

BALDWIN CITY COUNCIL REGULAR MEETING AGENDA

MONDAY, NOVEMBER 18TH, 2024

Swearing in of City Council Members – Mayor Jay Swanson, City Council 2-Year Term Tom Rush and City Council 2-Year Term Jeff Holm were performed The Oath of Office by Clerk Heinen

Baldwin Township Attorney stated that upon taking the Oath of Office, Baldwin Township is now officially The City of Baldwin.

Present – Mayor Jay Swanson, City Council Tom Rush and Jeff Holm

Also Present – City Attorney from Couri & Ruppe - Bob Ruppe, City Planning/Zoning Administrator from The Planning Company (TPC) Dan Licht, City Engineer from Hakanson Anderson Matt Kind

Call to Order – The November 18th, 2024 City Council regular meeting was called to order by Mayor Jay Swanson at 7:02 p.m.

Pledge of Allegiance – All present recited the Pledge of Allegiance.

Delmas Hines prayer request

Swanson explained that there is a recount for the 4-year City Council term. He went on to say that the recount will be November 20th and canvassed on November 22nd or 26th. There is a 7-day contest period. The 4-year term will be seated at the December 2nd or December 16th City Council meeting.

Swanson stated he is honored to be the Chairman and on the Town Board for 15 years. Swanson said he is humbled by being put in the position of Mayor of the City of Baldwin. He stated that if he wasn't voted for by a resident, he hopes to earn their respect and trust.

Rush thanked all the Residents. Rush has been on the Board for 15 years and appreciates everyone's support. He also repeated what Swanson said that he wants to earn the trust of the Residents.

Holm repeated what Swanson and Rush said. Holm thanked the Residents of Baldwin and stated it is time for the City Council to get to work on the roads, keeping our rural values and keeping the low tax rate.

Additions/Corrections to Agenda

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

Discuss/Approve/Disapprove Resolution 24-42 Appointments to Certain Offices and Positions – Rush/Holm unanimous to approve. Nominations were opened for an

Acting Mayor (Vice Mayor). Holm nominated Tom Rush. Nominations were closed and Tom Rush was voted as the Acting Mayor.

Mayor Swanson, Acting Mayor Rush, Clerk Heinen and Deputy Clerk Nielsen to be designated as check signers through Bremer Bank.

October 2024 Final Treasurer's Report – Beginning balance of \$1,353,197.17, Receipts of \$16,563.25, Disbursements of \$145,536.26; Check Numbers 27993 – 28076 and 9 EFT Payments leaving an unaudited balance of \$1,224,224.16.

November 2024 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of 1,224,224.16, Receipts of \$24,026.68, Disbursements of \$150,289.81 leaving an unaudited balance of \$1,097,961.03.

Public Comment Requests:

Cartrell Cooper – 12304 317th Avenue, Princeton. Cartrell congratulated the new Mayor/City Council and thanked them for all their hard work. Cartrell was asked to communicate to the New Mayor/City Council the importance of financial management. He stated that transparency is important to the Residents and that the City of Baldwin doesn't have an open checkbook and doesn't buy when it's not affordable. Cartrell also went over permit costs. Cartrell requested multiple bids, regardless of the dollar amount, to be received in the future. Cartrell also wants to be on the record for any open positions such as Planning and Zoning or any other help.

Approval of Consent Agenda - Rush/Holm unanimous to approve.

- Approve Claims List – Check Numbers 28072 – 28148 for \$150,296.77 and 10 EFT Payments for \$11,946.12 for a total of \$162,242.89.
- Approve Special Town Board Meeting Minutes for October 9th, 2024
- Approve Town Board Meeting Minutes for October 21st, 2024
- Approve Board of Canvass Meeting Minutes for November 8th, 2024
- Approve Clerk Time Off of November 22nd and November 27th, 2024

Planning Items:

Discuss September and October 2024 Building Permits – The City Council reviewed building permits for September and October 2024.

Discuss/Approve/Disapprove Resolution 24-43 Krenz Simple Plat of Two Lots – City Planner, Licht (TPC) went over the planning report. Full planning report on file in the Clerk's office.

Rush/Holm unanimous to approve.

Discuss/Approve/Disapprove Resolution 24-44 Twin Cities Acoustics Simple Plat of Two Lots - City Planner, Licht (TPC) went over the planning report. Full planning report on file in the Clerk's office.

Holm/Rush unanimous to approve.

Code Enforcements – Licht from TPC stated there weren't any updates on code enforcements.

Engineering:

Discuss/Approve/Disapprove Change Order for 305th Avenue for \$31,659.80 – This amount changed to approximately \$25,000 over original price. This includes the change order of clearing and grubbing and additional top soil for in-slopes.

Rush wanted clarification that the culverts will be fixed this spring and be filled in for the winter. Rush stated that maintenance could fill in these areas. Swanson asked Kind if culverts had been filled in and Kind indicated they were. Good, Public Works Supervisor, confirmed these culverts have been filled in. Full bid is \$645,484.58.

Rush/Holm unanimous to approve.

Discuss Lake Diann Drainage off 133 ½ Street – Design plans are done and ready to go out for bids. Two quotes will be needed per Attorney Ruppe. Swanson requested local contractors be contacted. Kind to check with contractors to see if this could be completed this year. Kind to bring this back to the December 2nd City Council meeting. Rush stated that Kind has the list of local contractors to contact for bids.

Discuss South Sandy Lake Stormwater Drainage Review – Design plans are done and ready to go out for bids. Two quotes will be needed per Attorney Ruppe. Swanson requested local contractors be contacted. Kind to bring this back to the December 2nd City Council meeting. Rush stated that Kind has the list of local contractors to contact for bids.

Frontier Trails Update:

Mike Gwynn, Frontier Trails Wastewater Manager, emailed stating the numbers look good for the month of October 2024. Mike went on to say that he believes this is a result of the maintenance that Steinbrecher recently did. There is no immediate concern that Mike is aware of. Public Works and Gwynn will be putting tarps on the sand filters to help hold the heat in for the winter months.

October 2024 Financials, Receipts of \$3445.00, Expenditures of \$6810.92 which leaves a negative balance of \$3365.92.

Road Report:

Rush stated that 285th will start this coming Wednesday. Rush was out to observe the 3-culverts on 123rd, 120th and 278th. All the culverts are draining good.

Discuss Public Works Report – Full report on file in the Clerk's office

Discuss/Approve/Disapprove Snowplow Wages for Maintenance Staff –
Rush/Holm unanimous to table until the December 16th City Council meeting.

Tabled Items:

Discuss/Approve/Disapprove Resolution 24-33, Establishing Municipal State Aid Streets – A list has been compiled of all streets of Baldwin. This has been sent to the State to verify eligibility for State aid. **Holm/Rush unanimous to table until the December 16th City Council meeting.**

Discuss/Approve/Disapprove Applicant for Sign Machine – The applicant cannot start for another month or two. Rush would like to follow up with the applicant mid-January. **Rush/Holm unanimous to table until the second meeting in January 2025.**

New Business:

Discuss/Approve/Disapprove Workers' Compensation and Property/Casualty Premium Through League of Minnesota Cities Insurance Trust. Workers' Comp of \$34,451 and Property/Casualty of \$20,008.
Rush/Holm unanimous to approve.

Discuss/Approve/Disapprove Adopting City Ordinance 2024-06, an Ordinance Requiring Disposal of Garbage and Refuse – **Rush/Holm unanimous to approve.**

Discuss/Approve/Disapprove Adopting City Ordinance 2024-07, Regulating Possession, Sale and Consumption of Intoxicating and 3.2 Percent Malt Liquor Within the City of Baldwin, Minnesota – **Rush/Holm unanimous to approve.**

Discuss/Approve/Disapprove Adopting City Ordinance 2024-08, Setting Fee Schedule and Summary Publication Thereof Amending Ordinance 600 – Liquor license fees were added, modification to the cost for copies and legal escrows for developments from \$1500.00 to \$3500.00. **Rush/Holm unanimous to approve.**

Discuss/Approve/Disapprove Adopting City Ordinance 2024-09, An Ordinance Amending Animal Control Ordinance No. 400-1 – **Rush/Holm unanimous to approve.**

Discuss/Approve/Disapprove Conflict of Interest Resolution 24-45 – This is the conflict of interest for the Fire Chief. State statute conflict of interest is required per City Attorney Ruppe.

This resolution will be completed again on December 16th when there is a full City Council.

Holm/Rush unanimous to approve.

Discuss/Approve/Disapprove Adopting Data Practices Policy – **Rush/Holm unanimous to approve.**

Discuss/Approve/Disapprove Setting a Special Election for April 14th, 2025 Authorizing Sunday Liquor Sales – This is for off-sale on Sunday's. Holm/Rush unanimous to approve.

Discuss/Approve/Disapprove Adopting Prosecution Contract with Sherburne County – This is required due to the transition to a City. Swanson stated this will be done without added cost except for fines and fees, which the County will collect. Holm/Rush unanimous to approve. Rush also thanked the County for doing this service for the City of Baldwin.

Discuss/Approve/Disapprove Preliminary Budget for 2025 – Ruppe spoke that this amount has been voted by the Residents of Baldwin at the annual meeting on March 12th, 2024. Holm/Rush unanimous to approve.

Discuss/Approve/Disapprove Preliminary Tax Levy for 2025 – Holm/Rush unanimous to approve \$1,757,650 to honor the Residents that voted and approved this levy amount at the annual meeting on March 12th, 2024.

Schedule Truth-in-Taxation Public Hearing for December 2nd, 2024 - Rush/Holm unanimous to approve December 2nd, 2024 at 7:30 p.m.

Discuss/Approve/Disapprove Fire Department New Hire of Brent Strand Effective November 6th, 2024 – Rush/Holm unanimous to approve.

Schedule Board of Canvass for Re-Count of The City Council 4 Year Term on November 22nd or November 26th – Rush/Holm unanimous to approve November 22nd and if the abstract from Sherburne County is not available an alternate date will be November 26th at 7:00 p.m.

Set Meeting Calendar for December 2024 – Holm/Rush unanimous to approve December 2nd and December 16th as the City Council meetings in December.

Schedule Public Hearing for Roensch Variance – December 16th, 2024 at 7:30 p.m. Rush/Holm unanimous to approve.

Discuss/Approve/Disapprove Summary of Public Notice for Publication – Rush/Holm unanimous to approve summary of publication for ordinance 2024-06, 2024-07, 2024-08 and 2024-09.

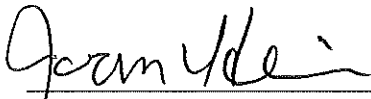
Schedule Road Workshop for 100th Street and 297th Avenue with Hakanson Anderson and The City Council – Rush would like this meeting to include preventative maintenance on the roads. Rush said Public Works should attend this meeting as well. Holm/Rush unanimous to approve the meeting being held December 17th, 2024 at 7:00 p.m.

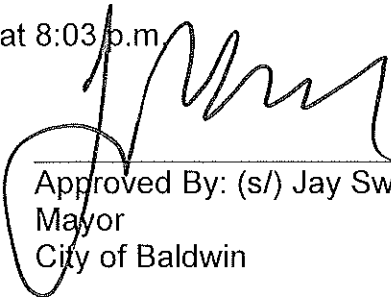
Announcements:

- a. Planning Commission Meeting, Wednesday, November 20th, 2024 at 7:00 p.m.
- b. City Hall Closed November 28th & 29th, 2024 in Observance of Thanksgiving
- c. Next Baldwin City Council Meeting, Monday, December 2nd, 2024 at 7:00 p.m.

Other Business:

Adjourn: Holm/Rush unanimous to adjourn at 8:03 p.m.


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


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

12-2-2024
Date

Attendees: Sherry and Don Newman, Scott Case, Joshua Krenz, Laura Anderson, Mike Anderson, Cartrell Cooper, Kelli Duerr from Rum River Consultants, Cindy Costello, Delmas Hines, Andy Walker, Nikki Walker, Ciria Rush, Brad Schumacher, Clarence Mattson, Kimberly Mattson, Zac Good-Baldwin Public Works Supervisor, Patti and Bernie Miller, Bruce West and Carol Swanson.