CITY OF BALDWIN

**AGENDA FOR SEPTEMBER 16TH, 2026**
**CITY OF BALDWIN REGULAR MEETING**
**7:00 p.m.**
(Revised 9/11/2026)

**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 September 2nd, 2026
- Approve Purchasing 12 EMS Signs with a Total Expenditure of $404.00 Plus Freight
- Approve Resolution 26-29; Accepting $100.00 Donation from Old National Bank for FunFest

**Engineering:**
a. Discuss/Approve/Disapprove Quote for Culvert Work on 299th Avenue of $8,300.00
b. Discuss Acquisition of County Road 2 (124th Street) From 313th Avenue to 317th Avenue
c. Discuss Project Update for 100th Street and 297th Avenue Street Reconstruction Project

**Frontier Trails Update:**
a. Discuss August 2026 Wastewater Operation Summary
b. Discuss Revenues/Expenditures for the month of August 2026 for Frontier Trails SSD
c. Review Budget and Certify Delinquent Community Sewer Treatment Fees for Frontier Trails SSD (Must be Certified by November 30th, 2026) – Jay Swanson

**Road Report** – Alan Walker
a. Discuss/Approve/Disapprove Continuing Public Works Report

*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.*

b. Discuss/Approve/Disapprove Advertising for and Hiring Snowplow Drivers for the 2026-2027 Plow Season
c. Discuss/Approve/Disapprove City of Baldwin Snowplow and Ice Control Operation Policy
d. Discuss Cul De Sac Repairs

**Tabled Items:**
a. Discuss/Approve/Disapprove Sale of Ladder Truck – Tom Rush
b. Discuss/Approve/Disapprove Public Works Replacement – Tom Rush
c. Discuss/Approve/Disapprove Process and Interview Form Used for Public Works Position – Tom Rush
d. Discuss/Approve/Disapprove Data Practices Policy – City Attorney

**New Business:**
a. Discuss/Approve/Disapprove Adding Metal Markers to the Cemetery Markers and the Purchase of Orange Plastic Fiberglass Markers – Tom Rush
b. Discuss/Approve/Disapprove Cemetery Map Layout – Tom Rush
c. Discuss/Approve/Disapprove Modifications to Employee Handbook – Tom Rush
d. Discuss/Approve/Disapprove Baldwin Clean-Up Day of May 1st, 2027 – Tom Rush
e. Discuss/Approve/Disapprove Laserfiche 3-Year Contract – Clerk
f. Discuss/Approve/Disapprove K9 Training at Baldwin – Jay Swanson
g. Discuss Infrastructure Committee Recommendation – Jay Swanson

**Announcements:**
a. Baldwin FunFest Saturday, September 19th, 2026 from 11:00 a.m. to 3:00 p.m. held at Young Park
b. Sherburne County Great Northern Trail Open House Held at Baldwin City Hall, Monday, September 21st, 2026 from 5:00 p.m. to 7:30 p.m.
c. Planning Commission Meeting, Wednesday, September 23rd, 2026 at 7:00 p.m.
d. Park Committee Meeting Changed to Thursday, September 24th, 2026 at 7:00 p.m.
e. Budget Meeting Monday, September 28th, 2026 at 7:00 p.m.
f. Next City Council Meeting Wednesday, October 7th, 2026 at 7:00 p.m.

**Any Other Business:**

**Approve Bill for Payment:**

**Adjourn:**

# BALDWIN TOWNSHIP

## *Cash Balances

Cash Account: 10100

September 2026

| Fund | Begin September 2026 | Receipts | Disbursements | Transfers Rec/Disb | Transfers Journal Entries | JE Payroll | Balance No Investments | Investments | Balance | |
|---|---|---|---|---|---|---|---|---|---|---|
| 10100 - Old National Bank | | | | | | | | | | |
| 101 - General Fund | ($559,239.83) | $28,864.61 | ($58,296.86) | $0.00 | $0.00 | ($21,227.09) | ($609,899.17) | $0.00 | ($609,899.17) | In Bal |
| 225 - Cemetery Fund | $14,388.47 | $750.00 | ($1,200.00) | $0.00 | $0.00 | ($516.60) | $13,421.87 | | $13,421.87 | In Bal |
| 250 - Fire Fund | $98,483.30 | | ($3,067.09) | $0.00 | $0.00 | ($3,256.91) | $92,159.30 | | $92,159.30 | In Bal |
| 275 - Street Capital | $887,628.71 | | ($12,730.76) | $0.00 | $0.00 | | $874,897.95 | | $874,897.95 | In Bal |
| 301 - G.O. 2017A | $249,674.71 | | | $0.00 | $0.00 | | $249,674.71 | | $249,674.71 | In Bal |
| 302 - G.O. 2024A | $56,206.94 | | | $0.00 | $0.00 | | $56,206.94 | | $56,206.94 | In Bal |
| 401 - Capital Project Fund | $159,697.12 | | | $0.00 | $0.00 | | $159,697.12 | | $159,697.12 | In Bal |
| 402 - Fire Services | $9,930.34 | | | $0.00 | $0.00 | | $9,930.34 | | $9,930.34 | In Bal |
| 403 - Fire Infrastructure Fund | $289,700.70 | | | $0.00 | $0.00 | | $289,700.70 | | $289,700.70 | In Bal |
| 404 - Parks Capital Fund | $88,989.90 | $1,200.00 | ($2,898.25) | $0.00 | $0.00 | ($3,419.21) | $83,872.44 | | $83,872.44 | In Bal |
| 602 - Sewer Fund | $60,590.92 | $5,828.00 | ($2,641.92) | $0.00 | $0.00 | ($358.32) | $63,418.68 | | $63,418.68 | In Bal |
| 801 - Developers Account - Escrow | $149,709.62 | $8,943.73 | ($5,726.47) | $0.00 | $0.00 | | $152,926.88 | | $152,926.88 | In Bal |
| 802 - Baldwin Estates Escrow | $2,389.61 | | | $0.00 | $0.00 | | $2,389.61 | | $2,389.61 | In Bal |
| 804 - Buck Run Escrow | $15,329.31 | | | $0.00 | $0.00 | | $15,329.31 | | $15,329.31 | In Bal |
| 805 - Sumser Farms 1st Addt Escr | $2,186.41 | | | $0.00 | $0.00 | | $2,186.41 | | $2,186.41 | In Bal |

| | MTD Amounts | YTD Amounts |
|---|---|---|
| **Begin** | $1,525,666.23 | $1,725,230.87 |
| Receipt | $45,586.34 | $1,707,215.57 |
| Disbursements | ($86,561.35) | ($1,661,582.30) |
| Transfers Rec/Disb | $0.00 | $0.00 |
| Transfers JE | $0.00 | $2.04 |
| JE Payroll | ($28,778.13) | ($314,953.09) |

| | MTD Amounts | Begin + YTD |
|---|---|---|
| Investments | $0.00 | $0.00 |
| Petty Cash | $0.00 | $0.00 |
| Savings | $0.00 | $0.00 |
| Money Market | $0.00 | $0.00 |
| **Balance** | $1,455,913.09 | In Balance |

CITY OF BALDWIN

# BALDWIN CITY COUNCIL REGULAR MEETING DRAFT

## SEPTEMBER 2nd, 2026

**Present** – Mayor Jay Swanson, City Council Members Tom Rush, Alan Walker, Scott Case, and Jeff Holm
**Also Present** – City Planning & Zoning Administrator; Dan Licht from The Planning Company (TPC)

**Call to Order** – The September 2nd, 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** agenda as amended.

**September 2026 Preliminary Treasurer's Report** – The Clerk/Treasurer reported a beginning balance of $1,525,666.23, no receipts yet for the month of September, and disbursements of $62,810.35 leaving an unaudited ending balance of $1,462,855.88.

**Sheriff's Report** – Deputy Wilson reported a total of 241 calls for service in the City of Baldwin for the month of August 2026. These calls consisted of 3 thefts reported which were a storage shed break in, lock box was broken into, and the last is a civil matter between two people. At this time, there are no leads for the 3 thefts. There were no burglaries, 3 motor vehicle accidents, 20 medicals, 52 traffic stops and 41 additional patrols were performed.
Deputy Wilson communicated to the City Council that the estimates for restitution on the damage at Young Park were submitted.
Deputy Wilson reported that there was a shooting complaint on the south side of Sandy Lake. Deputy Wilson asked if the City had any plans for restricting where shooting could take place or if the City would follow State Statute. Mayor Swanson stated that they would follow the state guidelines.

Jeff Holm arrived at 7:08 p.m.

**Carlson SV - 2025 Audit Presentation; Greg Burkhardt** – Full PowerPoint presentation available on the city website at baldwinmn.gov under Government, Agenda/Minutes, Agenda Packet.

DRAFT

**Fire Department Report** – Fire Chief, Fischer, reported 33 calls for the month of August 2026. These calls consisted of 22 medicals, 1 motor vehicle collision, 4 fires which were 2 structures and 2 grass fires. One of the structure fires was a mutual aid to Zimmerman, 3 fire alarms, 1 carbon monoxide alarm and 2 citizen assists.

**Discuss Fire Chief Cell Phone** – Fire Chief, Fischer, requested updated cell phones due to the current phone batteries failing and draining rapidly. This would be for the Fire Chief and Assistant Fire Chief. Fischer will do more research into the contract and pricing for these updated cell phones.

**Discuss/Approve/Disapprove Bulk Fuel for the Fire Department and Public Works Department – Swanson made a motion** for Public Works to use the gasoline out of the barrel located at City Hall. **Case seconded the motion, all in favor, motion carried.**

**Discuss PERA Benefit Amount** – City Council reviewed the current ratio of 150% funded. Fischer stated that Baldwin should be 113-115% funded. Fire Chief, Fischer, is proposing $6000.00 Statewide Volunteer Firefighter Plan benefit level for 2026 which would put them at a 122.3% funded ratio. Case asked if the 2 retirements that happened this year were accounted for. Fire Chief, Fischer, will research further because this could change the funding ratio. This is for discussion only at this time.

**Discuss/Approve/Disapprove Sale of Ladder Truck** – Rush communicated that the pump needs to be certified in the ladder truck which is $3000-$5000 per year and there is not a lot of room at the fire department. Rush went on to say that the ladder truck has only been used a couple of times and is not a benefit to the community. Case disputed how many calls the ladder truck has been on. Case stated that there was a $10,000 grant given to outfit the ladder truck. Case went on to say that the ladder truck is good for training, is disputing the cost to certify the pump on the ladder truck and said it is a good piece of equipment. Fire Chief, Fischer, will research how many calls the ladder truck has been on. **Rush/Walker unanimous** to table until the September 16th, 2026 City Council meeting.

**Discuss/Approve/Disapprove Public Works Employee Working at Baldwin Fire Department Open House on September 12th, 2026 – Case/Rush unanimous to approve**. **Case/Rush took a friendly** that overtime is also approved.

**Public Comment Requests -** None

**Approval of Consent Agenda – Holm/Case unanimous to approve** Consent Agenda with the removal of data practices policy and placing this item on the September 16th, 2026 City Council agenda.

- 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

DRAFT

**Planning Items:**

**Discuss Code Enforcements – Case/Rush unanimous to approve** Step 1 letter for:

- 28434 120th St NW; Junk and debris in ROW
- 12535 302 1/2 Ave NW; Residential occupancy of a commercial building
- 30833 143rd St NW; Shipping container on residential property
- 14300 293rd Ave NW; Home occupation without Interim Use Permit

Rush asked for an update on past code enforcement letters. City Planner, Licht, stated these weren't ready for inspection until this update to the City Council.

**Park Committee Report** – Park Committee discussed additional cameras at Young Park including Wi-Fi.

**Discuss Cameras at Young Park** – Case requested locations at Young Park for the cameras, pricing and a couple of different camera options.

**Discuss AED Machine at Parks** – Rush was approached by a resident on donating an AED machine at Sandy Lake Beach. Rush stated that if we put it at the Sandy Lake location, requests could come to place these machines at all parks. Case has a concern on vandalism and doesn't recall a cardiac at any of these parks. Case stated that the deputies and fire department can get to these locations in a timely manner. Case also said the AED machines are costly.

**Discuss/Approve/Disapprove No Smoking Signs at Young Park and Goose Lake Park – Case/Walker disapproved, Rush approved, motion carried to disapprove with a 4-1 vote** for no smoking signs at Young and Goose Lake Park with an approximate expenditure of $100.00.

**Cemetery Update** – Rush reported that there was a quote received for cement bunkers at Baldwin Cemetery to store dirt. Rush stated that timbers will need to be quoted because the bunkers were very expensive.

**Discuss/Approve/Disapprove CD for Cemetery Funds** – Case recommends opening a $10,000 4-month CD with a 4% interest from the cemetery fund. Swanson does not think there is enough money in this fund to open a CD at this time. This is only for discussion at this time.

**Tabled Items:**

**Discuss/Approve/Disapprove Quote from NSU of $14,566.48 for Telemetry Units – Rush/Case unanimous to disapprove** telemetry units.

DRAFT

**Discuss Gate at Sandy Lake Beach** – Sandy Lake Beach gate is currently closed year around. Two residents came in requesting the gate be opened but there was prior damage to the beach area. Swanson stated that in the past, the gate was closed from Memorial Day to Labor Day to be used as a beach. **Case/Walker unanimous to approve** the gate at Sandy Lake Beach be closed March 1st until Labor Day. **Case/Walker took a friendly** from Holm to open the gate the day after Labor Day.

**New Business:**

**Discuss/Approve/Disapprove Quote for Young Park Tree Limb Removal over Trail at Young Park** – The City received estimates to remove a large oak branch which is suspended over one of the trails at Young Park. One estimate came in at $900.00 and the other at $475.00. Rush/Walker **unanimous to approve** North Metro Tree Service estimate of $475.00 to just cut the tree limb and not haul out the wood.

**Discuss/Approve/Disapprove Quote for Culvert Work on 299th Avenue of $8300.00** – Walker does not think the city should be responsible for this because it was missed in the scope of the project. Rush agrees with Walker. The quote is for jetting out the culvert on 299th Avenue along with an apron and all necessary work for $8300.00. Holm is questioning if this was in the project manual. **Rush/Walker unanimous to table** until the September 16th, 2026 City Council meeting. Rush and Walker will see if this was in the project manual. Holm requested other contractors or methods be obtained to fix this culvert.

**Schedule Budget Meeting – Holm/Rush unanimous to approve** September 28th, 2026 at 7:00 p.m. **Case/Holm unanimous to approve** Ehlers giving written recommendations for the 2027 budget with expenditure not exceeding $610.00.

**Discuss/Approve/Disapprove Quotes for the 2026 Street Crack Filling Project** – City Engineer, Hakanson Anderson received and opened quotes on August 27th, 2026 for the 2026 crack filling project. A total of four quotes were received. **Case/Rush unanimous to approve** SealTech, Inc quote for $20,862.45 plus Hakanson Anderson managing the project.

**Discuss/Approve/Disapprove Infrastructure Committee Claim Forms with a Total Expenditure of $3600.00 – Rush/Holm unanimous to approve** Infrastructure Committee claim forms with an expenditure of $3600.00.

**Discuss/Approve/Disapprove Resignation of Public Works Supervisor, Zac Good Effective September 4th, 2026 and Request to Pay out 132.83 Hours of Vacation Pay** - Swanson communicated that health insurance will end September 30th, 2026 but COBRA will be available and paid for by the employee. Baldwin's Insurance Broker will send a letter to the employee regarding COBRA. If the employee elects COBRA, the premium will be paid by the employee payable to the city, and the city will in turn forward the payment to the insurance company. Per Baldwin's personnel policy, earned

safe and sick leave is forfeited at termination time. **Swanson/Case unanimous to approve** resignation date of September 4th, 2026 along with paying out vacation time.

**Rush/Walker/Holm approved** paying out ESSL, **Swanson/Case disapproved** because this goes against the personnel policy. Motion carried to pay out ESSL on the next payroll of September 16th, 2026.

**Discuss/Approve/Disapprove Public Works Replacement** – Rush would like to hire a Public Works Director but wants to stay around $70,000-$80,000 annually. Swanson would like to develop what the position will entail. Job descriptions will be reviewed and developed. **Holm/Walker unanimous** to table until the September 16th, 2026 City Council meeting.

**Discuss/Approve/Disapprove Process and Interview Form Used for Public Works Position** – Rush would like to advertise, develop a job description, and the City Council will pick the top 3-5 applicants to interview with the full City Council. **Rush/Holm unanimous** to table until the September 16th, 2026 City Council meeting.

**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** – Rush stated that he gave approval for the lock to be changed at the fire department.

**Approve Bills for Payment – Rush/Walker unanimous to approve** check number 29782 – 29815 for $62,810.35 and 3 EFT Payments for $6833.10 for a total of $69,643.45.

DRAFT

**Adjourn – Holm/Rush unanimous to approve** adjourning at 9:48 p.m.

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

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

Date

Attendees: Delmas Hines, Fire Chief; Robin Fischer, Assistant Fire Chief; Brian Torborg and Bruce West.

| | EMS Signs 2026 | Order date: N/A | | | | | | |
|---|---|---|---|---|---|---|---|---|
| # | NEW / REPLACEMENT? | ADDRESS | PID | INSTALL DATE | COMMENTS | TOTAL DUE | PERMIT # | DATE INVOICED |
| 1 | New Address | 13226 289th Ave NW | 01-00421-0175 | | | Paid with Access Permit | 26-04 | |
| 2 | New Address | 11381 313th Ave NW | 01-00588-0140 | | | Charge $70.00 | | |
| 3 | New Address | 14249 278th Ave NW | 01-00596-0120 | | | Paid with Access Permit | 26-07 | |
| 4 | New Address | 12413 283rd Ave NW | 01-00439-0315 | | | Charge $70.00 | | |
| 5 | Barbara Miller | 30811 116th St NW | 01-00015-1210 | | | APPROVED AL WALKER | | |
| 6 | New Address | 12537 313th Ave NW | 01-00009-3105 | | | Paid with Access Permit | 26-11 | |
| 7 | New Address | 14272 308th Ave NW | 01-00508-0104 | | | Paid with Access Permit | 26-10 | |
| 8 | Kevin & Jessie Sarauer | 31020 103rd St NW | 01-00466-0145 | | | Paid $70.00 | | Mail in Payment |
| 9 | New Address | 13067 295th Ave NW | 01-00604-0250 | | | Paid with Access Permit | 26-12 | |
| 10 | New Address | 29507 131st St NW | 01-00604-0205 | | | Charge $70.00 | | |
| 11 | New Address | 13010 290th Ave NW | 01-00424-0125 | | | Charge $70.00 | | |
| 12 | New Address | 28719 Elk Lake Road E | 01-00468-0205 | | | Charge $70.00 | | |

| | | |
|---|---|---|
| 10+ Signs = $31.70 each | $ | 380.40 |
| 6% surcharge | $ | 22.82 |
| Plus Freight | Plus Freight | |
| | $ | 403.22 |

**CITY OF BALDWIN**
**RESOLUTION NO. 26-29**

**RESOLUTION ACCEPTING DONATIONS**

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

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

| Name of Donor | Amount |
|---|---|
| Old National Bank | $100.00 |

**WHEREAS,** all such donations have been contributed to assist with Baldwin's FunFest in order to purchase supplies

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

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

1. The donations described above are accepted.

2. The City Clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Adopted by the City Council of the City of Baldwin, September 16th, 2026.

Approved:

_____
Jay Swanson, Mayor

Attested:

_____
Joan Heinen, Clerk-Treasurer

Hakanson Anderson

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

# MEMORANDUM

**TO:** **Joan Heinen, City Clerk/Treasurer**

**FROM:** **Sam Jochum, Hakanson Anderon**

**DATE:** **September 8, 2026**

**RE:** **2026 Street Reconstruction Project Resident Culvert**

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City staff requested a memo summarizing the situation regarding the driveway culvert at 12487 299th Avenue as part of the 2026 Street Reconstruction Project. City staff discovered the western top portion of the buried driveway culvert on August 20, 2026. The eastern culvert end is still buried.

It was never intended for this culvert to receive work as it was completely buried during winter and spring site surveys. The overall scope was to remove and replace select culverts that were inoperable and add aprons to the existing culverts that were in better condition. This project scope only pertained to the culverts that were exposed at the time of design (7 in total out of the 17 driveways), meaning that any work being done to this culvert would be added work to the original project scope given the stage that this project is currently at.

Please see below for options moving forward:

1. The City pays TS Dirtworks $8,300.00 to perform the work described in the change order provided on August 26, 2026. In our opinion, this is the most costly option listed here but would provide the quickest results.

2. The City performs the culvert cleanout, culvert end grading, and apron installation under a separate contract with a separate contractor. This may provide better pricing for the same result but may take longer for the work to be completed.

3. The City decides to perform no work on the driveway culvert. It has been suspected that this culvert has been buried for several years with no known flooding issues in the area.

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

## Joan Heinen

**From:** Baldwin Maintenance
**Sent:** Thursday, August 20, 2026 12:13 PM
**To:** Sam Jochum; Alan Walker; Tom Rush; Joan Heinen
**Subject:** FW: 12847 299th st - culvert concern
**Attachments:** IMG_0012.jpeg; IMG_0011.jpeg; IMG_0010.jpeg; IMG_0013.jpeg; IMG_0008.jpeg

Sam,

See attached pictures of culvert at 12847 299th Ave

**From:** Baldwin Maintenance <publicworks@Baldwinmn.gov>
**Sent:** Thursday, August 20, 2026 8:58 AM
**To:** Baldwin Maintenance <publicworks@Baldwinmn.gov>
**Subject:** 12847 299th st - culvert concern

Get Outlook for iOS


BALDWIN
12847
299TH AVE NW


12847


12847

**Joan Heinen**

---

**From:** Sam Jochum <samj@haa-inc.com>
**Sent:** Wednesday, August 26, 2026 1:28 PM
**To:** Joan Heinen
**Cc:** Shane Nelson; Baldwin Maintenance
**Subject:** Reclaim and Pave Job Driveway Culvert
**Attachments:** City of Baldwin Culvert Quote - Change Order 2.pdf

Hi Joan,

Please forward this email to the Council.

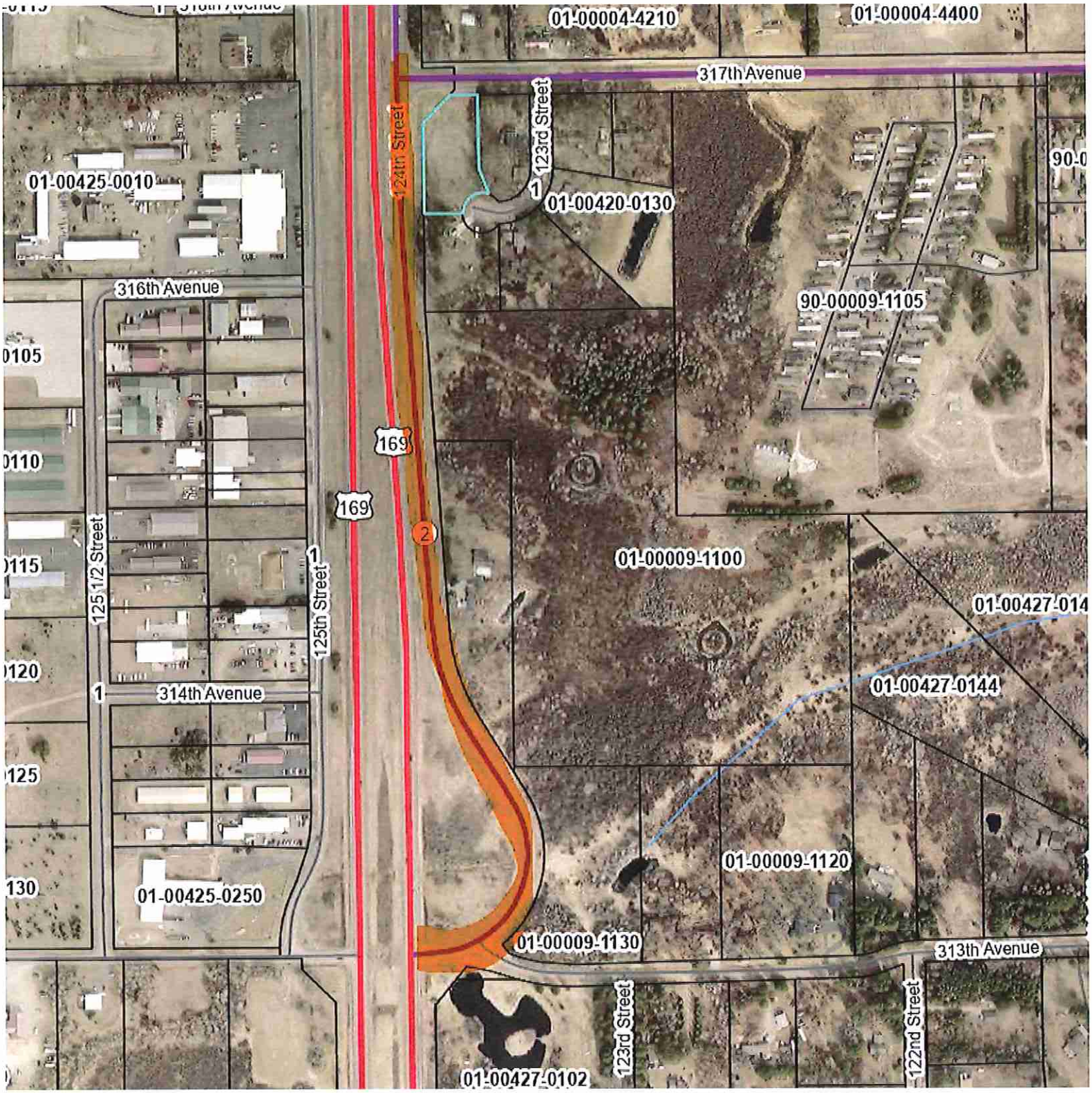
I wanted to provide an update on the recently discovered driveway culvert at 12487 299th Avenue. I met with TS Dirtworks last Friday to further explore the culvert and discuss solutions. Both culvert ends are buried but after doing some digging, the ends are still in good condition. We believe that adding culvert aprons, grading out the ends, and then jetting out the plugged culvert would be a viable and cost-effective solution.

TS Dirtworks provided a quote for this work which I have attached. The total cost would be $8,300.00. Given the cost, this will need to be discussed for approval/disapproval with the council.

Please call or email if anyone has any questions.

Thank you,

Sam


01-00004-4210
01-00004-4400
317th Avenue
123rd Street
124th Street
01-00425-0010
01-00420-0130
316th Avenue
90-00009-1105
169
125 1/2 Street
125th Street
01-00009-1100
01-00427-014
01-00427-0144
314th Avenue
01-00425-0250
01-00009-1120
01-00009-1130
313th Avenue
123rd Street
122nd Street
01-00427-0102

211204

S.P. 1706 (169=18)

QUIT CLAIM DEED

The State of Minnesota having acquired the real estate hereinafter described for trunk highway purposes, and the Commissioner of Transportation of said State having determined that the same is no longer needed by said State for trunk highway purposes, and that the same may be conveyed and quit claimed to the County of Sherburne.

NOW, THEREFORE, Upon said determination and pursuant to Minnesota Statutes, Section 161.16, Subdivision 4, in consideration of the future maintenance, improvement, or reconstruction by Grantee of such roadways, the State of Minnesota, Grantor, by Leonard W. Levine, its Commissioner of Transportation, hereby conveys and quit claims to the County of Sherburne, Grantee, for highway purposes, all its interest including any conditions, restrictions, covenants and easements that run with the land together with and including the right of access control as shown herein; see exception to access conveyance as described herein; except that access to Trunk Highway No. 18 renumbered 169 from the lands herein described shall be restricted as hereinafter set forth in the reservation clause; in and to the real estate situate in the County of Sherburne, State of Minnesota, described as follows:

211204

COUNTY RECORDER
SHERBURNE CO., MINN.
PAT HAUGUSSON
BY E. Bigelow DEPUTY
AUG 26 1 50 PM '87



208 1

DESCRIPTION FOR THE TURNBACK OF
PART OF TRUNK HIGHWAY NO. 18 RENUMBERED
169 TO SHERBURNE COUNTY

Part of Parcel 34 S.P. 18-23-3

That part of Tract A described below:

Tract A. The Northeast Quarter of the Northwest Quarter of Section 9, Township 35 North, Range 26 West, Sherburne County, Minnesota;

which lies easterly of the following described line:

Line 1. Commencing at the east quarter corner of said Section 9; thence run westerly on an azimuth of 269 degrees 33 minutes 32 seconds (azimuth oriented to Minnesota State Plane Coordinate System, Central Zone) for 2445.72 feet to Right of Way Boundary Corner B14 as shown on State Highway Right of Way Plat No. 71-1 as the same is on file and of record in the office of the County Recorder in and for Sherburne County; thence on an azimuth of 246 degrees 02 minutes 39 seconds along the boundary of said plat, for 45.57 feet to Right of Way Boundary Corner B15, which is the point of beginning of Line 1 to be described; thence on an azimuth of 359 degrees 03 minutes 26 seconds for 110 feet; thence on an azimuth of 314 degrees 3 minutes 26 seconds for 137.90 feet; thence on an azimuth of 359 degrees 03 minutes 26 seconds for 520.87 feet; thence on an azimuth of 352 degrees 33 minutes 13 seconds for 243.11 feet; thence on an azimuth of 356 degrees 42 minutes 27 seconds for 460.79 feet; thence on an azimuth of 355 degrees 33 minutes 38 seconds for 532.52 feet; thence deflect to the right on a tangential curve having a radius of 11,403.55 feet and a delta angle of 3 degrees 30 minutes 00 seconds for 696.60 feet and there terminating.

Part of Parcel 36 S.P. 18-23-3
and
Part of Parcels 236 and 336 S.P. 7106 (169=18-23-3)

That part of Tract A described below:

Tract A. The West Half of the Northeast Quarter of Sec on 9, Township 35 North, Range 26 West, Sherburne County, Minnesota;

which lies westerly of a line run parallel with and distant 75 feet easterly of Line 1 described below and easterly of Line 2 described below:

Line 1. Beginning at a point on the south line of said Section 9, distant 5 feet west of the south quarter corner thereof; thence run northerly at an angle of 89 degrees 00 minutes 00 seconds from said south section line (measured from west to north) for 5400 feet and there terminating;

Line 2. Commencing at the east quarter corner of said Section 9; thence run westerly on an azimuth of 269 degrees 33 minutes 32 seconds (azimuth oriented to Minnesota State Plane Coordinate System, Central Zone) for 2445.72 feet to Right of Way Boundary Corner B14 as shown on State Highway Right of Way Plat No. 71-1 as the same is on file and of record in the office of the County Recorder in and for Sherburne County; thence on an azimuth of 246 degrees 02 minutes 39 seconds along the boundary of said plat, for 45.57 feet to Right of Way Boundary Corner B15, which is the point of beginning of Line 2 to be described; thence on an azimuth of 359 degrees 03 minutes 26 seconds for 110 feet; thence on an azimuth of 314 degrees 3 minutes 26 seconds for 137.90 feet; thence on an azimuth of 359 degrees 03 minutes 26 seconds for 520.87 feet; thence on an azimuth of 352 degrees 33

minutes 13 seconds for 243.11 feet; thence on an azimuth of 356 degrees 42 minutes 27 seconds for 460.79 feet; thence on an azimuth of 355 degrees 33 minutes 38 seconds for 532.52 feet; thence deflect to the right on a tangential curve having a radius of 11,403.55 feet and a delta angle of 3 degrees 30 minutes 00 seconds for 696.60 feet and there terminating.

together with that part of Tract A hereinbefore described, adjoining and easterly of the above described strip, which lies northwesterly of the following described line: Beginning at a point on a line run parallel with and distant 75 feet easterly of Line 1 described above, distant 100 feet southerly of its intersection with a line run parallel with and distant 33 feet southerly of the north line of said Section 9; thence run northeasterly to a point on said 33 foot parallel line, distant 100 feet easterly of said intersection and there terminating;

together with all right of access control, being the right of ingress to and egress from that part of Parcels 36, 236 and 336, herein conveyed to the lands adjacent thereto along the following described line: Beginning at Right of Way Boundary Corner B8 as shown on said Plat No. 71-1; thence run northerly on an azimuth of 359 degrees 03 minutes 38 seconds along the boundary of said plat, for 622.06 feet to Right of Way Boundary Corner B7; thence on an azimuth of 44 degrees 00 minutes 43 seconds along the boundary of said plat, for 141.54 feet to Right of Way Boundary Corner B6 and there terminating.

Part of Parcel 436B S.P. 7106 (169=18-23-3)

That part of Tract A described below:

Tract A. That part of the Southwest Quarter of the Northeast Quarter of Section 9, Township 35 North, Range 26 West, shown as Parcel 436B on the plat designated as State Highway Right of Way Plat Numbered 71-1 on file and of record in the office of the County Recorder in and for Sherburne County, Minnesota;

which lies northeasterly of Line 1 described below:

Line 1. Commencing at the east quarter corner of said Section 9, run westerly on an azimuth of 269 degrees 33 minutes 32 seconds (azimuth oriented to Minnesota State Plane Coordinate System, Central Zone) for 2445.72 feet to Right of Way Boundary Corner B14 as shown on said Plat No. 71-1; thence on an azimuth of 246 degrees 02 minutes 39 seconds along the boundary of said plat, for 45.57 feet to Right of Way Boundary Corner B15, which is the point of beginning of Line 1 to be described; thence on an azimuth of 359 degrees 03 minutes 26 seconds for 110 feet; thence on an azimuth of 314 degrees 03 minutes 26 seconds for 137.90 feet and there terminating.

Parcel 436A S.P. 7106 (169=18-23-3)

All of the following:

That part of the West Half of the Northeast Quarter of Section 9, Township 35 North, Range 26 West, shown as Parcel 436A on the plat designated as State Highway Right of Way Plat Numbered 71-1 on file and of record in the office of the County Recorder in and for Sherburne County, Minnesota.

Parcel 436 S.P. 7106 (169=18-23-3)

All of the following:

That part of the Northwest Quarter of the Northeast Quarter of Section 9, Township 35 North, Range 26 West, shown as Parcel

436 on the plat designated as State Highway Right of Way Plat Numbered 71-1 on file and of record in the office of the County Recorder in and for Sherburne County, Minnesota.

Part of Parcel 37 S.P. 18-23-3

That part of Tract A described below:

Tract A. The Southwest Quarter of Section 4, Township 35 North, Range 26 West, Sherburne County, Minnesota;

which lies easterly of Line 1 described below:

Line 1. Commencing at the east quarter corner of said Section 9, Township 35 North, Range 26 West; thence run westerly on an azimuth of 269 degrees 33 minutes 32 seconds (azimuth oriented to Minnesota State Plane Coordinate System, Central Zone) for 2445.72 feet to Right of Way Boundary Corner B14 as shown on State Highway Right of Way Plat No. 71-1 as the same is on file and of record in the office of the County Recorder in and for Sherburne County; thence on an azimuth of 246 degrees 02 minutes 39 seconds along the boundary of said plat, for 45.57 feet to Right of Way Boundary Corner B15, which is the point of beginning of Line 1 to be described; thence on an azimuth of 359 degrees 03 minutes 26 seconds for 110 feet; thence on an azimuth of 314 degrees 3 minutes 26 seconds for 137.90 feet; thence on an azimuth of 359 degrees 03 minutes 26 seconds for 520.87 feet; thence on an azimuth of 352 degrees 33 minutes 13 seconds for 243.11 feet; thence on an azimuth of 356 degrees 42 minutes 27 seconds for 460.79 feet; thence on an azimuth of 355 degrees 33 minutes 38 seconds for 532.52 feet; thence deflect to the right on a tangential curve having a radius of 11,403.55 feet and a delta angle of 3 degrees 30 minutes 00 seconds for 696.60 feet; thence on an azimuth of 359 degrees 03 minutes 38 seconds for 1509 feet; thence on an azimuth of 02 degrees 38 minutes 13 seconds for 400.78 feet; thence on an azimuth of 05 degrees 51 minutes 58 seconds for 331.77 feet; thence northerly 394.59 feet on a non-tangential curve concave to the west having a radius of 1876.86 feet, a delta angle of 12 degrees 02 minutes 45 seconds and a chord azimuth of 00 degrees 54 minutes 37 seconds and there terminating.

Part of Parcel 38 S.P. 18-23-3
and
Part of Parcel 238 S.P. 7106 (169=18-23-3)

That part of Tract A described below:

Tract A. The Southwest Quarter of the Northeast Quarter and the West Half of the Southeast Quarter, both in Section 4, Township 35 North, Range 26 West, Sherburne County, Minnesota;

which lies westerly of a line run parallel with and distant 75 feet easterly of Line 1 described below and easterly and northerly of Line 2 described below:

Line 1. Beginning at a point on the south line of said Section 4, distant 44 feet west of the south quarter corner thereof; thence run northerly at an angle of 90 degrees 05 minutes 00 seconds from the south line of said Section 4 (measured from west to north) for 3980.6 feet; thence deflect to the right on a 03 degree 00 minute 00 seconds curve, delta angle 26 degrees 48 minutes 00 seconds, for 100 feet and there terminating;

Line 2. Commencing at the east quarter corner of said Section 9, Township 35 North, Range 26 West; thence run westerly on an azimuth of 269 degrees 33 minutes 32 seconds (azimuth oriented

to Minnesota State Plane Coordinate System, Central Zone) for 2445.72 feet to Right of Way Boundary Corner B14 as shown on State Highway Right of Way Plat No. 71-1 as the same is on file and of record in the office of the County Recorder in and for Sherburne County; thence on an azimuth of 246 degrees 02 minutes 39 seconds along the boundary of said plat, for 45.57 feet to Right of Way Boundary Corner B15, which is the point of beginning of Line 2 to be described; thence on an azimuth of 359 degrees 03 minutes 26 seconds for 110 feet; thence on an azimuth of 314 degrees 3 minutes 26 seconds for 137.90 feet; thence on an azimuth of 359 degrees 03 minutes 26 seconds for 520.87 feet; thence on an azimuth of 352 degrees 33 minutes 13 seconds for 243.11 feet; thence on an azimuth of 356 degrees 42 minutes 27 seconds for 460.79 feet; thence on an azimuth of 355 degrees 33 minutes 38 seconds for 532.52 feet; thence deflect to the right on a tangential curve having a radius of 11,403.55 feet and a delta angle of 3 degrees 30 minutes 00 seconds for 696.60 feet; thence on an azimuth of 359 degrees 03 minutes 38 seconds for 1509 feet; thence on an azimuth of 02 degrees 38 minutes 13 seconds for 400.78 feet; thence on an azimuth of 05 degrees 51 minutes 58 seconds for 331.77 feet; thence northerly 515.78 feet on a non-tangential curve concave to the west, having a radius of 1876.86 feet, a delta angle of 15 degrees 44 minutes 43 seconds and a chord azimuth of 359 degrees 03 minutes 38 seconds and there terminating.

Parcel 338 S.P. 7106 (169=18-23-3)

All right of access control, being the right of ingress to and egress from Tract A described below to the lands hereinbefore conveyed in Parcel 38, S.P. 18-23-3 and Parcel 238, S.P. 7106 (169=18-23-3):

Tract A. That part of the Southwest Quarter of the Southeast Quarter of Section 4, Township 35 North, Range 26 West, described as follows: Beginning on the south line of the Southeast Quarter of said section where said south line intersects the east line of said Trunk Highway No. 169; thence north along the east line of said Trunk Highway No. 169 for a distance of 15 rods; thence east at right angles a distance of 16 rods; thence south at right angles a distance of 15 rods to the south line of said Section 4; thence west along said south section line to the point of beginning;

except that the abutting owner shall retain the right of access on the southerly 33 feet of the above described tract by way of County State Aid Highway No. 2.

Parcel 338A S.P. 7106 (169=18-23-3)

All right of access control, being the right of ingress to and egress from Tract A described below to the lands hereinbefore conveyed in Parcel 38, S.P. 18-23-3 and Parcel 238, S.P. 7106 (169=18-23-3):

Tract A. That part of the Southwest Quarter of the Southeast Quarter of Section 4, Township 35 North, Range 26 West, described as follows: Commencing at a point on the east line of Highway No. 169, 15 rods north of the intersection of said east line with the south line of said Section 4; thence north on said east line of said highway a distance of 10 rods; thence east at right angles a distance of 16 rods; thence south at right angles a distance of 10 rods; thence west at right angles a distance of 16 rods to the point of beginning;

except that the abutting owner shall retain the right of access northerly of the point of termination of the following described line:

Beginning at a point on the north line of said Section 4,

distant 347.3 feet east of the north quarter corner thereof; thence run southwesterly at an angle of 64 degrees 42 minutes 00 seconds from said north section line (measured from west to south) for 574.31 feet; thence deflect to the left on a 2 degree 00 minute 00 second curve (delta angle 26 degrees 48 minutes 00 seconds) for 1340 feet; thence on tangent to said curve for 3084.12 feet and there terminating.

Parcel 338B S.P. 7106 (169=18-23-3)

All right of access control, being the right of ingress to and egress from Tracts A and B described below to the lands hereinbefore conveyed in Parcel 38, S.P. 18-23-3 and Parcel 238, S.P. 7106 (169=18-23-3):

Tract A. The West Half of the Southeast Quarter of Section 4, Township 35 North, Range 26 West, except that part described as follows: Beginning on the south line of said West Half of the Southeast Quarter where said south line intersects the east line of Trunk Highway No. 169; thence north along the east line of said Trunk Highway No. 169 for a distance of 25 rods; thence east at right angles a distance of 16 rods; thence south a right angles a distnace of 25 rods to the south line of said Section 4; thence west along said south line of Section 4 to the point of beginning, also except the following described tract: Beginning at a point on the east line of the right of way of Trunk Highway No. 169 which point is 833.5 feet north of the point where said right of way crosses the south line of said West Half of the Southeast Quarter; thence east at right angles to the west line of said West Half of the Southeast Quarter a distance of 16 rods; thence north parallel with the east line of said right of way a distance of 371 feet; thence west at right angles to the east line of said right of way, (SIC); thence south on the east line of said right of way a distance of 371 feet to the point of beginning, also except that part described as follows: Beginning at a point 1237.5 feet north and 75 feet east of the southwest corner of said West Half of the Southeast Quarter; thence east 264 feet; thence north 730 feet; thence west 264 feet to the east line of Trunk Highway No. 169; thence south along the east line of Trunk Highway No. 169 to the place of beginning, also except the following described tract: Beginning at a point 1967.6 feet north and 75 feet east of the southwest corner of said West Half of the Southeast Quarter; thence north along the east boundary line of Trunk Highway No. 169 a distance of 505 feet; thence east at right angles 530 feet; thence south at right angles 505 feet; thence west 530 feet to the point of beginning;

Tract B. The Southwest Quarter of the Northeast Quarter of Section 4, Township 35 North, Range 26 West, except that part described as follows: Beginning at a point on the east line of Trunk Highway No. 169, 1 rod south of where said east line of said highway intersects the north line of the Southwest Quarter of the Northeast Quarter of said Section 4; thence south along the east line of said highway 539.5 feet; thence east parallel with the north line of said quarter quarter section a distance of 175 feet; thence north parallel with the east line of said quarter quarter section 539.5 feet; thence west parallel with the north line of said quarter quarter section 175 feet to the point of beginning;

except that the abutting owner shall retain the right of access to that part of Tract A described above, lying southerly of the point of termination of the following described line:

Beginning at a point on the north line of said Section 4, distant 347.3 feet east of the north quarter corner thereof; thence run southwesterly at an angle of 64 degrees 42 minutes 00 seconds from said north section line (measured from west to

south) for 574.31 feet; thence deflect to the left on a 2 degree 00 minute 00 second curve (delta angle 26 degrees 48 minutes 00 seconds) for 1340 feet; thence on tangent to said curve for 3024.12 feet and there terminating;

also said owner shall retain the right of access to that part of said Tract A lying between points distance 765 feet and 825 feet northerly of the point of termination of the above described line (both distances being measured along said line);

also said owner shall retain right of access northerly of a point distant 586 feet southerly of the north line of the Southwest Quarter of the Northeast Quarter of said Section 4.

Parcel 338C S.P. 7106 (169=18-23-3)

All right of access control, being the right of ingress to and egress from Tract A described below to the lands hereinbefore conveyed in Parcel 38, S.P. 18-23-3 and Parcel 238, S.P. 7106 (169=18-23-3):

Tract A. That part of the Southwest Quarter of the Southeast Quarter of Section 4, Township 35 North, Range 26 West, described as follows: Beginning at a point on the east line of the right of way of Trunk Highway No. 169 which point is 833.5 feet north of the point where said right of way crosses the south line of said Southwest Quarter of the Southeast Quarter; thence east at right angles to the west line of said Southwest Quarter of the Southeast Quarter a distance of 16 rods; thence north parallel with the east line of said right of way a distance of 371 feet; thence west at right angles to the east line of said right of way, (SIC); thence south on the east line of said right of way a distance of 371 feet to the point of beginning;

except that the abutting owner shall retain the right of access between points distant 20 feet and 80 feet northerly of the point of termination of the following described line (both distances being measured along said line):

Beginning at a point on the north line of said Section 4, distant 347.3 feet east of tne north quarter corner thereof; thence run southwesterly at an angle of 64 degrees 42 minutes 00 seconds from said north section line (measured from west to south) for 574.31 feet; thence deflect to the left on a 2 degree 00 minute 00 second curve (delta angle 26 degrees 48 minutes 00 seconds) for 1340 feet; thence on tangent to said curve for 2634.12 feet and there terminating;

also said owner shall retain the right of access northerly of a point distant 375 feet northerly of the point of termination of the above described line (when measured along said line).

Parcel 338D S.P. 7106 (169=18-23-3)

All right of access control, being the right of ingress to and egress from Tract A described below to the lands hereinbefore conveyed in Parcel 38, S.P. 18-23-3 and Parcel 238, S.P. 7106 (169=18-23-3):

Tract A. That part of the West Half of the Southeast Quarter of Section 4, Township 35 North, Range 26 West, described as follows: Beginning at a point 1237.5 feet north and 75 feet east of the southwest corner of said West Half of the Southeast Quarter; thence east 264 feet; thence north 730 feet; thence west 264 feet to the east line of Trunk Highway No. 169; thence south along said east line of said highway to the place of beginning;

except that the abutting owner shall retain the right of access southerly of the point of termination of the following described line:

Beginning at a point on the north line of said Section 4, distant 347.3 feet east of the north quarter corner thereof; thence run southwesterly at an angle of 64 degrees 42 minutes 00 seconds from said north section line (measured from west to south) for 574.31 feet; thence deflect to the left on a 2 degree 00 minute 00 second curve (delta angle 26 degrees 48 minutes 00 seconds) for 1340 feet; thence on tangent to said curve for 2199.12 feet and there terminating;

also said owner shall retain the right of access between points distant 315 feet and 375 feet northerly of the point of termination of the above described line (both distances being measured along said line).

Parcel 338G S.P. 7106 (169=18-23-3)

All right of access control, being the right of ingress to and egress from Tract A described below to the lands hereinbefore conveyed in Parcel 38, S.P. 18-23-3 and Parcel 238, S.P. 7106 (169=18-23-3):

Tract A. That part of the Southwest Quarter of the Northeast Quarter of Section 4, Township 35 North, Range 26 West, described as follows: Beginning at a point on the east line of Trunk Highway No. 169, 1 rod south of where said east line of said highway intersects the north line of the Southwest Quarter of the Northeast Quarter of said Section 4; thence south along the east line of said highway 539.5 feet; thence east parallel with the north line of said quarter quarter section a distance of 175 feet; thence north parallel with the east line of said quarter quarter section 539.5 feet; thence west parallel with the north line of said quarter quarter section 175 feet to the point of beginning, except that part described as follows: Beginning at a point on the east line of Trunk Highway No. 169, distant 285.5 feet south of the point where said east highway line intersects the north line of said Southwest Quarter of the Northeast Quarter; thence south along the east line of said highway 140 feet; thence east and parallel with the north line of said quarter quarter section a distance of 175 feet; thence north parallel with the east line of said quarter quarter section 140 feet; thence west parallel with the north line of said quarter quarter section 175 feet to the point of beginning; also except the following described tract: Beginning at a point on the east line of Trunk Highway No. 169, distant 426 feet south of where said east highway line intersects the north line of the Southwest Quarter of the Northeast Quarter of said Section 4; thence south along the east line of said highway 130 feet; thence east parallel with the north line of said quarter quarter section a distance of 175 feet; thence north parallel with the east line of said quarter quarter section 130 feet; thence west parallel with the north line of said quarter quarter section 175 feet to the point of beginning;

except that the abutting owner shall retain the right of access on the northerly 30 feet and the southerly 30 feet of that part of the above described tract lying northerly of the first above described exception.

Parcel 338H S.P. 7106 (169=18-23-3)

All right of access control, being the right of ingress to and egress from Tract A described below to the lands hereinbefore conveyed in Parcel 38, S.P. 18-23-3 and Parcel 238, S.P. 7106 (169=18-23-3):

Tract A. That part of the Southwest Quarter of the Northeast Quarter of Section 4, Township 35 North, Range 26 West, described as follows: Beginning at a point on the east line of Trunk Highway No. 169, distant 285.5 feet south of the point where said east line of said highway intersects the north line of

said Southwest Quarter of the Northeast Quarter; thence south along the east line of said highway 140 feet; thence east and parallel with the north line of said quarter quarter section a distance of 175 feet; thence north parallel with the east line of said quarter quarter section 140 feet; thence west parallel with the north line of said quarter quarter section 175 feet to the point of beginning;

except that the abutting owner shall retain the right of access on the northerly 30 feet thereof.

Parcel 338J S.P. 7106 (169=18-23-3)

All right of access control, being the right of ingress to and egress from Tract A described below to the lands hereinbefore conveyed in Parcel 38, S.P. 18-23-3 and Parcel 238, S.P. 7106 (169=18-23-3):

Tract A. That part of the Southwest Quarter of the Northeast Quarter of Section 4, Township 35 North, Range 26 West, described as follows: Beginning at a point on the east line of Trunk Highway No. 169, distant 426 feet south of where said east line of said highway intersects the north line of said Southwest Quarter of the Northeast Quarter of said Section 4; thence south along the east line of said highway 130 feet; thence east and parallel with the north line of said quarter quarter section a distance of 175 feet; thence north parallel with the east line of said quarter quarter section 130 feet; thence west parallel with the north line of said quarter quarter section 175 feet to the point of beginning;

except that the abutting owner shall retain the right of access on the southerly 30 feet of said tract.

Parcel 438B S.P. 7106 (169=18-23-3)

All of the following:

That part of the Southwest Quarter of the Northeast Quarter and the Northwest Quarter of the Southeast Quarter, both in Section 4, Township 35 North, Range 26 West, shown as Parcel 438B on the plats designated as State Highway Right of Way Plats Numbered 71-1 and 71-2 on file and of record in the office of the County Recorder in and for Sherburne County, Minnesota.

Parcel 438E S.P. 7106 (169=18-23-3)

All of the following:

That part of the Northwest Quarter of the Southeast Quarter of Section 4, Township 35 North, Range 26 West, shown as Parcel 438E on the plat designated as State Highway Right of Way Plat Numbered 71-1 on file and of record in the office of the County Recorder in and for Sherburne County, Minnesota.

Parcel 538B S.P. 7106 (169=18-23-3)

All of the following:

That part of the Southwest Quarter of the Northeast Quarter and the Northwest Quarter of the Southeast Quarter, both in Section 4, Township 35 North, Range 26 West, shown as Parcel 538B on the plat designated as Minnesota Department of Transportation Right of Way Plat Numbered 71-3 on file and of record in the office of the County Recorder in and for Sherburne County, Minnesota.

Parcel 538D S.P. 7106 (169=18-23-3)

All of the following:

That part of the Northwest Quarter of the Southeast Quarter of Section 4, Township 35 North, Range 26 West, shown as Parcel 538D on the plat designated as Minnesota Department of Transportation Right of Way Plat Numbered 71-3 on file and of record in the office of the County Recorder in and for Sherburne County, Minnesota.

Parcel 538E S.P. 7106 (169=18-23-3)

All of the following:

That part of the Northwest Quarter of the Southeast Quarter of Section 4, Township 35 North, Range 26 West, shown as Parcel 538E on the plat designated as Minnesota Department of Transportation Right of Way Plat Numbered 71-3 on file and of record in the office of the County Recorder in and for Sherburne County, Minnesota.

Parcel 538J S.P. 7106 (169=18-23-3)

All of the following:

That part of the Southwest Quarter of the Northeast Quarter of Section 4, Township 35 North, Range 26 West, shown as Parcel 538J on the plat designated as Minnesota Department of Transportation Right of Way Plat Numbered 71-3 on file and of record in the office of the County Recorder in and for Sherburne County, Minnesota.

Part of Parcel 39 S.P. 18-23-3
and
Part of Parcels 239, 339 and 439 S.P. 7106 (169=18-23-3)

That part of Tract A described below:

Tract A. The East Half of the Northwest Quarter of Section 4, Township 35 North, Range 26 West, Sherburne County, Minnesota;

which lies easterly of a line run parallel with and distant 75 feet westerly of Line 1 described below and northeasterly of Line 2 described below:

Line 1. Beginning at a point on the north line of said Section 4, distant 347.3 feet east of the north quarter corner thereof; thence run southwesterly at an angle of 64 degrees 42 minutes 00 seconds from said north section line (measured from west to south) for 574.31 feet; thence deflect to the left on a 2 degree 00 minute 00 second curve, delta angle 26 degrees 48 minutes 00 seconds for 1340 feet and there terminating;

Line 2. Commencing at the east quarter corner of said Section 9, Township 35 North, Range 26 West; thence run westerly on an azimuth of 269 degrees 33 minutes 32 seconds (azimuth oriented to Minnesota State Plane Coordinate System, Central Zone) for 2445.72 feet to Right of Way Boundary Corner B14 as shown on State Highway Right of Way Plat No. 71-1 as the same is on file and of record in the office of the County Recorder in and for Sherburne County; thence on an azimuth of 246 degrees 02 minutes 39 seconds along the boundary of said plat, for 45.57 feet to Right of Way Boundary Corner B15, which is the point of beginning of Line 2 to be described; thence on an azimuth of 359 degrees 03 minutes 26 seconds for 110 feet; thence on an

azimuth of 314 degrees 3 minutes 26 seconds for 137.90 feet; thence on an azimuth of 359 degrees 03 minutes 26 seconds for 520.87 feet; thence on an azimuth of 352 degrees 33 minutes 13 seconds for 243.11 feet; thence on an azimuth of 356 degrees 42 minutes 27 seconds for 460.79 feet; thence on an azimuth of 355 degrees 33 minutes 38 seconds for 532.52 feet; thence deflect to the right on a tangential curve having a radius of 11,403.55 feet and a delta angle of 3 degrees 30 minutes 00 seconds for 696.60 feet; thence on an azimuth of 359 degrees 03 minutes 38 seconds for 1509 feet; thence on an azimuth of 02 degrees 38 minutes 13 seconds for 400.78 feet; thence on an azimuth of 05 degrees 51 minutes 58 seconds for 331.77 feet; thence northerly 515.78 feet on a non-tangential curve concave to the west, having a radius of 1876.86 feet, a delta angle of 15 degrees 44 minutes 43 seconds and a chord azimuth of 359 degrees 03 minutes 38 seconds; thence on an azimuth of 350 degrees 59 minutes 52 seconds for 486.27 feet; thence northerly 570.01 feet on a non-tangential curve concave to the east, having a radius of 7689.44 feet, a delta angle of 04 degrees 14 minutes 50 seconds and a chord azimuth of 356 degrees 56 minutes 13 seconds; thence on an azimuth of 359 degrees 3 minutes 40 seconds for 50.47 feet; thence on an azimuth of 359 degrees 3 minutes 24 seconds for 25.45 feet; thence on an azimuth of 281 degrees 9 minutes 47 seconds for 141.26 feet to Right of Way Boundary Corner B8 as shown on Minnesota Department of Transportation Right of Way Plat No. 71-2 as the same is on file and of record in the office of the County Recorder in and for said county and there terminating.

together with all right of access control being the right of ingress to and egress from that part of said Parcels 39, 239 and 339 herein conveyed to the lands adjacent thereto, as shown on Minnesota Department of Transportation Right of Way Plat No. 71-2 by the access restriction symbol as part of Parcel 439.

Parcel 40 S.P. 18-23-3
and
Parcels 240 and 340 S.P. 7106 (169=18-23-3)

That part of Tract A described below:

Tract A. The Northwest Quarter of the Northeast Quarter of Section 4, Township 35 North, Range 26 West;

which lies within a distance of 75 feet on each side of the following described line:

Beginning at a point on the north line of said Section 4, distant 347.3 feet east of the north quarter corner thereof; thence run southwesterly at an angle of 64 degrees 42 minutes 00 seconds with said north section line for 469.1 feet; thence deflect to the left on a 3 degree 00 minute 00 second curve, delta angle 26 degrees 48 minutes 00 seconds, for 893.3 feet; thence on tangent to said curve for 100 feet and there terminating;

together with that part of Tract A hereinbefore described, adjoining and northwesterly of the above described strip, which lies southeasterly of a line run parallel with and distant 75 feet northwesterly of the following described line: Beginning at a point on the above described line, distant 369.1 feet southwesterly of its point of beginning; thence run southwesterly along said line for 100 feet; thence continue along the last described course for 105.21 feet; thence deflect to the left on a 2 degree 00 minute 00 second curve, delta angle 26 degrees 48 minutes 00 seconds for 1340 feet and there terminating.

Parcel 440A S.P. 7106 (169=18-23-3)

All of the following:

That part of the Northwest Quarter of the Northeast Quarter of Section 4, Township 35 North, Range 26 West, shown as Parcel 440A on the plat designated as State Highway Right of Way Plat Numbered 71-2 on file and of record in the office of the County Recorder in and for Sherburne County, Minnesota;

together with all right of access control, being the right of ingress to and egress from that part of said Parcel 440A herein conveyed to the lands adjacent thereto, as shown on said Plat No. 71-2 by the access restriction symbol.

Part of Parcel 437C S.P. 7106 (169=18-23-3)

That part of Tract A described below:

Tract A. That part of Outlot A, Buenaventura Vista, Baldwin Township, shown as Parcel 437C on the plat designated as State Highway Right of Way Plat Numbered 71-1 on file and of record in the office of the County Recorder in and for Sherburne County, Minnesota;

which lies northerly of Line 1 described below:

Line 1. Beginning at Right of Way Boundary Corner B132 as shown on said Plat No. 71-1; thence run southwesterly along the boundary of said plat on an azimuth of 255 degrees 49 minutes 34 seconds (azimuth oriented to Minnesota State Plane Coordinate System, Central Zone) for 219 feet to Right of Way Boundary Corner B33; thence on an azimuth of 269 degrees 01 minutes 24 seconds, 300 feet and there terminating;

together with all right of access control, being the right of ingress to and egress from that part of said Parcel 437C herein conveyed and to that part of Parcel 439 on S.P. 7106 (169=18-23-3) hereinafter conveyed to the lands adjacent thereto extending along the following described line: Beginning at a point on Line 1 described above, distant 190.97 feet easterly of its point of termination; thence run easterly along said Line 1 for 328.03 feet; thence on an azimuth of 89 degrees 01 minutes 24 seconds along the boundary of said plat 309.24 feet to Right of Way Boundary Corner B130 and there terminating.

Parcel 437D S.P. 7106 (169=18-23-3)

All of the following:

That part of the Northwest Quarter of the Southwest Quarter of Section 4, Township 35 North, Range 26 West, shown as Parcel 437D on the plat designated as State Highway Right of Way Plat Numbered 71-1 on file and of record in the office of the County Recorder in and for Sherburne County, Minnesota;

together with all right of access control, being the right of ingress to and egress from that part of said Parcel 437D herein conveyed to the lands adjacent thereto, as shown on said Plat No. 71-1 by the access restriction symbol.

Part of Parcel 439A S.P. 7106 (169=18-23-3)

All of the following:

That part of the Southwest Quarter of the Northwest Quarter and the Northwest Quarter of the Southwest Quarter, both in Section

4, Township 35 North, Range 26 West, shown as Parcel 439A on the plats designated as State Highway Right of Way Plats Numbered 71-1 and 71-2 on file and of record in the office of the County Recorder in and for Sherburne County, Minnesota.

Part of Parcel 439 S.P. 7106 (169=18-23-3)

That part of Tract A described below:

Tract A. That part of the South Half of the Northwest Quarter of Section 4, Township 35 North, Range 26 West, shown as Parcel 439 on the plat designated as State Highway Right of Way Plat Numbered 71-2 on file and of record in the office of the County Recorder in and for Sherburne County, Minnesota;

Tract B. That part of the Northwest Quarter of the Northwest Quarter of Section 4, Township 35 North, Range 26 West, shown as Parcel 439 on the plat designated as State Highway Right of Way Plat Numbered 71-2 on file and of record in the office of the County Recorder in and for Sherburne County, Minnesota;

which lies westerly of Line 1 described below:

Line 1. From the west quarter corner of said Section 4, run easterly along the east and west quarter line of said Section and the boundary of said plat on an azimuth of 89 degrees 01 minutes 24 seconds (azimuth oriented to Minnesota State Plane Coordinate System, Central Zone) for 1867.84 feet to Right of Way Boundary Corner B130, which is the point of beginning of Line 1 to be described; thence on an azimuth of 49 degrees 53 minutes 04 seconds for 120 feet; thence on an azimuth of 319 degrees 53 minutes 04 seconds for 185 feet; thence on an azimuth of 299 degrees 57 minutes 05 seconds for 130.34 feet and there terminating;

together with that part of Tract B hereinbefore described which lies westerly of the following described line: From the northeast corner of Section 5, Township 35 North, Range 26 West, run westerly on an azimuth of 270 degrees 03 minutes 10 seconds along the north line of said Section 5 and the boundary of said plat for 454.79 feet to Right of Way Boundary Corner B233 as shown on said plat; thence on an azimuth of 132 degrees 34 minutes 42 seconds for 670.17 feet to Right of Way Boundary Corner B32 which is the point of beginning of the line to be described; thence on an azimuth of 123 degrees 48 minutes 10 seconds for 92.24 feet to Right of Way Boundary Corner B30; thence on an azimuth of 213 degrees 08 minutes 38 seconds along the boundary of said plat for 136.39 feet to Right of Way Boundary Corner B31 and there terminating;

together with all right of access control, being the right of ingress to and egress from that part of said Parcel 439 herein conveyed to the lands adjacent thereto, as shown on said Plat No. 71-2 by the access restriction symbol.

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

RESERVATION CLAUSE:

Subject to the following restrictions and reservations:

No access shall be permitted to Trunk Highway No. 18 renumbered 169 from the lands herein described and conveyed in Parcels 34, 36, 37, 38 and 39 on S.P. 18-23-3 and in Parcels 236, 336, 436A, 436B, 238, 239, 339 and 439 on S.P. 7106 (169=18-23-3); except that access shall be permitted along the following described line: Commencing at the east quarter corner of Section 9, Township 35 North, Range 26 West; thence run westerly on an azimuth of 269 degrees 33 minutes 32 seconds (azimuth oriented to Minnesota State Plane Coordinate System, Central Zone) for 2445.72 feet to Right of Way Boundary Corner B14 as shown on State

Highway Right of Way Plat No. 71-1 as the same is on file and of record in the office of the County Recorder in and for Sherburne County; thence on an azimuth of 246 degrees 02 minutes 39 seconds along the boundary of said plat, for 45.57 feet to Right of Way Boundary Corner B15, which is the point of beginning of the line to be described; thence on an azimuth of 359 degrees 03 minutes 26 seconds for 110 feet and there terminating; also except that access shall be permitted along the following described line: From the west quarter corner of Section 4, Township 35 North, Range 26 West, run easterly along the east and west quarter line of said Section 4 and the boundary of State Highway Right of Way Plat No. 71-2 as the same is on file and of record in the office of the County Recorder in and for Sherburne County, on an azimuth of 89 degrees 01 minutes 24 seconds for 1867.84 feet to Right of Way Boundary Corner B130; thence on an azimuth of 49 degrees 53 minutes 04 seconds for 120 feet; thence on an azimuth of 319 degrees 53 minutes 04 seconds for 185 feet to the point of beginning of the line to be described; thence on an azimuth of 299 degrees 57 minutes 05 seconds for 130.34 feet and there terminating; also except that access shall be permitted along the following described line: From the north quarter corner of said Section 4, run easterly along the north line of said section on an azimuth of 90 degrees 22 minutes 15 seconds for 264.7 feet to Right of Way Boundary Corner B10 as shown on said Plat No. 71-2; thence on an azimuth of 205 degrees 51 minutes 38 seconds along the boundary of said plat for 538.85 feet to Right of Way Boundary Corner B9; thence on an azimuth of 197 degrees 00 minutes 12 seconds for 905.36 feet to Right of Way Boundary Corner B8, which is the point of beginning of the line to be described; thence on an azimuth of 101 degrees 09 minutes 47 seconds for 141.26 feet and there terminating;

The State of Minnesota reserves an easement in perpetuity for Drainage Ditch purposes on that part of Parcel 38 on S.P. 18-23-3 and Parcel 238 on S.P. 7106 (169=18-23-3) herein conveyed, b[illegible] that part of Tract A described below:

Tract A. That part of the Southwest Quarter of the Northeast Quarter and the Southeast Quarter of the Northwest Quarter of Section 4, both in Township 35 North, Range 26 West, Sherburne County, Minnesota;

which lies within a distance of 25 feet on each side of Line 1 described below:

Line 1. Commencing at the east quarter corner of said Section 4; thence run west on an azimuth of 269 degrees 01 minutes 24 seconds (azimuth oriented to Minnesota State Plane Coordinate System, Central Zone) along the east and west quarter line of said Section 4 for 2594.32 feet to Right of Way BVoundary Corner B131 as shown on State Highway Right of Way Plat No. 71-2; thence on an azimuth of 354 degrees 30 minutes 32 seconds along the boundary of said plat, 171.43 feet to Right of Way Boundary Corner B18; thence on an azimuth of 359 degrees 03 minutes 38 seconds along the boundary of said plat, 563.02 feet to the point of beginning of Line 1 to be described; thence on an azimuth of 269 degrees 03 minutes 38 seconds for 150 feet and there terminating.

Dated this 2nd day of July, 1987.

Approved as to form:

STATE OF MINNESOTA

John C Jeppesen
Special Assistant Attorney General

BY: Douglas H. Differt
~~(Commissioner of Transportation)~~
(Deputy Commissioner of Transportation)

Seal of the Commissioner of Transportation

STATE OF MINNESOTA )
) ss.
COUNTY OF RAMSEY )

On this 2nd day of July, 1987, before me, a Notary Public within and for said County, personally appeared Douglas H. Differt, to me personally known to be the person who executed the foregoing instrument and who did say that he is the ~~(Commissioner of Transportation)~~ (Deputy Commissioner of Transportation and duly authorized agent of the Commissioner of Transportation) of the State of Minnesota and acknowledged that he executed the foregoing instrument and caused the seal of the Commissioner of Transportation to be affixed thereto, by authority of Minnesota Statutes, Section 161.16, Subdivision 4, and as the free act and deed of said State.

Gloria A. Chada

GLORIA A CHADA
NOTARY PUBLIC-MINNESOTA
RAMSEY COUNTY
MY COMMISSION EXPIRES JANUARY 29, 1993

Approved as to execution:

John C Jeppesen
Special Assistant Attorney General

This instrument was drafted by the
State of Minnesota, Department of
Transportation, R/W Legal Section,
St. Paul, Minnesota 55155

**To:** Kayla Nielsen <deputy.clerk@baldwinmn.gov>
**Subject:** Fw: Circling back on PID 01-00420–0160

**Brad Schumacher**
Sherburne County Commissioner
District 5
Work: (763) 765-3001
Cell: (763) 203-2889
voteforschumacher.com
www.co.sherburne.mn.us
www.facebook.com/SherburneCountyMN

NOTICE: Unless restricted by law, email correspondence to and from Sherburne County government offices may be public data subject to the Minnesota Data Practices Act and/or may be disclosed to third parties

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**From:** Andrew Witter <Andrew.Witter@co.sherburne.mn.us>
**Sent:** Monday, August 24, 2026 11:50 AM
**To:** Brad Schumacher <Brad.Schumacher@co.sherburne.mn.us>
**Cc:** Bruce Messelt <Bruce.Messelt@co.sherburne.mn.us>
**Subject:** RE: Circling back on PID 01-00420–0160

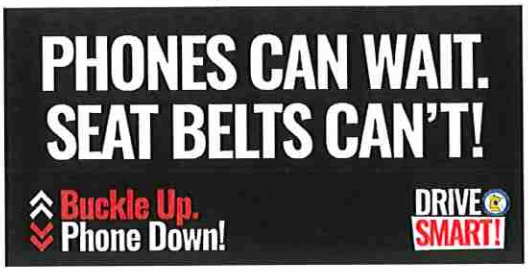
In short, MnDOT conveyed the road easement back to Sherburne County in 1987. With that, MNDOT conveyed both the easements and access rights to the County, which included access control along CSAH 2. That said, there is a process by which the property owner can request a break in the access control, to be considered by the County Board. Before considering such requests, we'd ask for a site plan for the proposed development. This allows us to adequately analyze the situation from an engineering perspective, like traffic volumes of county highway and property, sight distance, drainage, …

Now all that said, I would recommend we have a discussion with the City about accepting the route as a City Street and we can turn it back to them. This would be about ½ mile of County Highway 2, south of 317th Ave. (Highlight portion attached). This would allow for access spacings and development consistent with City standards vs County (Highway) standards.

Please let us know if you are comfortable and we can reach out to the City.

Respectfully,

**Andrew J. Witter, P.E.**
Public Works Director and County Engineer
13880 Business Center Dr. NW, Suite 100
Elk River, MN 55330-4668
Office - 763.765.3302
www.co.sherburne.mn.us/469/Public-Works




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**From:** Brad Schumacher <Brad.Schumacher@co.sherburne.mn.us>
**Sent:** Tuesday, August 18, 2026 4:13 PM
**To:** Andrew Witter <Andrew.Witter@co.sherburne.mn.us>
**Cc:** Bruce Messelt <Bruce.Messelt@co.sherburne.mn.us>
**Subject:** Re: Circling back on PID 01-00420–0160

Thank you.

I'll wait to hear from you before I contact the mayor

Voice to text from AirPods on my iPhone

**Brad Schumacher**
Sherburne County Commissioner
District 5
Work: (763) 765-3001
Cell: (763) 203-2889
www.co.sherburne.mn.us
www.facebook.com/SherburneCountyMN

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**From:** Andrew Witter <Andrew.Witter@co.sherburne.mn.us>
**Sent:** Tuesday, 18 August 2026 14:42:24
**To:** Brad Schumacher <Brad.Schumacher@co.sherburne.mn.us>
**Cc:** Bruce Messelt <Bruce.Messelt@co.sherburne.mn.us>
**Subject:** RE: Circling back on PID 01-00420–0160

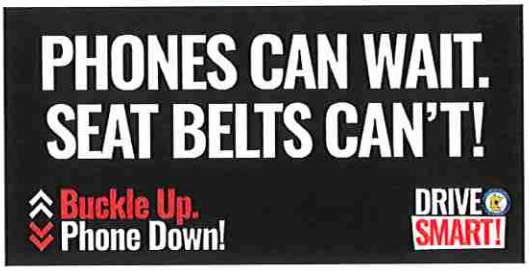
Commissioner,

We are looking into the situation. MnDOT has a plat with Access Control along the west property line of the subject property. We are seeing if this is accurate or if it's been modified. I would also suggest that we turnback the portion of CSAH 2 south of 317th. It's about ½ mile of road with no county function. Then the City would have authority over access and development vs relying on County Highway standards.

Stay tuned, after we complete our research and connect with MnDOT if needed.

SHERBURNE COUNTY

**Andrew J. Witter, P.E.**
Public Works Director and County Engineer
13880 Business Center Dr. NW, Suite 100
Elk River, MN 55330-4668
Office - 763.765.3302
www.co.sherburne.mn.us/469/Public-Works




---

**From:** Brad Schumacher <Brad.Schumacher@co.sherburne.mn.us>
**Sent:** Tuesday, August 18, 2026 8:08 AM
**To:** Andrew Witter <Andrew.Witter@co.sherburne.mn.us>
**Cc:** Bruce Messelt <Bruce.Messelt@co.sherburne.mn.us>; bed64@icloud.com
**Subject:** Circling back on PID 01-00420–0160

Andrew Witter,

I'm super excited to share the new zoning map with you and your staff from The City of Baldwin. Circling back on parcel # 01-00420-0160 the property owner would like to submit a driveway application for this parcel on the southern portion of his property.

Can you please send a link or location to find a driveway application.

Cc property owner Butch Drews

Voice to text from AirPods on my iPad

CITY OF BALDWIN -- 100TH STREET AND 297TH AVENUE ROAD PROJECT

| Property Owner Name | Parcel # | PID # | EASEMENT STATUS |
|---|---|---|---|
| Olson, Wayne | 1 | 01-00023-1300 | EASEMENT RECORDED |
| Nelson, Ruth (Trust) | 2 | 01-00023-4205 | EASEMENT RECORDED |
| Valencia, Luis and Claudia Zatarain Montiel | 3 | 01-00577-0105 | Reminder sent 7/30/25 |
| Villeneuve, Michael | 4 | 01-00023-1303 | EASEMENT RECORDED |
| Walker, Alan and Rosemarie | 5 | 01-00023-4201 | EASEMENT RECORDED |
| Gray, Steve | 6 | 01-00023-1301 | Reminder sent 7/30/25 |
| Peterson, Courtney and Bret Danneker | 7 | 01-00023-4210 | EASEMENT RECORDED |
| Servaty, Richard and Dawn | 8 | 01-00023-1302 | EASEMENT RECORDED |
| Triden, Thomas and Gail | 9 | 01-00023-1401 | EASEMENT RECORDED |
| Angstman, Myron and Suzanne | 10 | 01-00023-4100 | EASEMENT RECORDED |
| White, Brian and Kelly | 11 | 01-00482-0105 | EASEMENT RECORDED |
| Burd, Christopher and Elisabeth | 12 | 01-00482-0110 | EASEMENT RECORDED |
| Bieringer, Kenny and Megan | 14 | 01-00024-2300 | EASEMENT RECORDED |
| Anderson, Lowell and Celeste | 17 | 01-00024-2302 | EASEMENT RECORDED |
| Grussing, Christopher | 18 | 01-00024-3201 | Reminder sent 7/30/25 |
| Robinson, Lawrence | 19 | 01-00024-3202 | EASEMENT RECORDED |
| Peterson, Nathaniel | 20 | 01-00024-2301 | EASEMENT RECORDED |
| Kamolz, David | 21 | 01-00024-3100 | EASEMENT RECORDED |
| Bergmann, Gregory and Colleen | 22 | 01-00024-2403 | EASEMENT RECORDED |
| Stokes, Colin and Connie | 23 | 01-00024-3101 | EASEMENT RECORDED |
| Maus, Peter and Carla | 24 | 01-00024-2400 | EASEMENT RECORDED |
| Maus, Peter and Carla | 25 | 01-00024-2401 | EASEMENT RECORDED |
| Swedzinski, Jesse and Tegan (Trust) | 26 | 01-00024-3000 | Reminder sent 7/30/25 |
| Romp, Eric and Karen | 27 | 01-00024-2402 | EASEMENT RECORDED |
| Watson, Michael and Mindi | 28 | 01-00025-1303 | EASEMENT RECORDED |
| Pearson, Roger and Dianne (Trust) | 29 | 01-00536-0110 | EASEMENT RECORDED |
| Lero, Mary | 30 | 01-00025-2402 | Reminder sent 7/30/25 |
| Miller, Thomas and Jane (Trust) | 31 | 01-00025-1304 | EASEMENT RECORDED |
| Luebesmier, Jeffrey and Elizabeth | 32 | 01-00025-2401 | EASEMENT RECORDED |
| Weissenfluh, Steven and Diana | 33 | 01-00025-1300 | Reminder sent 7/30/25 |
| Johnson, Dodie | 34 | 01-00025-2400 | EASEMENT RECORDED |
| Weissenfluh, Steven and Diana | 35 | 01-00025-1305 | Reminder sent 7/30/25 |
| Weissenfluh, Steven and Diana | 36 | 01-00025-1201 | Reminder sent 7/30/25 |
| Wilson, Curtis and Norma | 37 | 01-00025-2000 | Reminder sent 7/30/25 |
| Weissenfluh, Steven and Diana | 38 | 01-00025-1202 | Reminder sent 7/30/25 |
| Ryall, Michael and Carol | 39 | 01-00025-2101 | Reminder sent 7/30/25 |
| Weissenfluh, Richard and Cynthia | 40 | 01-00025-1200 | Reminder sent 7/30/25 |
| Weissenfluh, Richard and Cynthia | 41 | 01-00025-1203 | Reminder sent 7/30/25 |
| Price, David | 42 | 01-00025-2002 | Reminder sent 7/30/25 |
| Price, Adam and Anna | 43 | 01-00533-0105 | Reminder sent 7/30/25 |
| Broda, Richard and Bonita (Trust) | 44 | 01-00024-4301 | EASEMENT RECORDED |
| Price, Adam and Anna | 45 | 01-00024-3400 | Reminder sent 7/30/25 |
| Broda, Richard and Bonita (Trust) | 46 | 01-00024-4302 | EASEMENT RECORDED |
| Zinniel, Troy | 47 | 01-00563-0110 | Reminder sent 7/30/25 |
| Zinniel, Troy | 48 | 01-00563-0105 | Reminder sent 7/30/25 |
| Buffington, Kyle | 49 | 01-00024-4200 | EASEMENT RECORDED |
| Gallus, Phyllis | 50 | 01-00024-1400 | Reminder sent 7/30/25 |
| Bohn, Bradley and Briony Laumer | 51 | 01-00024-2102 | EASEMENT RECORDED |
| Anderson, Debra Jane (Trust) | 52 | 01-00024-2101 | City will meet with property owner on 6/24/26 to sign |
| Minetor, Edward | 54 | 01-00024-2100 | EASEMENT RECORDED |
| Frink, Shawn and Lori | 56 | 01-00024-2000 | Reminder sent 7/30/25 |
| Cooke, Constance and Jordan Warren | 58 | 01-00013-3400 | City will meet with property owner on 6/24/26 to sign |
| Bowman, Seth and Sarah | 59 | 01-00481-0260 | EASEMENT RECORDED |
| Roghair, Daniel | 60 | 01-00013-3401 | Reminder sent 7/30/25 |

| | | | |
|---|---|---|---|
| Potvin, Scott | 61 | 01-00481-0205 | EASEMENT RECORDED |
| Lutgen, Craig and Jennifer | 62 | 01-00481-0110 | Reminder sent 7/30/25 |
| Thronson, Brent and Cassandra | 63 | 01-00013-4103 | EASEMENT RECORDED |
| Gaulke, John | 64 | 01-00481-0105 | EASEMENT RECORDED |
| Marino, Mike | 65 | 01-00013-3102 | Reminder sent 7/30/25 |
| Iisakka, Jeff and Donna | 66 | 01-00587-0115 | City will meet with property owner on 6/24/26 to sign |
| Christensen, Robert | 67 | 01-00564-0105 | Reminder sent 7/30/25 |
| West, Bruce and Melissa | 68 | 01-00587-0110 | City will meet with property owner on 6/24/26 to sign |
| Smith, Grant and Anitrina | 69 | 01-00013-3100 | EASEMENT RECORDED |
| Christian, David and Jennifer | 70 | 01-00587-0105 | EASEMENT RECORDED |
| Holland, Phillip | 71 | 01-00013-3105 | EASEMENT RECORDED |
| | | | |
| Haugen, Estate of Mabel Haugen | 16 | Unassigned | EASEMENT ALREADY AQCUIRED |
| NO FILE | 13 | NO FILE | |
| NO FILE | 15 | NO FILE | |
| NO FILE | 53 | NO FILE | |
| NO FILE | 55 | NO FILE | |
| NO FILE | 57 | NO FILE | |
| Bayview Loan Servicing, LLC | 72 | Unassigned. Same property as Parcel 65. Title issue with 30 feet | |

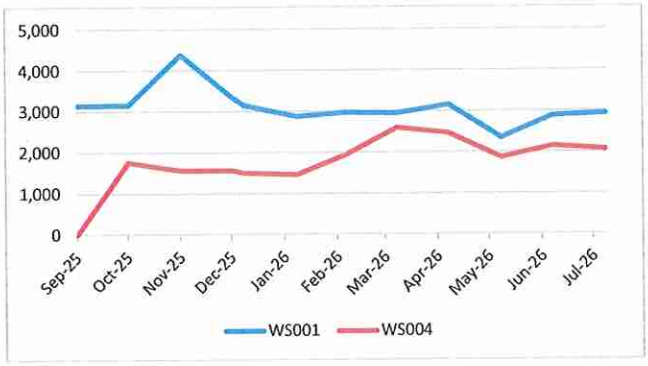
natural systems utilities

# Frontier Trails Wastewater Operation Summary

| | *Frequency* | | |
|---|---|---|---|
| **Pretreatment Module** | | | |
| Log pump run times and event counters | 1 / month | [X] Completed | [ ] Not Completed |
| Verify pumps are operational | 1 / month | [X] Completed | [ ] Not Completed |
| Perform amp draw and voltage checks | 2 / month | [X] Completed | [ ] Not Completed |
| Check for orifice plugging | 2 / year | [ ] Completed | [X] Not Completed |
| Verify open pipes in VFW to flush solids | 4 / year | [ ] Completed | [X] Not Completed |
| Check blower for proper operation | 1 / month | [X] Completed | [ ] Not Completed |
| **Disposal System** | | | |
| Sample effluent at WS007 | 4 / year | [X] Completed | [ ] Not Completed |
| Visually inspect the drainfields | 1 / month | [X] Completed | [ ] Not Completed |
| Verify pumps are operational | 2 / month | [X] Completed | [ ] Not Completed |
| Turn pumps to hand to observe diverter operation at drainfields | 2 / month | [X] Completed | [ ] Not Completed |
| Sample wells at GW001-GW004 (Apr, July, Oct) | 3 / year | [ ] Completed | [X] Not Completed |
| **Special Requirements** | | | |
| Home counts (Jun, Dec) | 2 / year | [ ] Completed | [X] Not Completed |

**Monthly Flow Data**

| | | |
|---|---|---|
| Current flow reading | 2941 | gpd |
| Previous flow reading | 2880 | gpd |
| Increase/decrease | 61 | gpd |




**Comments**

August operations remained compliant and generally stable at Frontier Trails North and South. Routine inspections, process monitoring, flow documentation, and required compliance sampling were completed. Minor process adjustments were made as needed to maintain nitrogen treatment performance. No major operational or maintenance issues occurred during the month.

**Future Maintenance Needs**

Replace missing dose-tank lock; no other major maintenance or repairs pending.

| | | | | |
|---|---|---|---|---|
| **Date:** | 8/5/2026 | 8/12/2026 | 8/20/2026 | 8/27/2026 |
| **Operator:** | TL | TL | TL | TL |



part of saur mission water

FACILITY NAME/ADDRESS:
Frontier Trails Homeowners Association
unknown
Baldwin Township, MN 55371

STATION INFORMATION:
WS007 (End of Pipe New Drainfield)
Waste Stream

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

WASTEWATER TREATMENT
DISCHARGE MONITORING REPORT

| PERMIT # | LIMIT STATUS | FORMER # |
|---|---|---|
| MN0064459 | Phase 2 | |

| MONITORING PERIOD | | | |
|---|---|---|---|
| | YEAR\|MO\|DAY | | YEAR\|MO\|DAY |
| FROM: | 2026-08-01 | TO: | 2026-08-31 |

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

| PARAMETER | | QUANTITY | | UNITS | CONCENTRATION | | | UNITS | FREQUENCY OF ANALYSIS | SAMPLE TYPE | Exception |
|---|---|---|---|---|---|---|---|---|---|---|---|
| BOD, Carbonaceous 05 Day (20 Deg C) 80082 | SAMPLE | ***** | ***** | | ***** | 34 | ***** | mg/L | twice per month | Grab | |
| | VALUE | | | | | | | | | | |
| | PERMIT | ***** | ***** | | ***** | REPORT | ***** | | twice per month | Grab | |
| | REQ | | | | | calendar month average | | | | | |
| Chloride, Total 00940 | SAMPLE | ***** | ***** | | ***** | 836 | ***** | mg/L | twice per month | Grab | |
| | VALUE | | | | | | | | | | |
| | PERMIT | ***** | ***** | | ***** | REPORT | ***** | | twice per month | Grab | |
| | REQ | | | | | calendar month average | | | | | |
| Nitrite Plus Nitrate, Total (as N) 00630 | SAMPLE | ***** | ***** | | ***** | <.03 | ***** | mg/L | twice per month | Grab | |
| | VALUE | | | | | | | | | | |
| | PERMIT | ***** | ***** | | ***** | REPORT | ***** | | twice per month | Grab | |
| | REQ | | | | | calendar month average | | | | | |
| Nitrogen, Kjeldahl, Total 00625 | SAMPLE | ***** | ***** | | ***** | 8.33 | ***** | mg/L | twice per month | Grab | |
| | VALUE | | | | | | | | | | |
| | PERMIT | ***** | ***** | | ***** | REPORT | ***** | | twice per month | Grab | |
| | REQ | | | | | calendar month average | | | | | |
| Nitrogen, Total (as N) 00600 | SAMPLE | ***** | ***** | | ***** | 8.3 | ***** | mg/L | twice per month | Grab | |
| | VALUE | | | | | | | | | | |
| | PERMIT | ***** | ***** | | ***** | 10.0 | ***** | | twice per month | Grab | |
| | REQ | | | | | calendar month average | | | | | |
| Solids, Total Suspended (TSS) 00530 | SAMPLE | ***** | ***** | | ***** | 12 | ***** | mg/L | twice per month | Grab | |
| | VALUE | | | | | | | | | | |
| | PERMIT | ***** | ***** | | ***** | REPORT | ***** | | twice per month | Grab | |
| | REQ | | | | | calendar month average | | | | | |

COMMENTS:

FACILITY NAME/ADDRESS:
Frontier Trails Homeowners Association
unknown
Baldwin Township, MN 55371

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

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

# WASTEWATER TREATMENT
# DISCHARGE MONITORING REPORT

| PERMIT # | LIMIT STATUS | FORMER # |
|---|---|---|
| MN0064459 | | |

| MONITORING PERIOD | | | |
|---|---|---|---|
| YEAR\|MO\|DAY | | YEAR\|MO\|DAY | |
| FROM: 2026-08-01 | | TO: 2026-08-31 | |

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

| PARAMETER | | QUANTITY | | UNITS | CONCENTRATION | | | UNITS | FREQUENCY OF ANALYSIS | SAMPLE TYPE | Exception |
|---|---|---|---|---|---|---|---|---|---|---|---|
| BOD, Carbonaceous 05 Day (20 Deg C) 80082 | SAMPLE | ***** | ***** | | ***** | 12 | ***** | mg/L | twice per month | Grab | |
| | VALUE | | | | | | | | | | |
| | PERMIT | ***** | ***** | | ***** | REPORT | ***** | | twice per month | Grab | |
| | REQ | | | | | calendar month average | | | | | |
| Flow 50050 | SAMPLE | ***** | .0642 | Mgal | ***** | .00207 | .00232 | mgd | once per day | Measurement, Continuous | |
| | VALUE | | | | | | | | | | |
| | PERMIT | ***** | REPORT | | ***** | 0.00682 | 0.01023 | | once per day | Measurement, Continuous | |
| | REQ | | calendar month total | | | calendar month average | daily maximum | | | | |
| pH 00400 | SAMPLE | ***** | ***** | | 6.21 | ***** | 7.12 | SU | twice per month | Grab | |
| | VALUE | | | | | | | | | | |
| | PERMIT | ***** | ***** | | REPORT | ***** | REPORT | | twice per month | Grab | |
| | REQ | | | | calendar month minimum | | calendar month maximum | | | | |
| Solids, Total Suspended (TSS) 00530 | SAMPLE | ***** | ***** | | ***** | 9.6 | ***** | mg/L | twice per month | Grab | |
| | VALUE | | | | | | | | | | |
| | PERMIT | ***** | ***** | | ***** | REPORT | ***** | | twice per month | Grab | |
| | REQ | | | | | calendar month average | | | | | |

COMMENTS:

FACILITY NAME/ADDRESS:
Frontier Trails Homeowners Association
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 occured for this station):

# WASTEWATER TREATMENT
# DISCHARGE MONITORING REPORT

| PERMIT # | LIMIT STATUS | FORMER # |
|---|---|---|
| MN0064459 | | |

MONITORING PERIOD

| | YEAR | MO | DAY |
|---|---|---|---|
| FROM: | 2026-08-01 | | |
| TO: | 2026-08-31 | | |

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

| PARAMETER | | QUANTITY | | UNITS | CONCENTRATION | | | UNITS | FREQUENCY OF ANALYSIS | SAMPLE TYPE | Exception |
|---|---|---|---|---|---|---|---|---|---|---|---|
| BOD, Carbonaceous 05 Day (20 Deg C) 80082 | SAMPLE | ***** | ***** | | ***** | 56 | ***** | mg/L | twice per month | Grab | |
| | VALUE | | | | | | | | | | |
| | PERMIT | ***** | ***** | | ***** | REPORT | ***** | | twice per month | Grab | |
| | REQ | | | | | calendar month average | | | | | |
| Flow 50050 | SAMPLE | ***** | .0912 | Mgal | ***** | .00294 | .00308 | mgd | once per day | Measurement, Continuous | |
| | VALUE | | | | | | | | | | |
| | PERMIT | ***** | REPORT | | ***** | 0.00682 | 0.01023 | | once per day | Measurement, Continuous | |
| | REQ | | calendar month total | | | calendar month average | daily maximum | | | | |
| pH 00400 | SAMPLE | ***** | ***** | | 6.35 | ***** | 6.8 | SU | twice per month | Grab | |
| | VALUE | | | | | | | | | | |
| | PERMIT | ***** | ***** | | REPORT | ***** | REPORT | | twice per month | Grab | |
| | REQ | | | | calendar month minimum | | calendar month maximum | | | | |
| Precipitation 00193 | SAMPLE | ***** | 1.11 | In | ***** | ***** | ***** | | once per day | Measurement | |
| | VALUE | | | | | | | | | | |
| | PERMIT | ***** | REPORT | | ***** | ***** | ***** | | once per day | Measurement | |
| | REQ | | calendar month total | | | | | | | | |
| Solids, Total Suspended (TSS) 00530 | SAMPLE | ***** | ***** | | ***** | 29 | ***** | mg/L | twice per month | Grab | |
| | VALUE | | | | | | | | | | |
| | PERMIT | ***** | ***** | | ***** | REPORT | ***** | | twice per month | Grab | |
| | REQ | | | | | calendar month average | | | | | |

COMMENTS:

# BALDWIN TOWNSHIP

## 602 Transactions

2026

August

| Last Dim Descr | Search Name | Dr/Cr Amt | Comments |
|---|---|---|---|
| R Revenue | | | |
| Late Payments Se | | -$140.78 | UB Receipt Serv Pen 1 Frontier Trails |
| Sewer Charges | | $186.00 | [redacted] |
| Sewer Charges | | $186.00 | [redacted] |
| Sewer Charges | | $165.00 | [redacted] |
| Sewer Charges | | $200.00 | [redacted] |
| Sewer Charges | | $200.00 | [redacted] |
| Sewer Charges | | $186.00 | [redacted] |
| Sewer Charges | Credit Card Payments | -$186.00 | [redacted] |
| Sewer Charges | Credit Card Payments | -$165.00 | [redacted] |
| Sewer Charges | Frontier Trails | $186.00 | [redacted] |
| Sewer Charges | Credit Card Payments | -$608.00 | [redacted] |
| Sewer Charges | | -$5,328.22 | [redacted] |
| Sewer Charges | Credit Card Payments | -$397.00 | [redacted] |
| R Revenue | | -$5,516.00 | |
| G General Ledger | | | |
| Deferred Revenue | | -$760.00 | UB UR Receipt Group 01 FRONTIER TRAILS |
| G General Ledger | | -$760.00 | |
| E Expenditure | | | |
| Electric Utilities | Connexus Energy | $416.53 | Electric |
| Employer Paid Ins | | $6.80 | Labor Distribution |
| FICA Contributions | | $6.85 | Labor Distribution |
| FICA Contributions | | $1.71 | Labor Distribution |
| Fuel | Princeton Gas | $28.64 | Mower Gas |
| Fuel | Princeton Gas | $88.47 | PW Gasoline Mowers |
| Medicare Contribut | | $0.40 | Labor Distribution |
| Medicare Contribut | | $1.60 | Labor Distribution |
| MN Paid Leave Ins | | $0.96 | Labor Distribution |
| MN Paid Leave Ins | | $0.24 | Labor Distribution |
| Other Professional | Minnesota Pollution Control Agency | $1,240.00 | Frontier Trails WWTF Permit |
| Other Professional | Natural Systems Utilities | $2,096.39 | Frontier Trails Service Provider Aug 2026 |
| Pera Contributions | | $8.25 | Labor Distribution |
| Pera Contributions | | $2.07 | Labor Distribution |
| Postage | Elan Financial Services | $36.60 | Frontier Trails SSD Postage |
| Salaries and Wage | | $27.51 | Labor Distribution |
| Salaries and Wage | | $110.04 | Labor Distribution |
| E Expenditure | | $4,073.06 | |
| | | -$2,202.94 | |

$6276.00 - Revenues

# BALDWIN TOWNSHIP

## *Cash Balances

**Cash Account: 10100**

**August 2026**

| Fund | Begin August 2026 | Receipts | Disbursements | Transfers Rec/Disb | Transfers Journal Entries | JE Payroll | Balance No Investments | Investments | Balance | |
|---|---|---|---|---|---|---|---|---|---|---|
| **10100 - Old National Bank** | | | | | | | | | | |
| 101 - General Fund | ($441,850.97) | $35,687.63 | ($133,805.35) | $0.00 | $0.00 | ($19,271.14) | ($559,239.83) | $0.00 | ($559,239.83) | In Bal |
| 225 - Cemetery Fund | $16,030.72 | | ($117.11) | $0.00 | $0.00 | ($1,525.14) | $14,388.47 | | $14,388.47 | In Bal |
| 250 - Fire Fund | $144,079.40 | $1,854.00 | ($44,193.19) | $0.00 | $0.00 | ($3,256.91) | $98,483.30 | | $98,483.30 | In Bal |
| 275 - Street Capital | $1,001,069.42 | | ($113,440.71) | $0.00 | $0.00 | | $887,628.71 | | $887,628.71 | In Bal |
| 301 - G.O. 2017A | $249,674.71 | | | $0.00 | $0.00 | | $249,674.71 | | $249,674.71 | In Bal |
| 302 - G.O. 2024A | $56,206.94 | | | $0.00 | $0.00 | | $56,206.94 | | $56,206.94 | In Bal |
| 401 - Capital Project Fund | $169,820.09 | | ($10,122.97) | $0.00 | $0.00 | | $159,697.12 | | $159,697.12 | In Bal |
| 402 - Fire Services | $9,930.34 | | | $0.00 | $0.00 | | $9,930.34 | | $9,930.34 | In Bal |
| 403 - Fire Infrastructure Fund | $289,700.70 | | | $0.00 | $0.00 | | $289,700.70 | | $289,700.70 | In Bal |
| 404 - Parks Capital Fund | $95,123.52 | | ($1,992.56) | $0.00 | $0.00 | ($4,141.06) | $88,989.90 | | $88,989.90 | In Bal |
| 602 - Sewer Fund | $58,387.98 | $6,276.00 | ($3,906.63) | $0.00 | $0.00 | ($166.43) | $60,590.92 | | $60,590.92 | In Bal |
| 801 - Developers Account - Escrow | $165,627.64 | $2,908.00 | ($18,826.02) | $0.00 | $0.00 | | $149,709.62 | | $149,709.62 | In Bal |
| 802 - Baldwin Estates Escrow | $2,389.61 | | | $0.00 | $0.00 | | $2,389.61 | | $2,389.61 | In Bal |
| 804 - Buck Run Escrow | $15,329.31 | | | $0.00 | $0.00 | | $15,329.31 | | $15,329.31 | In Bal |
| 805 - Sumser Farms 1st Addt Escr | $2,186.41 | | | $0.00 | $0.00 | | $2,186.41 | | $2,186.41 | In Bal |

| | MTD Amounts | YTD Amounts |
|---|---|---|
| **Begin** | $1,833,705.82 | $1,725,230.87 |
| Receipt | $46,725.63 | $1,661,629.23 |
| Disbursements | ($326,404.54) | ($1,575,020.95) |
| Transfers Rec/Disb | $0.00 | $0.00 |
| Transfers JE | $0.00 | $2.04 |
| JE Payroll | ($28,360.68) | ($286,174.96) |

| | MTD Amounts | Begin + YTD | |
|---|---|---|---|
| Investments | $0.00 | $0.00 | |
| Petty Cash | $0.00 | $0.00 | |
| Savings | $0.00 | $0.00 | |
| Money Market | $0.00 | $0.00 | |
| **Balance** | $1,525,666.23 | In Balance | |

CITY OF BALDWIN
30239 128th Street, Princeton MN 55371

# CITY OF BALDWIN
# SNOWPLOW AND ICE CONTROL OPERATIONS

Snow removal and/or ice control operations will begin under the direction of the City Council and/or designated representative. Operations will begin when **two or more inches** of snow have fallen. It is the intent of the City to complete plowing, widening, and sanding operations within 48 hours of the time the snowfall ceases, but such operations typically will not remove all snow or ice from the roads. Residents are reminded to use caution while driving, as the legal speed limit may not be safe or reasonable during winter weather conditions. Snow and ice removal operations may be suspended during periods of limited or zero visibility and when weather conditions make snow and ice control operations unusually dangerous for the snow plow operators.

ICE CONTROL AND SALT/SAND APPLICATION

1. First Priority — Priority routes, high volume intersections, hills and curves
2. Second Priority — Stop intersections, moderate volume intersections
3. Third Priority — Residential intersections

PROPERTY DAMAGE: The City will not be responsible for any of the following damage occurring during the normal course of snow removal from City roads: 1) mailboxes or fences damaged by thrown snow or from improperly placed mailboxes per Postmaster policy; and 2) damage to landscaping or objects within the City road right-of-way.

RESPONSIBILITY OF RESIDENTS: Responsibilities include clearing their own driveways, clearing areas for trash cans, clearing around mailboxes and newspaper delivery tubes. These areas should be cleared without depositing any snow into the street. There also must not be any large piles, which obstruct vision of driveways. Trash cans must not be placed on the street surfaces. The City will not clear private drives. Parking of vehicles or other objects on City roads from November 1st through April 30th is prohibited. Any illegally parked vehicles may be towed to an impound lot at the car owner's expense.

Residents are reminded that it is against the law to plow snow from your driveway across a public road as this creates a hazardous situation for the public using the roads. Property owners who plow snow into the right of way will be billed for the cost of the City removing this snow.

Baldwin City Council
(Revised 2/2/06)
(Revised 12/16/19)
(Revised 12/12/24)

**Joan Heinen**

**From:** Tom Rush
**Sent:** Wednesday, September 9, 2026 8:54 AM
**To:** Joan Heinen
**Cc:** Alan Walker
**Subject:** Re: Baldwin/RE: Cemetery update and 9/16 Agenda

Hi Joan,
Let's add the FD PERA to the 10/7 meeting. If I recall Jeff will not be there. Information from Robin on the ladder truck.

Last two years out of 676 calls the ladder has been used for
3 mutual aides one to Princeton and two to Zimmerman to haul FF to the scene it didn't spray water
2 times in Baldwin to block traffic .

Thanks

Get Outlook for iOS

---

**From:** Joan Heinen <city.clerk@baldwinmn.gov>
**Sent:** Wednesday, 09 September 2026 08:27:41
**To:** Tom Rush <councilmemberD@baldwinmn.gov>
**Cc:** Alan Walker <councilmemberC@baldwinmn.gov>
**Subject:** Baldwin/RE: Cemetery update and 9/16 Agenda

Will do.
Do you want added to the 9/16 agenda the resolution to increase the FD Statewide Plan/Pera?
Is there anything you can think of to add under roads? I'd assume we won't have a Public Works Report??

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

**From:** Tom Rush <councilmemberD@baldwinmn.gov>
**Sent:** Tuesday, September 8, 2026 10:26 AM
**To:** Joan Heinen <city.clerk@baldwinmn.gov>; Kayla Nielsen <deputy.clerk@baldwinmn.gov>
**Subject:** Cemetery update

Gm Joan,
Please add to 9/16 meeting about adding metal markers on the cement markers and purchasing orange plastic fiberglass markers to mark during the winter months.

**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 Tennessen 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 Tennessen 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 Tennessen warning is not required when an individual is requested to supply investigative data to a law enforcement officer. A Tennessen 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:_____

City of Baldwin
30239 128th Street N.W.
Baldwin, MN 55371
Phone: 763-389-8931 Fax 763-389-2751

# 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 are 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 keepabout 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 Tennessen 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 orguardian 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 proves 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 are 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: I nspection 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* notarizedor certified copies of the documents that are required *or* an affidavit of ID.

DEPARTMENT OF ADMINISTRATION
DATA PRACTICES

# 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/).

## 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)). **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)) must explain the rights of data subjects.

Data Practices Office developed a worksheet (/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).

# 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).

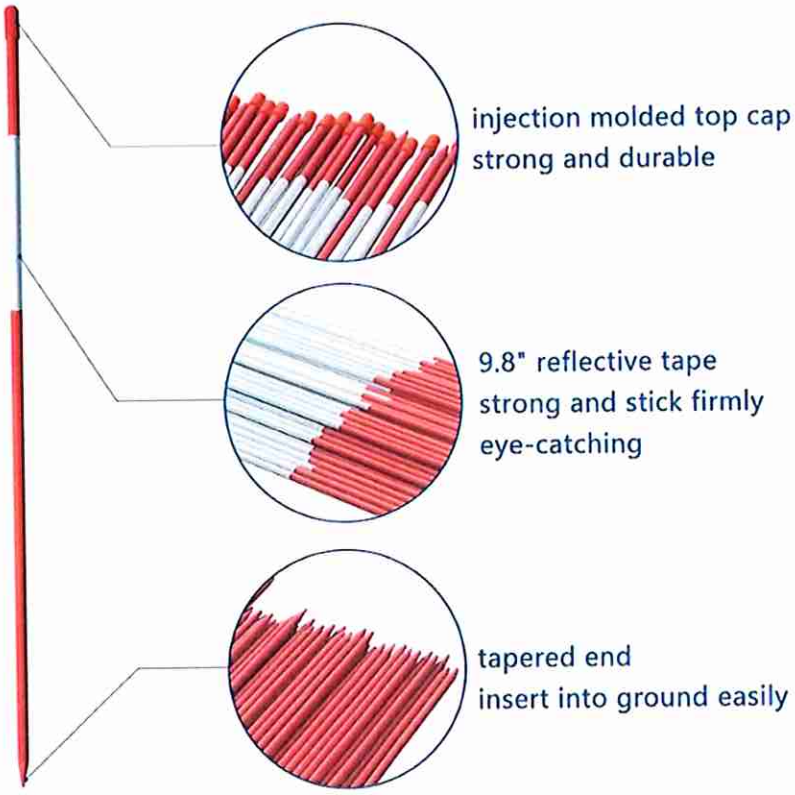
Other suggestions to implement this requirement:

- 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.






# Autoparts 100Pack 48In Driveway Markers, 5/16-Inch Diameter Snow Stakes

Made of Fibreglass, Orange, 4Ft Snow Markers for Driveway

Brand: Autoparts

4.5 ★★★★½ (267)

**Amazon's Choice**

**50+ bought** in past month

$69.94 ($0.70 / count)

Get $50 off instantly: Pay $19.94 upon approval for Amazon Visa.

Size: **48" x 5/16"-100pcs**

| 48" x 1/4"-50pcs | 48" x 5/16"-20pcs | 48" x 5/16"-50pcs | 48" x 5/16"-100... |
|---|---|---|---|
| $37.13 ($0.74 / count) | $25.88 ($1.29 / count) ~~$27.25~~ | $40.68 ($0.81 / count) | $69.94 ($0.70 / count) |

| 72" x 5/16"-25pcs | 72" x 5/16"-100... |
|---|---|
| $54.36 ($2.17 / count) ~~$57.23~~ | $98.88 ($0.99 / count) |

**Material** Fiberglass

prime

Enjoy fast, free delivery, exclusive deals, and award-winning movies & TV shows.

Join Prime

$69.94 ($0.70 / count)

FREE delivery **Tuesday, September 22.** Details

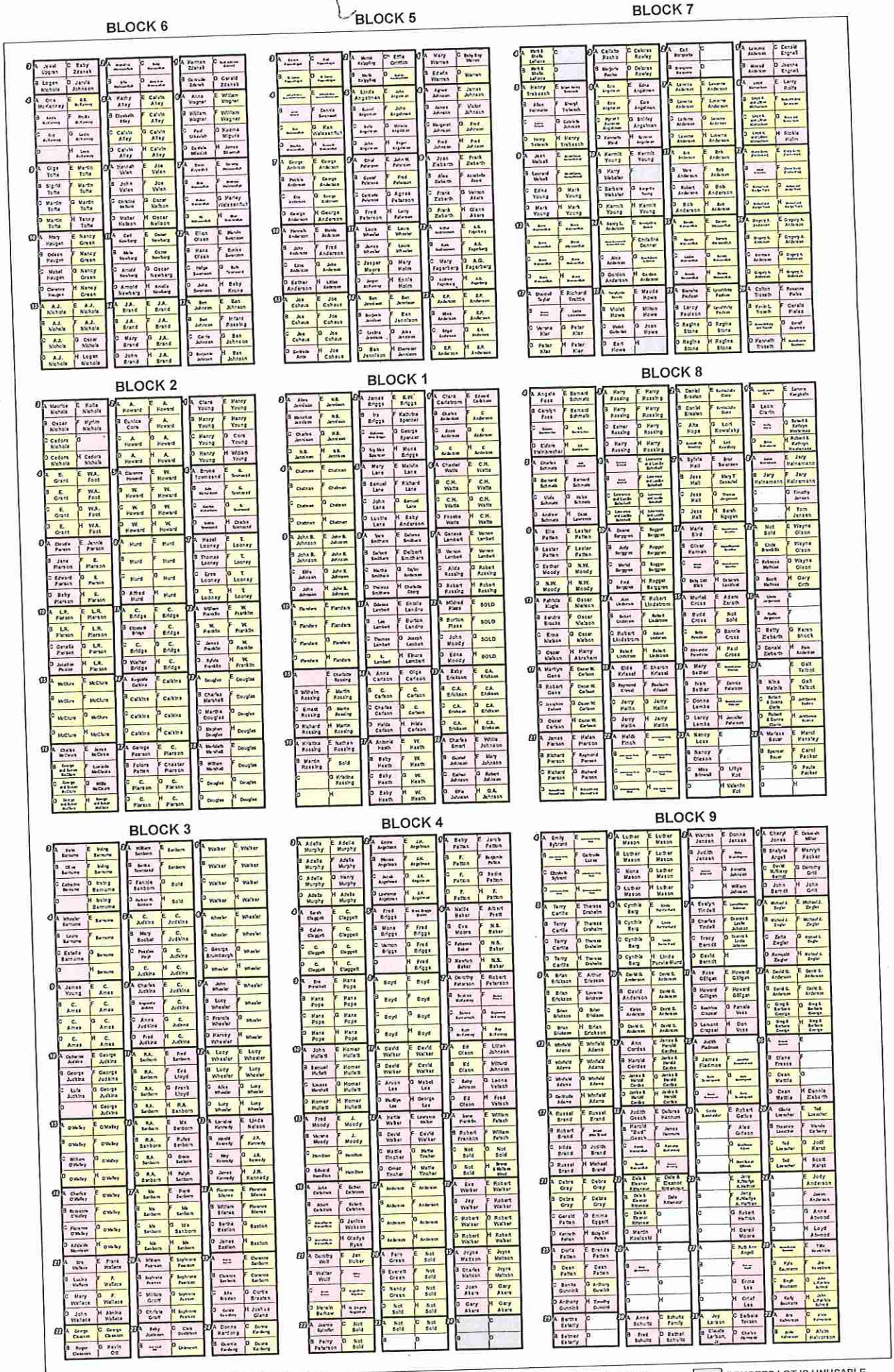
Delivering to Princeton 55371 - Update location

**Only 18 left in stock - order soon.**

Quantity: 1

Add to cart

Buy Now


BLOCK 6
BLOCK 5
BLOCK 7
BLOCK 2
BLOCK 1
BLOCK 8
BLOCK 3
BLOCK 4
BLOCK 9
DENOTES LOT IS SOLD
DENOTES LOT IS OCCUPIED
DENOTES LOT IS AVAILABLE
DENOTES LOT IS UNUSABLE

# CITY OF BALDWIN
# PERSONNEL POLICY

CITY OF BALDWIN
30239 128th St. N.W.
P.O. Box 25
Princeton, MN 55371

ADOPTED BY THE BALDWIN CITY COUNCIL
June 9, 2025

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## INTRODUCTION

### Purpose

The purpose of these policies is to establish a uniform and equitable system of personnel administration for employees of the City of Baldwin. They should not be construed as contract terms. The policies are not intended to cover every situation that might arise and can be amended at any time at the sole discretion of the City. These policies supersede all previous personnel policies.

Except as otherwise prohibited by law, the City of Baldwin has the right to terminate any employee at any time for any or no reason. Employees may similarly terminate employment at any time for any reason.

### Scope

These policies apply to all employees of the City. Except where specifically noted, these policies do not apply to:

1. Elected Officials;
2. City Attorney;
3. Members of City Council, Commissions and Committees;
4. Consultants and Contractors;
5. Volunteers, except as specifically noted for paid per-call-firefighters.

If any specific provisions of the Personnel Policies conflict with any current union agreement or civil service rules applicable to the City, the union agreement or civil service rules will prevail. Any policy or portion thereof, that does not conflict with a labor agreement, will remain in full force and effect and will continue to govern the actions of all covered employees. Nothing in these policies is intended to modify or supersede any applicable provision of state or federal law.

Departments may have special work rules deemed necessary by the supervisor and approved by the City Council for the achievement of objectives of that department. Each employee will be given a copy of such work rules by the department upon hiring and such rules will be further explained and enforcement discussed with the employee by the immediate supervisor.

### EEO Policy Statement

The City of Baldwin is committed to providing equal opportunity in all areas of employment, including but not limited to hiring, demotion, transfer, recruitment, selection, lay-off, disciplinary action, termination, compensation and selection for training. The City of Baldwin will not discriminate against any employee or job applicant on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, disability, age, marital status, status with regard to public assistance, or membership on a local human rights commission.

### Data Practices Advisory

Employee records are maintained in a location designated by the City Council. Personnel data is kept in personnel files, finance files, and benefit/medical files. Information is used to administer

employee salary and benefit programs, process payroll, complete state and federal reports, document employee performance, etc.

Employees have the right to know what data is retained, where it is kept, and how it is used. All employee data will be received, retained, and disseminated according to the Minnesota Government Data Practices Act.

**News Releases**

Formal news releases concerning municipal affairs are the responsibility of the City Council. All media interviews must be approved by the City Council before the interview. All contacts with the media should be reported to the City Council as soon as practicable.

No City employee is authorized to speak on behalf of the City without prior authorization from the City Council or his/her designee.

All news releases concerning City personnel will be the responsibility of the City Council.

## CITYWIDE WORK RULES & CODE OF CONDUCT

### Conduct as a City Employee

In accepting City employment, employees become representatives of the City and are responsible for assisting and serving the citizens for whom they work. An employee's primary responsibility is to serve the residents of Baldwin. Employees should exhibit conduct that is ethical, professional, responsive, and of standards becoming of a City employee. To achieve this goal, employees must adhere to established policies, rules, and procedures and follow the instructions of their supervisors.

The following are job requirements for every position at the City of Baldwin. All employees are expected to:

- Perform assigned duties to the best of their ability at all times.
- Render prompt and courteous service to the public at all times.
- Read, understand and comply with the rules and regulations as set forth in these Personnel Policies as well as those of their departments.
- Conduct themselves with decorum toward both residents and staff and respond to inquiries and information requests with patience and every possible courtesy.
- Report any and all unsafe conditions to the immediate supervisor.
- Maintain good attendance.

### Attendance & Absence

The operations and standards of service in the City of Baldwin require that employees be at work unless valid reasons warrant absence. In order for a team to function efficiently and effectively, employees must be on the job. Attendance is an essential function of every City position.

Employees who are going to be absent from work are required to notify their supervisor as soon as possible in advance of the absence. In case of unexpected absence, employees should call their supervisor before the scheduled starting time. If the supervisor is not available at the time, the employee should leave a message that includes a telephone number where he/she can be reached and/or contact any other individual who was designated by the supervisor. Failure to use established reporting process will be grounds for disciplinary action. Departments may establish more specific reporting procedures.

The employee must call the supervisor on each day of an absence extending beyond one (1) day unless arrangements otherwise have been made with the supervisor. Employees who are absent for three (3) days or more and who do not report the absence in accordance with this policy, will be considered to have voluntarily resigned not in good standing. The City may waive this rule if extenuating circumstances warranted such behavior. This policy does not preclude the City from administering discipline for unexcused absences of less than three (3) days.

### Access to and Use of City Property

Any employee who has authorized possession of keys, tools, cell phones, pagers, or other City-owned equipment must register his/her name and the serial number (if applicable) or identifying information about the equipment with his/her supervisor. All such equipment must be turned in

and accounted for by any employee leaving employment with the City in order to resign in good standing.

Employees are responsible for the safekeeping and care of all such equipment. The duplication of keys owned by the City is prohibited unless authorized by the City Council. Any employee found having an unauthorized duplicate key will be subject to disciplinary action.

**Appearance**
Departments may establish dress codes for employees as part of departmental rules. Personal appearance should be appropriate to the nature of the work and contacts with other people and should present a positive image to the public. Clothing, jewelry or other items that could present a safety hazard are not acceptable in the workplace.

**Conflict of Interest**
City employees are to remove themselves from situations in which they would have to take action or make a decision where that action or decision could be a perceived or actual conflict of interest. If an employee has any question about whether such a conflict exists, he/she should consult with the City Council.

**Falsification of Records**
Any employee who makes false statements or commits, or attempts to commit, fraud in an effort to prevent the impartial application of these policies will be subject to immediate disciplinary action up to and including termination and potential criminal prosecution.

**Personal Telephone Calls**
Personal telephone calls are to be made or received only when truly necessary. They are not to interfere with City work and are to be completed as quickly as possible. Any personal long distance call costs will be paid for by the employee. Please refer to the Cell Phone policy for information on use of cellular phones.

**Political Activity**
City employees have the right to express their views and to pursue legitimate involvement in the political system. However, no City employee will directly or indirectly, during hours of employment, solicit or receive funds for political purposes. Further, any political activity in the workplace must be pre-approved by the City to avoid any conflict of interest or perception of bias such as using authority or political influence to compel another employee to apply for or become a member in a political organization.

**Smoking**
All City buildings and vehicles, in their entirety, shall be designated as tobacco free, meaning that no person will smoke tobacco or other substances or use smokeless tobacco while in a City facility or vehicle.

Smoking of any kind, including pipes, cigars, and cigarettes, and the use of chewing tobacco is prohibited for employees while on duty. Employees 18 and over are allowed to smoke only during their breaks and lunch, and only in areas designated for that purpose.

## DEFINITIONS

For purposes of these policies, the following definitions will apply:

**Authorized Hours:**
The number of hours an employee was hired to work. Actual hours worked during any given pay period may be different than authorized hours, depending on workload demands or other factors, and upon approval of the employee's supervisor.

**Benefits**
Privileges granted to qualified employees in the form of paid leave and/or insurance coverage

**Benefit Earning Employees**
Employees who regularly work 36 hours or more are full benefit earning employees. Such employees must be year-round employees who work at least 20 hours per week on a regular basis. The City does not offer partial benefits at this time. The new employee waiting period for benefits is the first of the month following 30 days of employment.

**Core Hours**
To ensure employee availability and accountability to the public the ~~Township~~ City serves, all full-time employees (exempt and non-exempt) are to be at work during the hours of 8:00 a.m. to 4:30 p.m., Monday through Thursday, and 8:00 a.m. to noon on Friday unless away from the work site for a work-related activity or on approved leave. Fire and public works employees do not have core hours and work the schedules shall be established by the City Council.

**Demotion**
The movement of an employee from one job class to another within the City, where the maximum salary for the new position is lower than that of the employee's former position.

**Direct Deposit**
Pursuant to Minn. Stat. § 471.426 and any other relevant statute, the City of Baldwin may require any employee being paid by the City's payroll system to enroll in direct deposit. The City, may at their discretion, elect to pay an employee via a traditional check upon the request of the employee.

**Employee**
An individual who has successfully completed all stages of the selection process including the training period

**Exempt Employee**
Employees who are not covered by the overtime provisions of the federal or state Fair Labor Standards Act

**FICA (Federal Insurance Contributions Act)**
FICA is the federal requirement that a certain amount be automatically withheld from employees' earnings. Specifically, FICA requires an employee contribution of 6.2% for Social Security and

1.45% for Medicare. The City contributes a matching 7.65% on behalf of each employee. Certain employees are exempt or partially exempt from these withholdings (e.g., sheriff officers).

**Fiscal Year**
The period from January 1 to December 31

**Full-time Employee**
Employees who are required to work ~~thirty-six~~ ~~forty~~ (36~~40~~) or more hours per week year-round in an ongoing position

**Hours of Operation**
The City's regular hours of operation are Monday through Thursday, from 8:30 a.m. to 4~~2~~:30 p.m.

**Management Employee**
An employee who is responsible for managing a department or division of the City

**Non-exempt Employee**
Employees who are covered by the federal or state Fair Labor Standards Act. Such employees are normally eligible for overtime at 1.5 times their regular hourly wage for all hours worked over forty (40) in any given workweek.

**Part-time Employee**
Employees who are required to work less than forty (40) hours per week year-round in an ongoing position

**Pay Period**
A fourteen (14) day period beginning at 12:00 a.m. (midnight) on Monday through 11:59 p.m. on Sunday, fourteen (14) days later

**PERA (Public Employees Retirement Association)**
Statewide pension program in which all City employees meeting program requirements must participate in accordance with Minnesota law. The City and the employee each contribute to the employee's retirement account.

**Promotion**
Movement of an employee from one job class to another within the City, where the maximum salary for the new position is higher than that of the employee's former position

**Reclassify**
Movement of a job from one classification to another classification because of a significant change in the position's duties and responsibilities

**Seasonal Employee**

Employees who work only part of the year (100 days or less) to conduct seasonal work. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits or credit for seniority.

**Service Credit**
Time worked for the City. An employee begins earning service credit on the first day worked for the City. Some forms of leave will create a break in service.

**Temporary Employee**
Employees who work in temporary positions. Temporary jobs might have a defined start and end date or may be for the duration of a specific project. Temporary employees may be assigned to work a full-time or part-time schedule. Temporary employees do not earn benefits or credit for seniority.

**Training Period**
A six-month period at the start of employment with the City (or at the beginning of a promotion, reassignment or transfer) that is designated as a period within which to learn the job. The training period is the last part of the selection process.

**Transfer**
Movement of an employee from one City position to another of equivalent pay

**Workweek**
A workweek is seven consecutive 24-hour periods. For most employees the workweek will run from Monday through the following Sunday. With the approval of the City Council, departments may establish a different workweek based on coverage and service delivery needs (e.g., sheriff department, fire department, park and recreation department).

## EMPLOYEE RECRUITMENT & SELECTION

### Scope

The City Council or a designee will manage the hiring process for positions within the City. While the hiring process may be coordinated by staff, the City Council is responsible for the final hiring decision and must approve all hires to City employment. All hires will be made according to merit and fitness related to the position being filled.

### Features of the Recruitment System

The City Council or designee will determine if a vacancy will be filled through an open recruitment or by promotion, transfer or some other method. This determination will be made on a case-by-case basis. The majority of position vacancies will be filled through an open recruitment process.

Application for employment will generally be made on application forms provided by the City. Other materials in lieu of a formal application may be accepted in certain recruitment situations as determined by the City Council or designee. Supplemental questionnaires may be required in certain situations. All candidates must complete and submit the required application materials by the posted deadline, in order to be considered for the position. The deadline for application may be extended by the City Council.

Position vacancies may be filled on an "acting" basis as needed. The City Council will approve all acting appointments. Pay rate adjustments, if any, will be determined by the City Council.

### Testing and Examinations

Applicant qualifications will be evaluated in one or more of the following ways: training and experience rating; written test; oral test or interview; performance or demonstrative test; physical agility test, or other appropriate job-related exam.

Internal recruitments will be open to any City employee who: (1) has successfully completed the initial training period; (2) meets the minimum qualifications for the vacant position; and (3) currently is and for the past year has been in good standing with the City.

The City Council or designee will establish minimum qualifications for each position with input from the appropriate supervisor. To be eligible to participate in the selection process a candidate must meet the minimum qualifications.

### Pre-Employment Medical Exams

The City Council or designee may determine that a pre-employment medical examination, which may include a psychological evaluation, is necessary to determine fitness to perform the essential functions of any City position. Where a medical examination is required, an offer of employment is contingent upon successful completion of the medical exam.

When a pre-employment medical exam is required, it will be required of all candidates who are finalists and/or who are offered employment for a given job class. Information obtained from the medical exam will be treated as confidential medical records.

When required, the medical exam will be conducted by a licensed physician designated by the City with the cost of the exam paid by the City. (Psychological/psychiatric exams will be conducted by a licensed psychologist or psychiatrist.) The physician will notify the City Council or designee that a candidate either is or isn't medically able to perform the essential functions of the job, with or without accommodations and whether the candidate passed a drug test, if applicable. If the candidate requires accommodation to perform one or more of the essential functions of the job, the City Council or designee will confer with the physician and candidate regarding reasonable and acceptable accommodations.

If a candidate is rejected for employment based on the results of the medical exam, he/she will be notified of this determination.

**Selection Process**

The selection process will be a cooperative effort between the City Council or designee and the hiring supervisor, subject to final hiring approval of the City Council. Any, all or none of the candidates may be interviewed.

The process for hiring seasonal and temporary employees may be delegated to the appropriate supervisor with each hire subject to final City Council approval. Except where prohibited by law, seasonal and temporary employees may be terminated by the supervisor at any time, subject to City Council approval.

**Veteran's Preference in Hiring**

City of Baldwin is committed to abiding by the requirements of the Minnesota Veteran's Preference Law under Minnesota Statutes, Chapter 197. The City will give preferential treatment in hiring decisions to qualified veterans, as required by law, and will ensure that veterans are given full consideration in accordance with their qualifications, experience, and military service.

When two or more applicants are considered equally qualified for a position, veterans will be given preferential ranking in the hiring process, provided they meet the qualifications of the position.

To receive veteran's preference, an applicant must submit appropriate documentation of military service (such as a DD-214 form or other discharge papers) to the City at the time of application. For spouses of disabled or deceased veterans, documentation of the veteran's disability or death must also be provided.

City of Baldwin will not discriminate against veterans or their families in any aspect of employment. All applicants, including veterans, will be evaluated based on their qualifications, experience, and ability to perform the essential functions of the job.

The City will maintain records related to the veteran's preference process for all applicable hires. Any applicant who believes they were not afforded the proper veteran's preference can file a complaint with the City's clerk or with the Minnesota Department of Veterans Affairs. The City utilizes the 100-point interview scale in compliance with the requirements of Minnesota's veteran's preference laws.

### Background Checks

All finalists for employment with the City will be subject to a background check to confirm information submitted as part of application materials and to assist in determining the candidate's suitability for the position. Except where already defined by state law, the City Council will determine the level of background check to be conducted based on the position being filled.

### Training Period

The training period is an integral part of the selection process and will be used for the purpose of observing the employee's work and for training the employee in work expectations. Training periods apply to new hires, transfers, promotions and rehires. Training periods are six months in duration.

## ORGANIZATION

### Job Descriptions

The City will maintain job descriptions for each regular position. New positions will be developed as needed but must be approved by the City Council prior to the position being filled.

A job description is prepared for each position within the City. Each job description will include: position title, department, supervisor's title, FLSA status (exempt or nonexempt), primary objective of the position, essential functions of the position, examples of performance criteria, minimum requirements, desirable training and experience, supervisory responsibilities (if any), and extent of supervisory direction or guidance provided to position. Good attendance and compliance with work rules and policies are essential functions of all City positions.

Prior to posting a vacant position the existing job description is reviewed by the City Council or designee and the hiring supervisor to ensure that the job description is an accurate reflection of the position and that the stated job qualifications do not present artificial barriers to employment.

A current job description is provided to each new employee. Supervisors are responsible for revising job descriptions as necessary to ensure that the position's duties and responsibilities are accurately reflected. All revisions are reviewed and must be approved by the City Council.

### Assigning and Scheduling Work

Assignment of work duties and scheduling work is the responsibility of the supervisor subject to the approval of the City Council.

### Job Descriptions and Classifications

Assignment of job titles, establishment of minimum qualifications, and the maintenance of job descriptions and related records is the responsibility of the City Council.

### Layoff

In the event that it becomes necessary to reduce personnel, temporary employees and those serving a probationary period in affected job classes may be terminated from employment with the City before other employees in those job classes. Within these groups, the selection of employees to be retained will be based on merit and ability as determined by the City Council, subject to approval of the City Council. The City Council may eliminate an employment position (i.e. a job with a specific job description) at any time as it may deem necessary, regardless of who may occupy that position at the time of its elimination. All layoffs shall comply with the Veteran's Preference Act, where applicable.

## HOURS OF WORK

### Work Hours

Work schedules for employees will be established by supervisors with the approval of the City Council. The regular work week for office employees is five 8-hour days in addition to a lunch period, Monday through Friday, except as otherwise approved by the City Council in accordance with the customs and needs of the individual departments. Departments with unique job or coverage requirements may have additional rules, issued by the supervisor and subject to approval of the City Council of the hours and days worked.

### Core Hours

To ensure employee availability and accountability to the public the City serves, all full-time employees (exempt and non-exempt) are to be at work during the hours of 8:00 a.m. to 4:30 p.m., Monday through Friday unless away from the work site for a work related activity or on approved leave.

### Meal Breaks and Rest Periods

A fifteen (15) minute paid break is allowed within each four (4) consecutive hours of work. An unpaid thirty (30) minute lunch period is provided when an employee works eight or more consecutive hours. Employees are expected to use these breaks as intended and will not be permitted to adjust work start time, end time or lunch time by saving these breaks.

Employees working in City buildings will normally take their break at the place provided for that purpose in each building. Employees working out-of-doors will normally take their break at the location of their work. Employees whose duties involve traveling throughout the City may stop along the assigned route at a restaurant or other public accommodation for their fifteen (15) minute break. Exceptions must be approved by the supervisor or City Council.

Departments with unique job or coverage requirements may have additional rules, issued by the supervisor and subject to approval of the City Council, on the use of meal breaks and rest periods.

### Adverse Weather Conditions

City facilities will generally be open during adverse weather. Due to individual circumstances, each employee will have to evaluate the weather and road conditions in deciding to report to work (or leave early). Employees not reporting to work for reasons of personal safety will not normally have their pay reduced as a result of this absence. Employees will be allowed to use accrued vacation time, compensatory time or ESST time; or with supervisor approval may modify the work schedule or make other reasonable schedule adjustments.

Public works maintenance employees will generally be required to report to work regardless of conditions. Snow plowing is a regular and expected duty of public works employees and is considered part of the normal scope of employment. Accordingly, employees shall not receive additional or premium pay for performing snow plowing, regardless of when the work occurs, including nights, weekends, or holidays. Compensation for snow plowing shall be at the

employee's regular rate of pay as detailed in Exhibit 3 to this Policy, subject only to applicable overtime laws.

Decisions to cancel departmental programs (special events, recreation programs, etc.) will be made by the respective supervisor or the City Council.

## COMPENSATION

Full-time and part-time employees of the City will be compensated according to schedules adopted by the City Council. Unless approved by the City Council, employees will not receive any amount from the City in addition to the pay authorized for the positions to which they have been appointed. Expense reimbursement or travel expenses may be authorized in addition to regular pay.

Compensation for seasonal and temporary employees will be set by the City Council at the time of hire, or on an annual basis.

### Minimum Wage

The City of Baldwin is committed to complying with all applicable state and federal wage and hour laws. As of January 1, 2025, Minnesota, the Minnesota minimum wage rates are $11.13 per hour. The City of Baldwin will comply with the Minnesota minimum wage rate set by the Legislature in any given year.

### Paychecks

Paychecks are issued every two weeks. Distribution of paychecks to City employees is to be accomplished in a timely manner using accurate, consistent procedures. When paydays fall on a holiday, checks are normally issued the day before the holiday.

Paychecks will not be given to anyone other than the person for whom they were prepared, unless the person has a note signed by the employee authorizing the City to give the other person the check. Checks will be given to the spouse, or another appropriate immediate family member, in the case of a deceased employee.

Employees are responsible for notifying Baldwin of any change in status including changes in address, phone number, names of beneficiaries, marital status, etc.

### Direct Deposit

As provided for in Minnesota law, all employees who are bring paid by the City's payroll system are required to participate in direct deposit. Employees are responsible for notifying the City Council of any change in status including changes in banking information, address, phone number, names of beneficiaries, marital status, etc.

### Time Reporting

Full-time, non-exempt employees are expected to work 40 hours per workweek and will be paid according to the time reported on their time sheets. To comply with the provisions of the federal and state Fair Labor Standards Acts, hours worked and any leave time used by non-exempt employees are to be recorded daily and submitted to payroll on a biweekly basis. Each time reporting form must include the signature of the employee and immediate supervisor. Reporting false information on a time sheet may be cause for immediate termination.

**Overtime / Compensatory Time**
The City of Baldwin has established this overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. The City Council will determine whether each employee is designated as "exempt" or "non-exempt" from earning overtime. In general, employees in executive, administrative and professional job classes are exempt; all others are non-exempt.

**Non-Exempt (Overtime-eligible) Employees:**
All overtime-eligible employees will be compensated at the rate of time and one-half for all hours worked over 40 in one workweek. Vacation, sick leave (including ESST leave) and paid holidays do not count toward "hours worked". Compensation will take the form of either time and one-half pay or compensatory time. Compensatory time is paid time off at the rate of one and one-half hours off for each hour of overtime worked.

The employee's supervisor must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action. All emergency calls handled by Public Works employees where it is not during their regular hours of public works department operation will receive overtime for that call with a one-hour minimum charge. Public Works employees who engage in snow plowing will be paid overtime only after they have worked more than 40 hours in a workweek; snow plowing alone does not qualify as an emergency and therefore does not trigger overtime before the 40-hour threshold.

Overtime earned will be paid at the rate of time and one-half on the next regularly scheduled payroll date, unless the employee indicates on his/her timesheet that the overtime earned is to be recorded as compensatory time in lieu of payment.

The maximum compensatory time accumulation for any employee is 40 hours per year. Once an employee has earned 40 hours of compensatory time in a calendar year, no further compensatory time may accrue in that calendar year. All further overtime will be paid. Employees may request and use compensatory time off in the same manner as other leave requests.

All compensatory time will be marked as such on official timesheets, both when it is earned and when it is used. The Finance Department will maintain compensatory time records. All compensatory time accrued will be paid when the employee leaves City employment at the hourly pay rate the employee is earning at the time of termination of employment.

**Exempt (Non-overtime-eligible) Employees:**
Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisors. Generally, to meet these expectations, and for reasons of public accountancy, an exempt employee will need to work 40 or more hours per week. Exempt employees do not receive extra pay for the hours worked over 40 in one workweek.

Exempt employees are paid on a salary basis. This means that they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the

quality or quantity of work performed, and they receive their full weekly salary for any week in which any work is performed.

The City of Baldwin will only make deductions from the weekly salary of an exempt employee in the following situations:

- The employee is in a position that does not earn vacation or personal leave and is absent for a day or more for personal reasons other than sickness or accident;
- The employee is in a position that earns sick leave, receives a short-term disability benefit or workers' compensation wage loss benefits and is absent for a full day due to sickness or disability, but he/she is either not yet qualified to use the paid leave or he/she has exhausted all of his/her paid leave.
- The employee is absent for a full workweek, and, for whatever reason, the absence is not charged to paid leave (for example, a situation where the employee has exhausted all of his/her paid leave or a situation where the employee does not earn paid leave).
- The very first workweek or the very last workweek of employment with the City in which the employee does not work a full week. In this case, the City will prorate the employee's salary based on the time actually worked.
- The employee is in a position that earns paid leave and is absent for a partial day due to personal reasons, illness or injury, but:
    - Paid leave has not been requested or has been denied;
    - Paid leave is exhausted;
    - The employee has specifically requested unpaid leave;
- The employee is suspended without pay for a full day or more for disciplinary reasons for violations of any written policy that is applied to all employees.
- The employee takes unpaid leave under the FMLA, if qualified.
- The City of Baldwin, for budgetary reasons, may implement a voluntary or involuntary unpaid leave program and, under this program, make deductions from the weekly salary of an exempt employee. In this case, the employee will be treated as non-exempt for any workweek in which the budget-related deductions are made.

The City of Baldwin will not make deductions from pay due to exempt employees being absent for jury duty or attendance as a witness but will require the employee to pay back to the City any amounts received by the employee as jury fees or witness fees.

If the City inadvertently makes an improper deduction to the weekly salary of an exempt employee, the City will reimburse the employee and make appropriate changes to comply in the future.

All employees, in all departments, are required to work overtime as requested by their supervisors as a condition of continued employment. Refusal to work overtime may result in disciplinary action. Supervisors will make reasonable efforts to balance the personal needs of their employees when assigning overtime work.

**Leave Policy for Exempt Employees**

Management employees are required to work the number of hours necessary to fulfill their responsibilities including evening meetings and/or on-call hours. The normal hours of business for management staff are Monday through Friday, 8 a.m. to 5 p.m., plus evening meetings as necessary.

Management employees are required to use paid leave when on personal business or away from the office for four (4) hours or more, on a given day.

Absences of less than four (4) hours do not require use of paid leave as it is presumed that the staff member regularly puts in work hours above and beyond the normal 8 a.m. to 5 p.m. Monday through Friday requirement. Management employees must communicate their absence to the City Council or his/her designee.

If one of the above employees regularly absents themselves from work under this policy and it is found that there is excessive time away from work which is not justified, the situation will be handled as a performance issue. If it appears that less than forty (40) hours per week is needed to fulfill the position's responsibilities, the position will be reviewed to determine whether a part-time position will meet the needs of the City. Additional notification and approval requirements may be adopted by the City Council for specific situations as determined necessary.

All exempt positions, whether management or not, may require work beyond forty (40) hours per week. In recognition for working extra hours, these employees may take some time off during their normal working hours with supervisory approval. The time off for extra hours will not be on a one-for-one basis.

## PERFORMANCE REVIEWS

An objective performance review system will be established by the City Council or designee for the purpose of periodically evaluating the performance of City employees. The quality of an employee's past performance will be considered in personnel decisions such as promotions, transfers, demotions, terminations and, where applicable, salary adjustments.

Performance reviews will be discussed with the employee. Employees do not have the right to change or grieve their performance review but may submit a written response which will be attached to the performance review.

Performance reviews are to be scheduled on a regular basis, at least annually. The form, with all required signatures, will be retained as part of the employee's personnel file.

During the training period, informal performance meetings should occur frequently between the supervisor and the employee.

Signing of the performance review document by the employee acknowledges that the review has been discussed with the supervisor and does not necessarily constitute agreement. Failure to sign the document by the employee will not delay processing.

## BENEFITS

The new employee waiting period for benefits is the first of the month following 30 days of employment.

### Health~~, Dental, Life~~ Insurance

The City will contribute a monthly amount toward group health~~, dental and life insurance~~ benefits for each eligible employee and his/her dependents. The amount to be contributed and the type of coverage will be determined annually by the City Council.

For information about coverage and eligibility requirements, employees should refer to the summary plan description or contact City of Baldwin.

### Retirement

The City participates in the Public Employees Retirement Fund (PERA) to provide pension benefits for its eligible employees. The City and the employee contribute to PERA each pay period as determined by state law. Most employees are also required to contribute a portion of each paycheck for Social Security and Medicare (the City matches the employee's social security and Medicare withholding).

For information about PERA eligibility and contribution requirements contact City of Baldwin. Employees may also contact PERA directly for more information about their individual retirement plans.

## HOLIDAYS

The City observes the following official holidays for all regular full-time and part-time employees:

| | |
|---|---|
| New Year's Day | Labor Day |
| Martin Luther King Jr. Day | Presidents Day |
| Veterans Day | Memorial Day |
| Thanksgiving Day | Day After Thanksgiving Day |
| Independence Day | Christmas Day |
| Juneteenth | Colombus Day/Indigenous Peoples Day |

Official holidays commence at the beginning of the first shift of the day on which the holiday is observed and continue for twenty-four (24) hours thereafter.

When a holiday falls on a Sunday, the following Monday will be the "observed" holiday and when a holiday falls on a Saturday, the preceding Friday will be the "observed" holiday for City operations/facilities that are closed on holidays.

Full-time employees will receive pay for official holidays at their normal straight time rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday. Any employee on a leave of absence without pay from the City is not eligible for holiday pay.

Premium pay of 1.5 times the regular hourly wage for employees required to work on a holiday will be for hours worked on the "actual" holiday as opposed to the "observed" holiday.

Employees wanting to observe holidays other than those officially observed by the City may request either vacation leave or unpaid leave for such time off.

## LEAVES

Depending upon an employee's situation, more than one form of leave may apply during the same period of time. An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis.

Except as otherwise stated, all paid time off, taken under any of the City's leave programs, must be taken consecutively, with no intervening unpaid leave. The City will provide employees with time away from work as required by state or federal statutes, if there are requirements for such time off that are not described in the personnel policies.

### Vacation Leave

Vacation Leave Schedule

| Years of Service | Annual Accrual |
|---|---|
| 1 Year | 5 Days |
| 5 Years | 10 Days |
| 10 Years | 15 Days |
| 15 Years + | 15 Days + 1 additional day per year to a maximum of 25 days |

**Eligibility**
Full-time employees will earn vacation leave in accordance with the above schedule.

**Accrual Rate**
For the purpose of determining an employee's vacation accrual rate, years of service will include all continuous time that the employee has worked at the City (including authorized unpaid leave). Employees who are rehired after terminating City employment will not receive credit for their prior service unless specifically negotiated at the time of hire and as authorized by the City Council.

**Earnings and Use**
~~After one year of service, v~~Vacation leave may be used as it is earned, subject to approval by the employee's supervisor. Vacation shall accrue on the first day of each month at the annual rate prorated through the most recent month of qualified employment.

An employee will not earn any vacation leave for any pay period unless he/she is employed by the City on the last scheduled workday of the pay period.

Requests for vacation must be received at least forty-eight (48) hours in advance of the requested time off. This notice may be waived at the discretion of the supervisor or City Council. Vacation can be requested in increments as small as one hour up to the total amount of the accrued leave balance. Vacation leave is to be used only by the employee who accumulated it. It cannot be transferred to another employee.

**Commented [MA1]:** Please put this change up to consideration of the full Council as it was not voted on. The policy as stands in your Employee Handbook last updated January 17, 2012, includes the language "after one year of service", so unless the Mayor has been authorized to unilaterally change the policy, this should be brought to the Council as a whole.

Employees may accrue vacation leave up to a maximum of one-and-a-half (1-1/2) times the employee's annual accrual rate. No vacation will be allowed to accrue more than this amount without the approval of the City Council. Accrued but unused vacation leave cannot be converted into cash payments except at termination.

Employees leaving City employment in good standing will be compensated at their current regular rate of pay for all hours of vacation accrued and unused as of the date of separation.

## EARNED SICK AND SAFE TIME (ESST)

In accordance with the Minnesota Earned Sick and Safe Time (ESST) law, the Town of Baldwin provides eligible employees with paid sick and safe time to allow for time away from work due to illness, injury, domestic abuse, or certain other qualifying reasons listed in Minn. Stat. § 181.9447.

### Eligibility

This policy applies to all employees of the Town of Baldwin who are expected to work at least 80 hours within a 12-month period set to begin annually on January 1st of any given year and end December 31st of any given year. Temporary, seasonal, and part-time employees are also eligible, provided they meet the expected hours worked requirement. ESST requirements don't apply to volunteer or paid on-call firefighters, volunteer ambulance attendants, paid-on-call ambulance service personnel, elected officials, individuals appointed to fill vacancies in elected offices.

### Accrual

Employees earn 1 hour of paid sick and safe time for every 30 hours worked. Employees may accrue up to 48 hours of sick and safe time per year. Unused sick and safe time will carry over to the following year, but employees may not accumulate more than 80 hours of sick and safe time in total. Once the maximum accrual is reached, further accrual will pause until some hours are used.

### Notice and Documentation

Employees are encouraged to notify their supervisor as soon as possible when they anticipate needing to use sick and safe time. For unplanned absences, notice should be given as soon as reasonably possible.

For absences exceeding three consecutive workdays, the Town may request reasonable documentation to verify the need for sick and safe time.

If the absence is due to a family member's illness or other qualifying event, the Town may request the employee to provide verification of the family relationship and the need for leave.

### Pay for Sick and Safe Time

Employees will be paid at their regular rate of pay for any hours used for sick and safe time. Overtime or premium pay is not included in sick and safe time pay. Employees will not face

retaliation or discrimination for using sick and safe time as provided by this policy. Retaliatory actions are prohibited under Minnesota law.

Upon termination, resignation, or other separation from employment with the Town of Baldwin, employees will not be paid for unused sick and safe time, nor will unused hours be paid out at the time of departure. However, if the employee returns to work for the Town of Baldwin within 180 days of separation, previously accrued sick and safe time may be reinstated.

**Funeral Leave**

Employees will be permitted to use up to three (3) consecutive working days, with pay, as funeral leave upon the death of a parent, spouse, or child. Employees will be permitted to use one (1) working day, with pay, as funeral leave upon the death of a grandparent, grandchild, or sibling. This paid leave will not be deducted from the employee's vacation or sick leave balance.

The actual amount of time off, and funeral leave approved, will be determined by the supervisor or City Council depending on individual circumstances (such as the closeness of the relative, arrangements to be made, distance to the funeral, etc.).

**Military Leave**

State and federal laws provide protections and benefits to City employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total of 15 days in any calendar year.

The leave of absence is only in the event the employee returns to employment with the City as required upon being relieved from service or is prevented from returning by physical or mental disability or other cause not the fault of the employee or is required by the proper authority to continue in military or naval service beyond the fifteen (15) day paid leave of absence. Employees on extended unpaid military leave will receive fifteen (15) days paid leave of absence in each calendar year, not to exceed five years.

Where possible, notice is to be provided to the City at least ten (10) working days in advance of the requested leave. If an employee has not yet used his/her fifteen (15) days of paid leave when called to active duty, any unused paid time will be allowed for the active-duty time, prior to the unpaid leave of absence.

Employees returning from military service will be reemployed in the job that they would have attained had they not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of vacation leave and sick leave accruals.

Eligibility for continuation of insurance coverage for employees on military leave beyond fifteen (15) days will follow the same procedures as for any employee on an unpaid leave of absence.

### Jury Duty

Regular full-time and part-time employees will be granted paid leaves of absence for required jury duty. Such employees will be required to turn over any compensation they receive for jury duty, minus mileage reimbursement, to the City to receive their regular wages for the period. Time spent on jury duty will not be counted as time worked in computing overtime.

Employees excused or released from jury duty during their regular working hours will report to their regular work duties as soon as reasonably possible or will take accrued vacation or compensatory time to make up the difference.

Employees are required to notify their supervisor as soon as possible after receiving notice to report for jury duty. The employee will be responsible for ensuring that a report of time spent on jury duty and pay form is completed by the Clerk of Court so the City will be able to determine the amount of compensation due for the period involved.

Temporary and seasonal employees are generally not eligible for compensation for absences due to jury duty but can take a leave without pay subject to department head approval. However, if a temporary or seasonal employee is classified as exempt, he/she will receive compensation for the jury duty time.

### Court Appearances

Employees will be paid their regular wage to testify in court for City-related business. Any compensation received for court appearances (e.g. subpoena fees) arising out of or in connection with City employment, minus mileage reimbursement, must be turned over to the City.

### Job Related Injury or Illness

All employees are required to report any job-related illnesses or injuries to their supervisor immediately (no matter how minor). If a supervisor is not available and the nature of injury or illness requires immediate treatment, the employee is to go to the nearest available medical facility for treatment and, as soon as possible, notify his/her supervisor of the action taken. In the case of a serious emergency, 911 should be called.

If the injury is not of an emergency nature, but requires medical attention, the employee will report it to the supervisor and make arrangements for a medical appointment.

Worker's compensation benefits and procedures to return to work will be applied according to applicable state and federal laws.

### Parenting Leave (required if City has 21 or more employees)

Employees who work twenty (20) hours or more per week and have been employed more than one year are entitled to take an unpaid leave of absence in connection with the birth or adoption of a child. The leave may not exceed six weeks and must begin within six (6) weeks after the birth or adoption of the child.

Employees are not required to use sick leave during Parenting Leave but may use sick leave at their option for any period of this leave for which they are unable to work due to medical reasons.

The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave. Group insurance coverage will remain in effect during the six (6) week Parenting Leave.

**Administrative Leave**
Under special circumstances, an employee may be placed on an administrative leave pending the outcome of an internal or external investigation. The leave may be paid or unpaid, depending on the circumstances, as determined by the City Council.

**Victim or Witness Leave**
An employee who is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony is entitled to reasonable time off from work to attend criminal proceedings related to the victim's case. Such time off to attend court shall be paid if the City is a party to the case. If the City is not a party to the case, the City Council may, but shall not be required to, provide for payment of such time off if the testimony is related to City business.

**Elections / Voting**
An employee selected to serve as an election judge pursuant to Minnesota law, will be allowed time off without pay for purposes of serving as an election judge, provided that the employee gives the City at least ten (10) days written notice.

All employees eligible to vote at a State general election, at an election to fill a vacancy in the office of United States Senator or Representative, or in a Presidential primary, will be allowed time off with pay to vote during the morning of election day. Employees wanting to take advantage of such leave are required to work with their supervisors to avoid coverage issues.

**Regular Leave without Pay**
The City Council may, in its discretion, authorize leave without pay for a period of time.

Normally employee benefits will not be earned by an employee while on leave without pay. However, the City's contribution toward health, dental and life insurance may be continued, if approved by the City Council, for leaves of up to ninety (90) days when the leave is for medical reasons.

If an employee is on a regular leave without pay and is not working any hours, the employee will not accrue (or be paid for) holidays, sick leave, or vacation leave. Employees who are working reduced hours while on this type of leave will receive holiday pay on a prorated basis and will accrue sick leave and vacation leave on a prorated basis based on actual hours worked.

Leave without pay hours will not count toward seniority and all accrued vacation leave and compensatory time must normally be used before an unpaid leave of absence will be approved.

To qualify for leave without pay, an employee need not have used all sick leave earned unless the leave is for medical reasons. (An employee absent for Parenting Leave is not required to use sick leave.) Leave without pay for purposes other than medical leave or work-related injuries will be at the convenience of the City.

Employees returning from a leave without pay for a reason other than a qualified Parenting Leave, will be guaranteed return to the original position only for absences of thirty (30) calendar days or less.

Employees receiving leave without pay in excess of thirty (30) calendar days, for reasons other than qualified Parenting Leave, are not guaranteed return to their original position. If their original position or a position of similar or lesser status is available, it may be offered at the discretion of the City Council subject to approval of the City Council.

**Light Duty/Modified Duty Assignment**

This policy is to establish guidelines for temporary assignment of work to temporarily disabled employees who are medically unable to perform their regular work duties. Light duty is evaluated by the City Council on a case-by-case basis. This policy does not guarantee assignment to light duty.

Such assignments are for short-term, temporary disability-type purposes; assignment of light duty is at the discretion of the City Council. The City Council reserves the right to determine when and if light duty work will be assigned.

When an employee is unable to perform the essential requirements of his/her job due to a temporary disability, he/she will notify the supervisor in writing as to the nature and extent of the disability and the reason why he/she is unable to perform the essential functions, duties, and requirements of the position. This notice **must** be accompanied by a physician's report containing a diagnosis, current treatment, and any work restrictions related to the temporary disability. The notice must include the expected time frame regarding return to work with no restrictions, meeting all essential requirements and functions of the City's job description along with a written request for light duty. Upon receipt of the written request, the supervisor is to forward a copy of the report to the City Council.

The City may require a medical exam conducted by a physician selected by the City to verify the diagnosis, current treatment, expected length of temporary disability, and work restrictions.

It is at the discretion of the City Council whether or not to assign light duty work to the employee. Although this policy is handled on a case-by-case basis, light duty will not generally be approved beyond six months.

If the City offers a light duty assignment to an employee who is out on worker's compensation leave, the employee may be subject to penalties if he/she refuses such work.

The circumstances of each disabled employee performing light duty work will be reviewed regularly. Any light duty/modified work assignment may be discontinued at any time.

**Paid Family and Medical Leave**

The City of Baldwin complies with the Minnesota Paid Family and Medical Leave (PFML) law, which establishes a statewide program to provide wage replacement for eligible employees taking leave for qualifying family or medical reasons. Under the law, employers may require employees to contribute up to 50% of the total PFML payroll tax through payroll withholding. However, the City has elected to cover the full amount of the PFML payroll tax on behalf of its employees. As a result, no portion of the employee's share will be withheld from their paycheck. This contribution by the City is provided as a benefit to all employees. The City also specifies that any leave taken under the Minnesota PFML program will run concurrently, not consecutively, with leave taken under the federal Family and Medical Leave Act (FMLA), to the extent permitted by law.

Employees have the right to apply directly to the State of Minnesota for PFML benefits. The City will not interfere with, restrain, or deny the exercise of any rights under the PFML law.

Furthermore, the City will not discharge, demote, reduce pay, or otherwise discriminate or retaliate against any employee for requesting or taking leave under the PFML program.

## SEXUAL HARASSMENT PREVENTION

### General

The City of Baldwin is committed to creating and maintaining a workplace free of harassment and discrimination. Such harassment is a violation of Title VII of the Civil Rights Act of 1964 and the Minnesota Human Rights Act.

In keeping with this commitment, the City maintains a strict policy prohibiting unlawful harassment, including sexual harassment. This policy prohibits harassment in any form, including verbal and physical harassment.

This policy statement is intended to make all employees sensitive to the matter of sexual harassment, to express the City's strong disapproval of unlawful sexual harassment, to advise employees against this behavior and to inform them of their rights and obligations. The most effective way to address any sexual harassment issue is to bring it to the attention of management.

### Definitions

To provide employees with a better understanding of what constitutes sexual harassment, the definition, based on Minnesota Statute § 363A.03, subdivision 43, is provided: sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature, when:

- submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment, public accommodations or public services, education, or housing; or
- submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment, public accommodations or public services, education, or housing; or
- that conduct or communication has the purpose or effect of substantially interfering with an individual's employment, public accommodations or public services, education, or housing, or creating an intimidating, hostile, or offensive employment, public accommodations, public services, educational, or housing environment.

Examples of inappropriate conduct include but are not limited to: unwanted physical contact; unwelcome sexual jokes or comments; sexually explicit posters or pinups; repeated and unwelcome requests for dates or sexual favors; sexual gestures or any indication, expressed or implied, that job security or any other condition of employment depends on submission to or rejection of unwelcome sexual requests or behavior. In summary, sexual harassment is the unwanted, unwelcome and repeated action of an individual against another individual, using sexual overtones as a means of creating stress.

### Expectations

The City of Baldwin recognizes the need to educate its employees about sexual harassment and stands committed to providing information and training. All employees are expected to treat each

other and the general public with respect and to assist in fostering an environment that is free from unwanted harassment. Violations of this policy may result in discipline, including possible termination. Each situation will be evaluated on a case-by-case basis.

Employees who feel that they have been victims of sexual harassment, or employees who are aware of such harassment, should immediately report their concerns to any of the following:

1. Immediate Supervisor;
2. City Council;
3. City Council member.

In addition to notifying one of the above persons and stating the nature of the harassment, the employee is also encouraged to take the following steps:

1. Make it clear to the harasser that the conduct is unwelcome and document that conversation;
2. Document the occurrences of harassment;
3. Submit the documented complaints to your supervisor, City Council, or any member of the City Council. Employees are strongly encouraged to put the complaint in writing.
4. Document any further harassment or reprisals that occur after the initial complaint is made.

The City urges that conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and immediate counseling, if appropriate.

Management has the obligation to provide an environment free of sexual harassment. The City is obligated to prevent and correct unlawful harassment in a manner which does not abridge the rights of the accused. To accomplish this task, the cooperation of all employees is required.

The City will take action to correct any and all reported harassment to the extent evidence is available to verify the alleged harassment and any related retaliation. All allegations will be investigated. Strict confidentiality is not possible in all cases of sexual harassment as the accused has the right to answer charges made against them; particularly if discipline is a possible outcome. Reasonable efforts will be made to respect the confidentiality of the individuals involved, to the extent possible.

Any employee who makes a false complaint or provides false information during an investigation may be subject to disciplinary action, up to and including termination.

**Retaliation**

The City of Baldwin will not tolerate retaliation or intimidation directed towards anyone who makes a complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. Any individual who retaliates against a person who testifies, assists, or participates in an investigation may be subject to disciplinary action up to and including termination.

## RESPECTFUL WORKPLACE POLICY (includes sexual harassment prevention)

The intent of this policy is to provide general guidelines about the conduct that is and is not appropriate in the workplace. The City acknowledges that this policy cannot possibly predict all situations that might arise, and also recognizes that some employees are exposed to disrespectful behavior, and even violence, by the very nature of their jobs.

### Applicability

Maintaining a respectful work environment is a shared responsibility. This policy is applicable to all City personnel including regular and temporary employees, volunteers, firefighters, and City Council members.

### Abusive Customer Behavior

While the City has a strong commitment to customer service, the City does not expect that employees accept verbal abuse from any customer. An employee may request that a supervisor intervene when a customer is abusive, or they may defuse the situation themselves, including ending the contact.

If there is a concern over the possibility of physical violence, a supervisor should be contacted immediately. When extreme conditions dictate, 911 may be called. Employees should leave the area immediately when violence is imminent unless their duties require them to remain. Employees must notify their supervisor about the incident as soon as possible.

### Types of Disrespectful Behavior

The following types of behaviors cause a disruption in the workplace and are, in many instances, unlawful:

*Violent behavior* includes the use of physical force, harassment, or intimidation.

Discriminatory behavior includes inappropriate remarks about, or conduct related to a person's race, color, creed, religion, national origin, disability, sex, marital status, age, sexual orientation, or status with regard to public assistance.

Offensive behavior may include such actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disrespectful language, or any other behavior regarded as offensive to a reasonable person. It is not possible to anticipate in this policy every example of offensive behavior. Accordingly, employees are encouraged to discuss with their fellow employees and supervisor what is regarded as offensive, considering the sensibilities of employees and the possibility of public reaction. Although the standard for how employees treat each other and the general public will be the same throughout the City, there may be differences between work groups about what is appropriate in other circumstances unique to a work group. If an employee is unsure whether a particular behavior is appropriate, the employee should request clarification from their supervisor or the City Council.

Sexual harassment can consist of a wide range of unwanted and unwelcome sexually directed behavior such as unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature, when:

- submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment, public accommodations or public services, education, or housing; or
- submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment, public accommodations or public services, education, or housing; or
- that conduct or communication has the purpose or effect of substantially interfering with an individual's employment, public accommodations or public services, education, or housing, or creating an intimidating, hostile, or offensive employment, public accommodations, public services, educational, or housing environment.

Sexual harassment includes, but is not limited to, the following:

- Unwelcome or unwanted sexual advances. This means stalking, patting, pinching, brushing up against, hugging, cornering, kissing, fondling or any other similar physical contact considered unacceptable by another individual.
- Verbal or written abuse, kidding, or comments that are sexually-oriented and considered unacceptable by another individual. This includes comments about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes" or any other tasteless, sexually oriented comments, innuendos or actions that offend others.
- Requests or demands for sexual favors. This includes subtle or obvious expectations, pressures, or requests for any type of sexual favor, along with an implied or specific promise of favorable treatment (or negative consequence) concerning one's current or future job.

**Employee Response to Disrespectful Workplace Behavior**

Employees who believe that disrespectful behavior is occurring are encouraged to deal with the situation in one of the ways listed below. However, if the allegations involve violent behavior, sexual harassment, or discriminatory behavior, then the employee is responsible for taking one of the actions below. If employees see or overhear a violation of this policy, they are encouraged to follow the steps below.

Step 1(a). Politely, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions. Politely request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.

Step 1(b). If you fear adverse consequences could result from telling the offender or if the matter is not resolved by direct contact, go to your supervisor or City Council. The person

to whom you speak is responsible for documenting the issues and for giving you a status report on the matter no later than ten business days after your report.

Step 1(c). In the case of violent behavior, all employees are required to report the incident immediately to their supervisor, City Council or Sheriff Department. Any employee who observes sexual harassment or discriminatory behavior, or receives any reliable information about such conduct, must report it within two business days to a supervisor or the City Council.

Step 2. If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the City Council.

**Supervisor's Response to Allegations of Disrespectful Workplace Behavior**

Employees who have a complaint of disrespectful workplace behavior will be taken seriously.

In the case of sexual harassment or discriminatory behavior, a supervisor must report the allegations within two business days to the City Council, who will determine whether an investigation is warranted. A supervisor must act upon such a report even if requested otherwise by the victim. In situations other than sexual harassment and discriminatory behavior, supervisors will use the following guidelines when an allegation is reported:

Step 1. If the nature of the allegations and the wishes of the victim warrant a simple intervention, the supervisor may choose to handle the matter informally. The supervisor may conduct a coaching session with the offender, explaining the impact of his/her actions and requiring that the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

Step 2. If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. The person being interviewed may have someone of his/her own choosing present during the interview. The investigator will obtain the following description of the incident, including date, time and place.

- Corroborating evidence.
- A list of witnesses.
- Identification of the offender.

Step 3. The supervisor must notify the City Council about the allegations.

Step 4. As soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations. The alleged violator will have the opportunity to answer questions and respond to the allegations.

Step 5. After adequate investigation and consultation with the appropriate personnel, a decision will be made regarding whether or not disciplinary action will be taken.

Step 6. The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable.

**Special Reporting Requirements**
When the supervisor is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the City Council who will assume the responsibility for investigation and discipline.

If the City Council is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the City Attorney who will confer with the City Council regarding appropriate investigation and action.

If a City Council Member is perceived to be the cause of a disrespectful workplace behavior incident involving City personnel, the report will be made to the City Council and referred to the City Attorney who will undertake the necessary investigation. The City Attorney will report his/her findings to the City Council, which will take the action it deems appropriate.

Pending completion of the investigation, the City Council may at his/her discretion take appropriate action to protect the alleged victim, other employees, or citizens.

**Confidentiality**
A person reporting or witnessing a violation of this policy cannot be guaranteed anonymity. The person's name and statements may have to be provided to the alleged offender. All complaints and investigative materials will be contained in a file separate from the involved employees' personnel files. If disciplinary action does result from the investigation, the results of the disciplinary action will then become a part of the employee(s) personnel file(s).

**Retaliation**
Consistent with the terms of applicable statutes and City personnel policies the City may discipline any individual who retaliates against any person who reports alleged violations of this policy. The City may also discipline any individual who retaliates against any participant in an investigation, proceeding or hearing relating to the report of alleged violations. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

**Possession and Use of Dangerous Weapons**
Possession or use of a dangerous weapon (see attached definitions) is prohibited on City property, in City vehicles, or in any personal vehicle, which is being used for City business. This policy applies to all City employees, including those with valid permits to carry firearms.

The following exceptions to the dangerous weapons prohibition are as follows:

- Employees legally in possession of a firearm for which the employee holds a valid permit, if required, and said firearm is secured within an attended personal vehicle or concealed from view within a locked unattended personal vehicle while that person is working on City property.

- A person who is showing or transferring the weapon or firearm to a sheriff officer as part of an investigation.
- Sheriff officers and employees who are in possession of a weapon or firearm in the scope of their official duties.

## SEPARATION FROM SERVICE

### Resignations

Employees wishing to leave the City service in good standing must provide a written resignation notice to their supervisor, at least ten (10) working days before leaving. Exempt employees must give thirty (30) calendar days' notice. The written resignation must state the effective date of the employee's resignation.

### Vacation Pay

Upon resignation or termination of an employee on good terms, all accrued but unused vacation time shall be paid to the employee at the most recent pay rate.

## DISCIPLINE

### General Policy

Supervisors are responsible for maintaining compliance with City standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of the City of Baldwin. City employees will be subject to disciplinary action for failure to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable City policies.

Discipline will be administered in a non-discriminatory manner. An employee who believes that discipline applied was either unjust or disproportionate to the offense committed may pursue a remedy through the grievance procedures established in the City's personnel policies. The supervisor and/or the City Council will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

### No Contract Language Established

This policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.

### Process

The City may elect to use progressive discipline with any employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that any City employee has a property right to the job he/she performs.

Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee.

The following are descriptions of the types of disciplinary actions:

**Oral Reprimand**

This measure will be used where informal discussions with the employee's supervisor have not resolved the matter. All supervisors can issue oral reprimands without prior approval.

Oral reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must be. The supervisor will document the oral reprimand including date(s) and a summary of discussion and corrective action needed.

**Written Reprimand**

A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected, or the behavior has not consistently improved in a reasonable period of time. Serious infractions may require skipping either the oral or written reprimand, or both. Written reprimands are issued by the supervisor with prior approval from the City Council.

A written reprimand will: (1) state what did happen; (2) state what should have happened; (3) identify the policy, directive or performance expectation that was not followed; (4) provide history, if any, on the issue; (5) state goals, including timetables, and expectations for the future; and (6) indicate consequences of recurrence.

Employees will be given a copy of the reprimand to sign acknowledging its receipt. Employees' signatures do not mean that they agree with the reprimand. Written reprimands will be placed in the employee's personnel file.

**Suspension With or Without Pay**

The City Council may suspend an employee without pay for disciplinary reasons. Suspension without pay may be followed with immediate dismissal as deemed appropriate by the City Council, except in the case of veterans. Qualified veterans will not be suspended without pay in conjunction with a termination.

The employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee's personnel file.

An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay depending on several factors including the nature of the allegations. If the allegation is proven false after the investigation, the relevant written documents will be removed from the employee's personnel file and the employee will receive any compensation and benefits due had the suspension not taken place.

**Demotion and/or Transfer**

An employee may be demoted or transferred if attempts at resolving an issue have failed and the City Council determines a demotion or transfer to be the best solution to the problem. The employee must be qualified for the position to which they are being demoted or transferred. The City Council must approve this action.

If the disciplinary action involves the demotion of a qualified veteran, the appropriate hearing notice will be provided if required by law and all rights will be afforded the veteran in accordance with Minnesota law.

**Salary**

An employee's salary increase may be withheld, or the salary may be decreased due to performance deficiencies.

**Dismissal**

The City Council may dismiss an employee for substandard work performance, serious misconduct, or behavior not in keeping with City standards.

If the disciplinary action involves the removal of a qualified veteran, the appropriate Veteran's Preference hearing notice will be provided, and all rights will be afforded the veteran in accordance with Minnesota Statutes §§ 197.447 to 197.481.

## GRIEVANCE PROCEDURE

Any dispute between an employee and the City relative to the application, meaning or interpretation of these personnel policies will be settled in the following manner:

Step 1: The employee must present the grievance in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the personnel policies allegedly violated and the remedy requested, to the proper supervisor within twenty-one (21) days after the alleged violation or dispute has occurred. The supervisor will respond to the employee in writing within seven (7) calendar days. If there is no immediate supervisor, Step 1 shall be skipped and the aggrieved employee shall follow the process set out in Step 2.

Step 2: If the grievance has not been settled in accordance with Step 1, it must be presented in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the Personnel Policies allegedly violated, and the remedy requested, by the employee to the City Council within seven (7) days after the supervisor's response is due or within twenty-one (21) days after the alleged violation or dispute has occurred if there is no immediate supervisor. The City Council or his/her designee will respond to the employee in writing within thirty (30) calendar days. The decision of the City Council is final.

### Waiver

If a grievance is not presented within the time limits set forth above, it will be considered "waived." If a grievance is not appealed to the next step in the specified time limit or any agreed extension thereof, it will be considered settled based on the City's last answer. If the City does not answer a grievance or an appeal within the specified time limits, the employee may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the City and the employee without prejudice to either party.

The following actions are not grievable:

1. Performance evaluations;
2. Pay increases or lack thereof; and
3. Merit pay awards.

The above list is not meant to be all inclusive or exhaustive.

## EMPLOYEE EDUCATION & TRAINING

The City promotes staff development as an essential, ongoing function needed to maintain and improve cost effective quality service to residents. The purposes for staff development are to ensure that employees develop and maintain the knowledge and skills necessary for effective job performance and to provide employees with an opportunity for job enrichment and mobility.

### Policy

The City will pay for the costs of an employee's participation in training and attendance at professional conferences, if attendance is approved in advance under the following criteria and procedures:

**Job-Related Training & Conferences**

Attendance at professional meetings costing the City, and the subject matter of the training session or conference is directly job-related and relevant to the performance of the employee's work responsibilities. Responsibilities outlined in the job description, annual work program requirements and training goals and objectives that have been developed for the employee will be considered in determining if the request is job-related.

Continuing education or similar courses taken by an employee to maintain licensing or other professional accreditation will not be eligible for payment under this policy unless the subject matter relates directly to the employee's duties, even though the employee may be required to maintain such licensing or accreditation as a condition of employment with the City.

The supervisor and the City Council are responsible for determining job-relatedness and approving or disapproving training and conference attendance.

**Job-Related Meetings**

Attendance at professional meetings costing City of Baldwin, and directly related to the performance of the employee's work responsibilities, require the approval of the City Council. Advance supervisor approval is also required to ensure adequate department coverage.

**Request for Participation in Training & Conferences**

The request for participation in a training session or conference must be submitted in writing to the employee's supervisor on the appropriate form. All requests must include an estimate of the total cost (training session, travel, meals, etc.) and a statement of how the education or training is related to the performance of the employee's work responsibilities with the City.

Requests must be approved by the employee's supervisor and the City Council. Documentation approving conference or training attendance will be provided to the employee with a copy placed in the employee's personnel file.

Payment information such as invoices, billing statements, etc., regarding the conference or training should be forwarded to accounting for prompt payment.

**Out of State Travel**
Attendance at training or conferences out of state may be approved only if the training or conference is not available locally. **All requests for out of state travel are reviewed for approval/disapproval by the City Council. Approval of such travel shall be in the discretion of the City Council.**

**Compensation for Travel & Training Time**
Time spent traveling to and from, as well as time spent attending a training session or conference, will be compensated in accordance with the federal Fair Labor Standards Act.

Travel and other related training expenses will be reimbursed subject to the employee providing necessary receipts and appropriate documentation.

**Travel & Meal Allowance**
If employees are required to travel outside of the area in performance of their duties as a City employee, they will receive reimbursement of expenses for meals, lodging and necessary expenses incurred. However, the City will not reimburse employees for meals connected with training or meetings within City limits, unless the training or meeting is held as a breakfast, lunch or dinner meeting.

Employees who find it necessary to use their private automobiles for City travel and who do not receive a car allowance will be reimbursed at the prevailing mileage rate as established by the City Council, not to exceed the allowable IRS rate.

Expenses for meals, including sales tax and gratuity, will be reimbursed according to this policy. No reimbursement will be made for alcoholic beverages. Meal expenses of up to $50.00 per day will be allowed, provided the employee provides the City with appropriate receipts for such meals.

A full reimbursement, over the maximum defined, may be authorized if a lower cost meal is not available when attending banquets, training sessions, or meetings of professional organizations.

**Tuition Reimbursement**
To be considered for tuition reimbursement the employee must be in good standing and have been employed by the City for at least one year. All requests for tuition reimbursement will be considered on a case-by-case basis by the City Council, with final approval/disapproval provided by the City Council in its discretion.

Courses taken for credit at an approved educational institution must meet the following criteria to be approved for reimbursement:

- Courses must be directly related to the employee's present position (whether required for a degree program or not); OR
- Courses must be directly related to a reasonable promotional opportunity in the same field of work as present position (whether part of a degree program or not).

## DRUG FREE WORKPLACE

In accordance with Federal Law, the City of Baldwin has adopted the following policy on drugs in the workplace:

A. Employees are expected and required to report to work on time and in appropriate mental and physical condition. It is the City's intent and obligation to provide a drug-free, safe and secure work environment.

B. The unlawful manufacture, distribution, possession, or use of a controlled substance on City property or while conducting City business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.

C. The City recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plans, as appropriate.

D. Employees must, as a condition of employment, abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting City business. A report of the conviction must be made within five (5) days after the conviction as required by the Drug-Free Workplace Act of 1988.

E. In accordance with State Law, the City of Baldwin may request or require a job applicant to undergo drug and alcohol testing provided a job offer has been made to the applicant and the same test is requested or required of all job applicants conditionally offered employment for that same position.

F. No employee may be impaired by alcohol, cannabis, THC, or any illegal drug when at work, nor may an employee ingest any of these substances while at work.

G. Although marijuana is legal for adults in Minnesota, the City of Baldwin prohibits the use, possession, or being under the influence of marijuana during work hours, on the job, or while performing any City-related duties. Employees found violating this policy may be subject to disciplinary action, up to and including termination. Employees are expected to report to work in a condition that allows them to safely and effectively perform their job responsibilities. Use of marijuana or any other substance that impairs an employee's ability to perform their work is strictly prohibited.

## DRUG AND ALCOHOL TESTING POLICY

As part of its continuing effort to protect the health, safety and security of its employees and the public it serves, City of Baldwin has adopted a drug and alcohol testing policy in accordance with Minnesota law, as follows:

A. The use, sale, possession or transfer of drugs or alcohol are strictly prohibited by all employees and job applicants on the premises of City of Baldwin, and at all times while City property is in use.

B. All employees and job applicants are subject to urinalysis testing for the presence of drugs and alcohol, in accordance with this policy.

C. Job applicants will be tested after an offer of employment has been made, in each case, contingent upon the applicant's successful completion of the testing, and after the applicant has reviewed and completed the Pre-Testing Acknowledgment form, which will be supplied by the City.

D. Any City of Baldwin employee occupying a position in which, in the opinion of the City Board, an impairment caused by drug or alcohol usage would threaten the health or safety of any other person, will be subject to testing on a random selection basis, at the discretion of the City Board.

E. All other City of Baldwin employees will be subject to testing when there is a reasonable suspicion that:

   1. They are under the influence of drugs or alcohol; or
   2. They have violated the policy set forth in Paragraph 1 above; or
   3. They have sustained a personal injury, or they have caused another employee to sustain a personal injury; or
   4. They have caused a work-related accident, or were operating or helping to operate any machinery, equipment or vehicle involved in a work-related accident.

F. City of Baldwin employees may be required to submit to testing on a random basis.

G. Any employee or job applicant may refuse to submit to testing to be conducted pursuant to this policy, but refusal will result in the following consequences:

   1. As to any job applicant: the City Board will immediately withdraw the pending job offer;
   2. As to any employee: the City Board will discipline or terminate employment, at the sole discretion of the City Board.

H. All testing will be conducted in accordance with the following procedures:

   1. Each person to be tested will complete, sign and date a Pre-Testing Acknowledgment form supplied by the City, attached to this policy as Exhibit 1.

2. Each test will be conducted by a laboratory which is authorized by law to conduct such tests, and which confirms to City of Baldwin that its procedures are in accordance with Minnesota law.

3. All samples which test "positive" on an initial screening test will be subjected to a confirmatory retest by the laboratory before the results are reported to the employee or job applicant.

4. Results will be reported to each employee and job applicant, in writing and on a form attached to this policy as Exhibit 2, within three (3) working days of the receipt of the results by the City.

5. Any employee or job applicant may submit additional information for the purpose of explaining such test results or may request a confirmatory retest at his/her own expense. Any such additional information or request for a retest may be submitted in writing to the City Council within five (5) working days after notice of the results of the test.

6. Any employee in a safety sensitive position, who tests positive and requests a retest may be suspended from employment or transferred at the same rate of pay pending the retest results, at the sole discretion of the City Board.

7. A positive result on the final confirmatory retest pursuant to this policy will result in the following consequences:

    i. As to an applicant, the City Council will immediately revoke the pending offer of employment.

    ii. As to an employee, when it is the first such occasion: the requirement, as a condition of employment, that the employee successfully complete the drug or alcohol counseling or rehabilitation program selected by the City Council, at the employee's expense or under an employee benefit coverage program.

    iii. As to an employee, when it is the second or subsequent such occasion: discipline or termination from employment, at the sole discretion of the City Council.

8. All tested employees will be entitled to receive a copy of the laboratory document that certifies the test results.

## CITY DRIVING POLICY

This policy applies to all employees who drive a vehicle on City business at least once per month, whether driving a City-owned vehicle or their own personal vehicle. It also applies to employees who drive less frequently but whose ability to drive is essential to their job due to the emergency nature of the job. The City expects all employees who are required to drive as part of their job to drive safely and legally while on City business and to maintain a good driving record.

The City will examine driving records at least once per year for all employees who are covered by this policy to determine compliance with this policy. Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate supervisor on the first workday after any temporary, pending or permanent action is taken on their license and to keep their supervisor informed of any changes thereafter.

The City will determine appropriate action on a case-by-case basis.

### CELLULAR PHONE USE

This policy is intended to define acceptable and unacceptable uses of cellular telephones. Its application is to ensure that cellular phone usage is consistent with the best interests of the City without unnecessary restriction of employees in the conduct of their duties. This policy will be implemented to prevent the improper use or abuse of cellular phones and to ensure that City employees exercise the highest standards of propriety in their use.

#### General Policy

Cellular telephones are intended for the use of City employees in the conduct of their work for the City. Supervisors are responsible for the cellular telephones assigned to their employees and will exercise discretion in their use. Nothing in this policy will limit supervisor discretion to allow reasonable and prudent personal use of such telephones or equipment provided that:

- Its use in no way limits the conduct of work of the employee or other employees.
- No personal profit is gained or outside employment is served.

A supervisor may authorize an employee to use his/her own personal phone for City business and be reimbursed by the City for those calls. An employee will not be reimbursed for business-related calls without prior authorization from his/her supervisor. Supervisors may also prohibit employees from carrying their own personal cell phones during working hours if it interferes with the performance of their job duties.

Use of public resources by City employees for personal gain and/or private use including, but not limited to, outside employment or political campaign purposes, is prohibited and subject to disciplinary action which may include termination and/or criminal prosecution, depending on the circumstances. Incidental and occasional personal use may be permitted with the consent of the supervisor.

All personal calls made by employees on a City-provided cellular phone must be paid for by the employee through reimbursement to the City based on actual cost listed on the City's phone bill. Personal calls will be made or received only when absolutely necessary. Such calls must not interfere with working operations and are to be completed as quickly as possible.

**Procedures**

It is the objective of the City of Baldwin to prevent and correct any abuse or misuse of cellular telephones through the application of this policy. Employees who abuse or misuse such telephones may be subject to disciplinary action.

**Responsibility**

The City Council, or designee, will have primary responsibility for implementation and coordination of this policy. All supervisors will be responsible for enforcement within their departments.

## SAFETY

The health and safety of each employee of the City and the prevention of occupational injuries and illnesses are of primary importance to the City. To the greatest degree possible, management will maintain an environment free from unnecessary hazards and will establish safety policies and procedures for each department. Adherence to these policies is the responsibility of each employee. Overall administration of this policy is the responsibility of each supervisor.

### Reporting Accidents and Illnesses

Both Minnesota Worker's Compensation laws and the state and federal Occupational Safety and Health Acts require that all on the job injuries and illnesses be reported as soon as possible by the employee, or on behalf of the injured or ill employee, to his/her supervisor. The employee's immediate supervisor is required to complete a First Report of Injury and any other forms that may be necessary related to an injury or illness on the job.

### Safety Equipment/Gear

Where safety equipment is required by federal, state, or local rules and regulations, it is a condition of employment that such equipment be worn by the employee.

### Unsafe Behavior

Supervisors are authorized to send an employee home immediately when the employee's behavior violates the City's personnel policies, department policies, or creates a potential health or safety issue for the employee or others.

## REMOTE WORK POLICY

The City of Baldwin does not support remote work for its employees, except under exceptional circumstances (such as a medical emergency or other valid reasons, subject to approval). All employees are expected to perform their duties at their designated workplace during scheduled work hours. The City believes that in-person presence fosters collaboration and better service to the community.

Employees seeking flexible work arrangements, including telecommuting, must submit a formal request to City Council who may approve such request by a majority vote of the Council. Each request will be considered on a case-by-case basis, but remote work is not the standard practice for employees of the City of Baldwin.

## EXHIBIT 1 – PRE-TESTING ACKNOWLEDGMENT

In accordance with the requirements of City of Baldwin, and in anticipation of the drug and alcohol test to which I am about to submit, I hereby acknowledge the following:

1. I have read and understand the Drug and Alcohol Testing Policy of City of Baldwin am aware that it applies to any employee or applicant, including myself.

2. The following constitutes a complete list of any over the counter or prescription medications which I am currently taking or have taken within the past six weeks.

| Medication | Date Taken | Time Taken |
|---|---|---|

3. Other information which I consider relevant to the reliability of my drug test, or which could explain a positive result, is the following:

_____
Employee or Job Applicant

_____
Date:

## EXHIBIT 2 – NOTICE OF THE RESULTS OF DRUG AND ALCOHOL TEST

DATE: _____

TO: _____

FROM: _____

On _____, 20__, you submitted to a test for the presence of drugs and alcohol, at the request of City of Baldwin. The results of that test, which was performed in accordance with the City's Drug and Alcohol Test Policy of _____ (the "Policy"), were as follows:

Positive/Negative (circle one)

You have the right to receive from City of Baldwin a copy of the test results report from the laboratory which performed the test. In addition, if the results were positive, you now have the following rights under Minnesota law:

1. Within three (3) working days from the date of this Notice, you may submit to City of Baldwin any additional information which you consider relevant to explain the positive result. This information must be submitted in writing to the City Board.

2. Within five (5) working days from the date of this notice, you may submit to City of Baldwin a request for a confirmatory retest of the original sample, at your own expense. This request must be submitted in writing to the City Board. If the confirmatory retest fails to confirm the initial positive results, no adverse action will be taken against you by City of Baldwin based on the positive results.

3. The only adverse personnel actions which may be taken against you by City of Baldwin are as set forth in the City of Baldwin's Drug and Alcohol Testing Policy.

## EXHIBIT 3 – SNOW PLOW WAGE SCALE

Snowplow Driver 1 (Class D)

| | A | B | C | D | E |
|---|---|---|---|---|---|
| Effective | Start | 1-year | 5-year | 10-year | 15-year |
| 1/1/24 | 21.14 | 22.197 | 23.30685 | 24.47219 | 25.6958 |

Snowplow Driver 2 (Class A or B)

| | A | B | C | D | E |
|---|---|---|---|---|---|
| Effective | Start | 1-year | 5-year | 10-year | 15-year |
| 1/1/24 | 28.2 | 29.61 | 31.0905 | 32.64503 | 34.27728 |

UPDATED:
10/21/24 16% OVER PREVIOUS YEAR

**Cities Digital, Inc. "CDI"**
2000 O'NEIL ROAD #150
HUDSON, WI 54016 US
6517142800
sales@cdi.support
www.cdi.support

**ADDRESS**
City of Baldwin
Joan Heinen
30239 – 128th Street NW
Baldwin, MN 55371 USA

## Estimate CD9684

**DATE** 09/03/2026

| DATE | | DESCRIPTION | QTY | RATE | AMOUNT |
|---|---|---|---|---|---|
| | | LASERFICHE CLOUD ANNUAL SUBSCRIPTION & SUPPORT | | | |
| | | Year 1 - 2026 to 2027 | | | |
| | **CLENF1** | Laserfiche Cloud Starter Users 1-50 | 2 | 661.50 | 1,323.00 |
| | **CD0002** | Payment Received 09/03/26 | 1 | -1,350.00 | -1,350.00 |
| | | Year 2 - 2027 to 2028 | | | |
| | **CLENF1** | Laserfiche Cloud Starter Users 1-50 | 2 | 694.58 | 1,389.16 |
| | | Year 3 - 2028 to 2029 | | | |
| | **CLENF1** | Laserfiche Cloud Starter Users 1-50 | 2 | 729.31 | 1,458.62 |

| | |
|---|---|
| SUBTOTAL | 2,820.78 |
| TAX | 0.00 |
| TOTAL | **$2,820.78** |

Accepted By

Accepted Date

**Joan Heinen**

**From:** Jacob Severson <Jacob.Severson@co.sherburne.mn.us>
**Sent:** Thursday, September 10, 2026 12:33 PM
**To:** Joan Heinen
**Subject:** Re: K9 Training

Hey Joan
The rigs and vehicles and storage areas are pretty much what I would use for training. We are very careful around the equipment with the dogs and do our best to clean up after ourselves. But hiding dope on the trucks is what we do at other stations and work buildings. I only know of the station and the public works building does Baldwin have more than just those 2 buildings? If so, using those buildings would be great.
Thank you

*Ofc. Jake Severson COII #3391*
*K9- Freya*
*Jail K9 Handler # 320-319-6431*
*Sherburne County Sheriff's Offc.*

*Be Strong and Courageous!- JSH 1:9*

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**From:** Joan Heinen <city.clerk@baldwinmn.gov>
**Sent:** Thursday, September 10, 2026 11:56 AM
**To:** Jacob Severson <Jacob.Severson@co.sherburne.mn.us>
**Subject:** RE: K9 Training

You don't often get email from city.clerk@baldwinmn.gov. Learn why this is important
**This email came from OUTSIDE of Sherburne County. If you suspect this isn't legitimate, please use the PHISH ALERT button.**

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Hi Jacob,
This will be placed on the September 16th City Council agenda to discuss. Are you thinking of using the fire station or what outbuildings were you thinking? The only concern is our Fire Department is full of rigs/vehicles along with our Public Works garage.
Let me know.
Thank you.

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

763-389-8931
city.clerk@baldwinmn.gov

**From:** Jacob Severson <Jacob.Severson@co.sherburne.mn.us>
**Sent:** Wednesday, September 9, 2026 8:39 AM
**To:** Joan Heinen <city.clerk@baldwinmn.gov>
**Subject:** K9 Training

Hey Joan
This is K9 Ofc. Jake Severson at the Sherburne County Sheriff's Office, we spoke the other day about possibly letting me use Balwin gov buildings for training my dog.
I live in Baldwin just across the highway from the firehouse, other cities within Sherburne have given us permission to train in their outbuildings by either giving us a code to their facilities or a key to use. If this is something Baldwin would be ok with, I would appreciate it. It's nice to give the dog new environments to explore to help better serve the community .
Thank you

*Ofc. Jake Severson COII #3391*
*K9- Freya*
*Jail K9 Handler # 320-319-6431*
*Sherburne County Sheriff's Offc.*

*Be Strong and Courageous!- JSH 1:9*