



AGENDA FOR SEPTEMBER 2nd, 2026
BALDWIN CITY COUNCIL REGULAR MEETING
7:00 p.m.
(Revised 8/28/2026)

7:00 p.m. Call to Order

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

Treasurer's Report:

Sheriff's Report:

Fire Department Report:

- a. Discuss Fire Chief Cell Phone

Carlson SV - 2025 Audit Presentation; Greg Burkhardt

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 Escrow Refund for Kendall Wetland Application of \$70.22
- Approve Escrow Refund for Jay Johnson Administrative Subdivision of \$655.00
- Approve Escrow Refund for Infinite Acres of \$370.00
- Approve Data Practices Policy
- Approve City Council Meeting Minutes for August 19th, 2026
- Approve Special City Council Meeting Minutes for August 26th, 2026

Planning Items:

- a. Discuss Code Enforcements

Park Committee Report – Tom Rush

- a. Discuss Cameras at Young Park
- b. Discuss AED Machine at Parks
- c. Discuss/Approve/Disapprove No Smoking Signs at Young Park and Goose Lake Park

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.

Cemetery Update – Tom Rush

- a. Discuss/Approve/Disapprove CD for Cemetery Funds

Tabled Items:

- a. Discuss/Approve/Disapprove Quote from NSU of \$14,566.48 for Telemetry Units – Jay Swanson
- b. Discuss Gate at Sandy Lake Beach – Tom Rush

New Business:

- a. Discuss/Approve/Disapprove Bulk Fuel for the Fire Department and Public Works Department – Tom Rush
- b. Discuss/Approve/Disapprove Quote for Young Park Tree Limb Removal over Trail at Young Park – Tom Rush
- c. Discuss/Approve/Disapprove Quote for Culvert Work on 299th Avenue of \$8300.00 – Alan Walker
- d. Schedule Budget Meeting – Jay Swanson
- e. Discuss/Approve/Disapprove Quotes for the 2026 Street Crack Filling Project – Alan Walker
- f. Discuss/Approve/Disapprove Infrastructure Committee Claim Forms with a Total Expenditure of \$3600.00 – Jay Swanson

Announcements:

- a. City Hall Closed Monday, September 7th, 2026 in Observance of Labor Day
- b. Special Planning Commission Meeting Wednesday, September 9th, 2026 at 7:00 p.m.
- c. Baldwin Fire Department Open House Saturday, September 12th, 2026 from 11:00 a.m. to 3:00 p.m.
- d. 2026 Candidate Forums Monday, September 14th, 2026. Meet & Greet at 6:30 p.m., Forum at 7:00 p.m. Held at Princeton High School Performing Arts Center, 807 8th Avenue South in Princeton.
- e. Next City Council Meeting Wednesday, September 16th, 2026 at 7:00 p.m.
- f. Baldwin FunFest Saturday, September 19th, 2026 from 11:00 a.m. to 3:00 p.m. held at Young Park

Any Other Business:

Approve Bills for Payment:

Adjourn:

BALDWIN TOWNSHIP

*Cash Balances

Cash Account: 10100

September 2026

Fund	Begin September 2026	Transfers				Balance No	
		Rec/Disb	Journal Entries	JE Payroll	Investments	Investments	Balance
10100 - Old National Bank							
101 - General Fund	(\$559,239.83)	\$0.00	(\$26,819.71)	\$0.00	(\$10,205.91)	(\$596,265.45)	In Ba
225 - Cemetery Fund	\$14,388.47	\$0.00	(\$1,147.50)	\$0.00		\$13,240.97	In Ba
250 - Fire Fund	\$98,483.30	\$0.00	(\$1,719.88)	\$0.00	(\$3,256.91)	\$93,506.51	In Ba
275 - Street Capital	\$887,628.71	\$0.00	(\$12,527.26)	\$0.00		\$875,101.45	In Ba
301 - G.O. 2017A	\$249,674.71	\$0.00		\$0.00		\$249,674.71	In Ba
302 - G.O. 2024A	\$56,206.94	\$0.00		\$0.00		\$56,206.94	In Ba
401 - Capital Project Fund	\$159,697.12	\$0.00		\$0.00		\$159,697.12	In Ba
402 - Fire Services	\$9,930.34	\$0.00		\$0.00		\$9,930.34	In Ba
403 - Fire Infrastructure Fund	\$289,700.70	\$0.00		\$0.00		\$289,700.70	In Ba
404 - Parks Capital Fund	\$88,989.90	\$0.00	(\$1,970.75)	\$0.00	(\$2,194.89)	\$84,824.26	In Ba
602 - Sewer Fund	\$60,590.92	\$0.00	(\$493.04)	\$0.00	(\$163.25)	\$59,934.63	In Ba
801 - Developers Account - Escrow	\$149,709.62	\$0.00	(\$2,311.25)	\$0.00		\$147,398.37	In Ba
802 - Baldwin Estates Escrow	\$2,389.61	\$0.00		\$0.00		\$2,389.61	In Ba
804 - Buck Run Escrow	\$15,329.31	\$0.00		\$0.00		\$15,329.31	In Ba
805 - Sumser Farms 1st Addt Escr	\$2,186.41	\$0.00		\$0.00		\$2,186.41	In Ba

	MTD Amounts		YTD Amounts		MTD Amounts		YTD Amounts		Begin + YTD	
	MTD Amounts	YTD Amounts	MTD Amounts	YTD Amounts	MTD Amounts	YTD Amounts	MTD Amounts	YTD Amounts	Begin + YTD	Begin + YTD
Begin	\$1,525,666.23	\$1,725,230.87	Investments	\$0.00	\$0.00	\$0.00	Investments	\$0.00	\$0.00	\$0.00
Receipt	\$0.00	\$1,661,629.23	Petty Cash	\$0.00	\$0.00	\$0.00	Petty Cash	\$0.00	\$0.00	\$0.00
Disbursements	(\$46,989.39)	(\$1,622,010.34)	Savings	\$0.00	\$0.00	\$0.00	Savings	\$0.00	\$0.00	\$0.00
Transfers Rec/Disb	\$0.00	\$0.00	Money Market	\$0.00	\$0.00	\$0.00	Money Market	\$0.00	\$0.00	\$0.00
Transfers JE	\$0.00	\$2.04								
JE Payroll	(\$15,820.96)	(\$301,995.92)	Balance	\$1,462,855.88	In Balance					



Sherburne County Sheriff
13880 Business Center Dr
Elk River MN 55330
Ph: (763) 765-3500

CAD Summary Report - City of Baldwin August 2026

Printed On: 09/01/26 12:02

Sherburne County Sheriff

	08/26	Total
90600 THEFT	3	3
90900 ASSAULT	1	1
91450 DWI	1	1
91600 DISTURBING THE PEACE	8	8
91650 HARASSMENT	3	3
92700 TRESPASS	1	1
92750 FRAUD COMPLAINT	4	4
9302 ANIMAL LOST	1	1
9312 ANIMAL FOUND	3	3
9313 PROPERTY FOUND	2	2
9314 ABANDONED VEHICLE	2	2
9420 ACCIDENT-MV-PERSONAL INJ	1	1
9450 ACCIDENT-MV-PRP DM HR	1	1
9462 ACCIDENT-VEHICLE VS ANIMA	1	1
9560 ANIMAL COMPLAINT	1	1
9561 CONSERVATION	1	1
9562 DOG COMPLAINT	1	1
9601 FIRE-DWELLING	1	1
9609 ALARM-FIRE	2	2
9612 ALARM-CARBON MONOXIDE	1	1
9730 MEDICAL	20	20
9801 DOMESTIC	1	1
9802 PUBLIC ASSIST	7	7
9803 AGENCY ASSIST	4	4
9804 ALARM-SECURITY	2	2
9805 CIVIL COMPLAINT	10	10
9807 TRAFFIC STOP	52	52
9808 TRAFFIC COMPLAINT	9	9
9811 SUSPICIOUS PERSON	1	1
9812 SUSPICIOUS VEHICLE	2	2

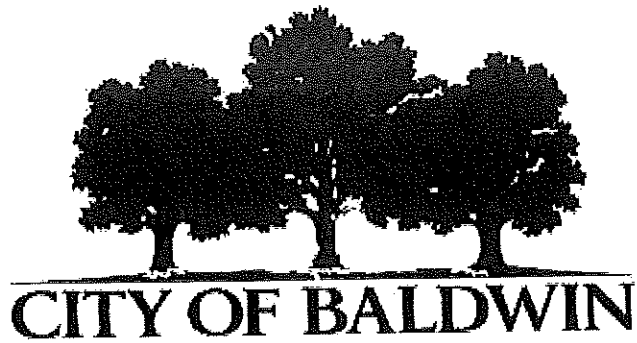


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9813 JUVENILE COMPLAINT	3	3
9817 SECURITY CHECK	18	18
9818 EXTRA PATROL	17	17
9819 LOUD MUSIC COMPLAINT	2	2
9823 CHECK THE WELFARE	9	9
9824 BURNING COMPLAINT	1	1
9826 ATV COMPLAINT	1	1
9827 SHOOTING COMPLAINT	1	1
9828 REPOSSESSION	2	2
9829 FIREWORKS COMPLAINT	3	3
9850 PAPER SERVICE	6	6
9853 SUSPICIOUS ACTIVITY	15	15
9863 HAZARDOUS ROAD CONDITIONS	1	1
9900 MISCELLANEOUS OFFICER	5	5
Followup	1	1
MAIL TAMPERING	1	1
Park Patrol	6	6
Public lift assist	2	2
Total	241	241

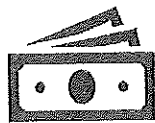


City of Baldwin
Audit Presentation
Year Ended December 31, 2025

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Responsibilities for Financial Reporting



Management's Responsibilities

Accounting decisions that affect financials
Design procedures to protect assets
Detect and correct errors in financial records



Auditor's Responsibilities

Provide a financial opinion using *GAAS*
Identify limitation in internal controls
Test and report on compliance

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Summarized Audit Results



Financial opinion

Qualified opinion due to
GASB 68 & 34

Unmodified "*Clean*" audit
opinion for all other
opinion units



Internal control limitations

Material audit adjustments

Auditor prepared financial
statements

Limited segregation of
duties



Compliance findings

Prompt payment of bills

Contractor's withholding
affidavit

Required Communications

Auditor Assurance:

- Reasonable but not absolute.

Significant Accounting Policies:

- No new accounting standards implemented.
- No unusual transactions.

Judgments & Estimates:

- Wage allocation, Valuation of investments, compensated absences, and receivable allowances.

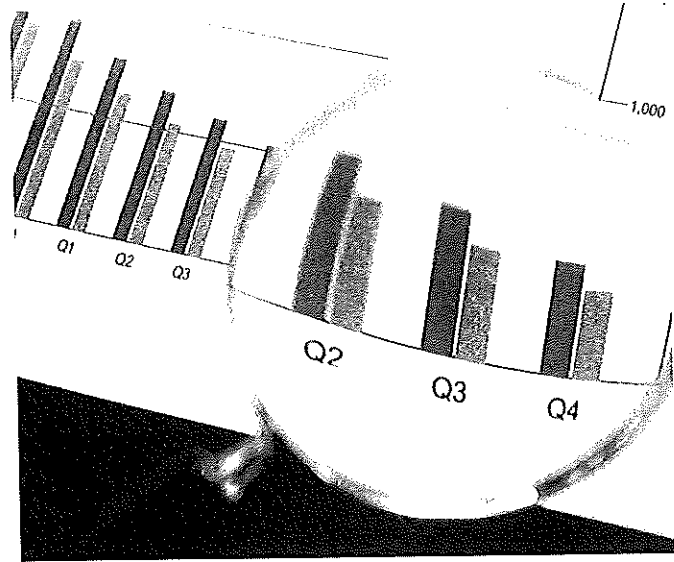
Misstatements:

- 31 journal entries (12 audit adjustments, all material).

Audit Difficulties:

- Management was cooperative, good record condition and availability.

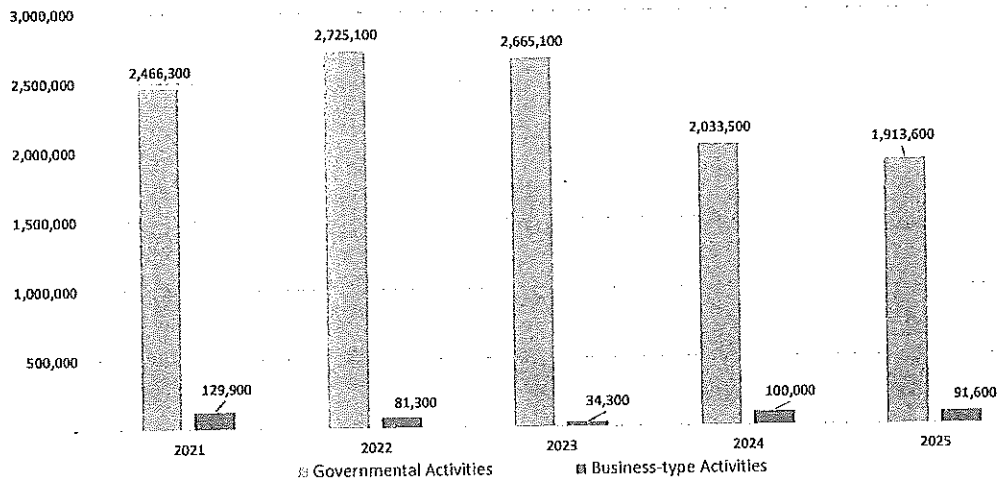
Financial Trends of the City



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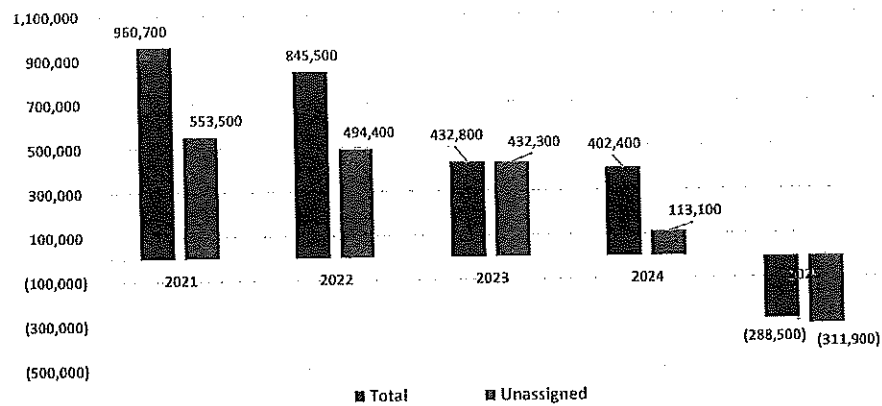
Cash and Investment Balances



	Days of Reserves				
	2021	2022	2023	2024	2025
Governmental	358	395	386	295	277
Business-type	401	251	106	309	283

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Components of Fund Balance – General Fund



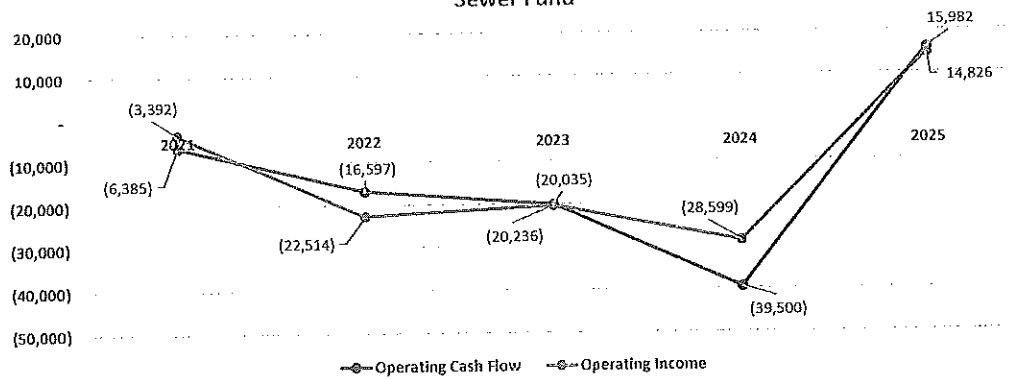
	2021	2022	2023	2024	2025
Fund balance percentage	184%	59%	41%	7%	-14%
OSA recommended fund balance	\$ 151,000	\$ 416,000	\$ 523,000	\$ 865,000	\$ 1,084,000
Auditor recommended fund balance	\$ 226,000	\$ 624,000	\$ 784,000	\$ 1,298,000	\$ 1,626,000
Excess/(deficiency)	\$ (328,000)	\$ (130,000)	\$ (352,000)	\$ (1,185,000)	\$ (1,938,000)

Budget and Actual - General Fund

	Final Budget	2025 Actual	Variance with Budget
Revenues	\$ 1,782,132	\$ 1,696,023	\$ (86,109)
Expenditures			
Current	1,078,820	1,982,051	903,231
Capital outlay	31,144	186,381	155,237
Total Expenditures	1,259,885	2,168,433	908,548
Revenues over (under) expenditures	522,247	(472,410)	(994,657)
Other Financing Sources (Uses)			
Sale of capital assets	-	-	-
Transfers In	-	120,720	120,720
Transfers Out	-	(339,204)	(339,204)
Total Other Financing Sources (Uses)	-	(218,484)	(218,484)
Change in Fund Balances	\$ 522,247	\$ (690,894)	\$ (1,213,141)

Operating Cash Compared to Operating Income

Sewer Fund



	Other item affecting cash balances				
	2021	2022	2023	2024	2025
Interfund activity	\$ -	\$ -	\$ -	\$ 120,000	\$ (29)
Tax and assessments collected	59,335	39,513	35,725	34,475	32,217
Debt service payments	(60,839)	(73,346)	(57,468)	(55,836)	(57,908)
Investment earnings	17	373	869	263	1,300
Total	\$ (1,487)	\$ (33,460)	\$ (20,874)	\$ 98,902	\$ (24,420)
Year end cash and investment balances	\$ 129,915	\$ 81,343	\$ 34,271	\$ 100,036	\$ 91,598



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Your Audit Team

- Greg Burkhardt
- 507-519-6690
- gregb@carlsonsv.com



- Luke Richard
- 507-519-3592
- luker@carlsonsv.com



- Paul Burkhardt
- 507-519-6691
- paulb@carlsonsv.com



- Dain Uhde
- 507-519-6689
- dainu@carlsonsv.com



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Thank you for your time!

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11

Data Practice Act Policy for Data Subjects

The Government Data Practices Act (Minnesota Statutes, Chapter 13) says that data subjects have certain rights related to a government entity collecting, creating, and keeping government data about them. You are the subject of data when you can be identified from the data. Government data is a term that means all recorded information a government entity has, including paper, email, flash drives, photographs, etc.

Classification of Data about You

Government data about an individual have one of three "classifications." These classifications determine who is legally allowed to see the data. Data about you are classified by state law as public, private, or confidential. Here are some examples:

1. **Public data:** The Data Practices Act presumes that all government data are public unless a state or federal law says that the data are not public. We must give public data to anyone who asks. It does not matter who is asking for the data or why the person wants the data. The following is an example of public data that we might have about you:

Your name on an application for a license from the City.

2. **Private data:** We cannot give private data to the general public. We can share your private data with you, with someone who has your permission, with our City staff whose job requires or permits them to see the data, and with others as permitted by law or court order. The following is an example of private data about you that we might have:

Social Security numbers

3. **Confidential data:** Confidential data have the most protection. Neither the public nor you can access confidential data about you. We can share confidential data about you with our City staff who have a work assignment to see the data, and to others as permitted by law or court order. The following is an example of confidential data about you:

The identity of the subject of an active criminal investigation

Your Rights under the Government Data Practices Act

The City of Baldwin must keep all government data in a way that makes it easy for you to access data about you. Also, we can collect and keep only those data about you that we need for administering and managing programs that are permitted by law.

As a data subject, you have the following rights:

Access to Your Data

You have the right to look at (inspect), free of charge, public and private data that we keep about you. You also have the right to get copies of public and private data about you. The Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

Also, if you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian.

Minors have the right to ask us not to give data about them to their parent or guardian. If you are a minor, we will tell you that you have this right. We may ask you to put your request in writing and to include the reasons that we should deny your parents access to the data. We will make the final decision about your request based on your best interests.

When We Collect Data from You

When we ask you to provide data about yourself that are not public, we must give you a notice. The notice is sometimes called a Tennessean warning. The notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice.

We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. This permission is called informed consent. If you want us to release data to another person, you may use the consent form we provide.

Protecting your Data

The Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data are safe. In the unfortunate event that we determine a security breach has occurred and an unauthorized person has gained access to your data, we will notify you as required by law.

When your Data are Inaccurate or Incomplete

You have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge data about you.

How to Make a Request for Your Data

You may request to inspect data at our offices or ask for copies of data that the City of Baldwin keeps about you, your minor children, or an individual for whom you have been appointed legal guardian. Make your written request for data to the appropriate individual listed in the Data Practices Contacts on page 4. You may make your request by mail, fax, or email, using the Data Request Form on page 5.

If you choose not to use the data request form, your request should:

- Say that you are making a request, under the Government Data Practices Act (Minnesota Statutes, Chapter 13), as a data subject, for data about you.
- Whether you would like to inspect the data, have copies of the data, or both.
- Provide a clear description of the data you would like to inspect or have copied.
- Provide proof that you are the data subject or data subject's parent/legal guardian.

We require proof of your identity before we can respond to your request for data. If you are requesting data about your minor child, you must show proof that you are the minor's parent. If you are a guardian, you must show legal documentation of your guardianship. Please see the Standards for Verifying Identity located on page 6. If you do not provide that you are the data subject, we cannot respond to your request.

How We Respond to a Data Request

Upon receiving your request, we will review it.

- We may ask you to clarify what data you are requesting.
- If we do not have the data, we will notify you in writing within 10 business days.
- If we have the data, but the data is confidential or private data that are not about you, we will notify you within 10 business days and identify the law that prevents us from providing the data.
- If we have the data, and the data are public or private data about you, we will respond to your request within 10 business days, by doing one of the following:
 - Arrange a date, time, and place for you to inspect data at our offices; or
 - Provide you with copies of the data within 10 business days. You may choose to pick up your copies, or we will mail or fax them to you. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format.
- After we have provided you with access to data about you, we do not have to show you the data again for 6 months unless there is a dispute or we collect or create new data about you.

If you request copies, we may charge you a fee and require you to pre-pay for your copies. Information about copy charges is below.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please tell the person who provided the data to you. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request. If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

We are also not required to respond to questions that are not about your data request, or requests for government data.

Data Practices Contacts

Responsible Authority

Joan Heinen
30239 128th Street N.W.
Baldwin, MN 55371
763-389-8931
Cityclerk@balwinmn.gov

Data Practices Compliance Official

Joan Heinen
30239 128th Street N.W.
Baldwin, Mn 55371
763-389-8931
Cityclerk@balwinmn.gov

Data Practices Act Charges

The City of Baldwin charges members of the public for copies of government data. These charges are authorized under Minn. Stat. § 13.03, subd. 3(c). The person requesting the data must pay for the copies before City staff will give them to you. The cost for paper copies of data are 25 cents per one sided black and white copy (50 cents for two sided) and 1 dollar per colored copy (2 dollars for two sided).

As also authorized under Minn. Stat. § 13.03, subd. 3(c), if a person requests copies or electronic transmittal of data to the person, the City charges the actual costs of searching for and retrieving government data, including the cost of employee time, and for making, certifying, and electronically transmitting the copies of the data or the data. The City also charges the cost of the materials onto which the City is copying the data (paper, finger drive, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that the City cannot copy ourselves, such as photographs, the City will charge the actual cost the City must pay an outside vendor for the copies.

The City does not charge for employee time spent separating public from not public data. However, if 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs as stated above shall not be used, and instead, the City will charge no more than 25 cents for each page copied.

If possible, and upon request, the City will provide you with an estimation of the total cost of supplying copies.

Revised: July 27, 2026

City of Baldwin

Data Request Form – Data Subjects

30239 128th Street. N.W.
Baldwin, MN 55371

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

Date of request: _____

I am requesting access to data in the following way:

☐ Inspection ☐ Copies ☐ Both inspection and copies

Note: Inspection is free. Per Title 3, Chapter 1 of the Baldwin City Code, the fee is \$.25 per page.
You may be required to pay for copies before we will give them to you.

These are the data I am requesting:

Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

Contact Information

Data subject name _____

Parent/Guardian name (if applicable) _____

Address _____

Phone number _____ Email address _____

Staff Verification

Identification provided _____

Staff name _____

We will respond to your request within 10 business days.

Standards for Verifying Identity

The following constitute proof of identity.

- An **adult individual** must provide a valid photo ID, such as
 - a state driver's license
 - a military ID
 - a passport
 - a Minnesota ID
 - a Minnesota tribal ID
- A **minor individual** must provide a valid photo ID, such as
 - a state driver's license
 - a military ID
 - a passport
 - a Minnesota ID
 - a Minnesota Tribal ID
 - a Minnesota school ID
- The **parent or guardian of a minor** must provide a valid photo ID *and either*
 - a certified copy of the minor's birth certificate *or*
 - a certified copy of documents that establish the parent or guardian's relationship to the child, such as
 - ❖ a court order relating to divorce, separation, custody, foster care
 - ❖ a foster care contracts
 - ❖ an affidavit of parentage
- The **legal guardian for an individual** must provide a valid photo ID *and* a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
 - court order(s)
 - valid power of attorney

Note: Individuals who do not exercise their data practices rights in person must provide *either* notarized or certified copies of the documents that are required *or* an affidavit of ID.

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

DATA PRACTICES POLICY

Policy adopted by the City Council of Baldwin on September 2nd, 2026.

- I. Introduction.** These procedures are adopted to comply with the requirements of the Minnesota Data Practices Act (the "Act"), specifically Minn. Stat. Sec. 13.03, Subd. 2 and 13.05, Subd. 5 and 8.
- II. Responsible Authority/Compliance Official.** The Responsible Authority/Compliance Official shall be appointed by Resolution of the City Council. The current Responsible Authority/Compliance Official is:

City Clerk
30239 128th Street NW
Baldwin, MN 55371
(763) 389-893
city.clerk@baldwinmn.gov

The Responsible Authority/Compliance Official may designate certain other City employees to assist in complying with the Act.

The City Clerk shall consult with the Mayor and or other designated Council Member regarding the request to determine if the City Attorney should be consulted.

- III. Access to Data.** All information maintained by the City is public unless there is a specific statutory designation that gives it a different classification. Categories of classification are as follows:

Data on Individuals (Natural Persons)	Data Not on Individuals	Degree of Accessibility
Public	Public	Accessible to anyone
Private	Nonpublic	Accessible to data subjects and to government officials whose duties reasonably require access
Confidential	Protected Nonpublic	Accessible only to government officials whose duties reasonably require access

The City uses the State of Minnesota's General Records Retention Schedule which lists data series maintained by the City and their classifications.

Any person has the right to inspect and copy public data (there may be charges associated for obtaining copies). The person also has the right to have an explanation of the meaning of the data. The person does not need to state his or her name or give the reason for the request. However, staff may ask clarifying questions for the sole purpose of facilitating access to the data.

- A. **Access to Public Data on Individuals.** All public data on individuals is accessible to anyone.
- B. **Access to Public Data not on Individuals.** All public data not on individuals is accessible to anyone.
- C. **Access to Private Data on Individuals.** Private data on individuals is accessible to:
 - 1. The individual, but only once every six months, unless a dispute has arisen or additional data has been collected;
 - 2. A person who has been given access by the express written consent of the data subject;
 - 3. People who are authorized access by the federal, state, or local law or court order;
 - 4. People about whom the individual was advised at the time the data was collected (the identity of those people must be part of the Tennessee warning described below;) and
 - 5. People within the City staff, the City Council, and outside agents (such as attorneys) whose work assignments or responsibilities reasonably require access.

See also the City of Baldwin's "*Data Practices Act Policy for Data About You*" Policy.

- D. **Access to Nonpublic Data not on Individuals.** Nonpublic data not on individuals is accessible to:
 - 1. People who are authorized access by the federal, state, or local law or court order; and

2. People within the City staff, the City Council, and outside agents (such as attorneys) whose work assignments or responsibilities reasonably require access.
- E. **Access to Confidential Data on Individuals.** Confidential data is not accessible to the subject of the data but is accessible to:
1. People who are authorized access by federal, state, or local law or court order;
 2. People within the City staff, the City Council, and outside agents (such as attorneys) whose work assignments or responsibilities reasonably require access.
- F. **Access to Protected Nonpublic Data not on Individuals.** Protected Nonpublic data not on individuals is accessible to:
1. People who are authorized access by federal, state, or local law or court order; and
 2. People within the City staff, the City Council, and outside agents (such as attorneys) whose work assignments or responsibilities reasonably require access.
- G. **Summary Data.** Summary data is statistical records and reports derived from data on individuals but which does not identify an individual by name or contain any other characteristic that could uniquely identify an individual. Summary data derived from private or confidential data is public. The Responsible Authority/Compliance Official or designee will prepare summary data upon request, if the request is in writing and the requesting party pays for the cost of preparation. The Responsible Authority/Compliance Official or designee must notify the requesting party about the estimated costs and collect those costs before preparing or supplying the summary data. This should be done within a reasonable amount of time after receiving the request. However, if the summary data cannot be prepared within 10 working days, the Responsible Authority/Compliance Official must notify the requester of the anticipated time schedule and the reasons for the delay. Summary data may be prepared by "blacking out" personal identifiers, cutting out portions of the records that contain personal identifiers, programming computers to delete personal identifiers, or other reasonable means. The City is not required to create summary data if it means creating new data from already public files that do not involve private or confidential data tracking.

The Responsible Authority/Compliance Official may ask an outside agency or person to prepare the summary data if (1) the specific purpose is given in writing, (2) the agency or person agrees not to disclose the private or confidential data, and (3) the Responsible Authority/Compliance Official determines that access by

this outside agency or person will not compromise the privacy of the private or confidential data.

H. **Juvenile Records.** The following applies to *private* (not confidential) data about people under the age of 18.

1. **Parental Access.** In addition to the people listed above who may have access to private data, a parent may have access to private information about a juvenile data subject. "Parent" means the parent or guardian of a juvenile data subject, or individual acting as a parent or guardian in the absence of a parent or guardian. The parent is presumed to have this right unless the responsible authority or designee has been given evidence that there is a state law, court order, or other legally binding document which prohibits this right.
2. **Notice to Juvenile.** Before requesting private data from juveniles, city personnel must notify the juveniles that they may request that the information not be given to their parent(s).
3. **Denial of Parental Access.** The responsible authority or designee may deny parental access to private data when the juvenile requests this denial and the responsible authority or designee determines that withholding the data would be in the best interest of the juvenile. The request from the juvenile must be in writing stating the reasons for the request. In determining the best interest of the juvenile, the responsible authority or designee will consider:
 - a. Whether the juvenile is of sufficient age and maturity to explain the reasons and understand the consequences,
 - b. Whether denying access may protect the juvenile from physical or emotional harm,
 - c. Whether there is reasonable grounds to support the juvenile's reasons, and
 - d. Whether the data concerns medical, dental, or other health services provided under Minnesota Statutes Sections 144.341 to 144.347. If so, the data may be released only if failure to inform the parent would seriously jeopardize the health of the minor. The city complies with all HIPPA requirements.

The responsible authority or designee may also deny parental access to health records without a request from the juvenile under Minnesota Statutes Section 144.335.

I. **Identification of Requesting Party.** Unless the data requested consists solely of public data, the Responsible Authority/Compliance Official or designee must verify the identity of the requesting party as a person entitled to access. This can

be through personal knowledge, presentation of written identification, comparison of the data subject's signature on a consent form with the person's signature in City records (when applicable), or other reasonable means.

IV. Request for Data.

- A. **Form of Request.** Any request for data must be made in writing on the form provided by the City. The form can be presented to the City in person or mailed to the business address of the Responsible Authority/Compliance Official. All requests must be presented in the form provided by this policy, the City will not respond to data requests presented in emails, by telephone or by fax.
- B. **Time Limit.** Except as required by law, all data requests will be responded to in a reasonable amount of time. If the request cannot be filled within 30 days the City will notify the person who requested the information and inform them of the approximate amount of time it will take to complete the request. The 30 day time period will begin when the City receives the Request. Requests will be received and processed only during normal business hours.
- C. **Fees.** Except as provided below, Minnesota Statute, Chapter 13, Section 13.03, subdivision 3, authorizes the City to charge a fee to recover our costs to provide data including, but not limited to, costs associated with searching, compiling, copying, mailing or otherwise shipping the data. Additionally, the same statute allows us to charge a reasonable fee for data with a commercial value. Fees may differ for requested data stored in our computer systems than for data stored in our paper records. Charges for one or the other, or both, may apply to your data request. A written estimate of the charges can be provided upon request, either by fax, regular mail or email. The City requires prepayment of all data request fees prior to shipping the material and will not bill for data request services, except in very special circumstances involving extensive data research. In such cases, an estimate for a down payment must be prepaid prior to City starting the work on your data request. The City's fees regarding Data Practices Act request shall be contained in the City's Fee Ordinance.

The City recognizes that the Data Practices Act does not permit the reimbursement of the following costs: copying costs for the first 100 pages; administrative costs unrelated to copying; cost for simply inspecting, accessing or viewing data; overhead costs; purchase, maintenance or normal operating expenses of a copier, printer or computer; records storage; sales tax; staff time required to separate public from not public data; and staff time required to provide information about the data to the requester (explain the content and meaning of data).

- D. **Denial of Request.** If the Responsible Authority/Compliance Official or designee determines that the requested data is not accessible to the requesting party, the Responsible Authority/Compliance Official or designee must inform the

requesting party in writing as soon as possible after the determination is made. The Responsible Authority/Compliance Official or designee must give the specific legal authority for withholding the data.

- V. Collection of Data on Individuals.** The collection and storage of information about individuals will be limited to that necessary for the administration and management of programs specifically authorized by the state legislature, city council, public utilities commission, economic development authority, or federal government. When an individual is asked to supply private or confidential information about the individual, the City employee requesting the information must give the individual a Tennessean warning. This warning must contain the following:

1. The purpose and intended use of the requested data;
2. Whether the individual may refuse or is legally required to supply the requested data;
3. Any known consequences from supplying or refusing to supply the information; and
4. The identity of other persons or entities authorized by state or federal law to receive the data.

A Tennessean warning is not required when an individual is requested to supply investigative data to a law enforcement officer. A Tennessean warning may be on a separate form or may be incorporated into the form that requests the private or confidential data.

- VI. Challenge to Responsible Authority/Compliance Official.** Any individual who is dissatisfied with the Responsible Authority/Compliance Official's action may file a complaint with the Office of Administrative Hearings using the procedures under Minnesota Statutes Chapter 14.

- VII. Challenge to Data Accuracy.** An individual who is the subject of public or private data may contest the accuracy or completeness of that data maintained by the city. The individual must notify the city's responsible authority in writing describing the nature of the disagreement. Within 30 days, the responsible authority or designee must respond and either (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual, or (2) notify the individual that the authority believes the data to be correct. An individual who is dissatisfied with the responsible authority's action may appeal to the Commissioner of the Minnesota Department of Administration, using the contested case procedures under Minnesota Statutes Chapter 14. The responsible authority will correct any data if so, ordered by the Commissioner.

VIII. Data Protection.

- A. Accuracy and Currency of Data.**

1. All employees will be requested, and given appropriate forms, to provide updated personal information to the appropriate staff person, which is necessary for tax, insurance, emergency notification, and other personnel purposes. Other people who provide private or confidential information will also be encouraged to provide updated information when appropriate.
2. Department heads should periodically review forms used to collect data on individuals to delete items that are not necessary and to clarify items that may be ambiguous.
3. All records must be disposed of according to the city's records retention schedule.

B. Data Safeguards.

1. Private and confidential information will be stored in files or databases which are not readily accessible to individuals who do not have authorized access and which will be secured during hours when the offices are closed.
2. Private and confidential data must be kept only in city offices, except when necessary for city business.
3. Only those employees whose job responsibilities require them to have access will be allowed access to files and records that contain private or confidential information. These employees will be instructed to:
 - a. Not discuss, disclose, or otherwise release private or confidential data to city employees whose job responsibilities do not require access to the data;
 - b. Not leave private or confidential data where non-authorized individuals might see it; and
 - c. Shred private or confidential data before discarding.
4. When a contract with an outside party requires access to private or confidential information, the contracting party will be required to use and disseminate the information consistent with the Act.

IX. Other laws versus policy. There are also many miscellaneous federal laws, state laws, court orders, or other legally binding documents not listed. Each individual case may need to be reviewed for applicable statutes and rules. If an instance arises where the applicable federal laws, state laws, court order, or other legally binding document in place at that time differs from this policy the preceding will rule how the situation is handled.

CITY OF BALDWIN

DATA REQUEST FORM

All Data Requests will be addressed pursuant to the Minnesota Data Practices Act and the City of Baldwin's Data Practices Policy. Please refer to the City's Policy for information on what can be requested and possible charges for requests.

PLEASE NOTE: If you are seeking public information, we cannot require you to provide your name or address. However, if you are the subject of the data seeking private data, we can require that you provide proof of identity showing that you are entitled to the data.

Date of Request: _____

Requestor Name: _____

Address where you want Data Sent or Viewed: _____

Phone Number if you want to be called when Data is ready: _____

Description of Data Requested: _____

Requestor Signature (only if need proof of identity to release data):

Name

Date

City Employee addressing request: _____

Type of Data Requested: _____

Amount Charged for Data: _____

Date Charges Paid: _____

Date Data Provided: _____



Policies

Minnesota Statutes, Chapter 13, requires that each government entity establish a number of policies that govern the treatment of government data.

Please note the policies and documents linked below are for reference and are not the Department of Administration's current policies or inventory. To access the Department of Administration's current policies, visit the [Department's Data Access page \(https://mn.gov/admin/about/data-access/\)](https://mn.gov/admin/about/data-access/).

Right of Access to Government Data

Each government entity is required to have two policies about access to government data.

- One policy must explain the rights of the public ([Model Policy for the Public \(/admin/assets/Model%20Access%20Pol%20Public%202025_tcm36-700182.docx\)](/admin/assets/Model%20Access%20Pol%20Public%202025_tcm36-700182.docx)). **NOTE:** Data about a member of the public requesting access to public data are presumptively public. Entities are not required to note that in their policy, but may choose to do so.
- The other policy ([Model Policy for Data Subjects \(/admin/assets/Model%20Access%20Pol%20Subject%202025_tcm36-700183.docx\)](/admin/assets/Model%20Access%20Pol%20Subject%202025_tcm36-700183.docx)) must explain the rights of data subjects.

Data Practices Office developed a [worksheet \(/admin/assets/Handout%207%20-%20policyworksheet_tcm36-708770.docx\)](/admin/assets/Handout%207%20-%20policyworksheet_tcm36-708770.docx) to help create the policies.

Entities adopting the model policies linked above *must* notify the Commissioner of Administration and may do so using this [notification \(/admin/assets/Access%20Policy%20Adoption%202024_tcm36-309301.docx\)](/admin/assets/Access%20Policy%20Adoption%202024_tcm36-309301.docx).

Ensuring appropriate access to not public data

Effective August 1, 2014, section 13.05, subd. 5 (<https://www.revisor.mn.gov/statutes/?id=13.05>), includes a requirement that government entities create procedures “ensuring that data that are not public are only accessible to persons whose work assignment reasonably requires access to the data.” This requires government entities to create procedures to identify which employees have access to not public data and develop a policy incorporating these procedures.

- One way to meet this requirement is to list employee work assignment access to not public data in an entity's Data Inventory (/admin/assets/Example%20Data%20Inventory_tcm36-598769.pdf) and to establish a Policy for Ensuring the Security of Not Public Data (/admin/assets/Example%20Ensuring%20Security%20of%20Not%20Public%20Data%202026_tcm36-598768.pdf).

Other suggestions to implement this requirement:

- Incorporate access to not public data in all employee positions descriptions (sample language from Admin (/admin/assets/PD%20SPA%20inter13.05_tcm36-310426.doc)).
- Utilize SharePoint or other shared folders or networks to catalog data access and/or security roles.
- Create a data access approval form for each employee that lists authorized files/folders with appropriate security acknowledgment by employee and manager/supervisor.
- Implement a security matrix similar to what is required by the federal HIPAA Privacy Rules (resource: U.S. Department of Health and Human Services-Security 101 for Covered Entities (<https://www.hhs.gov/sites/default/files/ocr/privacy/hipaa/administrative/securityrule/security101.pdf>)).

Inventory of Not Public Data on Individuals

A government entity is required to create a document that identifies and describes any private or confidential data maintained by the entity. Our example data inventory (/admin/assets/Example%20Data%20Inventory_tcm36-598769.pdf) is available as a resource for entities updating their own inventory of not public data.



BALDWIN CITY COUNCIL REGULAR MEETING

 **DRAFT**

AUGUST 19th, 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 Attorney; Bob Ruppe from Couri & Ruppe, City Engineer; Sam Jochum from Hakanson Anderson

Call to Order – The August 19th 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.

July 2026 Final Treasurer's Report – Beginning balance of \$1,715,799.35, receipts of \$494,862.14, disbursements of \$376,955.67; check number 29595 – 29670, 16 EFT Payments, 36 ACH payments for Fire Department payroll, leaving an unaudited ending balance of \$1,833,705.82.

August 2026 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$1,833,705.82, receipts of \$36,693.28, disbursements of \$347,932.12 leaving an unaudited ending balance of \$1,522,466.98.

Public Comment Requests:

Robert Rasmussen – 12493 249th Avenue NW Zimmerman, Mr. Rasmussen attending tonight's City Council meeting with a concern regarding a resident living in camper and unapproved septic and water to this facility. Baldwin's City Attorney sent a letter to the resident in January of 2026 about using a camper as residency. The file was closed due to not being aware that the property owner was dumping sewage and/or nuisance on the property. City Planner, Licht, met with the property owner after the January 2026 letter and the property owner stated that they were going to seize using the camper as a dwelling. City Attorney, Ruppe, said the next step would be initiating a lawsuit which is a summons and complaint and the lawsuit would be served. There would also be an abatement agreement drafted stating that enforcement actions would be stopped if the resident stops living in the camper. City Attorney, Ruppe stated this is an accusation and the challenge is the obtaining a burden of proof. Ruppe stated that the Building Official, Legal and the Zoning Administrator need to gather information on Ordinance

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violations. **Case/Rush/approved** City Staff working on this and initiating, **Holm disapproved**, motion carried with a 4-1 vote for City Staff to initiate lawsuit for violation against Nuisance Ordinance, Building, Septic and Zoning Violations.

Minnesota House Representative, Bryan Lawrence Update – Minnesota State Representative Bryan Lawrence attending tonight's City Council meeting to give updates at the State level. Representative Lawrence wanted to extend a sincere thank you to the City Council for serving, the retired Fire Chief, all the guests at tonight's meeting and the cities Election Judges. Holm asked about the LGA funding and Lawrence stated that the State formula did not qualify Baldwin for LGA funding. The formula negatively impacts Baldwin due to a low percentage of homes built before 1940. Lawrence had discussions at the State level and future year funding might be zero due to Baldwin's tax and population base. Swanson asked about the fraud in Minnesota. Lawrence stated that the Federal Government is on the front line for the investigation on Minnesota fraud. Additional discussion and questions were asked regarding the Paid Family Leave Program.

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

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

Engineering:

Discuss/Approve/Disapprove Construction Pay Application No. 3 for the 2026 Street Reconstruction Project – Rush/Walker unanimous to approve pay application no. 3 for the 2026 Street Reconstruction Project of \$4,460.45.

Discuss 2026 Crack Filling Project Update – City Engineer, Jochum, updated the City Council that Nelson with Hakanson Anderson met with Baldwin's Public Works Supervisor. This meeting was to substantially reduce the scope of the crack filling project to fit within the city's budget limitations.

Discuss/Approve/Disapprove Survey for 303rd Avenue – Hakanson Anderson provided a cost for staking the proposed right-of-way easement on 303rd Avenue. Based on the scope of work, their survey department estimated the total cost to be \$13,250.00. Rush discussed putting something more permanent for staking so the survey would not need to be done in the future. Swanson stated that the survey is done electronically and wouldn't need to be done again. **Case/Rush unanimous to approve** completing the survey on 303rd Avenue with an expenditure of \$13,250.00.

Frontier Trails Update:

Discuss July 2026 Wastewater Operation Summary – The Frontier Trails Wastewater Operation Summary indicated that the site is operational.

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Discuss July 2026 Revenues/Expenditures for Frontier Trails SSD – Swanson reported Frontier Trails financials of \$21,577.17 revenues which included 1st 2026 tax payment. The expenditures for July 2026 were \$11,132.15.

Road Report:

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

Discuss Failed Driveways – There have been 3 driveways that have recently failed more than 2 times. When driveways fail Engineering inspections, this incurs additional engineering charges. City Attorney, Ruppe, stated that more security should be obtained for multiple engineering inspections. **Rush/Case approved** City Staff working on the legal language on Baldwin's driveway application. **Holm disapproved. Motion carried with a 4-1 vote.**

Discuss Website Communication on Upcoming Road Work – Rush would like communication posted on the city's website regarding upcoming road construction and any work being done on city roads. City Council was in all agreement to have this information posted on our city website.

Tabled Items - None

New Business:

Reschedule Budget Meeting – Rush/Walker unanimous to approve rescheduled budget meeting on Wednesday, August 26th, 2026 at 7:00 p.m.

Discuss Code Enforcements – City Attorney requested City Council's approval on reviewing the language in the cities current zoning ordinances which includes the nuisance ordinance. This is needed so that costs can be incorporating in our ordinances to invoice or assess resident properties if there are code enforcement actions or costs. Rush asked if City Staff could send out letters for code enforcements and City Planner, Licht, agreed. **Rush/Walker approved** City Attorney reviewing the language in Baldwin's Ordinances. City Attorney, Ruppe, stated this charge would be under a ½ hour of time, **Holm disapproved, motion carried with a 4-1 vote.**

Discuss Using City Property and TextMyGov Alerts – Rush would like City Council approval on City Property being used for events. Rush would also like the Clerk to send out an email if one of the City Council approves doing a TextMyGov message to residents.

Discuss 90 Day Employee Review for New Hires – Swanson will work with the Public Works Supervisor to schedule a new employee review around September 1st, 2026.

DRAFT

Schedule Truth in Taxation Meeting – Rush/Walker unanimous to approve TNT meeting being held on December 2nd, 2026 before the regular City Council meeting.

Discuss/Approve/Disapprove League of Minnesota Cities (LMC) Grant Navigator Program – The grant navigator program provides \$5,000.00 for member cities to assess grant opportunities and local needs for city projects. Case would like City Staff to contact LMC for recommended grants that are available. Direction from the City Council was to research grants for parks or roads. **Holm made a motion to disapprove using this for building a municipal liquor store. Motion failed.**

Discuss/Approve/Disapprove Candidate Forum in Next City Newsletter – Holm/Rush unanimous to disapprove doing a candidate forum in the next city newsletter. **Swanson abstained** from the vote since he is the only candidate for the next City Council election.

Discuss/Approve/Disapprove Directing City Staff and the Planning Commission to Move Forward on Ordinance Update for Generational Housing – Rush/Holm unanimous to approve.

Discuss/Approve/Disapprove Directing City Staff and the Planning Commission to Move Forward on Ordinance Update for Telecommunication Towers – Rush/Case unanimous to approve. Holm communicated that he would like language included for small cell towers in large areas within the City.

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 – Holm/Case unanimous to approve.

Discuss Playground Equipment at Young Park – Rush/Case unanimous to approve submitting all invoices to Sherburne County for restitution to restore the playground equipment to its original state. **Case/Rush unanimous to approve** restoring playground equipment at Young Park to the original state regardless of what restitution is received. If the restitution does not cover this, the city will file an insurance claim so the playground equipment will be fixed to it's original state before the damages happened.

Discuss/Approve/Disapprove Great Northern Open House at Baldwin City Hall on September 21st, 2026 from 5:30 to 7:00 p.m. Rush/Walker approved, Holm disapproved. Motion carried with a 4-1 vote.

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

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- 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 Monday, September 14th, 2026 Meet & Greet at 6:30 p.m. Forum at 7:00 p.m. PAC Center in Princeton.

Any Other Business - None

Approve Bill for Payment – Rush/Case unanimous to approve check number 29726 – 29781 for \$69,460.86, 6 EFT payments for \$7,106.88 for a total of \$76,567.74.

Adjourn - Holm/Rush unanimous to approve adjourning at 8:52 p.m.

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

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

Date

Attendees: Delmas Hinges, Robert Rasmussen, Bruce West, Pat Baudreau, Neil & Lisa Ness, Bryan Lawrence, Cartrell Cooper, Joss Jondahl and Julie Weidenborner



BALDWIN CITY COUNCIL SPECIAL MEETING

AUGUST 26th, 2026

DRAFT

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

Jeff Holm and Tom Rush arrived at 7:03 p.m.

Also Present – Fire Chief Robin Fischer. Fire Chief Robin Fischer left the meeting after the fire department budget was discussed.

Call to Order – The August 26th, 2026 special 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

Discuss 2026 and 2027 Budget – Revenues include general taxes, state aids, fees, building permits and special levies. The City of Baldwin will not receive LGA (Local Government Aid) funding this year due to the formulas used by the State. Building permit revenues are projected to remain stable due to steady building and development activity in the city. At this time, Council can increase or decrease the levy amount, but once the levy is certified to Sherburne County Auditor/Treasurer by September 30th, 2026, the only options are to reduce the levy, reduce expenditures, or increase revenues in other ways.

The City Council reviewed the expenditures and revenues and proposed:

101: General Fund - \$1,020,400
275: Road and Bridge - \$500,000
250: Fire Fund - \$240,000
403: Fire Capital - \$50,000
404: Park - \$90,000
301 & 302 Debt Services - \$101,500
250-33420 - \$25,000

Total \$2,026,900 which is calculated as a 6% increase from the 2026 levy.

Swanson made a motion to add \$36,000 to the budget for a liquor store feasibility study. Case seconded the motion. Walker, Rush, Holm disapproved. Motion failed with a 2-3 vote.

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Adjourn – Rush/Walker unanimous to approve adjourning at 9:23 p.m.

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

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

Date

Attendees: Cartrell Cooper and Bruce West



No Smoking Signs for Business Sign,

(4 Pack) 10x7 Inches, Rust Free .040 Aluminum, Made in USA by Sigo Signs

Visit the Sigo Signs Store

4.7 ★★★★★ (396)

Amazon's Choice

50+ bought in past month

\$19.95 (\$4.99 / count)

Get Fast, Free Shipping with Amazon Prime

FREE Returns

Material Type: **Aluminum**

Aluminum

Polystyrene

Reflective

Vinyl

Size: 10x7 4 PK

10x7

10x7 2 PK

10x7 4 PK

10x14

12x18

18x24

24x30

\$79.99

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Signage.com Inc. 10000 10000

Brand: Sigo Signs

Size: 10x7 4 PK

Color: Reflective

Material: Aluminum

Mounting Type: Wall Mount

Item Weight: 0.49 kg

Orientation: Landscape

See more



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\$19.95 (\$4.99 / count)

Get Fast, Free Shipping with Amazon Prime

FREE delivery Wednesday, August 26 on orders shipped by Amazon over \$35

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Delivering to Cambridge 55008 - Update location

In Stock

Quantity: 1

Add to cart

Buy Now

Ships from Amazon



natural systems utilities

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

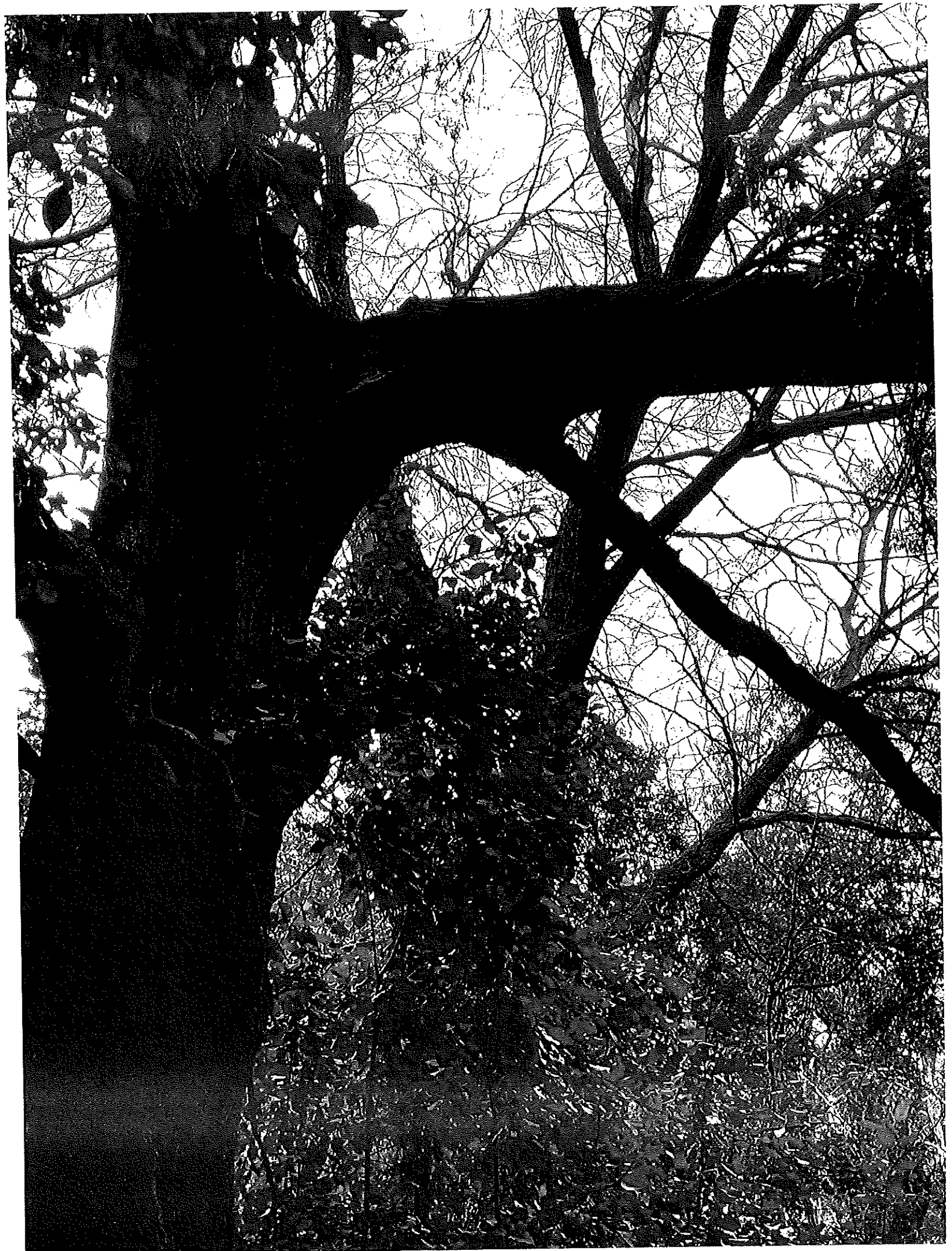
Other Operation Services	Rate	Quantity	Subtotal
Confined Space Entry (per permit)	\$100.00	0	\$0.00
Use of HAZMAT Monitoring Equipment (per hour)	\$50.00	0	\$0.00
Pressure Washer / Jetter Unit (per hour, 2 hour min.)	\$90.00	0	\$0.00
Rough Cut Mower (per hour)	\$50.00	0	\$0.00

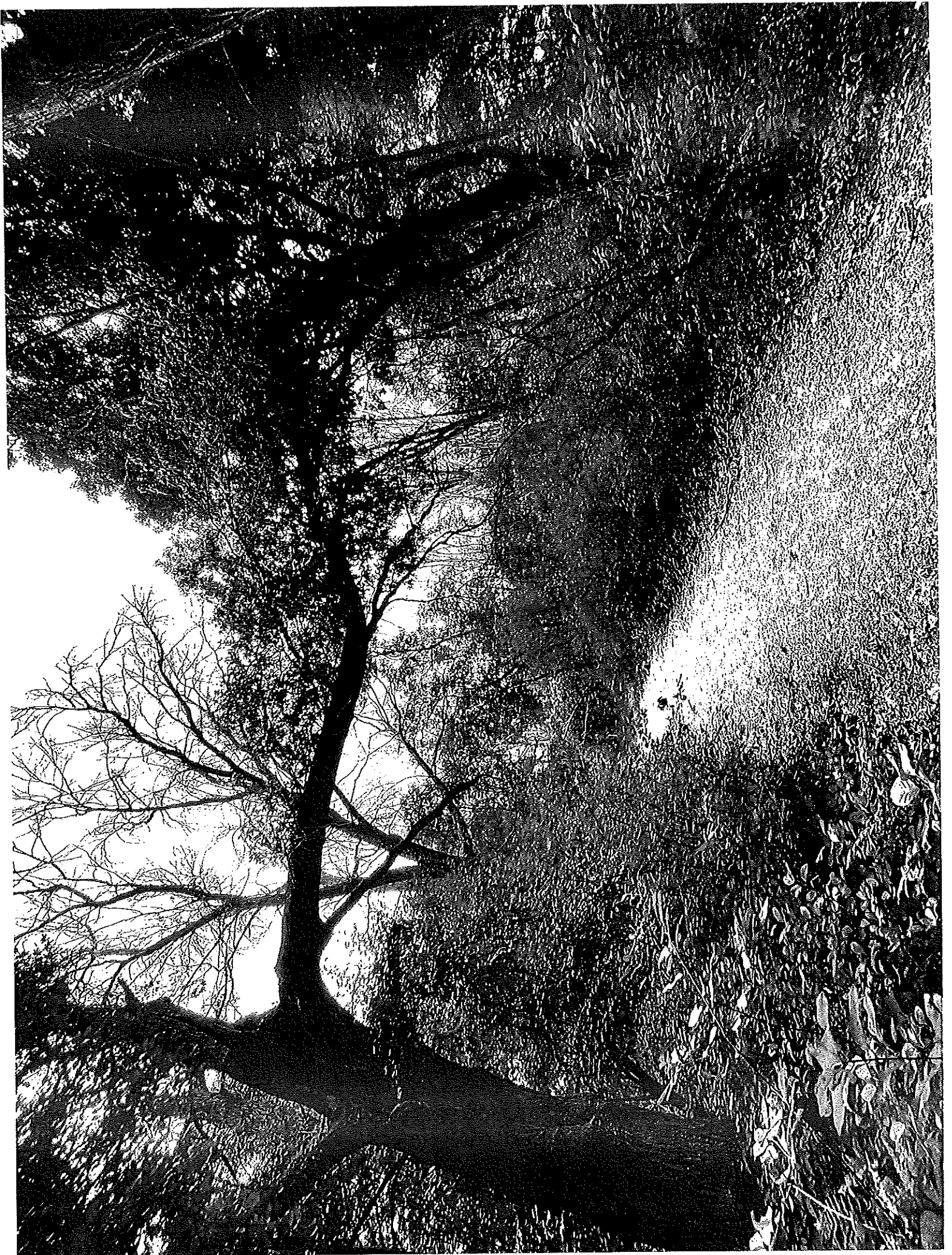
Materials	Cost	Quantity	Subtotal
Omnite XR50 with External Housing	\$4,000.00	1	\$4,000.00
Omnisite XR50 interior	\$5,100.00	1	\$5,100.00
Additional Current Sensors (2)	\$400.00	1	\$400.00
Additional Electrical Supply	\$100.00	1	\$100.00
3 S-WS-OBXRCB-REALTIME Remote monitoring St	\$506.00	1	\$506.00

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.







TS Dirt Works, LLC

6791 85th St NE
Foley, MN 56329
320-241-4595
tsdirtworks@outlook.com

Quote

Date	Estimate #
8/19/2026	538

Name / Address
City of Baldwin

Description	Qty	Rate	unit	Total
Jetting 15" x 38' culvert and installing 2 aprons on 299th Ave				
15" CMP apron	2	350.00	Each	700.00
Mob & jetting of pipe- this includes all work necessary to clean out culvert	1	7,600.00	Lump sum	7,600.00
Total				\$8,300.00



BALDWIN

12847

299TH AVE NW

