CITY OF BALDWIN

AGENDA FOR OCTOBER 26th, 2026
CITY OF BALDWIN SPECIAL MEETING
6:00 p.m.
(Revised 10/22/2026)

6:00 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:
- Joss Jondahl, 31585 124th Street – Discussion on Billing and Letter of Credit for Meadows of Baldwin and The Oaks of Battle Brook Second Addition
- Cartrell Cooper, 12304 317th Avenue – Practical Ideas to Keep Baldwin City Government Small, Efficient, and Save Taxpayer Dollars

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 Building Permit for July and August 2026
- Approve Clerk Attending MCFOA Region IV Meeting on November 18th, 2026
- Approve Regular City Council Meeting Minutes for October 7th, 2026

Engineering:
a. Discuss/Approve/Disapprove Final Payment for the 2026 Sandy Lake and Lake Diann Project
b. Discuss/Approve/Disapprove Final Payment for the 2026 Crack Filling Project
c. Discuss/Approve/Disapprove Construction Pay Application No. 4 for 2026 Street Reconstruction Project
d. Discuss/Approve/Disapprove Release of the Grading Permit Securities for the Meadows of Baldwin Development
e. Discuss/Approve/Disapprove Reduction of the Letter of Credit for the Meadows of Baldwin Development
f. Discuss Engineering attending MnDOT Committee Meetings
g. Discuss and Review Capital Improvement Plan (CIP) for Future Roadway and Maintenance Planning
h. Discuss Micro Surfacing Project for 2027

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.

i. Discuss 2027-2028 Road Projects/Improvements
   (1) 2027 Reclaim and Pave Project
   (2) 100th Street and 297th Avenue Street Reconstruction Project
   (3) 303rd Avenue Street Reconstruction Project
j. Discuss Chip Sealing on Lake Area Roads
k. Discuss/Approve/Disapprove Hakanson Anderson Charges on Phone Calls with Residents – Tom Rush

Frontier Trails Update:
a. Discuss September 2026 Wastewater Operation Summary – Jay Swanson
b. Discuss Revenues/Expenditures for the month of September 2026 for Frontier Trails SSD – Jay Swanson

Road Report – Alan Walker
a. Discuss Public Works Report
b. Discuss/Approve/Disapprove Advertising for 2 Alternate Snowplow Drivers for a Third Week
c. Discuss Gravel Road Grading
d. Discuss Hiring Process for Snowplow Drivers

Tabled Items:
a. Discuss/Approve/Disapprove 2027 Budget for Frontier Trails SSD and Set Monthly Fee – Jay Swanson
b. Discuss/Approve/Disapprove Resolution 26-35; Certifying Delinquent Community Sewer Treatment Fees and Related Interest for Frontier Trails SSD (Must be Certified by November 30th, 2026) – Jay Swanson
c. Discuss/Approve/Disapprove Moving Park Committee Meeting from the Third Thursday of the Month to the Third Tuesday of the Month – Tom Rush

New Business:
a. Schedule Municipal Canvassing Board Meeting. Must be Scheduled November 6th Through November 13th, 2026 – Tom Rush
b. Schedule Budget Meeting – Jay Swanson
c. Discuss/Approve/Disapprove Updated Employment Application – Clerk
d. Discuss/Approve/Disapprove Abatement Agreement for PID# 01-00407-0630 – City Attorney
e. Discuss/Approve/Disapprove Quotes for DOT Consortium – Tom Rush

Announcements:
a. Public Accuracy Testing for General Election Held at Sherburne County Government Center Wednesday, October 28th, 2026 at 10:00 a.m.
b. Planning Commission Meeting Wednesday, October 28th, 2026 at 7:00 p.m.
c. General Election Tuesday, November 3rd, 2026. Polls Open From 7:00 a.m. to 8:00 p.m.
d. Next City Council Meeting Wednesday, November 4th, 2026 at 7:00 p.m.

Any Other Business:

Approve Bill for Payment:

Adjourn:

BALDWIN TOWNSHIP

*Cash Balances

Cash Account: 10100

October 2026

Fund	Begin October 2026	Receipts	Disbursements	Transfers Rec/Disb	Transfers Journal Entries	JE Payroll	Balance No Investments	Investments	Balance	
10100 - Old National Bank										
101 - General Fund	($608,471.27)	$27,187.22	($132,884.02)	$0.00		($6,663.06)	($720,831.13)	$0.00	($720,831.13)	In Bal
225 - Cemetery Fund	$16,361.97		($99.80)	$0.00		($215.30)	$16,046.87		$16,046.87	In Bal
250 - Fire Fund	$95,093.20	$1,520.99	($11,433.66)	$0.00	$27,425.09	($3,256.91)	$109,348.71		$109,348.71	In Bal
275 - Street Capital	$874,930.53		($1,221.57)	$0.00			$873,708.96		$873,708.96	In Bal
301 - G.O. 2017A	$229,317.08			$0.00			$229,317.08		$229,317.08	In Bal
302 - G.O. 2024A	$73,233.54			$0.00			$73,233.54		$73,233.54	In Bal
401 - Capital Project Fund	$158,859.11			$0.00			$158,859.11		$158,859.11	In Bal
402 - Fire Services	$9,938.26			$0.00	($27,425.09)		($17,486.83)		($17,486.83)	In Bal
403 - Fire Infrastructure Fund	$290,897.27			$0.00			$290,897.27		$290,897.27	In Bal
404 - Parks Capital Fund	$82,499.99		($3,021.92)	$0.00		($1,788.08)	$77,689.99		$77,689.99	In Bal
602 - Sewer Fund	$67,787.47	$7,683.00	($7,412.89)	$0.00		($407.32)	$67,650.26		$67,650.26	In Bal
801 - Developers Account - Escrow	$154,878.38	$2,135.00	($2,496.25)	$0.00			$154,517.13		$154,517.13	In Bal
802 - Baldwin Estates Escrow	$2,389.61			$0.00			$2,389.61		$2,389.61	In Bal
804 - Buck Run Escrow	$15,329.31			$0.00			$15,329.31		$15,329.31	In Bal
805 - Sumser Farms 1st Addt Escr	$1,916.41			$0.00			$1,916.41		$1,916.41	In Bal

	MTD Amounts	YTD Amounts
Begin	$1,464,960.86	$2,005,172.37
Receipt	$38,526.21	$1,776,850.57
Disbursements	($158,570.11)	($1,833,868.04)
Transfers Rec/Disb	$0.00	$0.00
Transfers JE	$0.00	($279,939.46)
JE Payroll	($12,330.67)	($335,629.15)

	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	$1,332,586.29	In Balance	

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	($561,157.53)	$52,679.15	($71,880.79)	$0.00	$0.00	($28,112.10)	($608,471.27)	$0.00	($608,471.27)	In Bal
225 - Cemetery Fund	$14,323.37	$3,755.20	($1,200.00)	$0.00	$0.00	($516.60)	$16,361.97		$16,361.97	In Bal
250 - Fire Fund	$101,385.56	$31.64	($3,067.09)	$0.00	$0.00	($3,256.91)	$95,093.20		$95,093.20	In Bal
275 - Street Capital	$887,333.63	$327.66	($12,730.76)	$0.00	$0.00		$874,930.53		$874,930.53	In Bal
301 - G.O. 2017A	$229,244.21	$72.87		$0.00	$0.00		$229,317.08		$229,317.08	In Bal
302 - G.O. 2024A	$73,210.27	$23.27		$0.00	$0.00		$73,233.54		$73,233.54	In Bal
401 - Capital Project Fund	$158,808.63	$50.48		$0.00	$0.00		$158,859.11		$158,859.11	In Bal
402 - Fire Services	$9,935.10	$3.16		$0.00	$0.00		$9,938.26		$9,938.26	In Bal
403 - Fire Infrastructure Fund	$290,804.83	$92.44		$0.00	$0.00		$290,897.27		$290,897.27	In Bal
404 - Parks Capital Fund	$89,051.60	$1,226.23	($2,898.25)	$0.00	$0.00	($4,879.59)	$82,499.99		$82,499.99	In Bal
602 - Sewer Fund	$64,168.94	$6,618.77	($2,641.92)	$0.00	$0.00	($358.32)	$67,787.47		$67,787.47	In Bal
801 - Developers Account - Escrow	$149,709.62	$10,895.23	($5,726.47)	$0.00	$0.00		$154,878.38		$154,878.38	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	$1,916.41			$0.00	$0.00		$1,916.41		$1,916.41	In Bal

	MTD Amounts	YTD Amounts
Begin	$1,526,453.56	$2,005,172.37
Receipt	$75,776.10	$1,738,324.36
Disbursements	($100,145.28)	($1,675,297.93)
Transfers Rec/Disb	$0.00	$0.00
Transfers JE	$0.00	($279,939.46)
JE Payroll	($37,123.52)	($323,298.48)

	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	$1,464,960.86	In Balance	

THE CITY OF BALDWIN
PUBLIC COMMENT REQUEST FORM

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

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

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

Thank you!

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

DATE: 10/2/26

NAME: Joss Jordan / Meadows of Baldwin / The Oaks of Battle Brook

ADDRESS: 31985 124th St Princeton

PHONE: 763-203-4343

SUBJECT TO BE PRESENTED TO THE CITY COUNCIL:
Would like to go over Billing for Both Plats and LOC's

Approved 5/15/23
Revised 4/9/2026

THE CITY OF BALDWIN
PUBLIC COMMENT REQUEST FORM

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

Thank you!

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

DATE: Oct 21, 2026

NAME: Cartrell Cooper

ADDRESS: 12304 317th Av Princeton, MN 55371

PHONE: 651-398-5766

SUBJECT TO BE PRESENTED TO THE BOARD:
Practical Ideas to Keep Baldwin City Government Small, Efficient, and Save Taxpayer Dollars

Approved 5/15/23
Revised 11/18/2024

RUM RIVER
CONSULTANTS

Contract Area: City of Baldwin - July 2026

Permit #	Paid Date	Address	Project Description	Permit Portion	70% Billable	Plan Review	80% Billable	Project Fee
BA2026-141	7/7/2026	30209 116TH ST NW	Non-Residential Furnace & A/C	$ 356.70	$ 249.69	$ 231.86	$ 185.49	$ 435.18
BA2026-178	7/1/2026	14037 290TH AVE NW	Deck	$ 125.00	$ 87.50	$ 81.25	$ 65.00	$ 152.50
BA2026-183	6/11/2026	13838 306th Ave NW	Mechanical - Reinspection Fee		$ -		$ -	$ 95.00
BA2026-197	7/8/2026	30014 US HIGHWAY 169 NW	Swimming Pool - Applicant paid plan review fee only as he opted to cancel on 7/7/26 due to unforeseen household repair that came up. Advised if no changes occur with the plan review, a new permit could be applied for at a later date and no additional fees for plan review if it remains the exact same.		$ -	$ 82.25	$ 65.80	$ 65.80
BA2026-199	7/1/2026	13284 288TH AVE NW	Furnace & A/C	$ 185.00	$ 129.50		$ -	$ 129.50
BA2026-200	7/13/2026	13813 298TH AVE NW	Building Accessory Structure	$ 456.00	$ 319.20	$ 296.40	$ 237.12	$ 556.32
BA2026-203	7/7/2026	29441 136TH ST NW	Building Accessory Structure	$ 125.00	$ 87.50	$ 81.25	$ 65.00	$ 152.50
BA2026-206	7/2/2026	13396 295TH AVE NW	Building New Construction	$ 2,097.90	$1,468.53	$1,363.64	$1,090.91	$ 2,559.44
BA2026-209	7/2/2026	28636 99TH ST NW	Replacement Septic	$ 450.00			$ -	$ 350.00
BA2026-210	7/27/2026	28227 116TH ST NW	Building Accessory Structure	$ 125.00	$ 87.50	$ 81.25	$ 65.00	$ 152.50
BA2026-212	7/6/2026	9939 284TH AVE NW	Replacement Septic	$ 450.00			$ -	$ 350.00

RUM RIVER
CONSULTANTS

Contract Area: City of Baldwin - July 2026

Permit #	Paid Date	Address	Project Description	Permit Portion	70% Billable	Plan Review	80% Billable	Project Fee
BA2026-217	7/1/2026 Cancelled	13396 295th Ave NW	Plumbing New Construction - Cancelled on 7/15/26 Original Fee of $150, with 80% refund of $120.	$ 30.00	$ 21.00		$ -	$ 21.00
BA2026-218	7/1/2026 Cancelled	13396 295th Ave NW	Mechanical New Construction - Cancelled on 7/15/26 Original Fee of $150, with 80% refund of $120.	$ 30.00	$ 21.00		$ -	$ 21.00
BA2026-219	7/24/2026	30476 138TH ST NW	Building New Construction	$ 1,679.40	$1,175.58	$1,091.61	$ 873.29	$ 2,048.87
BA2026-220	7/13/2026	30713 119TH ST NW	Replacement Septic	$ 450.00			$ -	$ 350.00
BA2026-222	7/8/2026	28560 111TH ST NW	Window/Door	$ 125.00	$ 87.50		$ -	$ 87.50
BA2026-223	7/7/2026	14203 285TH AVE NW	Demolition	$ 300.00	$ 210.00		$ -	$ 210.00
BA2026-224	7/8/2026	13313 LAKE PLACE RD NW	Water Heater	$ 125.00	$ 87.50		$ -	$ 87.50
BA2026-225	7/8/2026	13313 LAKE PLACE RD NW	Furnace & A/C	$ 185.00	$ 129.50		$ -	$ 129.50
BA2026-227	7/20/2026	12823 289th Ave NW	Replacement Septic	$ 450.00			$ -	$ 350.00
BA2026-228	7/8/2026	30513 119TH ST NW	Furnace & A/C	$ 185.00	$ 129.50		$ -	$ 129.50
BA2026-229	7/9/2026	14262 277TH AVE NW	Mechanical Accessory Structure	$ 125.00	$ 87.50		$ -	$ 87.50
BA2026-230	7/27/2026	12724 316TH AVE NW	Replacement Septic	$ 450.00			$ -	$ 350.00
BA2026-231	7/14/2026	13695 301ST AVE NW	Building Deck	$ 125.00	$ 87.50	$ 81.25	$ 65.00	$ 152.50

RUM RIVER
CONSULTANTS

Contract Area: City of Baldwin - July 2026

Permit #	Paid Date	Address	Project Description	Permit Portion	70% Billable	Plan Review	80% Billable	Project Fee
BA2026-232	7/23/2026	13606 288TH AVE NW	Replacement Septic	$ 450.00			$ -	$ 350.00
BA2026-235	7/20/2026	31633 127TH ST NW	Building Addition	$ 608.15	$ 425.71	$ 395.30	$ 316.24	$ 741.95
BA2026-237	7/20/2026	14250 277TH AVE NW	Plumbing New Construction	$ 150.00	$ 105.00		$ -	$ 105.00
BA2026-238	7/20/2026	14249 278TH Ave NW	Plumbing New Construction	$ 150.00	$ 105.00		$ -	$ 105.00
BA2026-239	7/20/2026	14249 278TH Ave NW	Plumbing New Construction	$ 150.00	$ 105.00		$ -	$ 105.00
BA2026-240	7/20/2026	14250 277TH AVE NW	Mechanical New Construction	$ 150.00	$ 105.00		$ -	$ 105.00
BA2026-241	7/29/2026	30304 136TH ST NW	Plumbing New Construction	$ 150.00	$ 105.00		$ -	$ 105.00
BA2026-242	7/29/2026	30304 136TH ST NW	Mechanical New Construction	$ 150.00	$ 105.00		$ -	$ 350.00
BA2026-243	7/20/2026	14250 277TH AVE NW	New Septic	$ 450.00			$ -	$ 350.00
BA2026-244	7/20/2026	14249 278TH Ave NW	New Septic	$ 450.00			$ -	$ 152.50
BA2026-246	7/24/2026	13438 295TH AVE NW	Building Accessory Structure	$ 125.00	$ 87.50	$ 81.25	$ 65.00	$ 105.00
BA2026-247	7/15/2026	13396 295TH AVE NW	Plumbing New Construction	$ 150.00	$ 105.00		$ -	$ 105.00
BA2026-248	7/15/2026	13396 295TH AVE NW	Mechanical New Construction	$ 150.00	$ 105.00		$ -	$ 87.50
BA2026-251	7/20/2026	32134 111 1/2 ST NW	A/C	$ 125.00	$ 87.50		$ -	$ 314.03
BA2026-252	7/27/2026	9821 300TH AVE NW	Building Accessory Structure	$ 257.40	$ 180.18	$ 167.31	$ 133.85	$ 87.50
BA2026-254	7/23/2026	14208 314TH AVE NW	A/C	$ 125.00	$ 87.50		$ -	$ 129.50
BA2026-255	7/23/2026	13518 311TH AVE NW	Furnace & A/C	$ 185.00	$ 129.50		$ -	$ 129.50
BA2026-256	7/27/2026	28188 96TH ST NW	Furnace & A/C	$ 185.00	$ 129.50		$ -	$ 87.50
BA2026-258	7/29/2026	28738 111TH ST NW	Window/Door	$ 125.00	$ 87.50		$ -	$ 87.50
BA2026-261	7/31/2026	13838 306TH AVE NW	Gas Fireplace	$ 125.00	$ 87.50		$ -	$ 87.50

RUM RIVER
CONSULTANTS

Contract Area: City of Baldwin - July 2026

Permit #	Paid Date	Address	Project Description	Permit Portion	70% Billable	Plan Review	80% Billable	Project Fee
			TOTAL	$13,040.55	$ 6,608.39	$4,034.62	$3,227.70	$12,731.08

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

RUM RIVER
CONSULTANTS

Contract Area: City of Baldwin - August 2026

Permit #	Paid Date	Address	Project Description	Permit Portion	70% Billable	Plan Review	80% Billable	Project Fee
BA2026-122	8/11/2026	14100 296TH CIR NW	Building Accessory Structure	$ 340.15	$ 238.11	$ 221.10	$ 176.88	$ 414.99
BA2026-122	8/11/2026	14100 296TH CIR NW	Accessory Structure - Additional Plan Review		$ -	$ 42.50		$ 42.50
BA2026-182	8/17/2026	30741 106TH ST NW	Water Heater	$ 125.00	$ 87.50		$ -	$ 87.50
BA2026-233	8/6/2026	13430 289TH AVE NW	Building Alteration/Remodel	$ 207.75	$ 145.43	$ 135.04	$ 108.03	$ 253.46
BA2026-234	8/5/2026	13430 289TH AVE NW	Plumbing Alteration/Remodel	$ 125.00	$ 87.50		$ -	$ 87.50
BA2026-236	8/3/2026	31633 127TH ST NW	Replacement Septic	$ 450.00			$ -	$ 350.00
BA2026-249	8/11/2026	11381 313TH AVE NW	Building New Construction	$ 2,685.15	$ 1,879.61	$ 1,745.35	$ 1,396.28	$ 3,275.89
BA2026-250	8/3/2026	9816 284TH AVE NW	Deck	$ 158.10	$ 110.67	$ 102.77	$ 82.22	$ 192.89
BA2026-253	8/6/2026	30722 119TH ST NW	Furnace & A/C	$ 185.00	$ 129.50		$ -	$ 129.50
BA2026-257	8/3/2026	32329 104TH ST NW	Building Accessory Structure	$ 125.00	$ 87.50		$ -	$ 87.50
BA2026-259	8/12/2026	30260 118TH ST NW	Building Accessory Structure	$ 191.20	$ 133.84	$ 124.28	$ 99.42	$ 233.26
BA2026-262	8/6/2026	28328 100TH ST NW	Siding	$ 125.00	$ 87.50		$ -	$ 87.50
BA2026-264	8/10/2026	10365 308TH AVE NW	Window/Door	$ 125.00	$ 87.50		$ -	$ 87.50
BA2026-265	8/13/2026	30312 138TH ST NW	Building Basement Finish	$ 125.00	$ 87.50	$ 81.25	$ 65.00	$ 152.50
BA2026-266	8/13/2026	27829 138TH ST NW	Water Heater & Conditioner	$ 185.00	$ 129.50		$ -	$ 129.50
BA2026-269	8/27/2026	9725 300TH AVE NW	Replacement Septic	$ 450.00			$ -	$ 350.00
BA2026-270	8/10/2026	12333 278TH AVE NW	Replacement Septic	$ 450.00			$ -	$ 350.00
BA2026-271	8/19/2026	31626 127TH ST NW	Building Alteration/Remodel	$ 207.75	$ 145.43	$ 135.04	$ 108.03	$ 253.46
BA2026-272	8/19/2026	31626 127TH ST NW	Plumbing Alteration/Remodel	$ 126.00	$ 88.20		$ -	$ 88.20
BA2026-274	8/13/2026	29602 131ST ST NW	A/C	$ 125.00	$ 87.50		$ -	$ 87.50

RUM RIVER
CONSULTANTS

Contract Area: City of Baldwin - August 2026

Permit #	Paid Date	Address	Project Description	Permit Portion	70% Billable	Plan Review	80% Billable	Project Fee
BA2026-278	8/31/2026	28142 ELK LAKE RD E	Window/Door	$ 125.00	$ 87.50		$ -	$ 87.50
BA2026-279	8/17/2026	27827 141ST ST NW	Furnace & A/C	$ 185.00	$ 129.50		$ -	$ 129.50
BA2026-280	8/19/2026	30605 117TH ST NW	Roof	$ 125.00	$ 87.50		$ -	$ 87.50
BA2026-282	8/20/2026	11827 302ND AVE NW	Furnace & A/C	$ 185.00	$ 129.50		$ -	$ 129.50
BA2026-283	8/20/2026	12413 303RD AVE NW	Furnace & A/C	$ 185.00	$ 129.50		$ -	$ 129.50
BA2026-285	8/25/2026	13813 298TH AVE NW	Mechanical Accessory Structure	$ 125.00	$ 87.50		$ -	$ 87.50
BA2026-286	8/25/2026	11381 313TH AVE NW	Plumbing New Construction	$ 150.00	$ 105.00		$ -	$ 105.00
BA2026-289	8/27/2026	28511 97TH ST NW	Building Alteration/Remodel	$ 1,017.65	$ 712.36	$ 661.47	$ 529.18	$ 1,241.53
BA2026-291	8/27/2026	31043 131ST ST NW	Siding	$ 125.00	$ 87.50		$ -	$ 87.50
BA2026-292	8/31/2026	11381 313TH AVE NW	Mechanical New Construction	$ 150.00	$ 105.00		$ -	$ 105.00
BA2026-293	8/27/2026	11990 286TH AVE NW	Water Heater	$ 125.00	$ 87.50		$ -	$ 87.50
BA2026-298	8/31/2026	14275 292ND AVE NW	A/C	$ 125.00	$ 87.50		$ -	$ 87.50
			TOTAL	$ 9,133.75	$ 5,448.63	$ 3,248.80	$ 2,565.04	$ 9,106.17

*Minimum Permit Fee $75 / Plan Review $50

MCFOA REGION IV MEETING

Wednesday, November 18, 2026
City of Albertville
Community Room
5959 Main Avenue
Albertville, MN 55301

BOARD MEMBERS

President
Daphney Maras, MMC
City of Albert Lea

Vice President
Rebecca Kiernan, CMC
City of Inver Grove Heights

Secretary
Devin Montero, CMC
City of Brooklyn Park

Treasurer
Kari Tyson, MCMC
City of Detroit Lakes

Region I Director
Rose Aune MCMC
City of Grygla

Region II Director
Pamela LaBine, MMMC
City of Virginia

Region III Director
Angela Jacobson, MMMC
City of Osakis

Region IV Director
Kris Luedke, MMC
City of Albertville

Region V Director
Kris Hurley, MCMC
City of St. James

Region VI Director
Ragini Varma, MCMC
City of Lewiston

Past President
Beth Carlson, MMC
City of Chatfield

Administrative Assistant
Betsy Snyder, MMC
City of Milroy

Times		Sessions
8:15 am		Registration & Refreshments
8:30 am-9:30 am		Safe At Home – MN Secretary of State
9:30 am -9:45 am		Break
9:45 am-12:15 pm		Liquor License Overview – Alcohol and Gambling Enforcement
12:15 pm-1 pm		Lunch and Networking
1 pm-3 pm		Speaking on the Spot: Clear, Concise and Compelling – Clarity Central
3:00 pm-3:15 pm		Break
3:15 pm-4:00 pm		Speaking on the Spot (continued) – Clarity Central

Presenters:

- Austyn Aagaard, Communication Supervisor for the Minnesota Safe At Home Program
- Kellie Murray, Supervisor of the Licensing Section for Alcohol & Gambling Enforcement
- Bethany Danner, Senior Associate General Counsel with the MN Dept of Public Safety
- Bridget Roddy, Assistant Special Agent on Charge with the MN Dept of Public Safety
- Carl Albrecht, Licensing Specialist with Alcohol & Gambling Enforcement
- Mark Ourada, Senior Partner with Clarity Central

Cost: $40 for MCFOA members and $45 for non-MCFOA members (includes lunch and refreshments) **Please include any dietary restrictions below in registration.*

RSVP: Please RSVP by Monday, November 9, 2026

Please return registration form and a check made payable to MCFOA Region IV. Mail to:

City of Albertville
City Clerk Kris Luedke
P.O. Box 9
Albertville, MN 55301

REGISTRATION: PLEASE PRINT YOUR NAME AND CITY

Name: _____ **City:** _____

Name: _____ **City:** _____

CITY OF BALDWIN

DRAFT

BALDWIN CITY COUNCIL REGULAR MEETING

OCTOBER 7th, 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 October 7th, 2026 regular meeting of the City of Baldwin was called to order by Mayor Jay Swanson at 7:00 p.m.

Pledge of Allegiance – All present recited the Pledge of Allegiance

Prayer Request from Delmas Hines

Additions/Corrections to Agenda

Approval of Regular Meeting Agenda With/Without Additions/Corrections - Rush/Walker unanimous to approve as amended.

October 2026 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of $1,744,363.14, no receipts yet for the month of October, disbursements of $65,764.43 leaving an unaudited ending balance of $1,678,598.71.

At the September 2nd City Council meeting, the Annual City Audit was presented to the City Council. During the presentation, the City Auditor discussed Minn. Stat. § 471.425 and communicated that during their testing, they found a couple of invoices that were paid over 35 days from the receipt of the invoice. Mayor Swanson discussed these two invoices and payments, and it was determined that one of the invoices was dated incorrectly and the other one was a payment to City Council Member, Alan Walker, and the claim form was dated incorrectly.

Sheriff's Report – Deputy Wilson reported a total of 233 calls for service in the City of Baldwin for the month of September 2026. These calls consisted of 2 thefts, one from storage unit, the other was more of a civil offense. There were 2 motor vehicle accidents, 18 medicals, 37 traffic stops and 45 additional patrols were performed. The rest were miscellaneous calls for service.
Mayor Swanson asked about some break-ins at a car dealership on 125th Street. Deputy Wilson stated that the investigation unit will continue to work with the dealership.

Fire Department Report – Assistant Fire Chief, Torborg reported 30 calls for service for the month of September 2026. These calls consisted of 26 medicals, no fires, 2 mutual aids and 2 alarms. Out of these calls, 8 calls were for Blue Hill Township.

Discuss/Approve/Disapprove Resolution 26-32 Increase of Benefit Level for Statewide Volunteer Firefighter Plan for 2027 – Rush/Case/Walker approved Resolution 26-32 with a benefit level of $5900.00. **Holm/Swanson disapproved, motion carried.** Swanson stated that he believes the benefit level should be higher.

Discuss/Approve/Disapprove Resignation for Fire Fighter, Matt Sullivan - Case/Rush unanimous to approve resignation for Fire Fighter, Matt Sullivan effective August 30th, 2026.

Discuss/Approve/Disapprove Leave of Absence (LOA) for Fire Fighter, Ryan Schuft – Case/Walker unanimous to approve LOA for Ryan Schuft from 6/28/2026 to 12/28/2026.

Public Comment Requests:

- Dr. Cartrell Cooper – 12304 317th Avenue: Getting People Involved Positively with the City. Mr. Cooper handed out a list of activity ideas to the City Council.
- Ed Stofferahn – 29150 142nd Street, Questions on Resolution 26-33 and Ordinance 2026-11 which is on tonight's agenda. Mr. Stofferahn has some concerns with the applicant running for City Council and proposing an ordinance change. Mr. Stofferahn recommends tabling Resolution 26-33 and Ordinance # 2026-11 until after the election. Mr. Stofferahn also has concerns regarding the business being in a R1 District.

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

- Approve City of Baldwin Snowplow and Ice Control Operation Policy
- Approve Baldwin Newsletter for Quarter 4, 2026
- Approve City Council Meeting Minutes for September 16th, 2026
- Approve Special City Council Meeting Minutes for September 28th, 2026
- Approve Budget Report for Quarter 3, 2026

Planning Items:

Discuss Code Enforcements – Case/Rush/Swanson/Walker approved requests below to send citations/letters. Holm spoke to the resident at PID# 0100553-0305 on the racetrack in ROW. City Planner recommends sending citation and the citation could be voided after corrections are completed. City Planner/Zoning Administrator stated this will be the third citation sent to this resident. **Holm disapproved** citation being sent to PID# 01-00553-0305, **motion carried** for all below code enforcements to be done.

- PID# 01-00553-0305 - Race Track in ROW - Request to send citation.
- PID# 01-00424-0330 - Inoperable vehicles, junk/debris- Request to send step 1 letter.
- PID# 01-00503-0205 - Junk/Debris, Unlicensed Vehicles, Request to send step 1 letter.
- PID# 01-00424-0320 - Junk/Debris, Vehicles, Request to send step 1 letter.

Discuss/Approve/Disapprove Revised Abatement Agreement for PID# 01-00418-0125 – Rush/Walker unanimous to approve Abatement Agreement for PID# 01-00418-0125.

Discuss/Approve/Disapprove Resolution 26-33 and Ordinance 2026-11; Mason Management, LLC Zoning Ordinance Amendment – Full Planning Report at baldwinmn.gov/Government/Agenda-Minutes/Agenda Packet. **Holm made a motion to approve** Resolution 26-33 and Ordinance 2026-11. **Rush seconded the motion** for Mason Management, LLC Zoning Ordinance Amendment, Ordinance 2026-11 and Resolution 26-33. **Walker approved, Case/Swanson disapproved. Motion carried.**

Park Committee Report:

Discuss/Approve/Disapprove Moving Park Committee Meeting from the Third Thursday of the Month to the Third Tuesday of Month – Rush/Walker unanimous to table until the October 21st, 2026 City Council meeting. Case recommends holding the Park Committee meeting on the second Tuesday of the month due to the Fire Department training being on the third Tuesday of the month. Case went on to say that the Fire Department uses the City Hall parking lot for training.

Discuss Damages at Sandy Lake Beach – Public Works took pictures of damages at Sandy Lake Beach with ruts in the beach area. This damage is caused by people taking boats in and out of the lake and the ground is not frozen. At the September 2nd, 2026 City Council meeting, the City Council decided to open the gate the day after Labor Day until March 1st. **Rush/Case unanimous to approve tabling** this until the November 4th, 2026 City Council meeting.

Cemetery Update – Cemetery Sexton reported to the City Council that between April to September 2026, there have been 16 lots sold at Baldwin Cemetery and 11 burials.

Tabled Items:

Discuss Infrastructure Committee Recommendation – The City Council discussed the recommendations of the Infrastructure Committee as to future City Hall/Public Works/Fire Department facilities at its meeting on September 16th 2026. The item was tabled for further discussion to implement the recommendations of the Infrastructure Committee. City staff is requesting directions from the City Council to define next steps and authorize City staff to proceed:

- City staff requires clarification if the discussion about development of a new Fire substation. Is the substation concept based on building a facility east of US Highway 169 and then constructing smaller new main Fire Station at (CSAH 9) and (CR 45). City staff (Fire Chief/Fire Captains/City Planner/City Engineer) should meet to discuss needs and general locations for substation that can be presented to Infrastructure Committee.

- Public Works/City Planner/City Engineer/Building Official should meet to discuss existing facilities and use of existing buildings as interim space solution to meet immediate space needs.
- Public works staff to attend Infrastructure Committee to discuss findings and recommendations.
- New City Hall/Fire Station, engage Brunton regarding new facility needs and space requirements and find cost reductions and improved layout from the past plans. Brunton to update cost estimates based on revised plans.
- Review opportunity for USDA Rural Development loan program.
- Ehlers update preliminary financing and property tax impact information.
- Schedule public engagement meetings.
- The Infrastructure Committee would potentially meet to consider Fire Substation, Public Works transitional use of existing facilities and review revised plans.

Case would like Council approval on meeting with Brunton along with another Council Member, a couple fire fighters and Public Works. Swanson recommends Case and Walker meet with Brunton. This would be to reduce the Brunton design from the original design. Rush, Case and Walker recommend waiting until after the new City Council is seated. Holm stated he does not agree with the three quotes received for remodeling the existing properties. **Holm made a motion** to sell the 30 acres on County Road 9 and County Road 45. **Motion failed due to lack of a second.**
Case made a motion to table this until the new City Council is seated. The decision was made by the City Council for Case to reach out to Brunton to request a meeting to scale down the original design for the City Hall and Fire Department.

New Business:

Discuss/Approve/Disapprove Hiring Snowplow Drivers for the 2026-2027 Plow Season – Rush/Case unanimous to approve hiring Snowplow Drivers for the 2026-2027 plow season contingent on drug testing and new application being completed. **Rush and Case took this as a friendly.**

Discuss/Approve/Disapprove Resolution 26-30; Appointing Election Judges for the November 3rd, 2026 Election – Case/Rush unanimous to approve Resolution 26-30.

Discuss/Approve/Disapprove Adding to the Employee Personnel Policy 90 Day Review for New Hires – This is for discussion only at this time. All City Council Members agreed to do a 90-day review for all newly hired employees going forward.

Discuss/Approve/Disapprove Quote for Tree Removal in the ROW by PID# 01-00407-0220 – Rush/Walker unanimous to approve quote from North Metro Tree Service for $775.00.

Discuss/Approve/Disapprove Increasing Stipend Amount for Planning Commissioners – Walker/Rush unanimous to approve increasing stipend to $60.00 starting immediately.

Discuss/Approve/Disapprove Estimate for Sink Hole Repair on 131st Street – Rush/Walker unanimous to approve sink hole estimate of $15,000.00 for repair on 131st Street.

Discuss/Approve/Disapprove Agreement for Nordwall Estates Building Permits – Case/Walker unanimous to approve agreement for Nordwall Estates Building Permits. This agreement would be part of the building permit issuance. Swanson and Rush both stated they will vote to approve this agreement but went on to say the agreement does not make sense.

Discuss/Approve/Disapprove SBA Lease Opportunity Proposal – SBA is proposing to offer a $425,000 lump sum payment but the city will continue to own the land. This lump sum payment would discontinue the monthly cell tower rent payment received by the city. **Holm/Rush/Case/Walker approved** to table all future discussions regarding the cell tower rent until the new City Council is seated. **Swanson disapproved. Motion carried.**

Discuss/Approve/Disapprove Technology Assessment and Recommendation – Holm made a motion to disapprove the proposal and move forward with issuing another request for proposal, motion failed due to a lack of a second. **Rush/Case approved** to table until the November 4th, 2026 City Council meeting so the Clerk can reach out to get another quote. Clerk to make sure the server installation is included in the quote. **Walker/Swanson approved, Holm disapproved, motion carried** to table until the November 4th, 2026 City Council meeting.

Discuss/Approve/Disapprove Resolution 26-34, Approving the Preliminary 2027 Levy – Rush/Walker/Case/Holm approved, Swanson disapproved Resolution 26-34, **motion carried.**

Discuss/Approve/Disapprove Hakanson Anderson Charges on Phone Call with Residents – Rush/Walker unanimous to table until the October 21st, 2026 City Council meeting.

Schedule Road Workshop with Hakanson Anderson – Holm/Walker unanimous to approve scheduling for October 26th, 2026 at 7:00 p.m.

Announcements:

a. City Offices Closed Monday, October 12th, 2026 in Observance of Columbus Day
b. Park Committee Meeting Tuesday, October 13th, 2026 at 7:00 p.m.
c. Special Planning Commission Meeting Wednesday, October 14th, 2026 at 7:00 p.m.
d. Next City Council Meeting Wednesday, October 21st, 2026

Any Other Business - None

Approve Bills for Payment – Rush/Walker unanimous to approve check number 29855-29893 for $74,109.82 and 6 EFT payments for $13,468.43 for a total of $87,578.25.

Adjourn – Rush/Walker unanimous to approve adjourning at 9:36 p.m.

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

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

Date

Attendees: Mark & Sam Mason, Bruce West, Cartrell Cooper, Delmas Hines, Sholly Blustin, Ed Stofferahn and Sarah Bostock

Hakanson Anderson

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

50 years

MEMORANDUM

TO: City of Baldwin City Council

CC: Joan Heinen, City Clerk/Treasurer

FROM: Sam Jochum, City Engineer

DATE: October 19, 2026

RE: Sandy Lake and Lake Diann Improvement Project Final Payment

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Holt Excavating has concluded their work on the Sandy Lake and Lake Diann Improvement Project. Hakanson Anderson has performed a final inspection of the roadways and approves the work that was performed by Holt Excavating.

We recommend Council to approve final payment to Holt Excavating for the Sandy Lake and Lake Diann Improvement Project in the amount of $69,500. This is the value of the final invoice sent by Holt Excavating. This value is $2,000 more than the original quote as more concrete material was used during construction to help with drainage due to onsite conditions.

Please find Holt Excavating's invoice attached to the memo.

INVOICE

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

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

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

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

Invoice details
Invoice no.: 1170
Terms: Net 30
Invoice date: 09/23/2026
Due date: 10/23/2026

#	Product or service	Description	Qty	Rate	Amount
1.	**Services**	2026 SANDY LAKE AND LAKE DIANN IMPROVEMENT PROJECT - all labor, tools, materials, equipment and supervision necessary for the performance of all operations detailed in the RFQ and subsequent ADDENDUM NO. 1 and ADDENDUM NO. 2	1	$67,500.00	$67,500.00
2.	**Services**	Extra concrete for apron	1	$2,000.00	$2,000.00

Total **$69,500.00**

Ways to pay

VISA DISCOVER AMEX BANK PayPal venmo

View and pay

Hakanson Anderson

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

50 years

MEMORANDUM

TO: City of Baldwin City Council

CC: Joan Heinen, City Clerk/Treasurer

FROM: Sam Jochum, City Engineer

DATE: October 16, 2026

RE: 2026 Crack Filling Project Final Payment

SealTech Inc. concluded their work on the 2026 Crack Filling project on October 5, 2026. Hakanson Anderson has performed a final inspection of the roadways and approves the work that was performed by SealTech.

We recommend Council to approve final payment to SealTech for the 2026 Crack Filling project in the amount of $20,862.45. This is the value of the final invoice sent by SealTech which is the same value as SealTech's quote that was submitted for the project.

Please find SealTech's invoice attached to the memo.

INVOICE

SealTech Inc
743 Pioneer Trl SE
Cambridge, MN 55008-2190

sealtech@sealtechinc.com
+1 (651) 341-5975
https://www.sealtechinc.com/

SealTech, Inc.

Bill to
Terry
Baldwin Township
30239 - 128th Street
Box 25
Princeton, MN 55371

Ship to
2026 Crack Repair Project

Invoice details
Invoice no.: 2021
Terms: Due on receipt
Invoice date: 10/06/2026
Due date: 10/06/2026

#	SERVICES	Description	Amount
1.	**Mobilization**		$1,050.00
2.	**Clean and Fill**	CLEAN AND FILL CRACKS -Blowout, Heat Lanced and Cleaned -Filled with Deery 3723 Hot Rubberized Sealant -Paper Barrier	$5,825.65
3.	**Rout and Seal**	ROUT AND SEAL CRACKS -Routed 3/4 x 3/4 -Blowout, Heat Lanced and Cleaned -Filled with Deery 3723 Hot Rubberized Sealant -Paper Barrier	$9,071.80
4.	**Poly Flex Patch**	POLY FLEX PATCH EXISTING DEPRESSED CRACKS -Blowout, Heat Lanced and Cleaned -Filled with Polyflex Sealant -Covered with 1/4" trap rock	$4,165.00
5.	**Traffic Control**		$750.00
		Total	**$20,862.45**

Ways to pay

VISA BANK

Contractor's Application for Payment No. 4

To (Owner): City of Baldwin	Application Period: Through September 30, 2026	Application Date:	October 14, 2026
Project: 2026 Street Reconstruction Project	From (Contractor): TS Dirtworks	Via (Engineer):	Hakanson Anderson

Application For Payment

Change Order Summary

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

1. ORIGINAL CONTRACT PRICE				$280,600.20
2. Net change by Change Orders				$5,640.00
3. Current Contract Price (Line 1 ± 2)				$286,240.20
4. TOTAL COMPLETED AND STORED TO DATE				$275,583.95
5. RETAINAGE:				
a. 2%	X	Work Completed		$5,511.68
b. 0%	X	Stored Material		$0.00
c. Total Retainage (Line 5.a + Line 5.b)				$5,511.68
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)				$270,072.27
7. LESS PREVIOUS PAYMENTS				$258,820.80
8. AMOUNT DUE THIS APPLICATION				$11,251.47

Contractor's Certification

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

Contractor Signature: TS Scott

By: TIMS Scott

Date: 10/15/26

ENGINEER: HAKANSON ANDERSON

Certification: We recommend payment for work and quantites shown.

Sam Jochum — (Engineer) — Date: 10/14/2026

OWNER: CITY OF BALDWIN

(Owner) — Date

PAY ESTIMATE #3
City of Baldwin
2026 Street Reconstruction Project

Base Bid

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
1	MOBILIZATION	1	LUMP SUM	$ 25,000.00	$ 25,000.00	1	$ 25,000.00
2	CLEARING	2	EACH	$ 100.00	$ 200.00	4	$ 400.00
3	GRUBBING	2	EACH	$ 500.00	$ 1,000.00	4	$ 2,000.00
4	CLEARING	0.35	ACRE	$ 6,000.00	$ 2,100.00	0.35	$ 2,100.00
5	GRUBBING	0.35	ACRE	$ 6,000.00	$ 2,100.00	0.35	$ 2,100.00
6	REMOVE SIGN	2	EACH	$ 200.00	$ 400.00		$ -
7	REMOVE MAIL BOX SUPPORT	16	EACH	$ 125.00	$ 2,000.00	16	$ 2,000.00
8	SALVAGE SIGN	13	EACH	$ 150.00	$ 1,950.00	16	$ 2,400.00
9	SAWING CONCRETE PAVEMENT (FULL DEPTH)	30	LIN FT	$ 10.00	$ 300.00	30	$ 300.00
10	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	200	LIN FT	$ 5.00	$ 1,000.00	193	$ 965.00
11	REMOVE PIPE CULVERTS	101	LIN FT	$ 12.00	$ 1,212.00	102	$ 1,224.00
12	REMOVE CONCRETE DRIVEWAY PAVEMENT	56.9	SQ YD	$ 10.00	$ 569.00	57.8	$ 578.00
13	REMOVE BITUMINOUS PAVEMENT	446.8	SQ YD	$ 5.00	$ 2,234.00	457.6	$ 2,288.00
14	EXCAVATION - COMMON	312	CU YD	$ 14.00	$ 4,368.00	256	$ 3,584.00
15	SUBGRADE PREPARATION	32.5	ROAD STA	$ 125.00	$ 4,062.50	33	$ 4,062.50
16	AGGREGATE BASE CLASS 5	916	TON	$ 18.50	$ 16,946.00	1,019	$ 18,851.50
17	FULL DEPTH RECLAMATION	8780.3	SQ YD	$ 1.50	$ 13,170.45	8,780.3	$ 13,170.45
18	HAUL FULL DEPTH RECLAMATION (LV)	142	CU YD	$ 20.00	$ 2,840.00	24	$ 480.00
19	MILL BITUMINOUS SURFACE (1.5")	10	SQ YD	$ 86.00	$ 860.00	10	$ 860.00
20	BITUMINOUS MATERIAL FOR TACK COAT	433.1	GALLON	$ 2.50	$ 1,082.75	400	$ 1,000.00
21	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) 2.5" THICK	559.7	SQ YD	$ 20.00	$ 11,194.00	559	$ 11,180.00
22	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	822	TON	$ 65.50	$ 53,841.00	828	$ 54,234.00
23	TYPE SP 12.5 NON WEAR COURSE MIXTURE (2,B)	1096	TON	$ 65.00	$ 71,240.00	1,063	$ 69,095.00
24	15" CS PIPE APRON	12	EACH	$ 350.00	$ 4,200.00	12	$ 4,200.00
25	15" RC PIPE APRON	2	EACH	$ 350.00	$ 700.00	2	$ 700.00
26	15" CS PIPE CULVERT	55	LIN FT	$ 57.50	$ 3,162.50	56	$ 3,220.00
27	15" RC PIPE CULVERT DESIGN 3006 CLASS V	38	LIN FT	$ 55.00	$ 2,090.00	40	$ 2,200.00
28	6" CONCRETE DRIVEWAY PAVEMENT	56.9	SQ YD	$ 120.00	$ 6,828.00	49	$ 5,880.00
29	MAIL BOX SUPPORT	16	EACH	$ 200.00	$ 3,200.00	16	$ 3,200.00
30	TEMPORARY MAILBOX CLUSTER	1	EACH	$ 1,300.00	$ 1,300.00	1	$ 1,300.00

PAY ESTIMATE #3
City of Baldwin
2026 Street Reconstruction Project

Base Bid

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
31	TRAFFIC CONTROL SUPERVISOR	1	LUMP SUM	$ 250.00	$ 250.00	1	$ 250.00
32	TRAFFIC CONTROL	1	LUMP SUM	$ 2,200.00	$ 2,200.00	1	$ 2,200.00
33	INSTALL SIGN	13	EACH	$ 115.00	$ 1,495.00	13	$ 1,495.00
34	EROSION CONTROL SUPERVISOR	1	LUMP SUM	$ 1,000.00	$ 1,000.00	1	$ 1,000.00
35	CULVERT END CONTROL	1	EACH	$ 200.00	$ 200.00		$ -
36	SEDIMENT CONTROL LOG TYPE STRAW	2800	LIN FT	$ 2.25	$ 6,300.00	680	$ 1,530.00
37	ROLLED EROSION PREVENTION CATEGORY 20	28	SQ YD	$ 2.00	$ 56.00		$ -
38	COMMON TOPSOIL BORROW	559	CU YD	$ 38.00	$ 21,242.00	357	$ 13,566.00
39	FERTILIZER TYPE 1	475	POUND	$ 1.00	$ 475.00	400	$ 400.00
40	SEEDING	0.95	ACRE	$ 350.00	$ 332.50	1.17	$ 409.50
41	HYDRAULIC BONDED FIBER MATRIX	3325	POUND	$ 1.50	$ 4,987.50	5,574	$ 8,361.00
42	SEED MIXTURE SOUTHERN BOULEVARD	152	POUND	$ 6.00	$ 912.00	360	$ 2,160.00
			Total Base Bid		**$ 280,600.20**		**$ 269,943.95**

Change Order No. 1

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

BID SUMMARY

Base Bid	$ 280,600.20	$ 269,943.95
Change Order No. 1	$ 5,640.00	$ 5,640.00
Total Bid	$ 286,240.20	$ 275,583.95

Hakanson Anderson

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

50 years

October 14, 2026

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

RE: Meadows of Baldwin
Release of Grading Agreement Security

Dear Council:

The City of Baldwin and the Meadows of Baldwin LLC entered into a Grading Agreement and Permit on October 6, 2025. The agreement required the Meadows of Baldwin LLC to provide a surety to the City in the amount of $27,000. The Meadows of Baldwin LLC has requested a release of that surety.

My office has reviewed and approved the preliminary on site grading that was covered under the grading agreement. Furthermore, we have reviewed and approved an As-Built plan for the development grading. We recommend that the surety from the Grading Agreement and Permit dated October 6, 2025 be released contingent upon the developer paying outstanding bills and depositing escrow funds to the City described in the letter "Notice of Default of Developer's Agreement" dated September 28, 2026 drafted by Couri & Ruppe, P.L.L.P.

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

Sincerely,
Hakanson Anderson

Sam Jochum, P.E., City Engineer

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

Hakanson Anderson

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

50 years

October 14, 2026

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

RE: Meadows of Baldwin
Financial Security Reduction

Dear Council:

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

1. The rough site grading which includes the grading for the ponds, ditches, and roadways has been completed.

2. Roadway culverts have been constructed.

3. The aggregate base and non-wearing course of bituminous have been constructed on 138th Street and the 305th turn lane. The bituminous wearing course has been installed on the 305th Avenue turn lane.

4. As-Built for the grading plan has been reviewed and approved. However, we have not seen an As-Built plan for the entire development yet.

5. We have not received certification that all iron monuments (lot corners) have been placed.

6. The bituminous wearing course has yet to be constructed on 138th Street.

7. Turf yet to be established to an acceptable amount throughout the development

The developer has asked that the LOC be reduced. Based on the status of the project as summarized above, we would recommend the LOC be reduced to $91,500 contingent upon the developer paying outstanding bills and depositing escrow funds to the City described in the letter "Notice of Default of Developer's Agreement" dated September 28, 2026 drafted by Couri & Ruppe, P.L.L.P.

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

Sincerely,
Hakanson Anderson

Sam Jochum, P.E., City Engineer

cc: Joan Heinen, City Clerk/Treasurer
Dan Licht, Planning Official
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50 years

MEMORANDUM

TO: City of Baldwin City Council

CC: Joan Heinen, City Clerk/Treasurer

FROM: Sam Jochum, City Engineer

DATE: October 16, 2026

RE: HAI Attending MnDOT Committee Meeting

The purpose of this memo to provide additional information regarding MnDOT led committee's that request engineering presence from cities and counties within the committee's jurisdiction. The two committee's are as follows:

1. Region 7W Transportation Advisory Committee Meetings: The City of Baldwin is within the jurisdiction of the Region 7W which is a group of cities and counties throughout Benton, Sherburne, Sterns, and Wright counties. Region 7W is an organization that focuses on long term transportation planning for the roadways within its jurisdiction. The 7W Region receives approximately 3 million dollars a year for federal funding. Committee members present projects yearly to obtain funding. Once a project is presented, the committee votes on which projects are best candidates to receive the funding.

2. District 3 MnDOT Seasonal Meetings: These meetings are put on by the MnDOT District 3 State Aid Engineering Department. The purpose of these meetings is to have the District 3 cities and counties engineers meet with the District State Aid Department to discuss topics such as State Aid Needs for the coming year.

Both committees meet approximately 2-3 times a year. Meetings are typically 3-4 hours in length. Hakanson Anderson has been currently attending meetings for both committees. As stated above, the purpose of this memo is to provide the Council with additional information on these meetings to help guide discussions on whether or not Hakanson Anderson should continue in attending said meetings. Benefits can be found by the City continuing to be present in meetings that can be touched upon further at the October 21st Council meeting.

Please find attached to this memo documents that will help provide additional information in Council discussion.

Skip to Content

511 Travel Info

- General Contacts
- MnDOT A to Z
- Search

Region 7W

Benton, Sherburne, Stearns and Wright counties

Region 7W

Long Range Transportation Plan

The most recent version of the Region 7W Long Range Transportation Plan (LRTP) was completed in 2022. The LRTP is an interactive plan that connects local voices, regional technical needs, and funding sources into a dynamic decision-making resource.

- View the LRTP

About Region 7W

Region 7W is located north of the Twin Cities in central Minnesota and includes the counties of Benton, Sherburne, Stearns and Wright.



The Region 7W Transportation Plan covers county and city roads classified as collector and major corridors, which are eligible for federal funding through the Central Minnesota Area Transportation Partnership (District 3).

Transportation Policy Board

The board was formed under a joint powers agreement to conduct regional transportation planning and assist in prioritizing federal transportation funds for the region outside the St. Cloud Metro. The Region 7W Policy Board consists of locally-elected officials and is responsible for projects that use Surface Transportation Program funds.

The Region 7W area continues to face population growth challenges. Outside the Twin Cities, it is the most growing region in Minnesota. Strong population, housing and business growth to put stress on the transportation network. Its close proximity to the Twin Cities and major corridors of I-94, Hwy 10 and Hwy 169, continue to impact this region. Given limited funds for improvements, this could mean an increase in congestion, crashes and rougher roads.

Transportation Advisory Committee

The committee consists of city and county engineers and transit directors, who make recommendations to the Transportation Policy Board.

Contacts

- Steve Voss
  Region 7W Coordinator and MnDOT Planning Director
  218-828-5779
- Tom Cruikshank
  Region 7W Transportation Plan Coordinator
  320-223-6526
- Transportation Policy Board members (PDF)
- Transportation Advisory Committee (PDF)

Recent minutes

- Transportation Policy Board minutes (PDF)
- Transportation Advisory Committee minutes (PDF)

Local

- Central Minnesota Area Transportation Partnership
- Benton County
- Sherburne County
- Stearns County
- Wright County

Region 7W Transportation Advisory Committee Contacts

VOTING MEMBER NAME AND TITLE	REPRESENTS
David Blommel, City of Waite Park City Engineer, SEH	Stearns County Cities
Chris Byrd, Stearns County Public Works Director	Stearns County
Jason Cook, City of Zimmerman Engineer, Bolton & Menk	City of Zimmerman
Wes Davis, Benton County Public Works Director	Benton County
Justin Femrite, City of Elk River Public Works Director	City of Elk River
Jarod Griffith, City of Foley City Engineer, SEH	Benton County Cities
Chad Hausmann, Wright County Engineer	Wright County
Sam Jochum, City of Baldwin Engineer, Hakanson Anderson Assoc.	City of Baldwin
Justin Kannas, City of Buffalo City Engineer, Bolton & Menk	City of Buffalo
Matt Leonard, City of Monticello Public Works Director	City of Monticello
Shawn Louwagie, City of Delano City Engineer	City of Delano
Gary Ludwig, Trailblazer Transit Executive Director	Wright County Transit
Adam Nafstad, City of Albertville City Administrator/Public Works Director	City of Albertville
Layne Otteson, City of Big Lake City Engineer	City of Big Lake
Nick Preisler, City of St. Michael City Engineer	City of St. Michael
Randy Sabart, City of Becker Engineer, SEH	City of Becker
Angie Tomovic, Assistant District Engineer-State Aid, TAC Vice Chair	MN Department of Transportation District 3
Steve Voss, Planning Director, TAC Chair	MN Department of Transportation District 3
Ron Wagner, City of Otsego City Engineer, Hakanson Anderson Assoc.	City of Otsego
Barbara Willard, Tri-CAP Transit Operations Director	Tri-CAP
Andrew Witter, Sherburne County Public Works Director	Sherburne County

NON-VOTING MEMBER/FACILITATOR NAME AND TITLE	REPRESENTS
Tom Cruikshank, Principal Planner	MN Department of Transportation District 3
Tad Erickson, Principal Planner	MN Department of Transportation District 3
Jeff Lenz, Engineering Specialist/Program Coordinator	MN Department of Transportation District 3
Christine Neary, Transit Project Manager Northeast & Central MN	MN Department of Transportation, Transit
Ted Nelson, Transit Project Manager Northwest & Central MN	MN Department of Transportation, Transit
Mary Nieken, Administrative Assistant, Recorder	MN Department of Transportation District 3

REGION 7W PROJECT ASSESSMENT EVALUATION WORKSHEET	OVERALL RANKING	ATTACHMENT D.3

Agency Name: _____ Project (Work) Type: _____

Route No.: _____ &/or Street Name: _____

Beginning Termini: _____ Ending Termini: _____

Project Qualification	Comments	Rank – High, Medium, Low
Access and Mobility - Explain how the project increases the accessibility and mobility options for people and freight. • *Implements access management strategies/techniques* • *Improves level of service (LOS) by enhancing facility capacity* • *Reduces travel time* • *Eliminates/reduces freight impediments/bottlenecks*	< 5,000 ADT = Low (L) 5,000-10,000 = Medium (M) > 10,000 = High (H) Must demonstrate improvements. Additional bump for "Low" if improvement accommodates heavy truck, improves access spacing (i.e., access closures/ consolidation), etc.	
System Connectivity - Explain how the project enhances the integration and connectivity of the transportation system for people and freight. • *Fulfills region's functional classification goals* • *Promotes multi-jurisdictional/regional projects* • *Supports system development (e.g., 10-ton route, etc.)* • *Involves multiple partners*	Improves urban/rural collector = Low (L) Improves urban/rural arterial = Medium (M) Improves urban/rural principal = High (H) <u>One</u> additional bump for "Low or Medium" if improvement (based on above) that connects/involves multiple jurisdictions, AND if improvement increases roadway to 10-ton capacity.	
Multimodal - Explain how the project promotes walking, bicycling, transit, and other modes as an integral component of the transportation system. • *Accommodates pedestrians (e.g., sidewalks)* • *Accommodates bicycles (e.g., bike lanes, trails)* • *Accommodates pedestrians, bicycles, and other modes (e.g., CS)*	No multimodal accommodations = Low (L) One of the following: sidewalk, bikeway, wide shoulder, or transit accommodation = Medium (M) Two of the following: sidewalk, bikeway, wide shoulder, or transit accommodation = High (H)	
System Condition - Explain the current system conditions and how this project will preserve or enhance the transportation infrastructure and/or operations. • *Improves pavement condition (e.g., ride quality index [RQI] or equivalent rating)* • *Improves bridge condition (e.g., sufficiency rating [SR])* • *Improves drainage condition* • *Achieves state-aid design requirements*	< 10-Year Old Pavement (YOP) = Low (L) 10-19 YOP = Medium (M) > 20 YOP = High (H) <u>AND/OR</u> RQI 3.1 – 5.0 = Low (L) SR >80 = Low (L) RQI 2.1 – 3.0 = Medium (M) SR 50-80 = Medium (M) RQI 0.0 – 2.0 = High (H) SR <50 = High (H)	
Safety - Explain how the project or elements of the project may improve safety. • *Implements local safety plan strategies* • *Preserves safety infrastructure/appurtenances (turn lanes, signals, signs, etc.)* • *Addresses public right of way accessibility guidelines (PROWAG)* • *Implements traffic calming techniques/strategies*	Little to no safety improvements = Low (L) Few safety improvements included as part of project (i.e., striping & signing but no rumble) = Medium (M) Major multiple safety improvements (i.e., PROWAG/ ADA, new/expanded shoulder, and new signing, striping, and/OR sig. (projected) reduction in crashes or improving facility with fatal/serious crashes = High (H)	

Economic Vitality - Explain how the project supports the economic development & job retention/creation goals in the community & region. • *Improves commercial/industrial access* • *Promotes economic development plans and recruitment efforts*	No direct link to improved economy (i.e., improvement to commercial/ industrial = Low (L) Improves Structural capacity or access = Medium (M) Improvement is referenced in jurisdiction economic dev. plan or improves structural capacity AND access = High (H)	
Equity - What was the last programmed FY the jurisdiction received federal aid for a construction project? _____ What was the amount the jurisdiction received federal aid for a construction project? _____	Previous Award Year _____ Previous Award Amount _____ **Total Points** _____	

• *Previous Award Year*
  ○ *Low - 1 year from current solicitation – 1 point (last previous solicitation)*
  ○ *Medium - 2 years from current solicitation – 3 points*
  ○ *High - 3 or more years from current solicitation – 5 points*
• *Previous Award Amount*
  ○ *Low - $1.5 million plus – 1 point*
  ○ *Medium - $750,000 to $1.49 million – 3 points*
  ○ *High - $0 to $750,000 – 5 points*
	Combined Score Conversion
	0 – 4 points = Low (L)
	5 – 7 points = Medium (M)
	8 – 10 points = High (H)	

Cost Justification – Explain why the project is a sound investment for the region. • *Considers lower cost alternatives before selecting preferred alternative* • *Considers benefit-cost in overall evaluation of project*	Little or no documentation/Low B/C = Low (L) Documentation supports investment = Med (M) Detailed cost analysis/study with innovative results = H	

DEPARTMENT OF TRANSPORTATION

D3 City Engineers and SALT Prescreening Meeting

Date: 10/19/2026
Location: **MnDOT St. Cloud Facility - 3725 12th Street North, St. Cloud**

8:30 – 9:00 Coffee and Refreshments

9:00 -Meeting Start

Meeting Agenda

Introductions

LRRB

The Geographic Information Management Group

NEEDS

Break *10 min*

City Engineers Topics

- Cities Legislative Update — Nick Preisler, the City of St. Michael

SALT Talking Points

District Topics

Round Robin and Adjourn

2027-2031 Capital Improvement Plan (Roads)
City of Baldwin

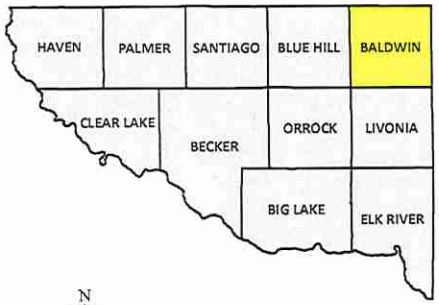
Inflation Rate 5%
Year Inflation Begins 2026

Capital Project	Project Type	Project Year	Cost	2027	2028	2029	2030	2031
297th Ave CR 19 to 100th St	Reconstruct	2027	$ 1,200,000.00	$ 1,260,000.00	$ -	$ -	$ -	$ -
302nd Ave, 299th Ave, 127th St North, 127th St South, 289th Avenue	Reclamation and Pave	2027	$ 854,000.00	$ 896,700.00	$ -	$ -	$ -	$ -
100th St CR 28 to CR 38	Reconstruct	2028	$ 2,650,000.00	$ -	$ 2,921,625.00	$ -	$ -	
131st St, 130th St, and 314th Ave	Reclamation and Pave	2028	$ 520,000.00	$ -	$ 573,300.00	$ -	$ -	$ -
104th St, 103rd St, and 316th Ave	Reclamation and Pave	2028	$ 820,000.00	$ -	$ 904,050.00	$ -	$ -	$ -
303rd Ave CR 45 to TH 169	Reconstruct	2028	$ 700,000.00	$ -	$ 771,750.00	$ -	$ -	$ -
305th Ave CR 45 to 136th St	Reconstruct	2029	$ 1,500,000.00	$ -	$ -	$ 1,736,437.50	$ -	$ -
100th St, 125th St, 284th Ave, 283rd Ave, 124th St, 127th St, and 287th St	Reclamation and Pave	2029	$ 1,542,080.00	$ -	$ -	$ 1,785,150.36	$ -	$ -
320th 1/2 Ave, 320th Ave, 319th Ave, 318th Ave, 126th St, and 312th Ave	Reclamation and Pave	2030	$ 1,251,650.00	$ -	$ -	$ -	$ 1,521,388.40	$ -
278th Ave, 280th Ave, 122nd St, and 120th St	Reclamation and Pave	2030	$ 1,838,610.00	$ -	$ -	$ -	$ 2,234,841.95	$ -
Elk Lake Rd CR 9 to CR 87	Reconstruct	2031	$ 1,650,000.00	$ -	$ -	$ -	$ -	$ 2,105,864.58
290th Ave, 290th Cir, and 289th Ave	Reconstruct	2031	$ 1,250,000.00	$ -	$ -	$ -	$ -	$ 1,595,351.95
288th Ave and 142nd St	Reclamation and Pave	2031	$ 610,000.00	$ -	$ -	$ -	$ -	$ 778,531.75
290th Ave, 289th Ave, and 131st St	Reclamation and Pave	2031	$ 690,700.00	$ -	$ -	$ -	$ -	$ 881,527.68
Microsurface or Surface Treatment	Surface Treatment	2027	$ 350,000.00	$ 367,500.00	$ -	$ -	$ -	$ -
Microsurface or Surface Treatment	Surface Treatment	2028	$ 339,333.00	$ -	$ 374,114.63	$ -	$ -	$ -
Signing	Signing	2026	$ 20,000.00	$ -	$ -	$ -	$ -	$ -
Signing	Signing	2027	$ 20,000.00	$ 21,000.00	$ -	$ -	$ -	$ -
Signing	Signing	2028	$ 20,000.00	$ -	$ 22,050.00	$ -	$ -	$ -
Signing	Signing	2029	$ 20,000.00	$ -	$ -	$ 23,152.50	$ -	$ -
Signing	Signing	2030	$ 20,000.00	$ -	$ -	$ -	$ 24,310.13	$ -
			Total Capital Projects	$ 2,545,200.00	$ 5,566,889.63	$ 3,544,740.36	$ 3,780,540.47	$ 5,386,801.59

Total 5-Year Estimated Cost $ 20,824,172.05

City of Baldwin

2027-2031 CIP Map



N W E S

0 0.5 1

Miles

Legend

PCI Rating

- ≤ 33
- 34-48
- 49-51
- 52-57
- 58-63
- 64-69
- 70-75
- 76-81
- 82-87
- 88-93
- 94-100

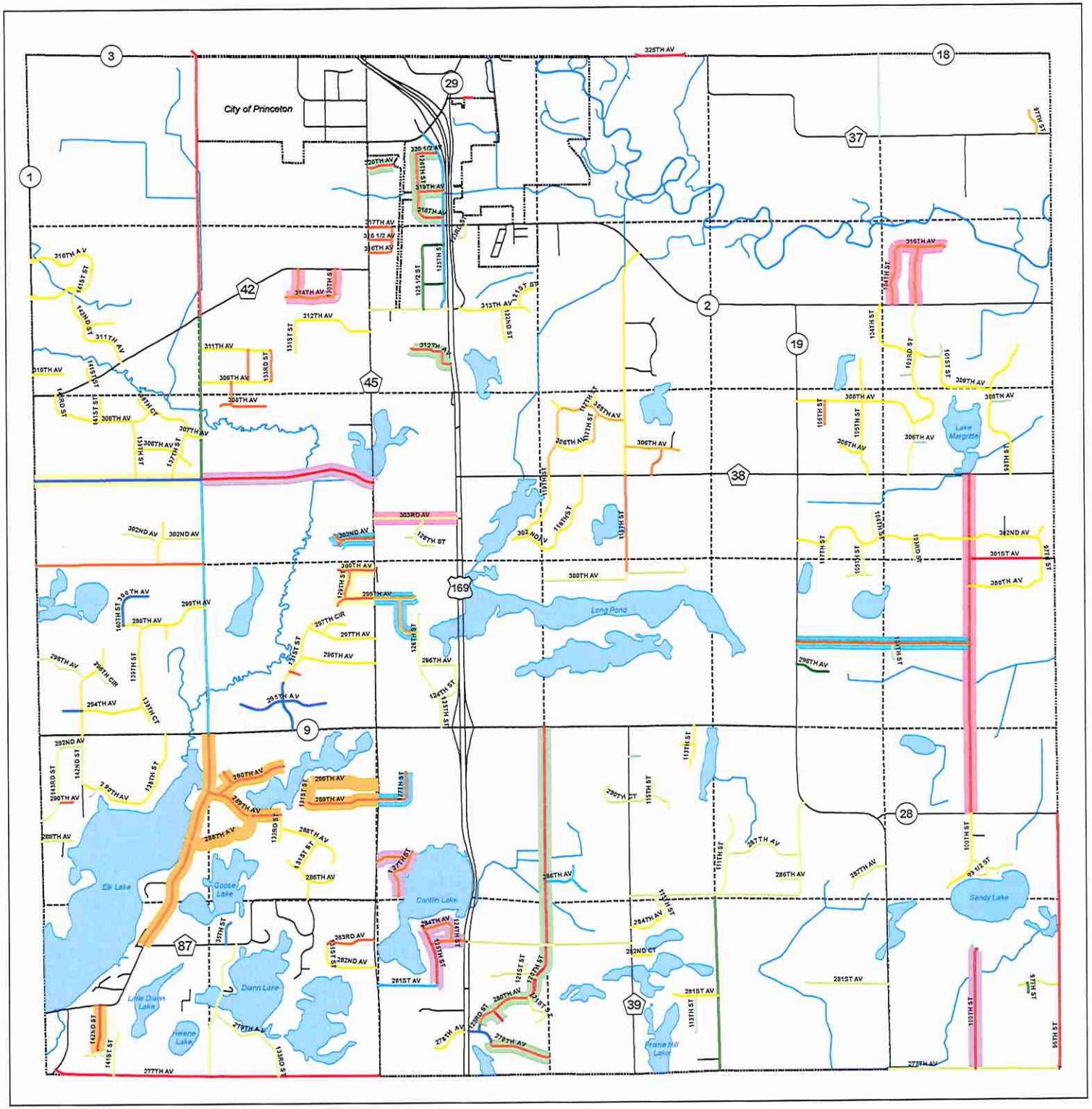
Years of Construction

- Recent Projects
- 2027
- 2028
- 2029
- 2030
- 2031

Hakanson Anderson

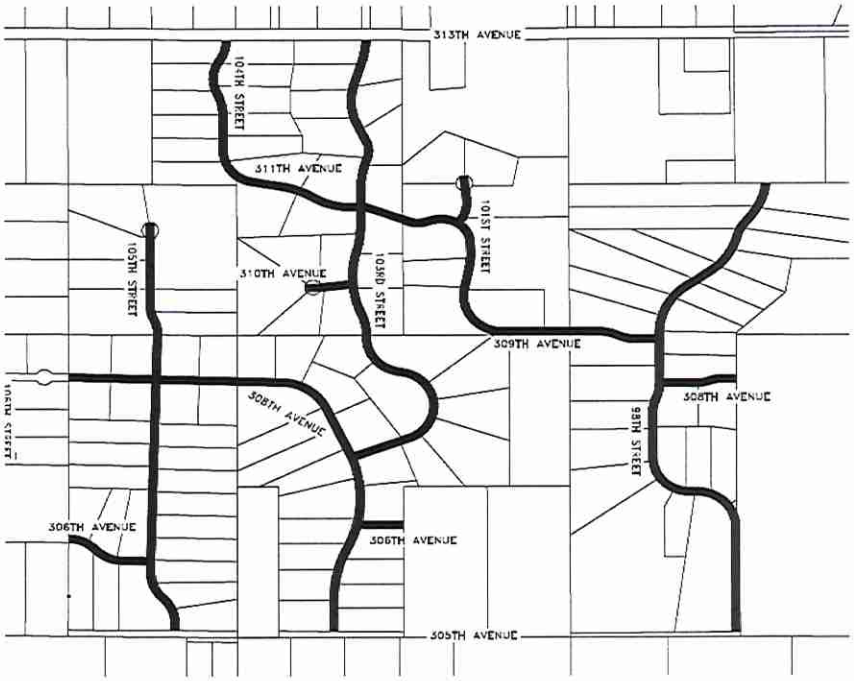
DISCLAIMER: Baldwin Township does not warrant the accuracy nor the correctness of the information contained in this map. It is your responsibility to verify the accuracy of this information. In no event will Sherburne County be liable for any damages, including loss of business, lost profits, business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

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PRELIMINARY COST ESTIMATE - FUTURE MICROSURFACING AND MAINTENANCE
CITY OF BALDWIN

CRACK FILLING AND MIRCOSURFACING FOR HIDDEN HOLLOW, COUNTRY VIEW RIDGE, THE PRESERVE AT BALDWIN, LENCIONI ESTATES, AND WOODLAND PONDS (SEE MAP BELOW)	LIN FT OF WORK PERFORMED	PROJECT COST*	PROJECT COST PER LIN. FT
CRACK FILLING	24800	$130,000.00	$5.24
MICROSURFACING	24800	$370,000.00	$14.92
		TOTAL MAINTENANCE COST PER LIN. FT	$20.16

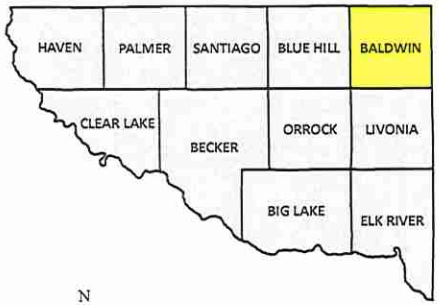


FUTURE CRACK FILLING AND MICROSURFACING FOR ALL ROADS SHADED YELLOW AND GREEN ON PCI MAP (SEE NEXT PAGE)	LIN FT OF ROADWAY	PROJECT COST
	198794	$4,007,943.55

*NOTE: CRACK FILLING COSTS BASED ON 2025 PROJECT. FUTURE COSTS OF SIMILAR TYPE PROJECTS MAY BE HIGHER.

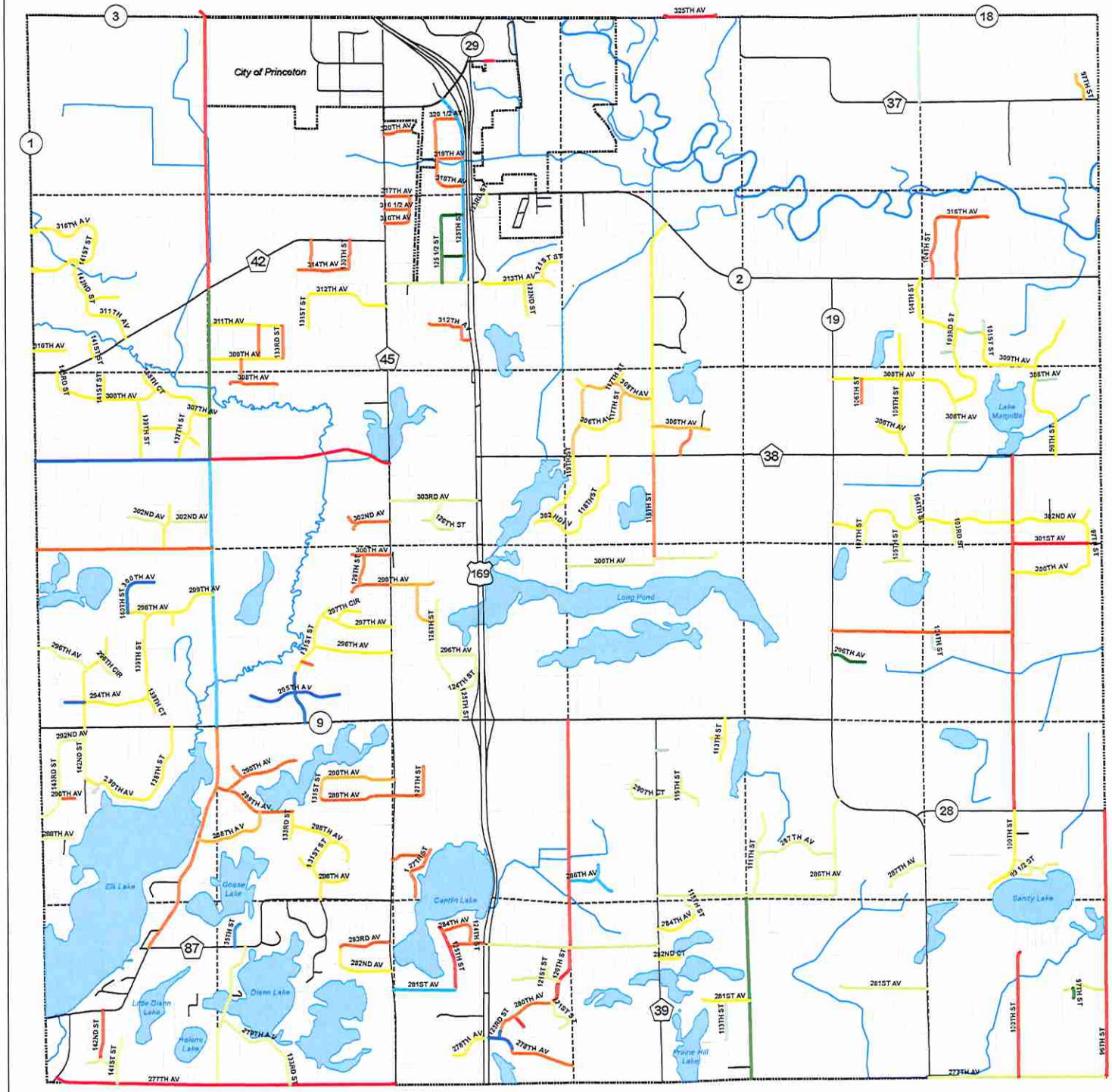
City of Baldwin

PCI RATING MAP



N W E S

0 0.5 1
Miles



Legend

- ≤ 33
- 34-48
- 49-51
- 52-57
- 58-63
- 64-69
- 70-75
- 76-81
- 82-87
- 88-93
- 94-100

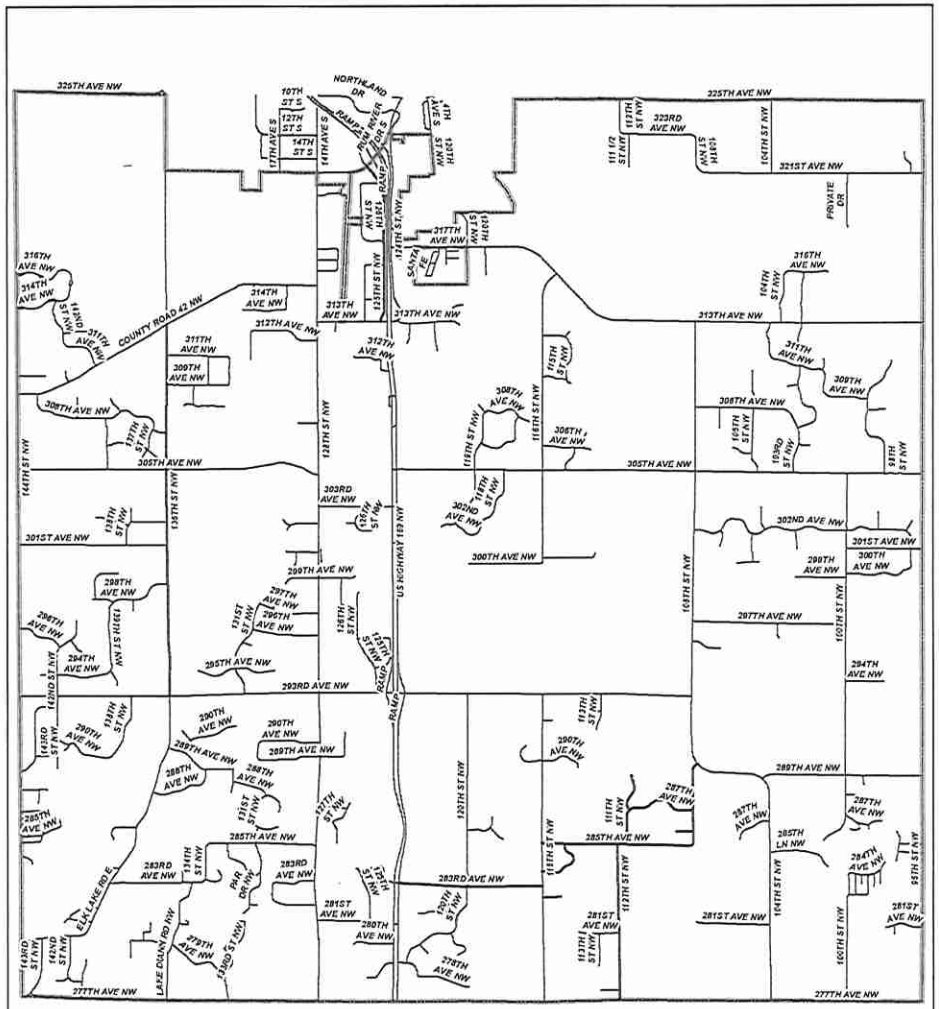
Hakanson Anderson

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2027-2028 Microsurfacing Project Candidates (Roadways That Have Recieved Crack Filling)
City of Baldwin

STREET NAME	TO	FROM	LIN. FT	COST
136th St	County Rd 9	County Rd 42	13069	$194,989.48
125th St	Rum River Drive	313th Ave	5603	$83,596.76
283rd Ave	Hwy 169	Co Rd 39	5025	$74,973.00
282nd Ct	Co Rd 39	East end of 282nd Ct (Cul de sac)	679	$10,130.68
284th Ave	Co Rd 39	115th St	1327	$19,798.00
115th St	284th Ave	285th Ave	640	$9,548.80
285th Ave	Co Rd 39	108th St	5291	$78,941.72
112th St	285th Ave	277th Ave	6000	$89,520.00
111th St	285th Ave	North end of 111th St (Cul de sac)	2605	$38,866.60
287th Ave	111th St	108th St	2446	$36,494.32
108th At	285th Ave	Co Hwy 19	2919	$43,551.48
286th Ave	108th St	West end of 286th Ave (Cul de sac)	598	$8,922.16
			Total Project Cost	**$689,333.00**



0 2,200 4,400 Feet

N

Hakanson Anderson

Legend

- 2027/2028 Microsurfacing Candidates
- Road_Centerlines
- Baldwin Boundary

City of Baldwin
Future Microsurfacing Candidates

Hakanson Anderson

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

MEMORANDUM

TO: **City of Baldwin City Council**

CC: **Shane Nelson, Hakanson Anderson**
Joan Heinen, City Clerk/Treasurer
Phil Fadden, City Public Works

FROM: **Sam Jochum, City Engineer**

DATE: **October 15, 2026**

RE: **100th Street and 297th Avenue Street Reconstruction Project**

The purpose of this memo is to help guide discussions regarding the 100th Street and 297th Avenue Street Reconstruction Project. As of October 15, 2026, 100th Street needs to obtain 24 easement signatures and 297th Avenue needs to obtain 3 easement signatures.

Question No. 1: Does the City Council want to split the two roadways into two separate projects?

Question No. 2: If yes to Question No. 1, which of the 3 following options would the City Council like to pursue in moving the 297th Avenue Street Reconstruction Project forward.

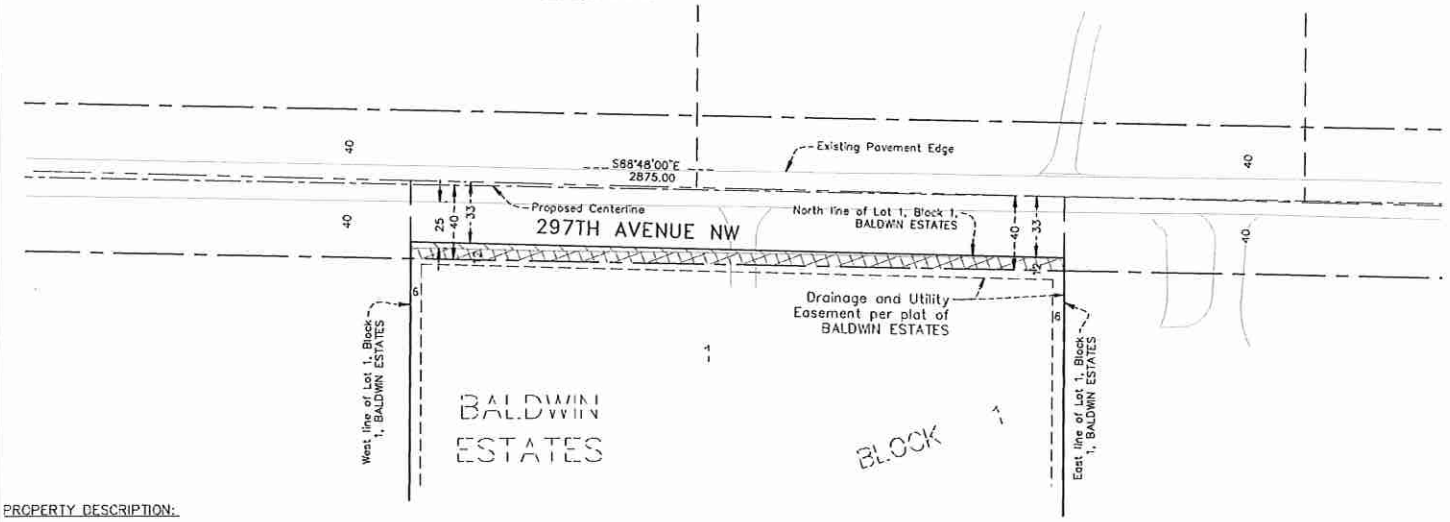
Note: The parcels that remain on 297th Avenue are Parcels 3, 18, and 26. Parcel 3 is currently platted. Meaning there is already sufficient right-of-way and easement in place to where the easement signature is not needed. The following options mainly pertain to Parcels 18 and 26.

> **Option 1:** We leave the design as is, take no legal action, and wait for the property owners to sign the easement exhibits.
>
> **Option 2:** We leave the design as is and obtain the easements needed legally via a "quick take".
>
> **Option 3:** We modify the designs to keep all work within the already established prescriptive roadway easement. No signatures or legal actions would be needed.

Question No. 3: If yes to Question No. 1, what are the City Council's thoughts on eliminating roadway striping from the project?

Please find several documents attached to the end of this memo to help with discussions.

Easement Exhibit



PROPERTY DESCRIPTION:

Lot 1, Block 1, BALDWN ESTATES, according to the recorded plat thereof, Sherburne County, Minnesota.

PROPOSED EASEMENT DESCRIPTION:

A permanent easement for roadway and drainage and utility purposes over, under and across that part of Lot 1, Block 1, BALDWN ESTATES, Sherburne County, Minnesota, which lies within a strip of land 80.00 feet in width, the centerline of which is described as follows:

Commencing at the North Quarter corner of Section 23, Township 35, Range 26, Sherburne County, Minnesota; thence South 00 degrees 30 minutes 39 seconds West, assumed bearing along the North-South Quarter line of said Section 23, a distance of 2627.42 feet to the point of beginning of the centerline to be described; thence South 88 degrees 48 minutes 00 seconds East a distance of 2875.00 feet; thence South 89 degrees 38 minutes 41 seconds East a distance of 2487.08 feet to a point on the North-South Quarter line of Section 24, said Township 35, Range 26, said point being 2652.45 feet South as measured along said North-South Quarter line from the North Quarter corner of said Section 24 and said centerline there terminating.

Total Area of Existing Prescriptive Easement = 668 sq. ft. 0.02 acres
Total Area of Proposed Roadway Easement = 2,197 sq. ft. 0.05 acres

PARCEL 3
Property Owner:
Claudia Montiel & Luis Valencia
PID# 01-00577-0105

Legend

- Property Line
- Permanent Roadway Easement Line
- Existing Prescriptive Easement Area
- Proposed Roadway Easement Area

N

Scale 1" = 50'

Date	Revision

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

Brian Person, MN License No. 43138 — 04/24/25 Date

Hakanson Anderson Assoc., Inc.
Civil Engineers and Land Surveyors
3601 Thurston Ave., Anoka, Minnesota
55303 763-427-5560 FAX
763-427-0520 www.haa-inc.com

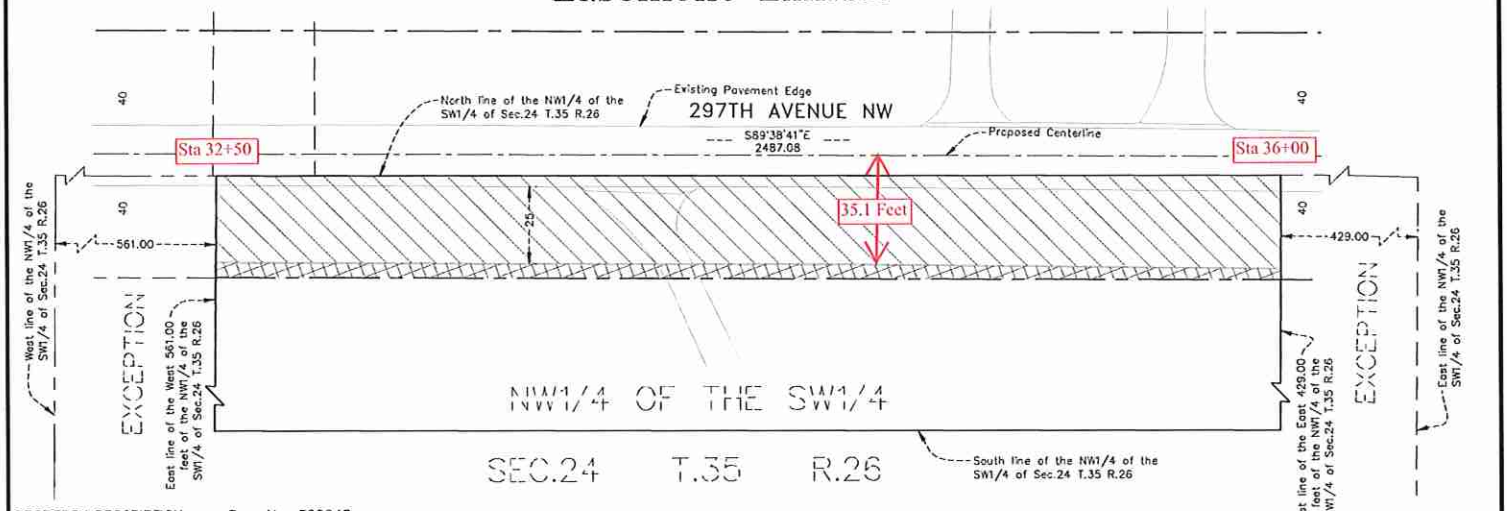
Easement Exhibit
for
City of Baldwin

DATE 04/04/25 FILE NO 80305

SHEET 1 of 1 SHEETS

Apr 16, 2025 - 8:33am
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Easement Exhibit



PROPERTY DESCRIPTION: per Doc. No. 806948

The Northwest Quarter of the Southwest Quarter (NW 1/4 of SW 1/4) of Section Twenty-four (24), Township Thirty-five (35), Range Twenty-six (26), Sherburne County, Minnesota, EXCEPT the West 561 feet of said Northwest Quarter of Southwest Quarter (NW 1/4 of SW 1/4) (as measured parallel with the West line of said Northwest Quarter of Southwest Quarter) (NW 1/4 of SW 1/4) AND EXCEPT the East 429 feet of the Northwest Quarter of the Southwest Quarter (NW 1/4 of SW 1/4) (as measured parallel with the East line of said Northwest Quarter of Southwest Quarter (NW 1/4 of SW 1/4), according to the U.S. Government Survey thereof.

PROPOSED EASEMENT DESCRIPTION:

A permanent easement for roadway and drainage and utility purposes over, under and across that part of the Northwest Quarter of the Southwest Quarter of Section 24, Township 35, Range 26, Sherburne County, Minnesota, which lies within a strip of land 80.00 feet in width, the centerline of which is described as follows:

Commencing at the North Quarter corner of Section 23, Township 35, Range 26, Sherburne County, Minnesota; thence South 00 degrees 30 minutes 39 seconds West, assumed bearing along the North-South Quarter line of said Section 23, a distance of 2627.42 feet to the point of beginning of the centerline to be described; thence South 88 degrees 48 minutes 00 seconds East a distance of 2875.00 feet; thence South 89 degrees 38 minutes 41 seconds East a distance of 2487.08 feet to a point on the North-South Quarter line of Section 24, said Township 35, Range 26, said point being 2652.45 feet South as measured along said North-South Quarter line from the North Quarter corner of said Section 24 and said centerline there terminating.

The side lines of said permanent easement are to be prolonged or shortened to terminate on the East line of the West 561.00 feet of said Northwest Quarter of the Southwest Quarter and the West line of the East 429.00 feet of said Northwest Quarter of the Southwest Quarter.

Total Area of Existing Prescriptive Easement = 10,000 sq. ft. 0.23 acres
Total Area of Proposed Roadway Easement = 1,570 sq. ft. 0.04 acres

PARCEL 18
Property Owner:
Christopher Grussing
PID# 01-00024-3201

Legend

- Property Line
- Permanent Roadway Easement Line
- Existing Prescriptive Easement Area
- Proposed Roadway Easement Area

N

Scale 1" = 30'

Date	Revision

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

Brian Person, MN License No. 43138 — 04/24/25 Date

Hakanson Anderson Assoc., Inc.
Civil Engineers and Land Surveyors
3601 Thurston Ave., Anoka, Minnesota
55303 763-427-5860 FAX
763-427-0520 www.haa-inc.com

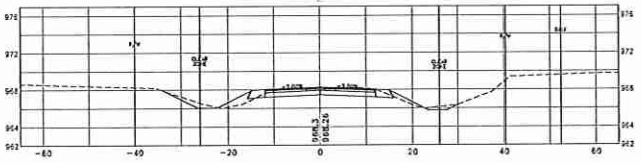
Easement Exhibit
for
City of Baldwin

DATE 04/24/25 | FILE NO. 80305 | SHEET 1 OF 1 SHEETS

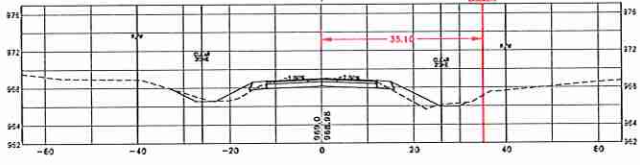
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Parcel 18 - Stations 32+50 to 36+00

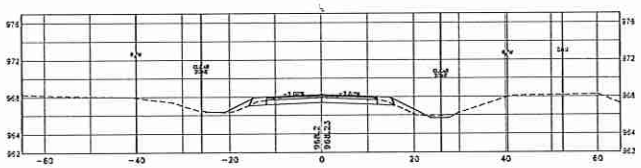
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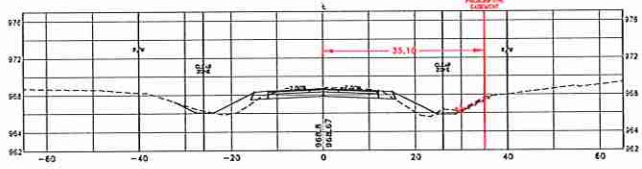
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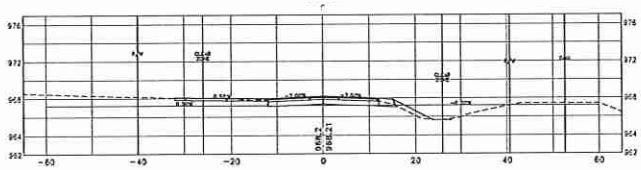
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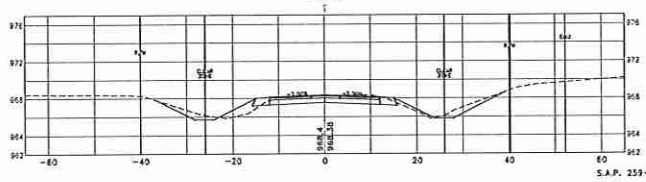
32+50



30+60



32+00



S.A.P. 259-109-031
S.A.P. 259-110-001

DATE	REVISION

Hakanson Anderson
Civil Engineers and Land Surveyors
3601 Thurston Ave., Anoka, Minnesota 55303
763-427-5560 FAX 763-427-0520
www.hakanson-anderson.com

100TH STREET AND 297TH AVENUE
ROADWAY IMPROVEMENTS

CROSS SECTIONS

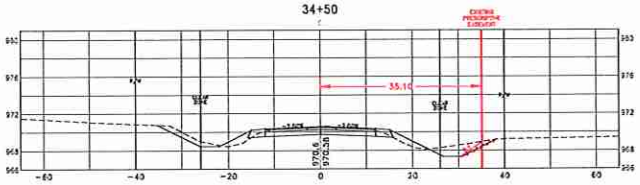
297TH AVENUE
CITY OF BALDWIN, MINNESOTA

X-CITY X12 OF X-CITY X60

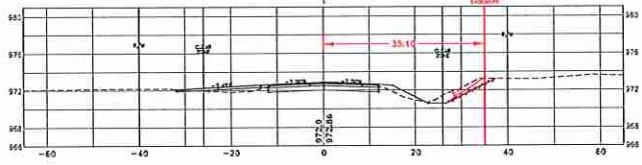
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Parcel 18 - Stations 32+50 to 36+00

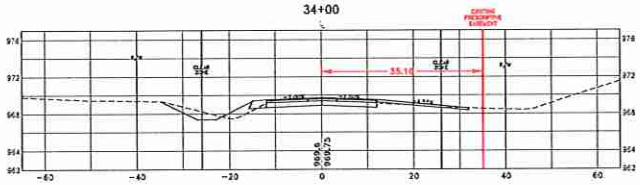
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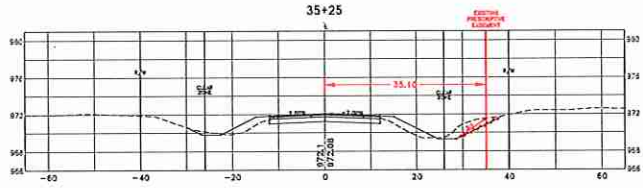
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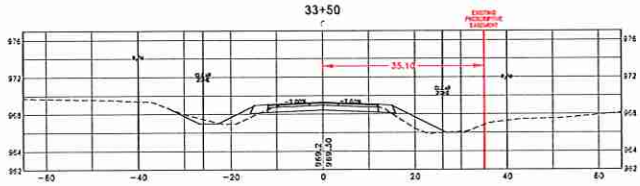
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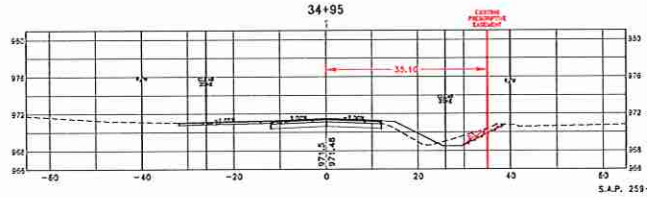
35+25



33+50



34+95



S.A.P. 259-109-001
S.A.P. 259-110-001

DATE	REVISION

DESIGNED: SN
DRAWN BY: AW
CHECKED BY: MK

Hakanson Anderson
Civil Engineers and Land Surveyors
3601 Thurston Ave., Anoka, Minnesota 55303
763-427-5550 FAX 763-427-0520
www.hakanson-anderson.com

100TH STREET AND 297TH AVENUE
ROADWAY IMPROVEMENTS

CROSS SECTIONS

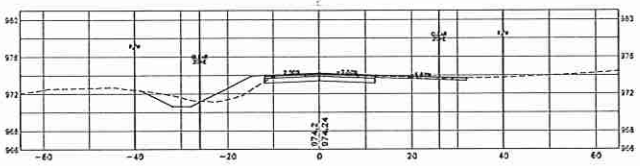
297TH AVENUE
CITY OF BALDWIN, MINNESOTA

S-CCT X13 OF X60 S-CCTS

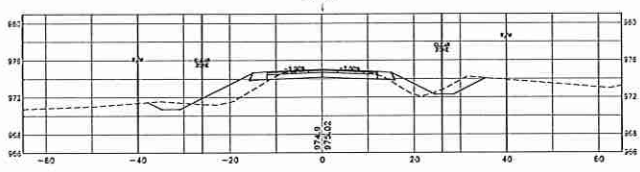
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Parcel 18 - Stations 32+50 to 36+00

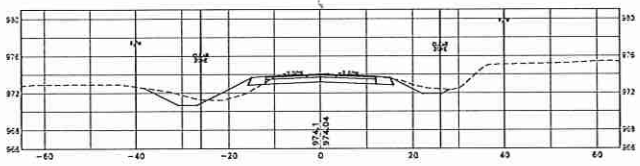
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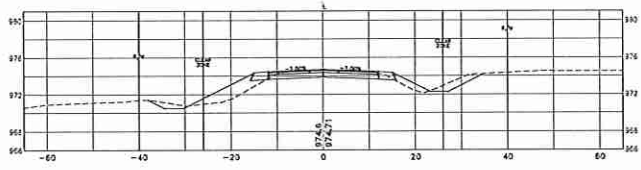
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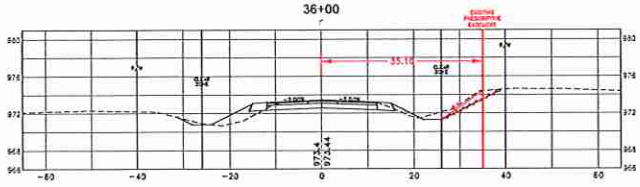
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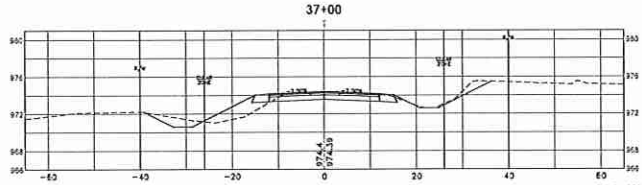
37+50



36+00



37+00



S.A.P. 259-109-001
S.A.P. 259-110-001

DATE	REVISION

DESIGNED: SH
DRAWN: AW
CHECKED: MK

Hakanson Anderson
Civil Engineers and Land Surveyors
3601 Thurston Ave., Anoka, Minnesota 55303
763-427-5560 FAX 763-427-0520
www.hakanson-anderson.com

100TH STREET AND 297TH AVENUE
ROADWAY IMPROVEMENTS

CROSS SECTIONS

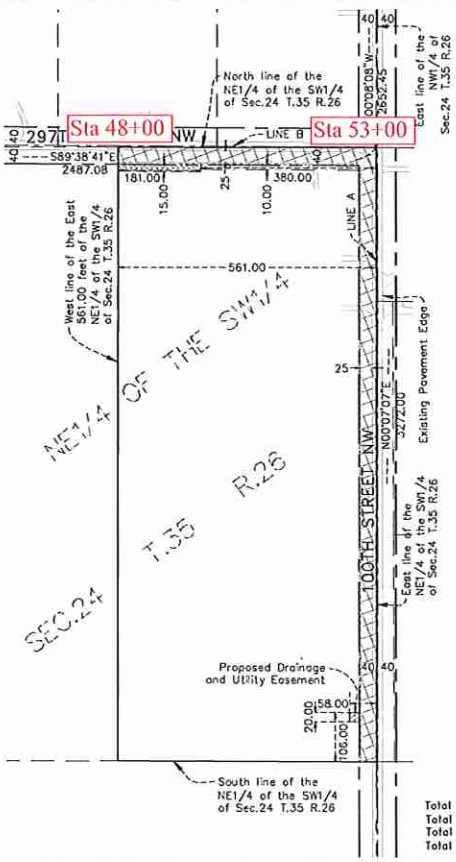
297TH AVENUE
CITY OF BALDWIN, MINNESOTA

SHEET X14 OF X60 SHEETS

E0305

Oct 15, 2024 - 1:21pm
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Easement Exhibit



PROPERTY DESCRIPTION: per Doc. No. 907347

The East 561 feet of the Northeast Quarter of the Southwest Quarter, as measured parallel with the East line of said Northeast Quarter of the Southwest Quarter, Section 24, Township 35, Range 26, according to the United States Government Survey thereof and situate in Sherburne County, Minnesota.

PROPOSED EASEMENT DESCRIPTION:

A permanent easement for roadway and drainage and utility purposes over, under and across that part of the Northeast Quarter of the Southwest Quarter of Section 24, Township 35, Range 26, Sherburne County, Minnesota, which lies within a strip of land 80.00 feet in width, the centerline of which is hereinafter described as "LINE A".

"Line A" is described as commencing at the West Quarter corner of Section 25, Township 35, Range 26, Sherburne County, Minnesota; thence South 89 degrees 40 minutes 47 seconds East, assumed bearing along the East–West Quarter line of said Section 25, a distance of 2679.00 feet to the point of beginning of the centerline to be described; thence North 00 degrees 43 minutes 00 seconds West a distance of 980.00 feet; thence North 00 degrees 18 minutes 19 seconds West a distance of 1792.00 feet; thence North 00 degrees 30 minutes 11 seconds West a distance of 550.00 feet; thence North 00 degrees 07 minutes 07 seconds East a distance of 3272.00 feet; thence North 00 degrees 03 minutes 07 seconds East a distance of 1403.76 feet; thence North 00 degrees 08 minutes 36 seconds East a distance of 1293.22 feet; thence North 00 degrees 23 minutes 20 seconds East a distance of 1326.25 feet to a point on the East–West Quarter line of Section 13, said Township 35, Range 26, said point being 2624.89 feet West as measured along said East–West Quarter line from the East Quarter corner of said Section 13 and said centerline there terminating.

Together with a permanent easement for drainage and utility purposes over, under and across that part of the North 20.00 feet of the South 106.00 feet of the East 58.00 feet of said Northeast Quarter of the Southwest Quarter, lying westerly of and adjoining the above described permanent roadway, drainage and utility easement.

Together with a permanent easement for roadway and drainage and utility purposes over, under and across that part of the Northeast Quarter of the Southwest Quarter of Section 24, Township 35, Range 26, Sherburne County, Minnesota, which lies within a strip of land 80.00 feet in width, the centerline of which is hereinafter described as "LINE B".

"Line B" is described as commencing at the North Quarter corner of Section 23, Township 35, Range 26, Sherburne County, Minnesota; thence South 00 degrees 30 minutes 39 seconds West, assumed bearing along the North–South Quarter line of said Section 23, a distance of 2627.42 feet to the point of beginning of the centerline to be described; thence South 88 degrees 48 minutes 00 seconds East a distance of 2875.00 feet; thence South 89 degrees 38 minutes 41 seconds East a distance of 2487.08 feet to a point on the North–South Quarter line of Section 24, said Township 35, Range 26, said point being 2652.45 feet South as measured along said North–South Quarter line from the North Quarter corner of said Section 24 and said centerline there terminating.

The side lines of said permanent easement are to be prolonged or shortened to terminate on the West line of East 561.00 feet of said Northeast Quarter of the Southwest Quarter and a line lying 40.00 feet West of and parallel with the aforementioned "LINE A".

Together with a 15.00 foot wide permanent easement for drainage and utility purposes over, under and across that part of the West 181.00 feet of said East 561.00 feet of the Northeast Quarter of the Southwest Quarter, lying 15.00 feet southerly of and adjoining the above described permanent roadway, drainage and utility easement.

Together with a 10.00 foot wide temporary easement for construction purposes over, under and across that part of the East 380.00 feet of said Northeast Quarter of the Southwest Quarter, lying 10.00 feet southerly of and westerly of and adjoining the above described permanent roadway, drainage and utility easements.

Said temporary easement to expire December 31, 2026.

PARCEL 26

Property Owner:

Swedzinski Family Revocable Trust dated November 19, 2020

PID# 01-00024-3000

Total Area of Existing Prescriptive Easement = 61,148 sq. ft. 1.40 acres
Total Area of Proposed Roadway Easement = 8,344 sq. ft. 0.19 acres
Total Area of Proposed D&U Easement = 3,131 sq. ft. 0.07 acres
Total Area of Proposed Temporary Easement = 3,425 sq. ft. 0.08 acres

Legend

- Property Line
- Permanent Roadway Easement Line
- Proposed D&U Easement Line
- Temporary Construction Easement Line
- Existing Prescriptive Easement Area
- Proposed Roadway Easement Area
- Proposed D&U Easement Area
- Proposed Temporary Construction Easement Area

N

Scale 1" = 100'

Date	Revision
05/05/25	Added D & U Easement, Updated Areas

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

Brian Person, MN License No. 42138 — 05/05/25 Date

Hakanson Anderson Assoc., Inc.
Civil Engineers and Land Surveyors
3601 Thurston Ave., Anoka, Minnesota
55303 763-427-5560 FAX
763-427-0520 www.haa-inc.com

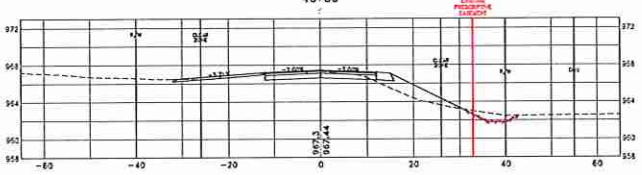
Easement Exhibit
for
City of Baldwin

DATE 05/05/25 | FILE NO. 80305 | SHEET 1 OF 1 SHEETS

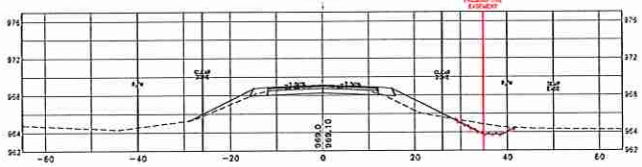
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Parcel 26 - Stations 48+00 to 53+00

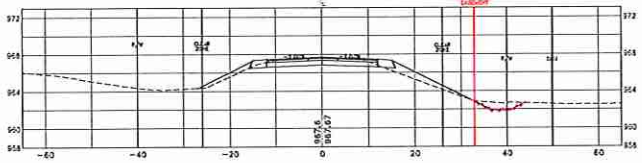
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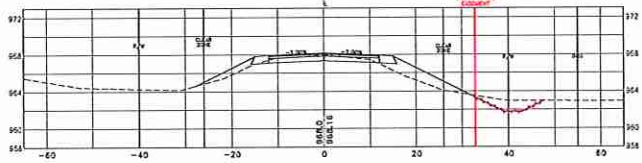
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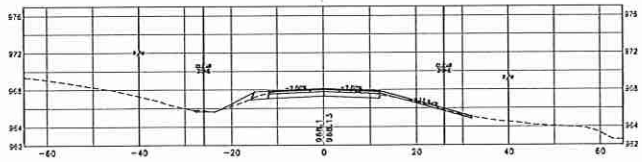
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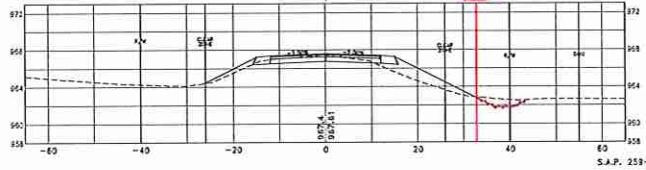
49+50



47+60



49+00



S.A.P. 259-103-001
S.A.P. 259-110-001

DATE	REVISION

DESIGNED: SN
DRAWN: AW
CHECKED: MK

Hakanson Anderson
Civil Engineers and Land Surveyors
3601 Thurston Ave., Anoka, Minnesota 55303
763-427-5555 FAX 763-427-0520
www.hakanson-anderson.com

100TH STREET AND 297TH AVENUE
ROADWAY IMPROVEMENTS

CROSS SECTIONS

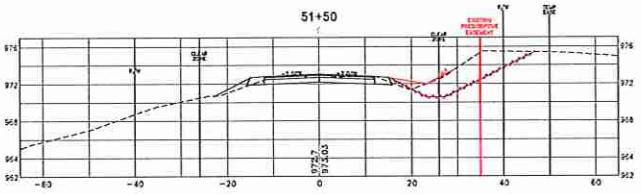
297TH AVENUE
CITY OF BALDWIN, MINNESOTA

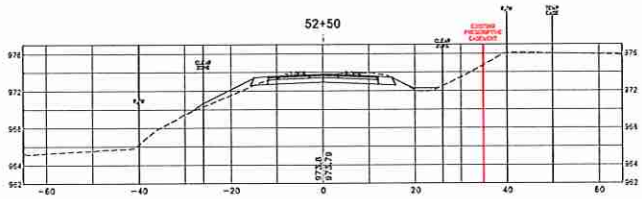
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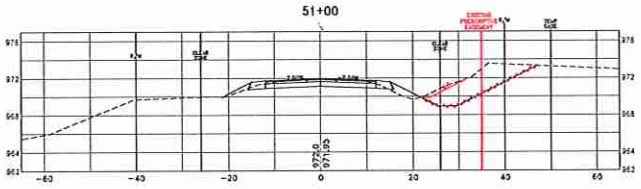
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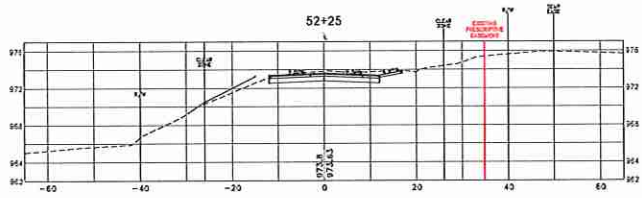
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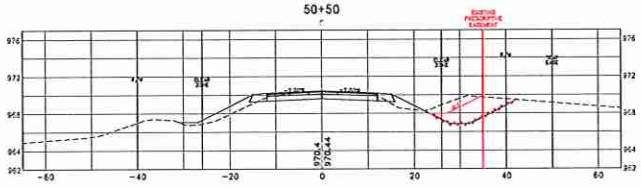
Parcel 26 - Stations 48+00 to 53+00

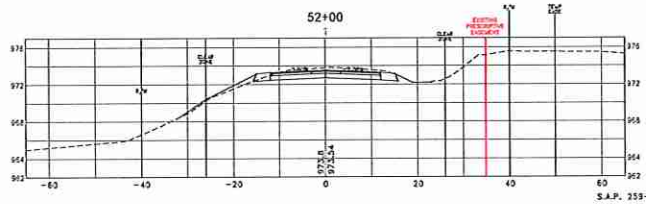












S.A.P. 259-109-001
S.A.P. 259-110-001

DATE	REVISION

DESIGNED: SH
DRAWN BY: AW
CHECKED BY: MK

Hakanson Anderson
Civil Engineers and Land Surveyors
3601 Thurston Ave., Anoka, Minnesota 55303
763-427-5560 FAX 763-427-0520
www.hakanson-anderson.com

100TH STREET AND 297TH AVENUE
ROADWAY IMPROVEMENTS

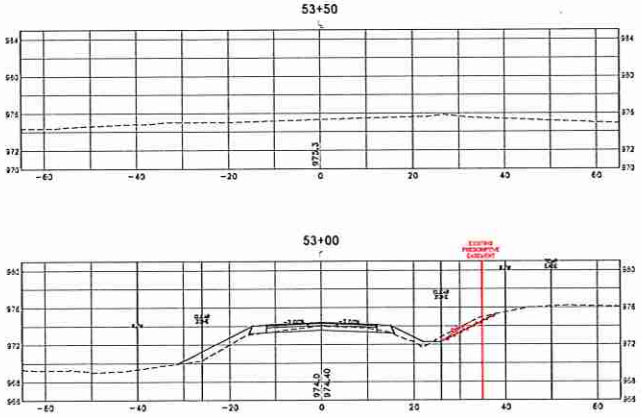
CROSS SECTIONS

297TH AVENUE
CITY OF BALDWIN, MINNESOTA

SHEET X19 OF SHEETS X60

80305

Parcel 26 - Stations 48+00 to 53+00



S.A.P. 259-103-031
S.A.P. 259-110-031

DATE	REVISION

DESIGNED: SN
DRAWN: AW
CHECKED: MK

Hakanson Anderson
Civil Engineers and Land Surveyors
3601 Thurston Ave., Anoka, Minnesota 55303
763-427-5560 FAX 763-427-0520
www.hakanson-anderson.com

100TH STREET AND 297TH AVENUE
ROADWAY IMPROVEMENTS

CROSS SECTIONS

297TH AVENUE
CITY OF BALDWIN, MINNESOTA

SHEET X20 OF X60 SHEETS

80305

Couri & Ruppe, P.L.L.P.

To: Sam Jochum & Shane Nelson, City Engineers

From: Bob Ruppe, City Attorney

Date: October 20, 2026

Re: 100th Street NW & 297th Avenue NW Project; Quick Take Procedure

---

Under Minnesota law, a "quick take" is an expedited statutory procedure that allows a condemning authority, such as the City, to acquire title and possession of property shortly after filing a condemnation petition in district court. Governed by Minn. Stat. § 117.042 and related sections of Chapter 117, this process typically spans five to six months.

This procedure permits the government to deposit its appraised value of the property with the court to secure immediate possession, while the final, total valuation is determined by court-appointed commissioners at a later date subject to appeals.

Step-by-Step Process

1. **Appraisal (day 1-30 or later)**
   The City must obtain an approved appraisal of the property's fair market value. This typically requires a minimum of 30 days to complete but could take longer depending on the appraiser retained by the City. Minn. Stat. § 117.036.

2. **Review/Pre-Petition Window (day 31-60)**
   The City must provide a copy of the appraisal to the property owner concurrent with the City's formal offer. This disclosure must occur at least 60 days prior to the public purpose hearing in District Court. The City must also make a good faith attempt to negotiate with the property owner before filling a condemnation petition. Minn. Stat. § 117.036, subd. 3.

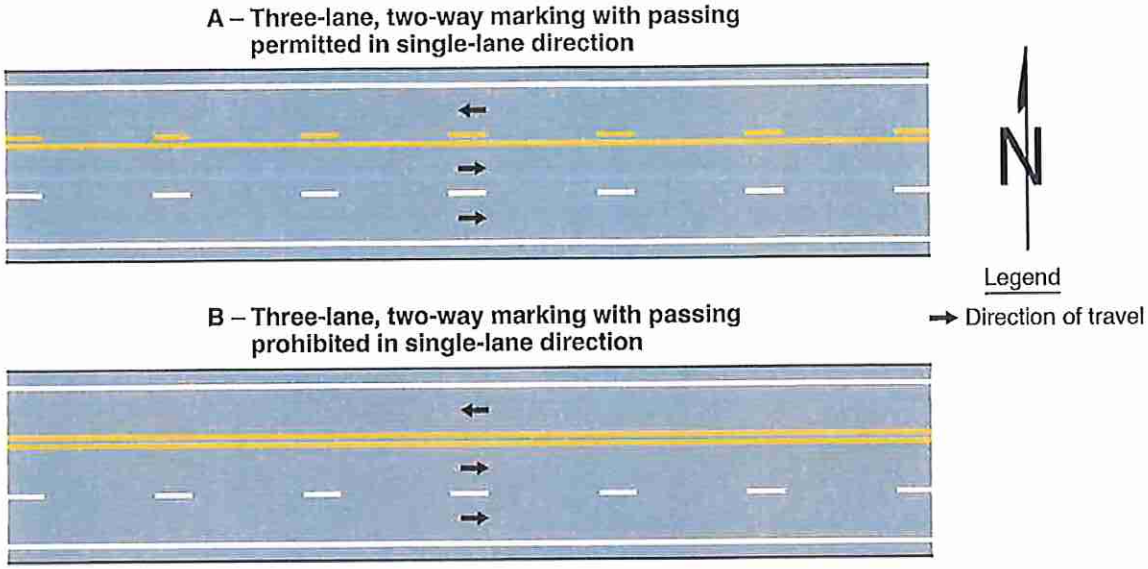
3. **Notice of Intent (day 61)**
   At least 90 days before the date possession is to be taken, the City must serve the property owner by certified mail notice of its intent to possess the property (quick-take notice). Minn. Stat. § 117.042.

4. **Petition for Condemnation (usually by day 75)**
   The City personally serves and files a condemnation petition with the District Court. The petition will request the Court to hold a hearing, affirm the City's public purpose and transfer easement to the City.

5. **Public Purpose Hearing; Court Order for Title and Possession (day 151 or later)**
   The City schedules a Court hearing to find the easement taking is for a public purpose and to order the transfer of the road easement to the City. Any time after the hearing, the Court may issue its order which will transfer the road easement to the City upon payment to the owner or depositing in District Court the full appraised amount of the land to be taken. This deposit acts as security for early possession and does not constitute final compensation. Minn. Stat. § 117.055.

6. **Title Transfer. (day 153 or later)**
   Once the Court's transfer order of the road easement is issued, the City can take possession before the Commissioners' award and typically will record the Court's transfer order and an affidavit evidencing payment. Minn. Stat. § 117.042

Figure 3B-3. Yellow Center Lines for Three-Lane, Two-Way Applications



Section 3B.02 Warrants for Yellow Center Lines

Standard:

01 **Center line markings shall be placed on all paved undivided two-way urban arterials and collectors that have a traveled way of 20 feet or more in width and an ADT of 6,000 vehicles per day or greater. Center line markings shall also be placed on all paved undivided two-way streets or highways that have three or more lanes for moving motor vehicle traffic.**

Guidance:

02 *Center line markings should be placed on paved urban arterials and collectors that have a traveled way of 20 feet or more in width and an ADT of 4,000 vehicles per day or greater. Center line markings should also be placed on all rural arterials and collectors that have a traveled way of 18 feet or more in width and an ADT of 3,000 vehicles per day or greater. Center line markings should also be placed on other traveled ways where an engineering study indicates such a need.*

03 *Engineering judgment should be used in determining whether to place center line markings on traveled ways that are less than 16 feet wide because of the potential for traffic encroaching on the pavement edges, traffic being affected by parked vehicles, and traffic encroaching into the opposing traffic lane.*

Option:

04 Center line markings may be placed on other paved two-way traveled ways that are 16 feet or more in width.

05 If a traffic count is not available, the ADTs described in this Section may be estimates that are based on engineering judgment.

05.1 Center line markings may be placed on highways with or without edge line markings.

Section 3B.03 No-Passing Zone Pavement Markings

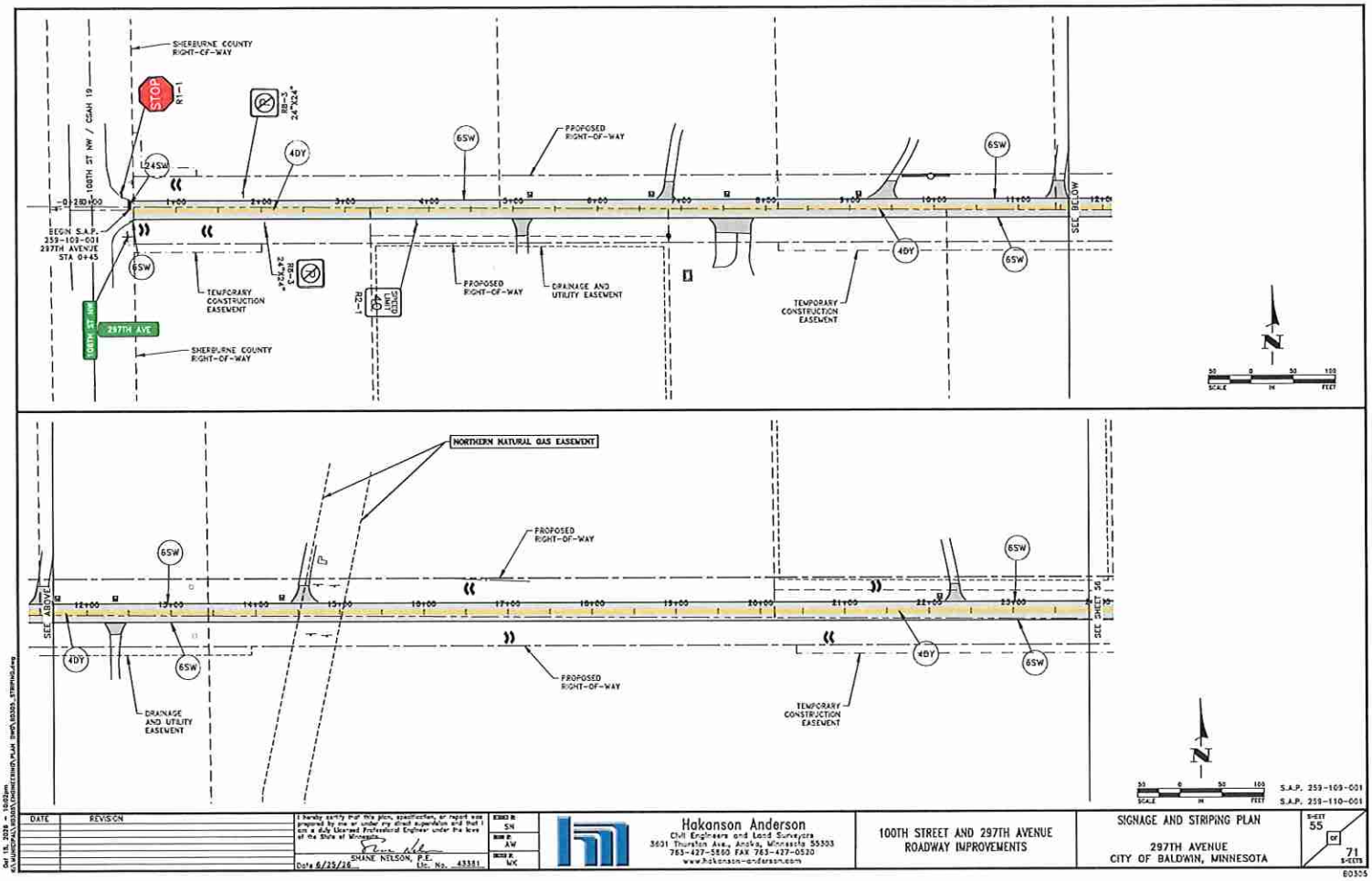
Standard:

01 **No-passing zones shall be marked by either the one-direction no-passing zone pavement markings or the two-direction no-passing zone pavement markings described in Section 3B.01 and shown in Figures 3B-1 and 3B-3.**

02 **No-passing zone markings shall be used on:**

- **A. Two-way roadways at lane-reduction transitions (see Section 3B.12),**
- **B. Approaches to obstructions that must be passed on the right (see Section 3B.13),**
- **C. Approaches to grade crossings (see Section 8C.02), and**
- **D. Approaches to crosswalks.**

03 **On two-way, two-lane or three-lane roadways where center line markings are installed, no-passing zones shall be established at vertical and horizontal curves and other locations where an engineering study indicates that passing must be prohibited because of inadequate sight distances or other special conditions.**



DATE	REVISION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

SHANE NELSON, P.E.
Date 6/25/26 Lic. No. 43381

DESIGNED SN
DRAWN AW
CHECKED MC

Hakanson Anderson
Civil Engineers and Land Surveyors
3631 Thurston Ave., Anoka, Minnesota 55303
763-427-5560 FAX 763-427-0520
www.hakanson-anderson.com

100TH STREET AND 297TH AVENUE
ROADWAY IMPROVEMENTS

SIGNAGE AND STRIPING PLAN

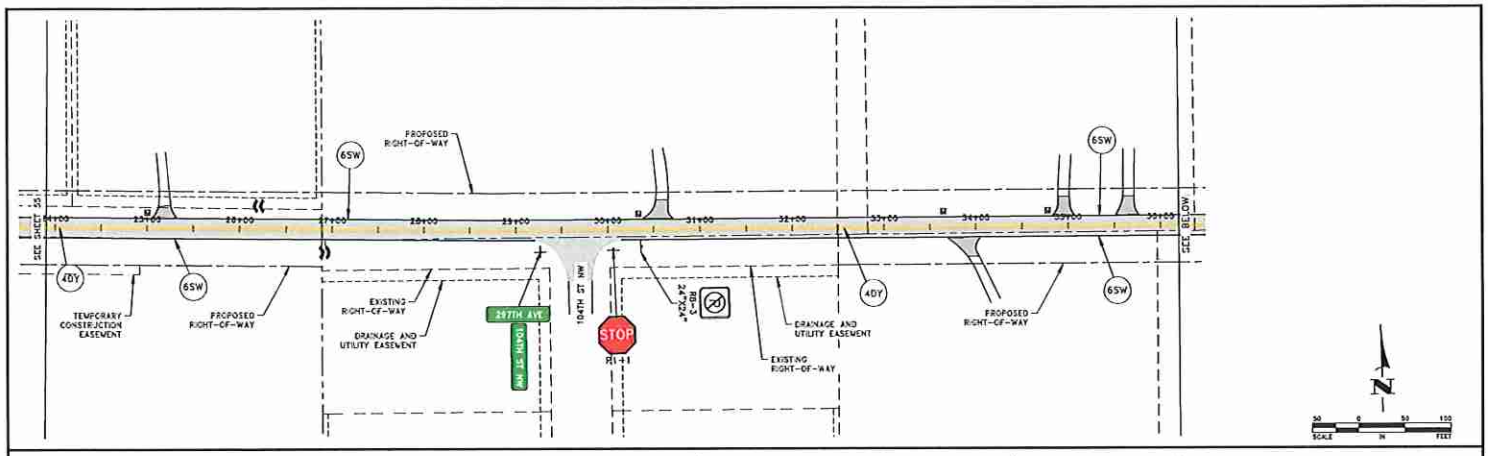
297TH AVENUE
CITY OF BALDWIN, MINNESOTA

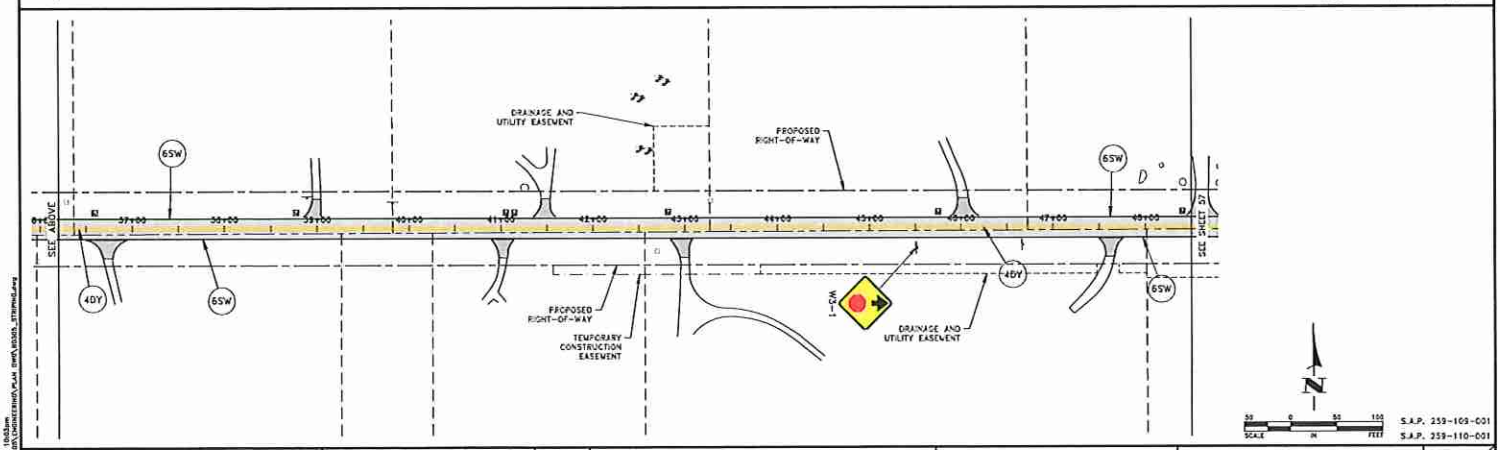
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S.A.P. 259-110-001

SHEET 55 OF 71 SHEETS

80305

Oct 15, 2025 - 10:02am
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DATE	REVISION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

SHANE NELSON, P.E.
Date 6/25/26 Lic. No. 43381

DESIGNED: SN
DRAWN: AW
CHECKED: MK

Hakanson Anderson
Civil Engineers and Land Surveyors
3631 Thurston Ave., Anoka, Minnesota 55303
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100TH STREET AND 297TH AVENUE
ROADWAY IMPROVEMENTS

SIGNAGE AND STRIPING PLAN

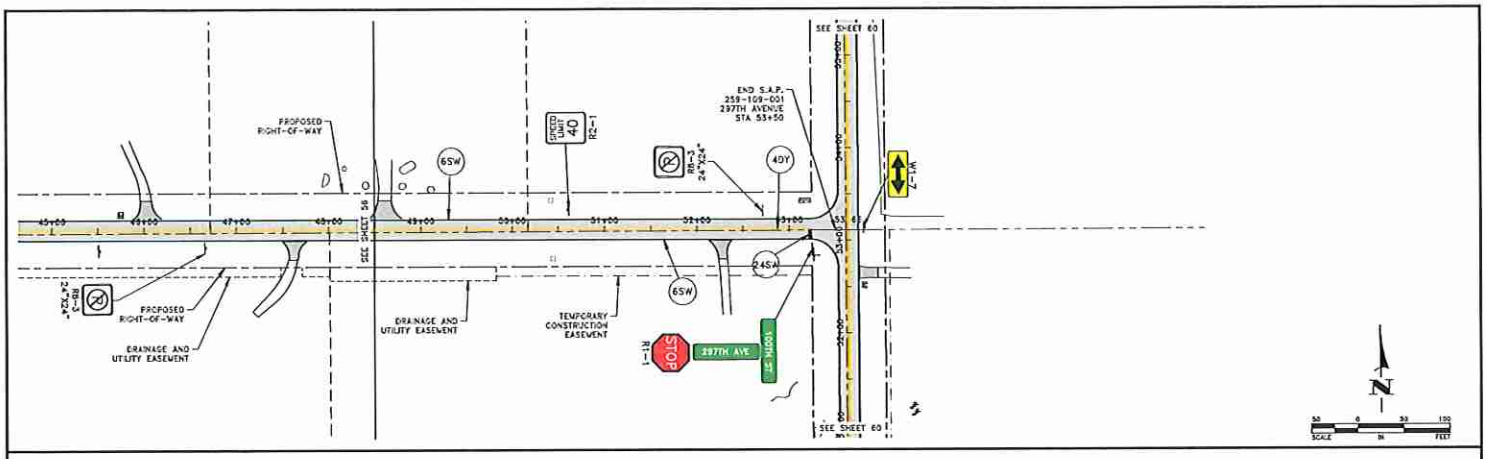
297TH AVENUE
CITY OF BALDWIN, MINNESOTA

S.A.P. 259-103-001
S.A.P. 259-110-001

SHEET 56 OF 71 SHEETS

80305

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S.A.P. 259-109-001
S.A.P. 259-110-001

DATE	REVISION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

SHANE NELSON, P.E.
Date 6/23/26 Lic. No. 43351

DESIGNED	SN
DRAWN	AW
CHECKED	MK

Hakanson Anderson
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www.hakanson-anderson.com

100TH STREET AND 297TH AVENUE
ROADWAY IMPROVEMENTS

SIGNAGE AND STRIPING PLAN

297TH AVENUE
CITY OF BALDWIN, MINNESOTA

SHEET 57 OF 71 SHEETS

80305

Oct 15, 2025 - 10:45am
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Hakanson Anderson

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

50 years

MEMORANDUM

TO: **City of Baldwin City Council**

CC: **Shane Nelson, Hakanson Anderson**
Joan Heinen, City Clerk/Treasurer
Phil Fadden, City Public Works

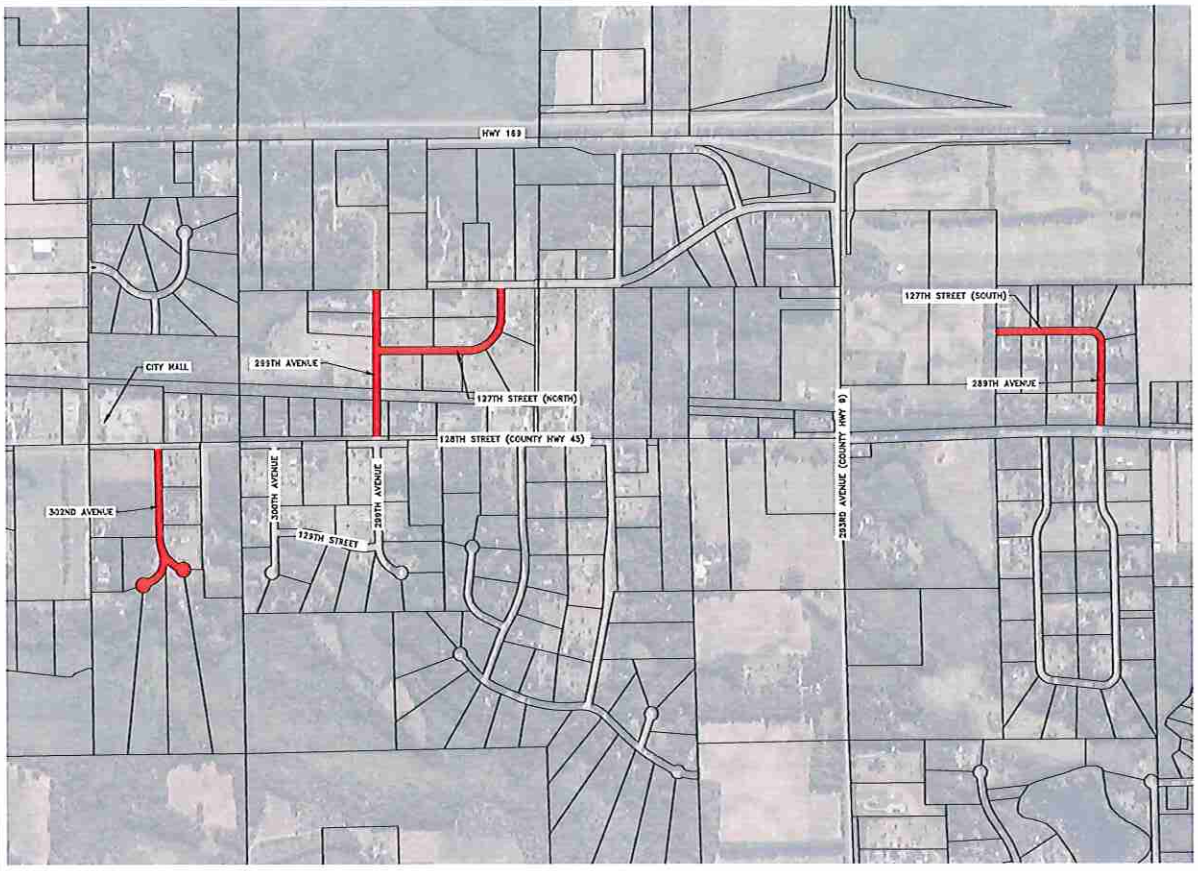
FROM: **Sam Jochum, City Engineer**

DATE: **October 15, 2026**

RE: **297th Avenue Project Schedule**

The purpose of this memo is to provide an estimated schedule for the 297th Avenue Street Reconstruction project if the Council decides to split it from 100th Street:

November 2026	Council decision to split 297th Avenue from 100th Street.
December 2026	HAI submits updated plans to MnDOT State Aid for approval.
January 2027	MnDOT approves revised plans.
February 2027	HAI submits final plans, specifications, and engineer's estimate to City Council. City Council approves plans and specifications and orders advertisements for bid.
March 2027	Open contractor bids and City Council approves bid.
April 2027	Execution of project contracts between the City and contractor.
May 2027	Begin construction.



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SCALE IN FEET

Hakanson Anderson
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www.hakanson-anderson.com

ENGINEERING WORKSHOP 6/11/26

FUTURE RECLAIM AND PAVE PROJECTS

CITY OF BALDWIN, MINNESOTA

SHEET 1 OF 1 SHEETS

B0901-2026

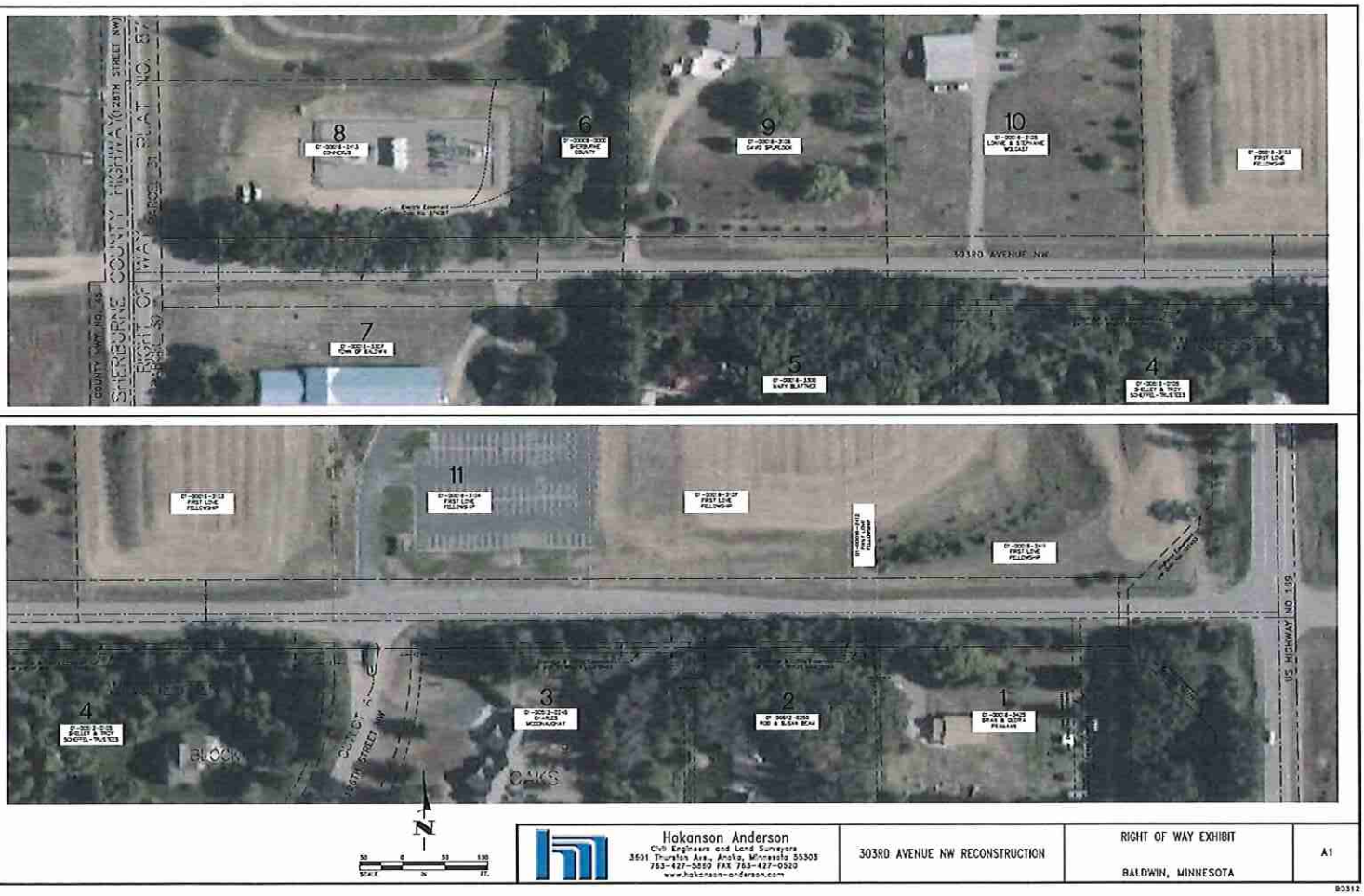
Jan 16, 2026 - 10:28am
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PRELIMINARY COST ESTIMATE FOR FUTURE STREET REHABILITATION PROJECTS - CITY OF BALDWIN

ITEM NO.	MnDOT SPEC. NO.	ITEM DESCRIPTION	UNIT	UNIT COST	289th Avenue		127th Street (South)		127th Street (North)		299th Avenue		302nd Avenue		TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST
					ESTIMATED QUANTITY	EXTENSION	ESTIMATED QUANTITY	EXTENSION	ESTIMATED QUANTITY	EXTENSION	ESTIMATED QUANTITY	EXTENSION	ESTIMATED QUANTITY	EXTENSION		
1	2021.501	MOBILIZATION	LUMP SUM	$30,000.00	0.2	$6,000.00	0.2	$6,000.00	0.2	$6,000.00	0.2	$6,000.00	0.2	$6,000.00	1	$30,000.00
2	2101.502	CLEARING	EACH	$150.00	3.0	$450.00	3.0	$450.00	3.0	$450.00	3.0	$450.00	3.0	$450.00	15	$2,250.00
3	2101.502	GRUBBING	EACH	$600.00	3.0	$1,800.00	3.0	$1,800.00	3.0	$1,800.00	3.0	$1,800.00	3.0	$1,800.00	15	$9,000.00
4	2101.505	CLEARING	ACRE	$8,000.00	0.0	$0.00	0.0	$0.00	0.0	$0.00	0.0	$0.00	0.1	$800.00	0.1	$800.00
5	2101.505	GRUBBING	ACRE	$3,000.00	0.0	$0.00	0.0	$0.00	0.0	$0.00	0.0	$0.00	0.1	$800.00	0.1	$800.00
6	2104.502	REMOVE MAIL BOX SUPPORT	EACH	$150.00	5.0	$750.00	6.0	$900.00	5.0	$750.00	5.0	$750.00	8.0	$1,200.00	29	$4,350.00
7	2104.502	SALVAGE SIGN	EACH	$150.00	5.0	$750.00	6.0	$900.00	5.0	$750.00	5.0	$750.00	8.0	$1,200.00	29	$4,350.00
8	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	$12.00	0.0	$0.00	14.0	$168.00	0.0	$0.00	0.0	$0.00	18.0	$216.00	32	$384.00
9	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	$6.00	79.0	$474.00	34.0	$204.00	54.0	$324.00	27.0	$162.00	118.0	$708.00	312	$1,872.00
10	2104.503	REMOVE PIPE CULVERTS	LIN FT	$15.00	52.0	$780.00	52.0	$780.00	52.0	$780.00	52.0	$780.00	52.0	$780.00	260	$3,900.00
11	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ YD	$12.00	0.0	$0.00	17.0	$204.00	0.0	$0.00	0.0	$0.00	48.0	$576.00	65	$780.00
12	2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	$6.00	164.7	$988.20	93.0	$558.00	136.0	$816.00	78.0	$468.00	276.0	$1,656.00	748	$4,488.00
13	2106.507	EXCAVATION - COMMON	CU YD	$18.00	108.0	$1,944.00	383.0	$6,894.00	144.0	$2,592.00	415.0	$7,470.00	698.0	$12,564.00	1748	$31,464.00
14	2112.519	SUBGRADE PREPARATION	ROAD STA	$200.00	8.0	$1,600.00	8.5	$1,700.00	15.0	$3,000.00	12.4	$2,480.00	15.3	$3,060.00	59	$11,800.00
15	2211.509	AGGREGATE BASE CLASS 5	TON	$20.00	352.0	$7,040.00	374.0	$7,480.00	720.0	$14,400.00	592.8	$11,856.00	1049.4	$20,988.00	3088	$61,760.00
16	2215.504	FULL DEPTH RECLAMATION	SQ YD	$2.00	1956.0	$3,912.00	2678.7	$5,357.40	4000.0	$8,000.00	3857.0	$7,714.00	5830.0	$11,660.00	18322	$36,644.00
17	2215.507	HAUL FULL DEPTH RECLAMATION (LV)	CU YD	$22.00	12.0	$264.00	263.0	$5,786.00	24.0	$528.00	295.0	$6,490.00	510.0	$11,220.00	1104	$24,288.00
18	2232.504	MILL BITUMINOUS SURFACE (1.5")	SQ YD	$90.00	15.0	$1,350.00	0.0	$0.00	16.0	$1,440.00	16.0	$1,440.00	19.0	$1,710.00	66	$5,940.00
19	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	$3.50	117.0	$409.50	161.0	$563.50	240.0	$840.00	198.0	$693.00	349.8	$1,224.30	1066	$3,731.00
20	2360.504	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) 2.5" THICK	SQ YD	$22.00	198.7	$4,371.40	187.0	$4,114.00	327.0	$7,194.00	272.0	$5,984.00	276.0	$6,072.00	1261	$27,742.00
21	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	$70.00	185.0	$13,020.00	254.0	$17,780.00	380.0	$26,600.00	366.0	$25,620.00	553.0	$38,710.00	1739	$121,730.00
22	2360.509	TYPE SP 12.5 NON WEAR COURSE MIXTURE (2,B)	TON	$68.00	247.0	$16,796.00	339.0	$23,052.00	506.0	$34,408.00	488.0	$33,184.00	737.0	$50,116.00	2317	$157,556.00
23	2501.502	15" CS PIPE APRON	EACH	$350.00	10.0	$3,500.00	14.0	$5,320.00	12.0	$4,560.00	14.0	$5,320.00	18.0	$6,840.00	68	$25,840.00
24	2501.502	15" RC PIPE APRON	EACH	$1,000.00	2.0	$2,000.00	2.0	$2,000.00	2.0	$2,000.00	2.0	$2,000.00	2.0	$2,000.00	10	$10,000.00
25	2501.503	15" RC PIPE CULVERT DESIGN 3006 CLASS V	LIN FT	$85.00	40.0	$3,400.00	40.0	$3,400.00	40.0	$3,400.00	40.0	$3,400.00	40.0	$3,400.00	200	$17,000.00
26	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	SQ YD	$140.00	0.0	$0.00	17.0	$2,380.00	0.0	$0.00	0.0	$0.00	48.0	$6,720.00	65	$9,100.00
27	2540.602	MAIL BOX SUPPORT	EACH	$200.00	5.0	$1,000.00	6.0	$1,200.00	5.0	$1,000.00	5.0	$1,000.00	8.0	$1,600.00	29	$5,800.00
28	2540.602	TEMPORARY MAILBOX CLUSTER	EACH	$1,000.00	1.0	$1,000.00	1.0	$1,000.00	1.0	$1,000.00	1.0	$1,000.00	1.0	$1,000.00	5	$5,000.00
29	2563.601	TRAFFIC CONTROL SUPERVISOR	LUMP SUM	$500.00	0.2	$100.00	0.2	$100.00	0.2	$100.00	0.2	$100.00	0.2	$100.00	1	$500.00
30	2563.601	TRAFFIC CONTROL	LUMP SUM	$4,000.00	0.2	$800.00	0.2	$800.00	0.2	$800.00	0.2	$800.00	0.2	$800.00	1	$4,000.00
31	2564.502	INSTALL SIGN	EACH	$130.00	5.0	$650.00	6.0	$780.00	5.0	$650.00	5.0	$650.00	8.0	$1,040.00	29	$3,770.00
32	2573.501	EROSION CONTROL SUPERVISOR	LUMP SUM	$1,500.00	0.2	$300.00	0.2	$300.00	0.2	$300.00	0.2	$300.00	0.2	$300.00	1	$1,500.00
33	2573.502	CULVERT END CONTROL	EACH	$250.00	1.0	$250.00	1.0	$250.00	1.0	$250.00	1.0	$250.00	1.0	$250.00	5	$1,250.00
34	2573.503	SEDIMENT CONTROL LOG TYPE STRAW	LIN FT	$3.00	240.0	$720.00	255.0	$765.00	450.0	$1,350.00	371.0	$1,113.00	459.0	$1,377.00	1775	$5,325.00
35	2575.504	ROLLED EROSION PREVENTION CATEGORY 20	SQ YD	$3.00	22.0	$66.00	22.0	$66.00	22.0	$66.00	22.0	$66.00	22.0	$66.00	110	$330.00
36	2574.507	COMMON TOPSOIL BORROW	CU YD	$42.00	99.0	$4,158.00	105.0	$4,410.00	185.0	$7,770.00	152.0	$6,384.00	189.0	$7,938.00	730	$30,660.00
37	2574.508	FERTILIZER TYPE 1	POUND	$1.50	90.0	$135.00	100.0	$150.00	170.0	$255.00	140.0	$210.00	175.0	$262.50	675	$1,012.50
38	2575.505	SEEDING	ACRE	$375.00	0.2	$75.00	0.2	$75.00	0.3	$112.50	0.3	$112.50	0.4	$150.00	1	$375.00
39	2575.508	HYDRAULIC BONDED FIBER MATRIX	POUND	$1.75	630.0	$1,102.50	700.0	$1,225.00	1190.0	$2,082.50	980.0	$1,715.00	1225.0	$2,143.75	4725	$8,268.75
40	2575.508	SEED MIXTURE SOUTHERN BOULEVARD	POUND	$5.50	28.8	$187.20	32.0	$208.00	54.4	$353.60	44.8	$291.20	56.0	$364.00	216	$1,404.00

ESTIMATED COSTRUCTION COST - 289TH AVENUE	$82,442.80
ESTIMATED COSTRUCTION COST - 127TH STREET (SOUTH)	$109,119.90
ESTIMATED COSTRUCTION COST - 127TH STREET (NORTH)	$136,721.60
ESTIMATED COSTRUCTION COST - 299TH AVENUE	$138,802.70
ESTIMATED COSTRUCTION COST - 302ND AVENUE	$209,861.55
TOTAL ESTIMATED COSTRUCTION COST	$676,948.55

Note: This is a preliminary cost estimate that was created for budgeting purposes. Assumptions were made on several items in this estimate including but not limited to the aggregate base class 5 and culvert work as no field survey or soil borings have been conducted.



Hakanson Anderson
Civil Engineers and Land Surveyors
3631 Thurston Ave. Anoka, Minnesota 55303
763-427-5860 FAX 763-427-0520
www.hakanson-anderson.com

303RD AVENUE NW RECONSTRUCTION

RIGHT OF WAY EXHIBIT

BALDWIN, MINNESOTA

A1

80312

Oct 21, 2020 - 12:18pm
K:\MARKING\80312\Drawings\Exhibits\80312 Right of Way Exhibit.dwg

Hakanson Anderson

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

50 years

MEMORANDUM

TO: **City of Baldwin City Council**

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

FROM: **Sam Jochum, City Engineer**

DATE: **July 10, 2026**

RE: **Chip Seal Construction Pricing**

The purpose of this memo is to provide the City of Baldwin with the results of our evaluation of anticipated construction costs for a chip seal project. Based on past project specifications provided by the City, as well as specifications from similar projects completed by our firm, we have developed the following estimated unit costs:

- Chip seal over a gravel roadway: **$11.50 per square yard**
- Chip seal over an existing chip seal roadway: **$5.90 per square yard**

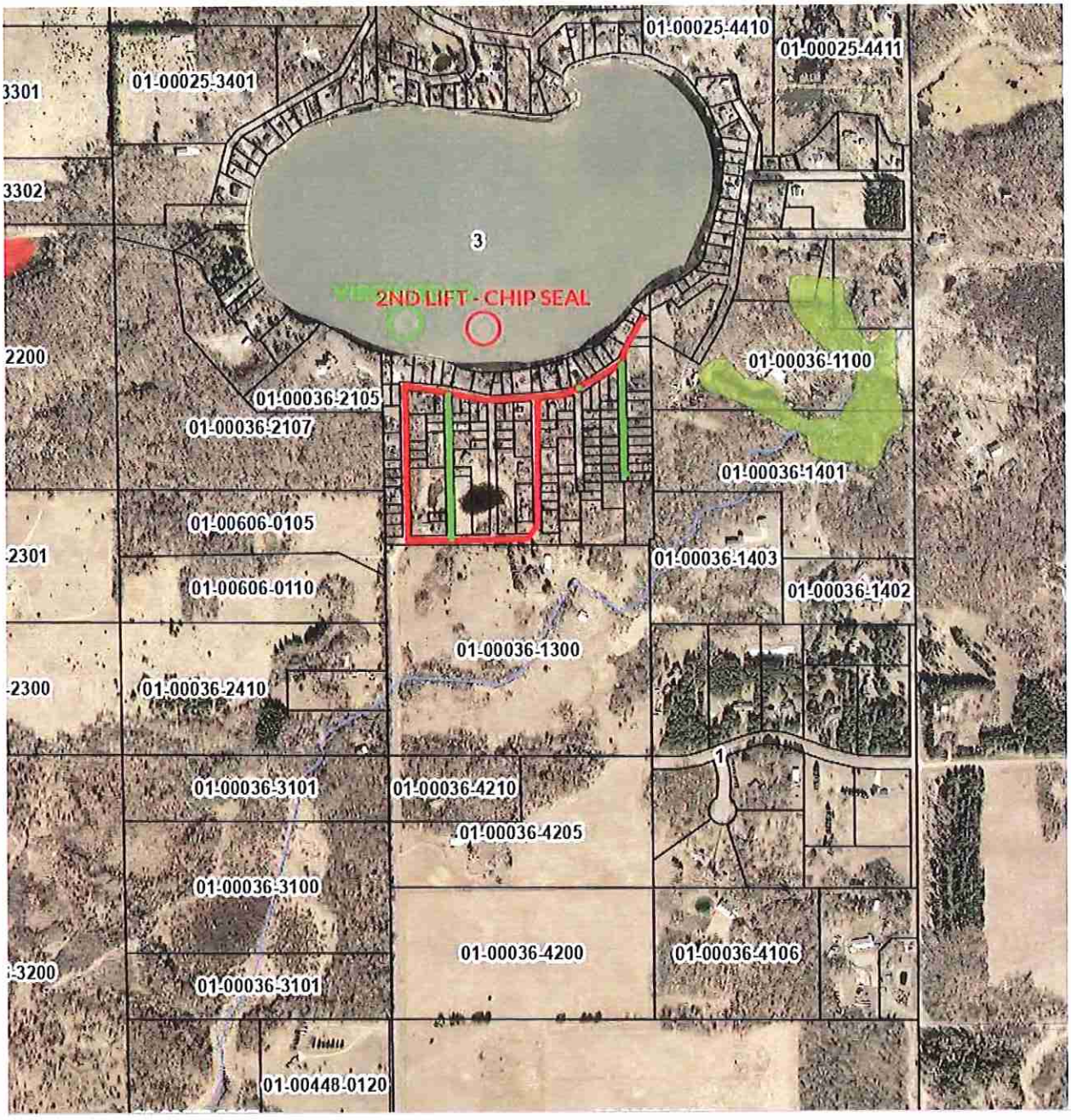
The higher cost for chip sealing a gravel roadway is due to the requirement for a double chip seal application, whereas existing chip seal roadways require only a single application.

Based on the roadway mapping provided by City staff, we estimate there are approximately 1,880 square yards of gravel roadways and 25,300 square yards of existing chip seal roadways. Using the unit costs identified above, the total estimated construction cost is approximately $170,890.

Please note that the estimated quantities referenced above were developed using approximate roadway lengths and widths obtained from the Sherburne County GIS mapping system. These quantities should be considered preliminary. Preparation of construction plans would be necessary to determine the final project quantities and develop a more accurate construction cost estimate.

Please see the project areas provided to us by City staff attached.

South Sandy Lake



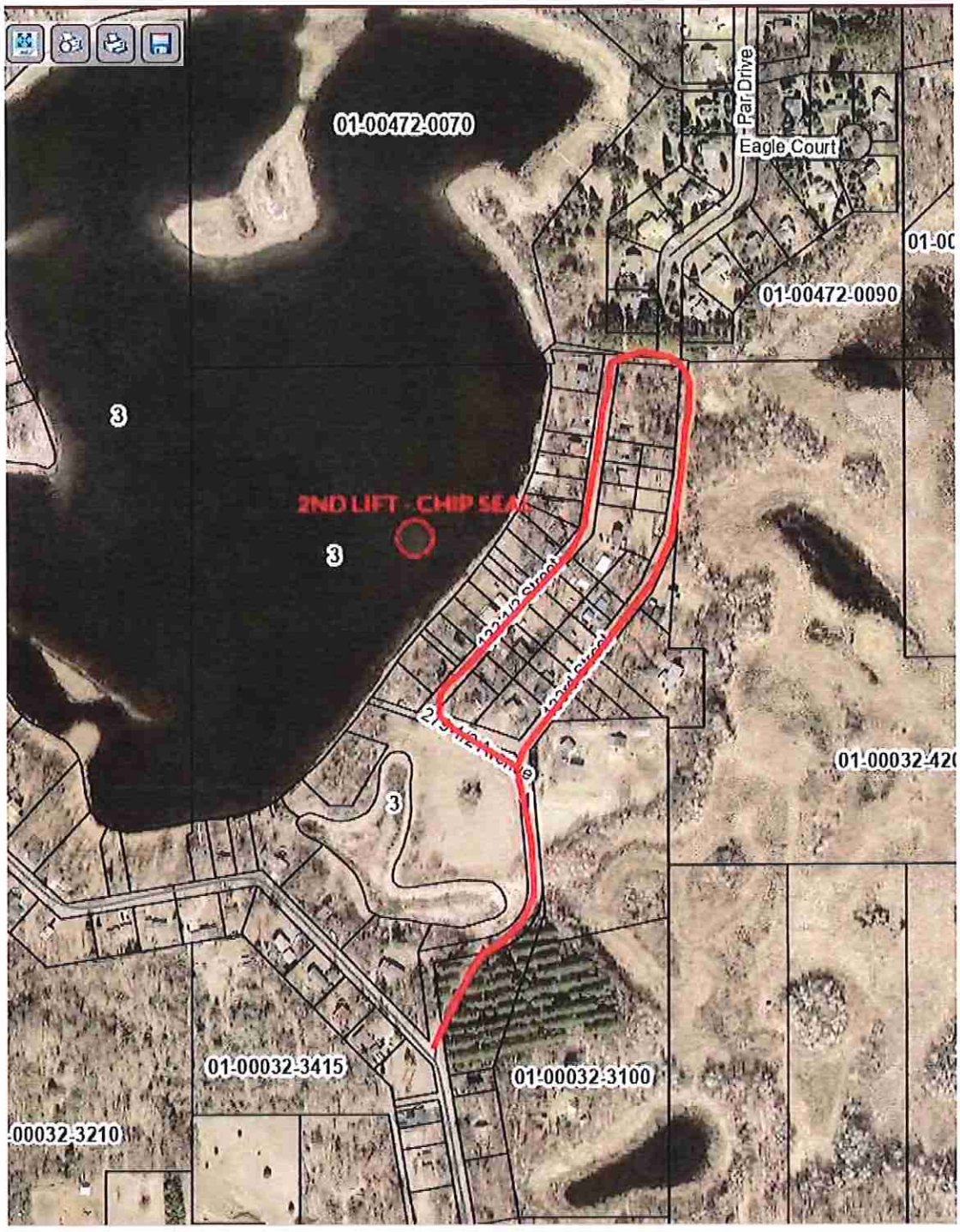
Hakanson Anderson

West Elk Lake



Hakanson Anderson

East Lake Diann



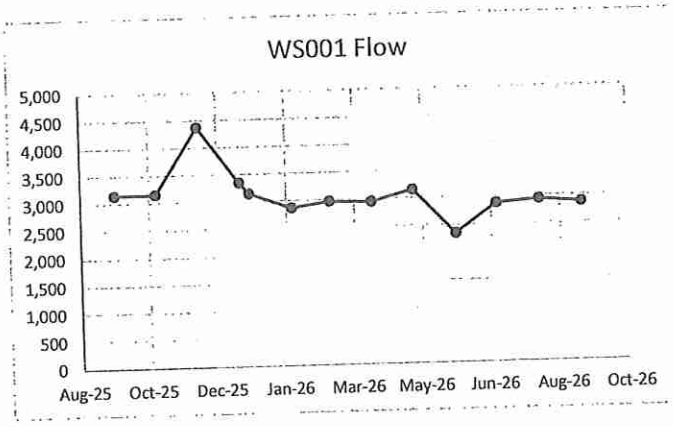
Hakanson Anderson

Frontier Trails Wastewater Operation Summary

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

Monthly Flow Data

Current flow reading	2881	gpd
Previous flow reading	2941	gpd
Increase/decrease	-60	gpd



Comments

During September 2026, Frontier Trails completed routine operational monitoring, compliance sampling, and equipment inspections. Hawkins replaced the unreliable Micro-C feed pump, restoring chemical delivery and improving nitrate removal. Elevated ammonia persisted at the South facility later in the month, prompting treatment adjustments and continued monitoring. All six pumps at each facility—four recirculation and two dose pumps—were verified operational. Drainfield inspections found no ponding.

Future Maintenance Needs

Mowing and winterization

Date:	9/3/2026	9/11/2026	9/17/2026	9/24/2026	9/30/2026
Operator:	TL	TL	TL	TL	TL

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

STATION INFORMATION:
WS 001 (Inficent 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 #	P/ LIMIT STATUS	FORMER #
MN0064459		

MONITORING PERIOD

	YEAR|MO|DAY		YEAR|MO|DAY
FROM:	2026-09-01	TO:	2026-09-30

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	*****	*****		*****	17	*****	mg/L	twice per month	Grab	
	VALUE										
	PERMIT	*****	*****		*****	REPORT	*****		twice per month	Grab	
	REQ					calendar month average					
Flow 50050	SAMPLE	*****	.0854	Mgal	*****	.00288	.00309	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	*****	*****		6.3	*****	6.6	SU	twice per month	Grab	
	VALUE										
	PERMIT	*****	*****		REPORT	*****	REPORT		twice per month	Grab	
	REQ				calendar month minimum		calendar month maximum				
Precipitation 00193	SAMPLE	*****	4.3	In	*****	*****	*****		once per day	Measurement	
	VALUE										
	PERMIT	*****	REPORT		*****	*****	*****		once per day	Measurement	
	REQ		calendar month total								
Solids, Total Suspended (TSS) 00530	SAMPLE	*****	*****		*****	16	*****	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
FROM:	2026-09-01
TO:	2026-09-30

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	*****	*****		*****	13	*****	mg/L	twice per month	Grab	
	VALUE	*****	*****		*****	REPORT	*****		twice per month	Grab	
	PERMIT					calendar month average					
	REQ										
Flow 50050	SAMPLE	*****	.0605		*****	.00202	.00265	mgd	once per day	Measurement, Continuous	
	VALUE	*****	REPORT	Mgal	*****	0.00682	0.01023		once per day	Measurement, Continuous	
	PERMIT		calendar month total			calendar month average	daily maximum				
	REQ										
pH 00400	SAMPLE	*****	*****		7.2	*****	7.4	SU	twice per month	Grab	
	VALUE	*****	*****		REPORT	*****	REPORT		twice per month	Grab	
	PERMIT				calendar month minimum		calendar month maximum				
	REQ										
Solids, Total Suspended (TSS) 00530	SAMPLE	*****	*****		*****	13	*****	mg/L	twice per month	Grab	
	VALUE	*****	*****		*****	REPORT	*****		twice per month	Grab	
	PERMIT					calendar month average					
	REQ										

COMMENTS:

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
FROM:	2016-09-01
TO:	2016-09-30

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	*****	*****		*****	105	*****	mg/L	twice per month	Grab	
	VALUE	*****	*****		*****	REPORT	*****		twice per month	Grab	
	PERMIT					calendar month average					
	REQ										
Chloride, Total 00940	SAMPLE	*****	*****		*****	822	*****	mg/L	twice per month	Grab	
	VALUE	*****	*****		*****	REPORT	*****		twice per month	Grab	
	PERMIT					calendar month average					
	REQ										
Nitrite Plus Nitrate, Total (as N) 00630	SAMPLE	*****	*****		*****	<.03	*****	mg/L	twice per month	Grab	
	VALUE	*****	*****		*****	REPORT	*****		twice per month	Grab	
	PERMIT					calendar month average					
	REQ										
Nitrogen, Kjeldahl, Total 00625	SAMPLE	*****	*****		*****	7.78	*****	mg/L	twice per month	Grab	
	VALUE	*****	*****		*****	REPORT	*****		twice per month	Grab	
	PERMIT					calendar month average					
	REQ										
Nitrogen, Total (as N) 00600	SAMPLE	*****	*****		*****	7.8	*****	mg/L	twice per month	Grab	
	VALUE	*****	*****		*****	10.0	*****		twice per month	Grab	
	PERMIT					calendar month average					
	REQ										
Solids, Total Suspended (TSS) 00530	SAMPLE	*****	*****		*****	19	*****	mg/L	twice per month	Grab	
	VALUE	*****	*****		*****	REPORT	*****		twice per month	Grab	
	PERMIT					calendar month average					
	REQ										

COMMENTS:

BALDWIN TOWNSHIP

602 Transactions

2026

September

Last Dim Descr	Search Name	Dr/Cr Amt	Comments
R Revenue			
Interest Earnings	Bremer Bank	-$21.77	Sept 2026 Bank Interest
Late Payments Se	Frontier Trails	-$152.20	UB Receipt Serv Pen 1 Frontier Trails
Sewer Charges	Credit Card Payments	-$397.00	Bradley Jansen 14320 314th Ave
Sewer Charges	Frontier Trails	-$5,922.80	UB Receipt Serv 1 Frontier Trails
Sewer Charges	Frontier Trails	$608.00	Austin Baumann Grace DeRosier 31575 141st St
Sewer Charges	Frontier Trails	$397.00	Lydia Burggraff 14326 316th Ave
Sewer Charges	Frontier Trails	$186.00	James Meyer 14216 314th Ave
Sewer Charges	Credit Card Payments	-$186.00	14216 314th Ave James Meyer
Sewer Charges	Credit Card Payments	-$186.00	James Meyer 14216 314th Ave
R Revenue		-$5,674.77	
G General Ledger			
Deferred Revenue	Frontier Trails	-$944.00	UB UR Receipt Group 01 FRONTIER TRAILS
G General Ledger		-$944.00	
E Expenditure			
Electric Utilities	Connexus Energy	$441.04	Electric
Employer Paid Ins		$57.20	Labor Distribution
FICA Contributions		$5.69	Labor Distribution
FICA Contributions		$10.47	Labor Distribution
Fuel	Princeton Gas	$52.49	Mower Gas
Medicare Contribut		$2.45	Labor Distribution
Medicare Contribut		$1.33	Labor Distribution
MN Paid Leave Ins		$1.50	Labor Distribution
MN Paid Leave Ins		$0.80	Labor Distribution
Other Professional	Natural Systems Utilities	$2,096.39	Frontier Trails SSD
Pera Contributions		$12.61	Labor Distribution
Pera Contributions		$6.86	Labor Distribution
Postage	Elan Financial Services	$52.00	Frontier Trails Postcard Postage
Salaries and Wage		$168.04	Labor Distribution
Salaries and Wage		$91.37	Labor Distribution
E Expenditure		$3,000.24	
		-$3,618.53	

$5618.77

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	($561,157.53)	$52,679.15	($71,880.79)	$0.00	$0.00	($28,112.10)	($608,471.27)	$0.00	($608,471.27)	In Bal
225 - Cemetery Fund	$14,323.37	$3,755.20	($1,200.00)	$0.00	$0.00	($516.60)	$16,361.97		$16,361.97	In Bal
250 - Fire Fund	$101,385.56	$31.64	($3,067.09)	$0.00	$0.00	($3,256.91)	$95,093.20		$95,093.20	In Ba
275 - Street Capital	$887,333.63	$327.66	($12,730.76)	$0.00	$0.00		$874,930.53		$874,930.53	In Ba
301 - G.O. 2017A	$229,244.21	$72.87		$0.00	$0.00		$229,317.08		$229,317.08	In Ba
302 - G.O. 2024A	$73,210.27	$23.27		$0.00	$0.00		$73,233.54		$73,233.54	In Ba
401 - Capital Project Fund	$158,808.63	$50.48		$0.00	$0.00		$158,859.11		$158,859.11	In Ba
402 - Fire Services	$9,935.10	$3.16		$0.00	$0.00		$9,938.26		$9,938.26	In Ba
403 - Fire Infrastructure Fund	$290,804.83	$92.44		$0.00	$0.00		$290,897.27		$290,897.27	In Ba
404 - Parks Capital Fund	$89,051.60	$1,226.23	($2,898.25)	$0.00	$0.00	($4,879.59)	$82,499.99		$82,499.99	In Ba
602 - Sewer Fund	$64,168.94	$6,618.77	($2,641.92)	$0.00	$0.00	($358.32)	$67,787.47		$67,787.47	In Ba
801 - Developers Account - Escrow	$149,709.62	$10,895.23	($5,726.47)	$0.00	$0.00		$154,878.38		$154,878.38	In Ba
802 - Baldwin Estates Escrow	$2,389.61			$0.00	$0.00		$2,389.61		$2,389.61	In Ba
804 - Buck Run Escrow	$15,329.31			$0.00	$0.00		$15,329.31		$15,329.31	In Ba
805 - Sumser Farms 1st Addt Escr	$1,916.41			$0.00	$0.00		$1,916.41		$1,916.41	In Ba

	MTD Amounts	YTD Amounts
Begin	$1,526,453.56	$2,005,172.37
Receipt	$75,776.10	$1,738,324.36
Disbursements	($100,145.28)	($1,675,297.93)
Transfers Rec/Disb	$0.00	$0.00
Transfers JE	$0.00	($279,939.46)
JE Payroll	($37,123.52)	($323,298.48)

	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	$1,464,960.86	In Balance	

CITY OF BALDWIN

September 2026

Public Works Report

Black Top Patching - 6.42 Tons

Trees Cleared
Tree blocking road at 14303 284th Ave
Overhanging Trees located at 126th Street south of 303rd Avenue

FunFest - September 19, 2026

3 - Hydraulic Rams dropped off for repair at Central Hydraulics.
One from Truck #10 and two from Truck #30

2 - Cul-de-sacs repaired
Area of 12600 Block of 299th Avenue
Area of 29700 Block of 138th Circle

EAST CENTRAL MINNESOTA

-Ad Proof-

This is the proof of your ad scheduled to run on the dates indicated below. Please proof read carefully. If changes are needed, please contact us prior to deadline at Waconia, (763) 271-6464 ext. or email at jill.heath@apgecm.com.

Ad Proof
Not actual size

CITY OF BALDWIN
NOW HIRING: ON-CALL
ALTERNATE SNOWPLOW DRIVERS

The City of Baldwin is accepting applications for 2 alternate on-call snowplow drivers with our Public Works Department. Position requires a Class B or better license.

Those with previous snowplowing experience are encouraged to apply. This position will provide backup snowplowing and snow removal services when needed. The position will be open until filled. This is an excellent opportunity for someone looking for seasonal, flexible work and who enjoys working outdoors and serving the community.

Applications are available on the City Website at ***baldwinmn.gov*** or in person at Baldwin City Hall, 30239 128 th Street N.W., Baldwin, MN.

Date: 09/22/26

Account #: 364917
Company Name: CITY OF BALDWIN

Contact:

Address: 30239 - 128th STREET NW
BALDWIN

Telephone: (763) 389-8931
Fax: (763) 389-2751

Ad ID: 1558759

Start: 09/23/26
Stop: 10/14/26

Total Cost: $259.20
# of Lines: 20
Total Depth: 2.6
# of Inserts: 24
Ad Class: 5560
Phone # (763) 271-6464
Email: jill.heath@apgecm.com

Run Dates:
Union-Times10/01/26
Union-Times 10/08/26
ECM Publications Online
09/23/26
ECM Publications Online
09/24/26
ECM Publications Online
09/25/26
ECM Publications Online
09/26/26
ECM Publications Online
09/27/26
ECM Publications Online
09/28/26
ECM Publications Online
09/29/26
ECM Publications Online
09/30/26
ECM Publications Online
10/01/26
ECM Publications Online
10/02/26
ECM Publications Online
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ECM Publications Online
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ECM Publications Online
10/06/26
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10/07/26
ECM Publications Online
10/08/26
ECM Publications Online
10/09/26
ECM Publications Online

PLOW DRIVER PROCESS

Cities do not have a DOT#

- Springtime after last snowplow, terminate plow drivers. (A specific date cannot be provided due to many variables.) This must be put on the City Council agenda.
- In the fall, snowplow drivers are rehired. This must also go on a City Council agenda.

The following must be done in the fall when snowplow drivers are hired:

1. Each Snowplow Driver must fill out a new employment application.

2. Query each driver in the clearinghouse website.
https://clearinghouse.fmcsa.dot.gov/employer

The clearing house is one central point that has all information on CDL Drivers.

3. Each driver, including drivers that do not have a Class C or D license, must do a pre-employment screening. (drug/alcohol testing.)

Joan Heinen

From: Kelly Horn <KHorn@ehlers-inc.com>
Sent: Thursday, September 17, 2026 11:06 AM
To: Joan Heinen
Cc: Elizabeth Diaz
Subject: RE: Baldwin/FW: Frontier Trails
Attachments: 09.17.26 - Copy of 2027Revenues.xlsx

Hi Joan, Here are the revisions after our meeting this morning:

Updated proposal of 2027 Levy Allocation	Original	Change	Updated Proposal	Notes
Fund 101 General Fund	$ 1,020,400.00	250,000	1,270,400	This Fund needs additional revenues, this fund can't continue to remain in deficit, the General Fund Balance expenditures (using 2027 Budgeted exp's of $1.1M, 2026's Ending Fund balance should be at minimum $38
Fund 275 Road and Bridge	$500,000.00	(230,000)	270,000	Fund has a decent cash balance, any large street project will likely require bonding, ok to shift this to Gene
Fund 250 Fire	$240,000.00	-	240,000	
Fund 403 Capital Fire	$50,000.00	-	50,000	
Fund 404 Park	$90,000.00	-	90,000	
Fund 301 & 302 Debt Services	$101,500.00	(7,177)	94,323	No need to levy for 2017A, need to levy for 105% of 2024A's payment
Fund 250-33420 Special Revenue	$25,000.00	-	25,000	
TOTAL	**$ 2,026,900.00**	**$ 12,823.00**	**$ 2,039,723.00**	
			$ 12,823.00	increase over 8.26 meeting
			$ 154,679.00	increase over 2026 levy
			7.07%	

General Fund Outlook: Updated Proposal		
2025 End Fund Balance - General Fund	$ (638,430)	
2026 Budgeted Revenues	1,196,674	
2026 Budgeted Expenditures	(917,137)	
2026 Estimated End Fund Bal General Fund	$ (358,893)	
2027 Budgeted Revenues - 8.26.26 Mtg	1,304,555	
2027 Budgeted Expenditures - 08.26.26 Mtg	(1,099,718)	
2027 Transfer in from Fd 275	100,000	
Updated/Additional Increase to Levy	250,000	
Updated 2027 Estimated End Fund Bal General Func	$ 195,944	(still not in compliance with City Policy, but out of deficit)
		(future years will require additional General Fund Levy increases until Fund Balance reaches 35-50% of subsequent year's expenses)

	2023	2024	2025	2026	2027
Percentage Increase					**18.00%**
Flat Rates:					
Montly	72.00	110.00	138.00	186.30	220.00

Thanks, talk soon!
Kelly

Kelly Horn
Senior Fiscal Consultant
O: (651) 697-8581 | **ehlers-inc.com**
EHLERS
PUBLIC FINANCE ADVISORS

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CITY OF BALDWIN
COUNTY OF SHERBURNE
STATE OF MINNESOTA

RESOLUTION NO. 26-35

RESOLUTION CERTIFYING DELINQUENT COMMUNITY SEWER TREATMENT SERVICE FEES AND RELATED INTEREST

WHEREAS, pursuant to proper notice duly given as required by law, the City of Baldwin has met and heard and passed upon all objections to the proposed certification for unpaid sewer charges and delinquent administrative enforcement fines, attorney fees and interest.

NOW, THEREFORE, the City Council of the City of Baldwin, Sherburne County, Minnesota, pursuant to Minnesota Statute Section 366.012, hereby orders the following amounts certified to property taxes as shown on attached Exhibit A.

Each such certification identified above shall be payable in one lump sum and shall bear interest at the rate of Seven Percent (7%) per annum from the date of adoption of this Resolution. To the lump sum payment shall be added interest on the entire certification from the date of this Resolution until December 31, 2027 along with a $5.00 / Parcel County Fee.

The Baldwin City Clerk shall forthwith transmit a certified duplicate of this Resolution to the County Auditor to be extended on the proper tax lists of the County, and such assessment shall be collected and paid over in the same manner as other municipal taxes.

Adopted at the meeting of the City of Baldwin City Council on the 21st day of October 2026.

CITY OF BALDWIN

_____
Jay Swanson, Mayor

Attest:

_____
Joan Heinen, Clerk/Treasurer

Frontier Trails Delinquent Account - Exhibit A			
Name	Address/PID	Account Number	Amount Due
Jared Ausen	14208 314th Ave NW (01-00503-0315)	01-00000031-00-1	$2,253.00
Austin Baumann	31575 141st St NW (01-00506-0140)	01-00000091-00-9	$402.00
Marc & Amanda Deeg	31597 141st St NW (01-00506-0135)	01-00000281-00-0	$2,581.00
Andrew & Sara Ekker	14318 316th Ave NW (01-00503-0115)	01-00000201-00-6	$241.00
Lucas Gilhousen	14247 314th Ave NW (01-00503-0510)	01-00000141-00-1	$423.00
Samuel Karas	31503 141st St NW (01-00506-0410)	01-00000351-00-8	$210.00
Joshua Linder	14137 314th Ave NW (01-00503-0405)	01-00000231-00-5	$2,253.00
Richard Morgan	31471 141st St NW (01-00506-0415)	01-00000391-00-0	$2,253.00
James Theis	14239 314th Ave NW (01-00503-0515)	01-00000241-00-8	$1,227.00
Adam & Tracy Westrum	31455 141st St NW (01-00506-0420)	01-00000321-00-9	$1,431.00

CITY OF BALDWIN

30239 128th Street NW, Baldwin, MN 55371

Application for Employment

We welcome you as an applicant for employment with the City of Baldwin. It is the City of Baldwin's policy to provide equal opportunity employment. The City of Baldwin will not discriminate on the basis of race (including traits associated with race, including, but not limited to, hair texture and hair styles such as braids, locs and twists), color, creed, age, religion, national origin, marital status, disability, sex, sexual orientation, gender identity, familial status, status with regard to public assistance, local human rights commission activity or any other basis protected by law.

Please furnish complete information, so we may accurately and completely assess your qualifications. You may attach any other information that provides additional details about your qualifications for employment in the position you seek. Please refer to the Applicant Data Practices Advisory for guidance regarding how your application information will be used, the consequences of providing or not providing your information, and more.

The City of Baldwin accommodates qualified persons with disabilities in all aspects of employment, including the application process. If you believe you need a reasonable accommodation to complete the application process, please contact the City Clerk at 763-389-8931.

Personal Information

Name:	(Last)	(First)	(MI)
Street Address			
City, State, ZIP code			
Number of years lived:			
Phone Number	Email		

Please print in INK or type when completing this application

Title of position applying for:

Are you legally eligible to work in the United States in the position for which you are applying? *Proof of citizenship or work eligibility will be required as a condition of employment.*	☐ Yes ☐ No
Will your continued employment require employer sponsorship?	☐ Yes ☐ No
Are you at least 18 years old?*	☐ Yes ☐ No

Educational Information

Circle the highest grade completed			
1 2 3 4 5 6 7 8 Grade School	9 10 11 12 GED High School	13 14 15 16 College/Technical	MA MS PHD JD Graduate
Did you graduate: (Please check)	☐Yes ☐No *High School*	☐Yes ☐No *College/Technical*	☐ Yes☐ No *Graduate JD*

School Name	**Address**	**Course of study**	**Degree**
High School:			
College:			
Graduate School:			
Technical/Vocational:			
Other:			

List any other courses, seminars, workshops, or training you have that may provide you with skills related to this position:

List any current licenses, registrations, or certificates you possess that may be related to this position:

Employment Experience

List present or most recent employer first. Please note "see resume" is not an acceptable response for any entries on this application. Resumes will only be considered in addition to, but not in lieu of, this application. Attach sheet if more space is needed.

Organization name	Name of last supervisor	Hours worked/week
Address	Start date	
City, State, ZIP code	End date	
Phone number	Last job title	
Reason for leaving (be specific):		
Describe your work in this job:		
May we contact this employer? ☐ Yes ☐ No		

Organization name	Name of last supervisor	Hours worked/week
Address	Start date	
City, State, ZIP code	End date	
Phone number	Last job title	
Reason for leaving (be specific):		
Describe your work in this job:		
May we contact this employer? ☐ Yes ☐ No		

Organization name	Name of last supervisor	Hours worked/week
Address	Start date	
City, State, ZIP code	End date	
Phone number	Last job title	
Reason for leaving (be specific):		
Describe your work in this job:		
May we contact this employer? ☐ Yes ☐ No		

Unpaid Experience

Describe any unpaid or volunteer experience relevant to the position for which you are applying (you may exclude, if you wish, information which would reveal race, sex, religion, age, disability, or other protected status).

Military Experience

Did you serve in the U.S. Armed Forces? ☐ Yes ☐ No
If yes, please describe any military experience relevant to the position for which you are applying.
Do you wish to apply for Veterans' Preference points: ☐ Yes ☐ No
If you answered "yes," you must complete the enclosed application for Veterans' Preference points, and submit the application and required documentation to the City of Baldwin by the application deadline of the position for which you are applying.

Driving Record

(Please complete only if applying for a driving position within the city, this includes Public Works)

Driver's License Information

State	License Number	Type	Expiration Date

Driving Experience

Class of Equipment	Type of Equipment	Dates		Approx. Number of Miles
		From	To	

Accident Record for Past Three Years

Dates	Nature of Accident	Fatalities	Injuries

Traffic Convictions & Forfeitures for Past Three Years (other than parking violations)

Date Convicted	State of Violation	Charge/Violation	Penalty

Have you ever been denied a license, permit, or privilege to operate a motor vehicle? ☐ Yes ☐ No

Has any license, permit, or privilege ever been suspended or revoked? ☐ Yes ☐ No

Authorization

I certify that all information I have provided in this application for employment is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or if employed, will be grounds for dismissal, regardless of length of employment or when the misrepresentation or omission is discovered.

I acknowledge that I have received a copy of the job description summary for the position/s for which I am applying. I further acknowledge my understanding that employment with the City of Baldwin is "at will," and that employment may be terminated by either the City of Baldwin or me at any time, with or without notice.

With my signature below, I am providing the City of Baldwin authorization to verify all information I provided within this application packet, including contacting current or previous employers. However, I understand that if, in the Employment Experience section, I have answered "No" to the question, "May we contact this employer?", contact with that employer will not be made without my specific authorization.

I have read the included Applicant Data Practices Advisory, and I further understand that criminal history checks may be conducted (after I have been selected for an interview, in the case of non-public safety positions) and that a conviction of a crime related to this position may result in my being rejected for this job opening. I also understand it is my responsibility to notify the City of Baldwin in writing of any changes to information reported in this application for employment.

_____ _____

Signature Date

Veterans' Preference

COMPLETE THIS FORM ONLY IF YOU ARE CLAIMING VETERANS' PREFERENCE

NOTE: VETERANS' PREFERENCE POINTS CANNOT BE CONSIDERED WITHOUT SUPPORTING DOCUMENTATION. ATTACH COPY OF "VETERAN'S DD214 COPY 2, 4 or 6), OR OTHER DOCUMENTATION VERIFYING MILITARY SERVICE. DOCUMENTATION MUST BE RECEIVED BY THE APPLICATION DEADLINE OF THE POSTING IN ORDER TO BE CONSIDERED. (VETERAN IS DEFINED BY MINN. STAT. § 197.447)

You must submit a PHOTOCOPY of your DD214 (Copy 2, 4, or 6) or other documentation verifying military service to substantiate the services information requested on the form. Claims not accompanied by proper documentation will not be processed. For assistance in obtaining a copy of your DD214, or other documentation verifying military service, contact your County Veterans' Service Office.

The City of Baldwin operates under a point preference system, which awards points to qualified veterans to supplement their application. After receiving a passing score, ten (10) points are granted to non-disabled veterans on open competitive examinations; Fifteen (15) points are awarded if the veteran has a service-connected compensable disability as certified by the U.S. Department of Veterans Affairs (USDVA).

To qualify for preference for a **competitive exam**, you must have earned a passing score and been separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days, **or** by reason of disability incurred while serving on active duty, **or** after having served the full period called **or** ordered for federal, active duty **and** be a United States citizen or resident alien. Veteran's preference may be used by the surviving spouse of a deceased veteran, and by the spouse of a disabled veteran who is unable to qualify because of the disability.

To qualify for preference on a **promotional exam**, a veteran must have earned a passing exam score and received a USDVA active-duty service-connected disability rating of 50% or more. For a promotional exam, a qualified disabled veteran is entitled to be granted five (5) points. Disabled veterans eligible for such preference may use the five points preference only once when applying for the first promotion after securing public employment.

Claims must be made on the form below and submitted with your application by the application deadline of the position for which you are applying. If the DD214 Copy 2, 4 or 6), or other documentation verifying military service, is submitted to our office separate from this sheet, please attach a note with it indicating the position for which you are applying and your present address.

<table>
<tr><td>Name (Last) (First) (MI)</td><td colspan="2">Position For Which You Applied:

Closing Date:</td></tr>
<tr><td>Address (Street) (City) (State) (Zip)</td><td>Phone Number</td><td>Are you a US Citizen or Resident Alien?
☐ YES ☐ NO</td></tr>
</table>

VETERAN (10 points):

(DD214 or DD215, Copy 2, 4, or 6, or other documentation verifying military service, must be submitted to receive points)

Honorably discharged veteran: ☐ Yes ☐ No

DISABLED VETERAN (15 points):

(DD214, Copy 2, 4 or 6, or other documentation verifying military service, and USDVA Summary of Benefits Letter showing a compensable service-connected disability rating decision, usually 10% or more must be submitted to receive points)

Percent of Disability: _____%

Have you ever applied for promotion in public employment? ☐ Yes ☐ No

SPOUSE OF DECEASED VETERAN (10 points or 15 if the veteran was disabled at time of death):

(Veteran's DD214 or DD215, or other documentation verifying military service, photocopy of marriage certificate, spouse's death certificate and proof veteran is deceased must be submitted to receive points. You are ineligible to receive points if you have remarried or were divorced from the veteran).

Date of Death: _____ Have you remarried? ☐ Yes ☐ No

SPOUSE OF DISABLED VETERAN (15 points):

(Veteran's DD214 or DD215, Copy 2, 4, or 6, or other documentation verifying military service, photocopy of marriage certificate, and USD VA Rating Decision showing a compensable service-connected disability rating decision, usually of 10% or more, and which shows the nature of the disability, must be submitted to receive points.

How does veteran's disability prevent performance of a stated job "requirement?" Due to the veteran's service-connected disability the veteran is unable to qualify for this position because (be specific):

AFFIDAVIT: I **hereby claim Veterans' Preference points for this examination and swear/affirm that the information given is true, complete and correct to the best of my knowledge. I hereby acknowledge that I am responsible to obtain the required Veterans' Preference verification documents and submit them to the City of** Baldwin **by the required application deadline.**

_____ _____

Signature Date

Information Regarding Claiming Veterans' Preference

Preference points are awarded to qualified veterans as defined by Minn. Stat. § 197.447, and to certain spouses of deceased or disabled veterans subject to the provision of Minn. Stat. §§ 197.447 and 197.455.

The veteran must:

a) be a U.S. citizen or resident alien;
b) have received a discharge under honorable conditions from any branch of the U.S. Armed Forces; AND have either:
   i. served on active duty for at least 181 consecutive days, or
   ii. have been discharged by reason of disability incurred while serving on active duty, or
   iii. have completed the minimum active-duty requirement of federal law, as defined by Code of Federal Regulations title 38, section 3.12a, i.e., having fulfilled the full period for which a person was called or ordered to active duty under Title 10 of the United States Code, or
   iv. certified service and verification of "veteran status" granted under U.S. PL 95-202.

The information provided will be used to determine your eligibility for veterans' preference points. You are required to supply the following information:

1) Attach a copy of your DD214 or DD215, Copy 2, 4, or 6, or other documentation verifying military service. This copy must state the character of discharge; i.e., honorable, general, medical, under honorable conditions.

2) Disabled veterans must also supply a Military/United States Department of Veterans' Affairs Rating Decision or Summary of Benefits Letter that supports/verifies the fact that the veteran has a compensable Service-connected disability.

3) A spouse of a deceased veteran, applying for preference points must supply their marriage certificate, the veteran's DD214 or DD215 Copy 2, 4, or 6, or other documentation verifying military service, a death certificate, verification of their marriage at the time of veteran's death, and that the spouse has not remarried.

Thank you for your military service and for your interest in employment with the City of Baldwin. Please contact our office at 763-389-8931 or your local County Veterans' Service Office, if you have any questions regarding veterans' preference.

Equal Employment Opportunity Information

The information asked of you will be used to evaluate our overall efforts in reaching all segments of the population. The following information is VOLUNTARY and CONFIDENTIAL. This information is NOT A PART of the application file and is REMOVED from the application when received by our office. The City of Baldwin appreciates your cooperation in our efforts to ensure affirmative action and equal opportunity.

Position(s) for which you are applying:

Gender: ☐ Male ☐ Female

With which racial/ethnic group do you identify?

☐ Black or African American

☐ Hispanic or Latino

☐ American Indian or Alaskan Native through Tribunal affiliation or community recognition

☐ Caucasian/White

☐ Asian

☐ Native Hawaiian or other Pacific Islander

☐ Two or more races

Disability status, defined as:

1) Has a physical or mental condition that substantially or materially limits a major life activity (such as walking, talking, seeing, hearing or learning);
2) Has a history of a disability (such as cancer that is in remission);
3) Is regarded as having such an impairment.

Do you claim disability status? ☐ Yes ☐ No

Applicant Data Practices Advisory

According to Minn. Stat. § 13.04, the city must advise you of the following.

Purpose and intended use of the data:

The city collects this information for purposes of selecting a candidate for hire. Your data will be used to determine eligibility for employment. For public safety positions or in the event you are selected for hire, your data will be used to perform a criminal background check, including using the BCA's website. Consultant, city staff and elected officials involved in the hiring process will have access to the data provided. Data may be shared upon court order or provided to the state or legislative auditor, upon request.

Whether you may refuse or are legally required to supply this data: Application for employment as well as supplying any data in application for employment is voluntary.

Consequences arising from supplying or refusing to supply this data:

We take pride in hiring the best candidates, but we can't do this without a complete application. Filling out the application is voluntary, and the more complete the application, the better your chances of conveying to the city you are the best candidate for the job. Except for explicitly optional requested information, refusal to provide a complete application may result in immediate disqualification from consideration for a position.

Minors submitting this application have the right to request that parental access to private data be denied. If you wish to make this request, please submit the request in writing to the City Clerk.

GENERAL INFORMATION ON THE MINNESOTA GOVERNMENT DATA PRACTICES ACT FOR APPLICANTS, EMPLOYEES, AND VOLUNTEERS.

The Minnesota Government Data Practices Act (Minn. Stat. §§ 13.01 – 13.90) includes two sections affecting applicants seeking employment with the City of Baldwin. First, under "Rights of Subjects of Data" (Minn. Stat. § 13.04), when an applicant is asked to provide information about him/herself, the city must advise you of:

- The purpose and intended use of the data;
- Whether you may refuse or are legally required to supply the requested data;
- Any known consequences arising from your supplying or refusing to supply the data; and
- The identity of other persons or organizations authorized by State of Federal law to receive the data you provide.

Second under "Personnel Data" (Minn. Stat. §13.43) the following data on you as an applicant for employment by a public agency is automatically public:

- Your veteran's status;
- Your job history;

- Your education and training;
- Your relevant test scores;
- Your rank on our eligibility list; and
- Work availability.

As an applicant, your name is considered private until you are certified as eligible for appointment to a position or are considered by the appointing authority to be a finalist for a position in public employment.

If you are hired, the following additional data about you will be considered public information:

- Your name;
- Your employee identification number (which is not your Social Security number);
- Your actual gross salary, contract fees, salary range, and actual gross pension;
- The value and nature of employer paid benefits;
- The basis for and the amount of any added remuneration, including expense reimbursement, in addition to your salary;
- Your job title, bargaining unit (if applicable) and job description;
- The dates of your first and last employment with us;
- The existence and status of any written complaints or charges against you while you work for the City of Baldwin, regardless of whether or not they have resulted in disciplinary action;
- The final disposition of any disciplinary action and supporting documentation;
- Your work location and work telephone number;
- Your education and training background;
- Work-related continuing education;
- Honors and awards you have received;
- Payroll timesheets or other comparable data that are only used to account for your work time for payroll purposes: except to the extent that release of time sheet data would reveal your reasons for the use of sick or other medical leave or other non-public data;
- Your previous work experience.
- The "complete" terms of any settlement agreement (including buyout agreements) except that the agreement must include the specific reasons if it involves the payment of more than $10,000 of public money; and
- Your badge number. This data is private if the candidate is applying for or is hired for an undercover law enforcement position.

All data concerning you which is placed in your personnel file and which is not addressed in statute as public data (see above listing) is private data. This private data will be available to you and those members of city staff needing it to process city records. In addition, the following persons or organizations are authorized by state and federal law to receive this data if they so request in certain circumstances:

- The Bureau of Census;
- Federal, State and County Auditors;
- The State Department of Public Welfare;
- The Department of Human Rights;
- Federal Officials investigating compliance of Affirmative Action and Equal Employment Opportunities;
- Labor organizations and the Bureau of Mediation Services;
- Data may also be made available through court order.

With the exception of the optional data requested, the data you provide is needed to identify you and assist in determining your suitability for the position for which you are applying. The

optional data is used in summary form by the city's Affirmative Action Program to monitor protected class employment and meet federal, state and local reporting requirements. Furnishing the optional data requested about you is voluntary.

NOTICE REGARDING SOCIAL SECURITY NUMBER: This information will be used for payroll taxes, insurance purposes, and retained in the employee's data record.

NOTICE TO MINORS: Minors from whom private data or confidential data is collected have the right to request that parental access to the private data be denied.

If you have any questions regarding your rights as a subject of data, please contact the City of Baldwin City Clerk at 30239 128th Street NW, Baldwin, MN 55371. **This information is subject to change consistent with subsequent amendments to the Minnesota Government Data Practices Act.**

NOTICE REGARDING REQUEST FOR MARRIAGE CERTIFICATE FOR VETERANS' PREFERENCE DOCUMENTATION: This information will be used for documentation purposes for verifying marital status for requesting applicable spousal Veterans' Preference credits.

CITY OF BALDWIN
SHERBURNE COUNTY
STATE OF MINNESOTA

DWELLING UNIT VIOLATION ABATEMENT AGREEMENT

THIS AGREEMENT made and entered into this 16 day of October, 2026, by and between Terese Kaiser, a single person, hereinafter called "Landowner," and the City of Baldwin, a municipal corporation under the laws of the State of Minnesota, hereinafter called the "City."

WHEREAS, the Landowner is the owner of certain real property located at 28331 98-1/2 Street NW, Baldwin, Minnesota 55398, hereinafter called the "Property," legally described as Lots 7, 21, 22, and 23, Block 6, Birch Acres, according to the plat of record on file in the Sherburne County Recorder's Office, Sherburne County, Minnesota.

WHEREAS, City Ordinance Chapter 16-3(A) prohibits the use of any garage, tent, accessory building, travel trailer, or motor home as living quarters, temporarily or permanently; and

WHEREAS, the City Council for the City of Baldwin is responsible for enforcement of the City's Zoning Ordinance and applicable state law; and

WHEREAS, the City has observed conditions on the Property consistent with a travel trailer or motor home being used as living quarters in violation of City Ordinance Chapter 16-3(A); and

WHEREAS, the City provided written notice of violation on January 22, 2026, advising the Landowner that continued use of the travel trailer as living quarters is unlawful and subject to enforcement; and

WHEREAS, the Landowner disputes that she has been using the travel trailer or motor home as a living quarters, temporarily or permanently, however acknowledges City Ordinance prohibits her from doing so temporarily or permanently; and

WHEREAS, the City is willing to temporarily forbear enforcement provided the Landowner enters into this Agreement.

NOW, THEREFORE, in consideration of the foregoing premises, the parties agree as follows:

1. Landowner agrees that City Ordinance Chapter 16-3(A) prohibits the use of a travel trailer as living quarters, temporarily or permanently, and agrees to comply with that restriction going forward while a travel trailer or motor home is located on the Property. Nothing in this Agreement constitutes an admission by Landowner that any prior use of the travel trailer violated the Ordinance. Landowner further agrees that occupancy of the travel trailer as living quarters is unlawful and a breach of this Agreement.

2. Effective immediately, Landowner shall cease all use of the travel trailer as living quarters while a travel trailer or motor home is located on the Property.

3. Landowner acknowledges and agrees that, to the extent any bathroom, wastewater, or other sanitary facilities on any travel trailer, motor home, or similar vehicle located on the Property are used, all sewage, graywater, and wastewater shall be collected, handled, and discharged in a manner consistent with all applicable state and federal laws and regulations, including all requirements governing the disposal, treatment, and management of human waste and wastewater from recreational vehicles. Failure to comply with said laws and regulations constitutes a material breach of this Agreement.

4. If Landowner violates the terms of this Agreement, the City may seek injunctive relief, including an order prohibiting occupancy of the Property, and may pursue any other remedies available at law or in equity to enforce this Agreement or the referenced City Ordinance.

5. Landowner agrees that, in the event the City prevails in a legal action to enforce this Agreement or the referenced City Ordinance, and Landowner is adjudicated to be in violation thereof, Landowner shall be responsible for all attorneys' fees, costs, and expenses, etc. incurred by the City. Further, Landowner agrees that such fees, costs and expenses may be certified against the Property and collected as a special assessment pursuant to Minnesota Statutes Chapter 429, Minnesota Statutes Sections 366.012, 429.021 and other applicable law. The certification shall bear interest at six percent per annum.

6. The City's failure to promptly enforce this Agreement shall not constitute a waiver.

7. This Agreement shall run with the land and may be recorded.

8. This Agreement constitutes the full and complete agreement between the parties. No prior or contemporaneous statements, representations, negotiations, or

documents, whether oral or written, shall modify or supplement the terms of this Agreement unless set forth in a written amendment executed by both parties.

Executed as of the date first written above.

STATE OF MINNESOTA)
) ss.
COUNTY OF SHERBURNE)

_____
Jay Swanson, Mayor

The foregoing instrument was acknowledged before me this ___ day of _____, 2026, by Jay Swanson, Mayor of the City of Baldwin, Sherburne County, State of Minnesota, pursuant to the authority granted by its City Council.

_____
NOTARY PUBLIC

STATE OF MINNESOTA)
) ss.
COUNTY OF SHERBURNE)

_____
Joan Heinen, Clerk

The foregoing instrument was acknowledged before me this ___ day of _____, 2026, by Joan Heinen, City Clerk of the City of Baldwin, Sherburne County, State of Minnesota, pursuant to the authority granted by its City Council.

_____
NOTARY PUBLIC

STATE OF MINNESOTA)
) ss.
COUNTY OF SHERBURNE)

Terese Kaiser

The foregoing instrument was acknowledged before me this 16th day of October, 2026, by Terese Kaiser, a single person, Landowner.

NOTARY PUBLIC

JOAN M. HEINEN
Clerk/Treasurer, City of Baldwin, Sherburne Co., MN
Notarial Officer (ex-officio notary public)
My term is indeterminate

This instrument was drafted by:
Couri & Ruppe, P.L.L.P.
705 Central Avenue East
PO Box 369
St. Michael, MN 66476-0369
Phone: (763) 497-1930

WORKFORCE QA (EXISTING PROVIDER)

https://wfqa.com/

No contract or service agreement needed

Annual Consortium Dues $229 and $47 per Driver (7 Drivers) = $558
They are proposing a 3% increase in their fees effective 1/1/27:
Annual Consortium Dues $233 and $48.50 per Driver (7 Drivers) = $572.50

Drug Screening = $73 (9 Drivers) = $657.00

TOTAL ANNUAL COST $1229.50

NORTHLAND OCCUPATIONAL HEALTH & DOT COMPLIANCE (RAMSEY, MN----COLLECTION SITE IN PRINCETON)

https://www.northland-occ.com/

Service Agreement Needed, Auto Renews. Termination in writing with a 60-day notice

One-Time Enrollment Fee - **$100**

Annual Consortium Dues (6+ drivers) **$250**

Drug Screening $55, 9 Drivers = $495, Clinic Fee is $40 = $360 **Total $855**

TOTAL ANNUAL COST $1205

MIDWEST COMPLIANCE (SAUK RAPIDS, MN—COLLECTION SITE IN PRINCETON)

https://midwestcompliance.com/

No contract or service agreement needed—Can start November 1st, 2026.

Annual Consortium Dues **$300**

Drug Screening $50, (9 Drivers) = $450, Clinic Fee is $40 = $360 TOTAL **$810**

TOTAL ANNUAL COST $1110