Subscribed and sworn to before me _____

(Bidder)

this ____ day of _____, 2026.

(Firm making bid or bids)

Official Title

CONTRACT FOR LOCAL IMPROVEMENT

2026 Crack Filling Project
City of Baldwin, Minnesota

1. This agreement made this _____ day of _____ 2026 between the City of Baldwin, Sherburne County, hereafter referred to as the "City", and _____ hereinafter called the "contractor", witnessed;
2. The contractor, for and in consideration of the payment or payments herein specified and by the City to be made, hereby covenants and agrees to furnish all materials, all necessary tools and equipment, and to do and perform all the work and labor necessary as per the Request for Quotes for 2026 Crack Filling Project and the Proposal of contractor (both attached to this Agreement). Said Proposal is hereby referred to and made a part of this contract as fully and to the same extent as if herein set forth in detail.
3. The contractor also agrees that all the work and labor shall be done in the best and most diligent manner and that all materials and labor shall be in entire and strict conformity in every respect with the said specifications and plans and shall be subject to the inspection and approval of the City Road Supervisor designated by the proper authorities of the City for the supervision of the work, and in case any of said material or labor shall be rejected by the City Road Supervisor as defective or unsuitable, then the materials shall be removed and replaced with other approved materials and the labor shall be done anew to the satisfaction and approval of the City Road Supervisor at the cost and expense of the contractor.
4. The contractor agrees to commence the work as herein provided for, at the earliest practicable date and to prosecute the same diligently and without delay and to have the work entirely completed in every respect to the satisfaction and approval of the City Road Supervisor, aforesaid, on or before October 16, 2026. In case of the failure on the part of the contractor, for any reason except with the written consent of the City Council, to complete the work on or before the date aforesaid, the City shall have the right to deduct from any money due or which may become due to the contractor, the amount of \$400.00 per day for each and every day elapsing between the time stipulated for the completion, and the actual date of completion, in accordance with the terms thereof; or if no moneys shall be due the contractor, the City shall have the right to recover such sum; such deduction to be made or such sum to be recovered not as a penalty, but as liquidated damages, and in addition to such liquidated damages, the contractor agrees to pay all cost of local superintendence of the work

during such delay. The contractor agrees to notify the City Council in writing of any and all causes of delay of such work or any part thereof, within 24 hours after such cause of delay shall arise, and in case of the failure of the contractor to perform this contract and complete work immediately, or at any time thereafter, the City may proceed to complete the work at the cost and expense of the contractor. Upon receipt of written notice from the contractor of the existence of causes over which the contractor has no control and which must delay the completion of the work, the City Council may at its discretion, extend the date herein before specified for the completion of the work and in such case the contractor shall become liable for such liquidated damages for failure to perform and for all costs of the local superintendence of the work during any delay after the time is so extended.

5. No claim for extra work done by the contractor will be made by the contractor or allowed by the City, nor shall the contractor do any work not covered in the proposal submitted, unless such work is ordered in writing by the City Council. Any such work, which may be done by the contractor without such written order first being given, shall be at the contractor's own risk and expense. When any extra work is ordered by the City Council to be done, the contractor shall do such work for the actual cost thereof plus ten percent; and when any alteration of plans is ordered by the City Council, the contractor agrees to perform the work as altered and if such alteration shall reduce the cost of doing such work, the actual amount of such reduction in cost shall be deducted from the contract price for the work.
6. The contractor further agrees to pay all laborers employed, and all subcontractors in and about the performance of this contract, and for all by them so performed, but in case the contractor shall fail so to pay and to satisfy every and all claims and demands for labor as aforesaid, the City may apply the monies due and coming to the contractor under this contract toward paying and satisfying such claims and demands, and the City is herewith given the right to apply monies due and coming to the contractor hereunder towards paying any indebtedness or claim heretofore accrued or which may hereafter come due to the City from the contractor on any account whatsoever, and the amount of such payments shall be charged against the balance due the contractor hereunder; provided that nothing herein contained nor any variation from the amounts of the installments or from the manner and times of their payment shall be construed as impairing the right of the City or of those to whose benefit the bond herein agreed upon shall insure, to hold the contractor or surety liable on the bond for any breach of the conditions of the same nor as imposing upon the City any obligation to laborers, contractors, or sureties to pay or to retain for their benefit any monies coming to the

contractor hereunder.

7. The contractor agrees to hold the City harmless from all damages and claims for damages that may arise by reason of any negligence or violation of the law on the part of the contractor, contractor's agents or employees, while engaged in the performance of this contract and agrees to take all precautions necessary to protect the public against injury, and to keep danger signals out at night and at such other times and such places as public safety may require. In addition, contractor agrees to keep in force statutory workers' compensation insurance. Additionally, he shall maintain at all times during the performance of this contract liability coverage naming the City of Baldwin and Hakanson Anderson Associates, Inc. as an additional insured in at least the amount of \$500,000 per claimant and \$1,500,000 for each incident. If the amount of this contract is \$75,000 or more, contractor shall post with the City payment and performance bonds acceptable to the City in the amount of the contract to secure the faithful performance of this contract and the payment of all subcontractors by the contractor and to be conditioned as required by Minnesota Statutes, Section 574.26 to 574.32.
8. In consideration of the covenants and agreements stated above the City agrees to pay the contractor the sum mentioned in the proposal or quote of the contractor, which is attached hereto and made a part of this contract as fully and to the same extent as if herein set forth in full. The City shall hold payment until the final performance and completion of this contract by the contractor to the satisfaction, approval, and acceptance of the City Council including provision by the contractor of Minnesota Department of Revenue Form IC-134.
9. It is agreed and understood by the parties hereto that the use of said work and improvement project at any time by the City for any purposes shall not be construed to be or operate as an acceptance by the City of the work to be done by the contractor under this contract.

IN WITNESS WHEREOF, the parties have caused this agreement to be signed in their behalf by the proper officers thereunto duly authorized and their corporate seal to be hereto affixed, the day and year first above written.

In the presence of

[CONTRACTOR]

CITY OF BALDWIN

By _____

By: _____

Attest: _____

Its: _____

MEMORANDUM

TO: City of Baldwin City Council

CC: Joan Heinen, City Clerk/Treasurer
Shane Nelson, Hakanson Anderson

FROM: Sam Jochum, City Engineer

DATE: July 17, 2026

RE: 303rd Avenue Proposed Right of Way Staking Cost

Hakanson Anderson was tasked with providing a cost for staking the proposed right-of-way easement on 303rd Avenue. Based on the scope of work outlined below, our survey department estimates the total cost to be \$13,250.

This cost includes the following:

- Coordinating with a title company to conduct full title searches on the 16 different properties and reviewing the reports generated from the title searches.
- Using the title reports to compute the existing boundaries/right-of-way lines.
- Search for existing property/right-of-way corner monuments.
- Staking the proposed 80 foot right-of-way.
- Prepare a right-of-way exhibit/base map depicting the existing property lines, existing right-of-way lines, existing easement lines, and proposed right-of-way lines.

The timeline for completion of work would be dependent on how long it would take the title company to conduct the property searches. Based on past experiences with similar projects, we would estimate that the staking would be completed by early to mid-September, provided the above work is approved at the August 19th council meeting.

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

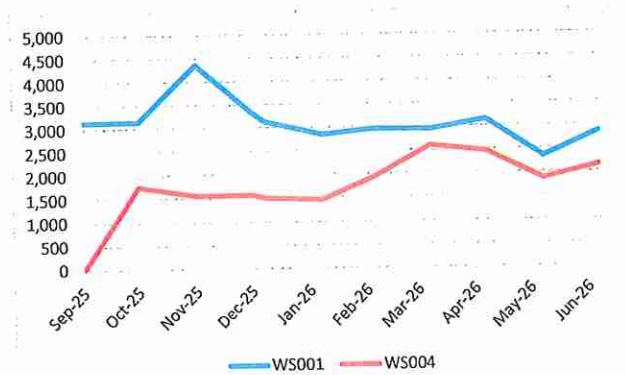
Sample effluent at WS007	4 / year	☒ Completed	☐ Not Completed
Visually inspect the drainfields	1 / month	☒ Completed	☐ Not Completed
Verify pumps are operational	2 / month	☒ Completed	☐ Not Completed
Turn pumps to hand to observe diverter operation at drainfields	2 / month	☒ Completed	☐ Not Completed
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	2880	gpd
Previous flow reading	2349	gpd
Increase/decrease	531	gpd



Comments

Site is operational

Future Maintenance Needs

Date: 7/8/2026 7/13/2026 7/21/2026 7/27/2026 7/29/2026 7/30/2026
Operator: JC JC JC JC JC JC

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

WASTEWATER TREATMENT
DISCHARGE MONITORING REPORT

PERMIT #	LIMIT STATUS	FORMER #
MND064459		

MONITORING PERIOD	
YEAR/MO/DAY	YEAR/MO/DAY
2026-07-01	2026-07-31

FROM:

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

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

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

PARAMETER											
PARAMETER	QUANTITY			UNITS	CONCENTRATION			UNITS	FREQUENCY OF ANALYSIS	SAMPLE TYPE	Exception
	SAMPLE VALUE PERMIT	REQ	REQ		SAMPLE VALUE PERMIT	REQ	REQ				
BOD, Carbonaceous 05 Day (20 Deg C) 80082	SAMPLE VALUE PERMIT	*****	*****		*****	17	*****	mg/L	twice per month	Grab	
	REQ				*****	REPORT calendar month average			twice per month	Grab	
	SAMPLE VALUE PERMIT	*****	.0895	Mgal	*****	.00289	.00314	mgd	once per day	Measurement, Continuous	
	REQ				*****	0.00682	0.01023		once per day	Measurement, Continuous	
Flow 50050	SAMPLE VALUE PERMIT	*****	*****		*****	calendar month average	daily maximum		twice per month	Grab	
	REQ				*****	8.86		SU	twice per month	Grab	
	SAMPLE VALUE PERMIT	*****	*****		*****	REPORT calendar month minimum	REPORT calendar month maximum		once per day	Measurement	
	REQ				*****	*****	*****		once per day	Measurement	
pH 00400	SAMPLE VALUE PERMIT	*****	2.82	In	*****	*****	*****	mg/L	twice per month	Grab	
	REQ				*****	*****	*****		twice per month	Grab	
	SAMPLE VALUE PERMIT	*****	*****		*****	*****	*****		once per day	Measurement	
	REQ				*****	*****	*****		once per day	Measurement	
Precipitation 00193	SAMPLE VALUE PERMIT	*****	*****		*****	*****	*****		twice per month	Grab	
	REQ				*****	*****	*****		twice per month	Grab	
	SAMPLE VALUE PERMIT	*****	*****		*****	*****	*****		once per day	Measurement	
	REQ				*****	*****	*****		once per day	Measurement	
Solids, Total Suspended (TSS) 00530	SAMPLE VALUE PERMIT	*****	*****		*****	*****	*****	mg/L	twice per month	Grab	
	REQ				*****	*****	*****		twice per month	Grab	
	SAMPLE VALUE PERMIT	*****	*****		*****	*****	*****		twice per month	Grab	
	REQ				*****	*****	*****		twice per month	Grab	

COMMENTS:

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

WASTEWATER TREATMENT
DISCHARGE MONITORING REPORT

PERMIT #	LIMIT STATUS	FORMER #
MND054459	Phase 2	

MONITORING PERIOD	
YEAR MO DAY	YEAR MO DAY
2026-07-01	2026-07-31

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												Exception
PARAMETER	QUANTITY			UNITS	CONCENTRATION			UNITS	FREQUENCY OF ANALYSIS	SAMPLE		Exception
	SAMPLE VALUE	PERMIT	REQ		*****	*****	*****			TYPE		
BOD, Carbonaceous 05 Day (20 Deg C) 80082	SAMPLE	*****	*****		*****	61	*****	mg/L	twice per month	Grab		
	VALUE	*****	*****		*****	*****	*****					
	PERMIT	*****	*****		*****	*****	*****					
	REQ	*****	*****		*****	*****	*****					
Chloride, Total 00940	SAMPLE	*****	*****		*****	922	*****	mg/L	twice per month	Grab		
	VALUE	*****	*****		*****	*****	*****					
	PERMIT	*****	*****		*****	*****	*****					
	REQ	*****	*****		*****	*****	*****					
Nitrite Plus Nitrate, Total (as N) 00630	SAMPLE	*****	*****		*****	0.03	*****	mg/L	twice per month	Grab		
	VALUE	*****	*****		*****	*****	*****					
	PERMIT	*****	*****		*****	*****	*****					
	REQ	*****	*****		*****	*****	*****					
Nitrogen, Kjeldahl, Total 00625	SAMPLE	*****	*****		*****	6.95	*****	mg/L	twice per month	Grab		
	VALUE	*****	*****		*****	*****	*****					
	PERMIT	*****	*****		*****	*****	*****					
	REQ	*****	*****		*****	*****	*****					
Nitrogen, Total (as N) 00600	SAMPLE	*****	*****		*****	7	*****	mg/L	twice per month	Grab		
	VALUE	*****	*****		*****	*****	*****					
	PERMIT	*****	*****		*****	*****	*****					
	REQ	*****	*****		*****	*****	*****					
Solids, Total Suspended (TSS) 00530	SAMPLE	*****	*****		*****	16	*****	mg/L	twice per month	Grab		
	VALUE	*****	*****		*****	*****	*****					
	PERMIT	*****	*****		*****	*****	*****					
	REQ	*****	*****		*****	*****	*****					

COMMENTS:

BALDWIN TOWNSHIP

08/17/26 2:25 PM

Page 1

602 Transactions

2026

July

Dr/Cr
Amt Comments

Last Dim Descr	Search Name		
R Revenue			
Delinquent Propert	Sherburne County Auditor	-\$4,035.99	P1 Second Half 2026
Interest Earnings	Bremer Bank	-\$31.20	July 2026 Interest
Late Payments Se	Frontier Trails	-\$138.07	UB Receipt Serv Pen 1 Frontier Trails
Sewer Charges	Frontier Trails	\$200.00	Amanda Gagnon Colt Lysdahl Credit Card
Sewer Charges	Credit Card Payments	-\$200.00	14138 316th Ave Amanda Gagnon
Sewer Charges	Frontier Trails	-\$6,257.93	UB Receipt Serv 1 Frontier Trails
Sewer Charges	Frontier Trails	\$186.00	Alex bernier Credit Card
Sewer Charges	Frontier Trails	\$186.00	James Meyer Credit Card
Sewer Charges	Credit Card Payments	-\$200.00	14138 316th Ave Amanda Gagnon
Sewer Charges	Credit Card Payments	-\$186.00	James Meyer 14216 314th Ave
Sewer Charges	Credit Card Payments	-\$186.00	Alex Bernier 14107 314 Ave
Sewer Charges	Frontier Trails	\$186.00	Bradley Jansen Credit Card
Sewer Charges	Frontier Trails	\$397.00	Lydia Burggraaff Credit Card
Sewer Charges	Credit Card Payments	-\$186.00	14320 314th Ave Bradley Jansen
Special Assessmen	Sherburne County Auditor	-\$10,130.98	P1 Second Half 2026
R Revenue		-\$20,397.17	
G General Ledger			
Deferred Revenue	Frontier Trails	-\$1,180.00	UB UR Receipt Group 01 FRONTIER TRAILS
G General Ledger		-\$1,180.00	
E Expenditure			
Electric Utilities	Connexus Energy	\$519.27	Electric Utilities
Employer Paid Ins		\$83.24	Labor Distribution
FICA Contributions		\$9.94	Labor Distribution
FICA Contributions		\$9.65	Labor Distribution
Interest	The Bank of Elk River	\$553.14	GO 2017 A
Medicare Contribut		\$2.32	Labor Distribution
Medicare Contribut		\$2.26	Labor Distribution
MN Paid Leave Ins		\$1.40	Labor Distribution
MN Paid Leave Ins		\$1.36	Labor Distribution
Other Professional	Marks Sewer Service Inc	\$7,515.00	Frontier Trails SSD House Pumping South Side
Other Professional	Natural Systems Utilities	\$2,096.39	Frontier Trails SSD July Services
Pera Contributions		\$11.97	Labor Distribution
Pera Contributions		\$11.63	Labor Distribution
Salaries and Wage		\$159.55	Labor Distribution
Salaries and Wage		\$155.03	Labor Distribution
E Expenditure		\$11,132.15	
		-\$10,445.02	

\$21,577.17

Fund	Begin July 2026	Transfers			JE Payroll	Balance No Investments	Investments	Balance
		Rec/Disb	Journal Entries					
	Receipts	Disbursements						
0100 - Old National Bank								
01 - General Fund	\$236,603.86	(\$68,910.28)	\$0.00	\$1,046.51	(\$441,850.97)	\$0.00	(\$441,850.97)	In Bal
25 - Cemetery Fund	\$6,008.57	(\$256.00)	\$0.00	(\$748.56)	\$16,030.72		\$16,030.72	In Bal
50 - Fire Fund	\$56,448.21	(\$3,224.20)	\$0.00	(\$75,414.14)	\$144,079.40		\$144,079.40	In Bal
75 - Street Capital	\$95,789.78	(\$164,130.60)	\$0.00		\$1,001,069.42		\$1,001,069.42	In Bal
01 - G.O. 2017A	\$4,859.41	(\$2,054.42)	\$0.00		\$249,674.71		\$249,674.71	In Bal
02 - G.O. 2024A	\$17,921.51	(\$7,068.75)	\$0.00		\$56,206.94		\$56,206.94	In Bal
01 - Capital Project Fund	\$90.74		\$0.00		\$169,820.09		\$169,820.09	In Bal
02 - Fire Services	\$25,005.31		\$0.00	(\$9,050.36)	\$9,930.34		\$9,930.34	In Bal
03 - Fire Infrastructure Fund	\$9,853.23		\$0.00		\$289,700.70		\$289,700.70	In Bal
04 - Parks Capital Fund	\$14,372.00		\$0.00		\$95,123.52		\$95,123.52	In Bal
02 - Sewer Fund	\$21,577.17	(\$10,683.80)	\$0.00	(\$3,221.40)	\$58,387.98		\$58,387.98	In Bal
001 - Developers Account - Escrow	\$6,332.35	(\$38,831.13)	\$0.00	(\$448.35)	\$165,627.64		\$165,627.64	In Bal
002 - Baldwin Estates Escrow			\$0.00		\$2,389.61		\$2,389.61	In Bal
004 - Buck Run Escrow		(\$72.50)	\$0.00		\$15,329.31		\$15,329.31	In Bal
005 - Sumser Farms 1st Addt Escr			\$0.00		\$2,186.41		\$2,186.41	In Bal
	YTD Amounts		MTD Amounts	Begin + YTD				
Begin	\$1,715,799.35		\$0.00	\$0.00				
Receipt	\$494,862.14	Investments	\$0.00	\$0.00				
Disbursements	(\$298,169.73)	Petty Cash	\$0.00	\$0.00				
Transfers Rec/Disb	\$0.00	Savings	\$0.00	\$0.00				
Transfers JE	\$0.00	Money Market	\$0.00	\$0.00				
JE Payroll	(\$78,785.94)	Balance	\$1,833,705.82	In Balance				

Public Works Report – August 19th, 2026

Roads

- *Total road patching material for 2026 season: U.P.M. & hot patch = 33.63 Tons*
- Coordinate gravel road grading efforts – completed
- 316th Ave / 102nd St. - Overhead branch/canopy obstructions – cleared
- Trees down in Roadway x1
- Clearing stormwater basins
- Installing Winter parking signs
- Installation of Speed limit and children at play signs – South Sandy 100th St.
- Intersection street blade signs installed x7
- 99 ½ St. – Trees cleared in ROW
- 117th St. & 306th Ave – sightline obstructions cleared

Parks

- Young Park & Goose Lake Park – trash collection and mowing
- Young Park – Trails trimmed
- Young Park – cleared down tree in trails
- Young Park Playground – efforts for warranty of replacement parts
- Sandy Lake Beach – winter damage restoration completed
- Sandy Lake Beach & Lake Diann – Stormwater erosion control devices have been collected
- Elk Lake - Rain Garden, large oak tree, down blocking lake access (cleared) (removal of trunk - quotes available for review)

Cemetery

- Hauled 12+ truck loads of burial sand out of Cemetery

Trucks / Equipment

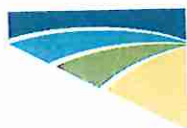
- 2023 GMC– service oil / lube
- Service mowing equipment
- M18 16" chainsaw replaced
- String trimmer tube replacement

Grounds

- Set-up voting
- Mowing
- Install air hose reel PW

Current Failed Driveways as of 8/11/2026

Permit#	Address	Access Date	Inspect/Fail Date	Reason	Comments
24-10	30431 100th St	8/31/2024	10/18/2024	Not paved to ROW;	Resident paving driveway -waiting for 100th St repair
25-03	12904 295th Ave	7/8/2026	9/2/2025	Not Paved to ROW	
25-04	14233 294th Ave	7/21/2026	7/9/2026	Erosion Control not Established; Concrete edge exposed	
			7/21/2026	Driveway not paved; vegetation not established	
25-05	30686 137th St.	10/15/2025	10/15/2025	Driveway is 15' wide;	
			7/21/2026	Vegetation not established near recent pavement work	
25-06	12927 296th St	10/29/2025	10/15/2025	Driveway 12' wide; Erosion Control; Slopes steeper 4:1;	
			7/21/2026	Vegetation needs establishment near pavement work	
25-07	31475 116th St	7/8/2026	7/9/2026	Vegetation not established	
25-10	13344 295th Ave	7/21/2026	7/21/2026	Driveway 14' wide, not paved, Vegetation not established	Escrow agreement - complete by 5/31/2026
25-11	11772 280th Ave	7/8/2026	7/8/2026	Vegetation not established	Escrow agreement - complete by 10/31/2025
25-12	14262 277th Ave	7/21/2026	7/21/2026	Driveway 12' wide; Erosion control not established	



SHERBURNE
Auditor-Treasurer

Loraine Rupp
Auditor-Treasurer

Sherburne County Government Center
13880 Business Center Drive NW, Suite 100
Elk River, MN 55330
Loraine.Rupp@co.sherburne.mn.us
(763) 765-4363

August 12, 2026

To: City Administrator and Clerk
From: Loraine Rupp, Auditor-Treasurer
Re: Public Hearing Dates for 2027 Budgets and Tax Levies

Please advise my office no later than September 30, 2026 of the date, time and location your board has set for your 2027 Budget and Levy (Truth in Taxation) discussions.

The hearing(s) must be held between November 25 and December 30, 2026. The hearing(s) may be part of your regularly scheduled meeting but the hearing(s) must be held after 6:00 p.m. The public must be allowed to speak.

The County Board of Commissioners has set December 3, 2026 at 6:00 p.m. as the County's budget and levy hearing date.

Please fill out the attached form and return to bonnie.jacobs@co.sherburne.mn.us. This is the information that will be printed on the TNT notices.

Thank you.

PROPOSED PROPERTY TAX NOTICE INFORMATION

TAXES PAYABLE 2026

COUNTY OF SHERBURNE

Taxing Jurisdiction: _____

The "Proposed Property Tax Notice" sent to each taxpayer contains the following information regarding where to send comments and/or review a copy of the proposed budget. **Please provide the information as it should appear on the notice.**

Budget and Tax Hearings: Location and Date

Date:	
Time:	
Physical Meeting Location & Web Address/URL (if holding a virtual hearing):	

Mailing Address and Telephone Number:

Website Address:	
Mailing Address:	
Phone Number Printed on TNT Notice:	

Signature of person completing this form: _____

Title: _____

Phone Number: _____

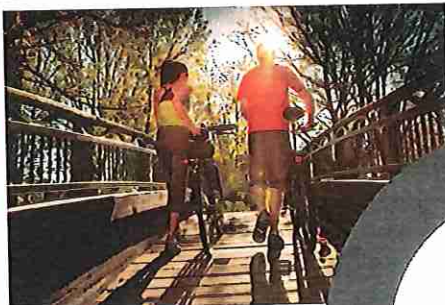
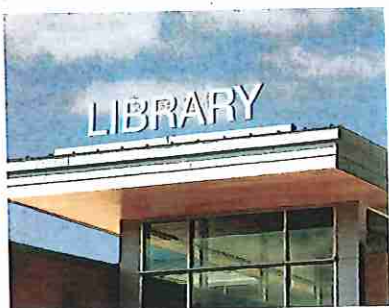
THIS FORM MUST BE RETURNED TO SHERBURNE COUNTY PROPERTY TAX BY

SEPTEMBER 30, 2026



LMC's Grant Navigator provides up to **\$5,000 for member cities** to assess grant opportunities and local needs for city projects.

Cities that are awarded Grant Navigator funding are encouraged to work with industry partners to identify grant opportunities, and for support throughout the application process.



LEAGUE OF MINNESOTA CITIES

GRANT NAVIGATOR

For more information and to apply, visit lmc.org/grant-navigator

FUNDING IS LIMITED—APPLY TODAY!



Grant Navigator Support, LMC Model Resolution

League staff thoughtfully develops models for your city's consideration. Models should be customized as appropriate for an individual city's circumstances in consultation with the city's attorney. More information about the League's Grant Navigator Program can be found at:
<https://www.lmc.org/resources/grant-navigator/>

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING APPLICATION FOR GRANT NAVIGATOR SUPPORT FOR THE CITY.

WHEREAS, the League of Minnesota Cities ("LMC") has created the Grant Navigator Program ("Program") in which LMC will provide grants up to \$5,000 per city to use with industry partners to ease the process of identifying potential grant funds for city projects and aid in the grant application process.

WHEREAS, the Program is limited to providing support in obtaining grant funding for one project per city, pursuant to Program guidelines.

WHEREAS, the Program is limited to providing support in obtaining grant funding, and LMC does not provide funds to implement projects.

WHEREAS, the City of _____ ("City") wishes to apply to the Program to for support in finding grant funding for _____ ("Project").

WHEREAS, the City recognizes that if approved, any funds received through the Program must be used in a manner consistent with the conditions above as well as all other conditions or limitations of the Program.

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

1. The City names _____ as its fiscal agent ("Fiscal Agent") for the purposes of applying to the Program on behalf of the City.
2. The City authorizes the Fiscal Agent to act on its behalf when communicating with LMC in all matters related to the Program application for the Project.
3. If the City is awarded a grant under the Program, it agrees to use the funds to engage with industry partners who will aid in the grant matching and application process consistent with the terms and conditions of the Program.
4. If a state, federal, foundation, or nonprofit grant match is not found, or is applied to but not awarded, the City will seek feedback on why the project was not eligible and report back to the LMC with these findings consistent with the terms and conditions of the Program.
5. If a state, federal, foundation, or nonprofit grant is awarded, a project assessment will be submitted to LMC within six months of the application's approval and then periodically until after project completion consistent with the terms and conditions of the Program.

Passed by the City Council of _____, Minnesota this _____ day of Month, Year.

Mayor

Attested:

City Clerk