

BALDWIN CITY COUNCIL REGULAR MEETING

DECEMBER 2ND, 2024

Swearing in of 4 Year-Term City Council Members – City Council Member Scott Case and City Council Member Alan Walker; Oath of Office Performed by Clerk Heinen.

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

Also Present – City Attorney Bob Ruppe from Couri & Ruppe

Call to Order – The December 2nd, 2024 Baldwin City Council regular meeting was called to order by Mayor Swanson at 7:02 p.m.

Prayer Request from Delmas Hines.

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

Additions/Corrections to Agenda

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

November 2024 Final Treasurer's Report – Beginning balance of \$1,238,223.70, Receipts of \$45,949.77, Disbursements of \$158,503.93 of Check numbers 28077 – 28153 and 7 EFT Payments leaving an unaudited ending balance of \$1,125,669.54.

December 2024 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$1,125,669.54, no receipts, Disbursements of \$666,284.96 leaving an unaudited balance of \$459,384.58.

Sheriff's Report:

Deputy Wilson reported a total of 264 calls for service in the month of October. These calls consisted of 10 motor vehicle accidents, 19 medical calls, 81 traffic stops and 2 thefts. The rest were miscellaneous calls for service.

Deputy Wilson reported a total of 226 calls for service in the month of November. These calls consisted of 7 motor vehicle accidents, 18 medical calls, 76 traffic stops and 2 thefts. The rest were miscellaneous calls for service.

Public Comment Requests:

Christi Miller – 14235 285th Avenue NW: Christi is concerned about 285th road/grading project that happened last week. Christi feels the lowest spot is in front of her driveway. This is not constructed how the Town Board approved on October 7th. Christi stated the road tips even more to the lakeside now.

Tom Rush sent our Engineer a lengthy email saying that this was not done to plan. A road workshop is coming up in December and 285th will be discussed at that time. Swanson reiterated what Rush said and stated that this was not a long-term solution completed on this road. Swanson told Ms. Miller that as soon as the City Council has answers from the Engineer, they will get back to her.

Dean Kleinhans – 11341 300th Avenue N.W: Dean is here to introduce himself as a resource for questions and concerns for Baldwin residents. Mr. Kleinhans is on the Sherburne County Parks and Trails Advisory Committee. Dean has been a resident of Baldwin for 30 years. He covers Brad Schumacher's district. This committee collects thoughts, concerns, questions and recommendations on park changes or updates. Holm brought up the park dedication that Sherburne County has of Baldwin's. Mr. Kleinhans explained that these funds were distributed per state statute.

Approval of Consent Agenda – Rush/Case unanimous to approve

- Approve Claims List – Check numbers 28149 – 28180 for \$666,261.98 and 5 EFT Payments for \$8237.10 for a total of \$674,499.08.
- Approve City Council Meeting Minutes for November 18th, 2024
- Approve Board of Canvass for Recount Meeting Minutes for November 22nd, 2024

Fire Department Report:

Discuss/Approve/Disapprove New Hire Shawn Frink – Rush/Holm unanimous to approve. Shawn is a former Baldwin Fire Fighter.

Discuss/Approve/Disapprove New Hire Michael Duresky – Rush/Holm unanimous to approve contingent on physical and background check.

Discuss/Approve/Disapprove Kirvida Fire Invoices for Engine 3 Repair – Received two invoices for the repair of the Fire Department engine #3. One invoice is for \$2524.53 and the other is \$15,456.87 for a total of \$17,981.40. **Rush/Holm unanimous to approve expenditure of \$17,981.40.**

Discuss/Approve/Disapprove Invoice for Backup Generator Quote – Case stated that a couple months ago there was a power outage. A need for short-term power options is needed for the fire department and City Hall. A quote was received for around \$14,000 for a backup generator. Case is looking for feedback from the City Council on how they want to address this. Holm asked for the lead-time on the generator quote Case received. Case did not have a lead-time at this time. Rush indicated that the City has generators and asked if we could use them. Case has a concern that these generators would actually work together. Swanson would like another quote and a quote for installation of the existing generators we have. Rush to speak to Public Works Supervisor to work on getting quotes.

Holm/Rush unanimous to approve recess of regular meeting at 7:30 p.m.

Holm/Rush unanimous to approve opening truth and taxation meeting at 7:30 p.m.

7:30 p.m. Truth-in-Taxation – 2025 Property Tax Levy

No Public Comments received from Baldwin Residents.

Mayor Swanson explained that a truth-in-taxation meeting will be held every year for the City of Baldwin. Swanson went on to say that the residents of Baldwin passed the 2025 levy at the annual meeting in March. The 2025 levy will not be changed but this levy needs be approved by the City of Baldwin. Holm asked if the levy can be changed. Bob Ruppe explained that this is a public comment section for the residents of Baldwin for the truth in taxation. Holm asked what the numbers are for proposed 2025. Mayor Swanson read the levy amounts, \$520,000 general fund, \$700,000 road and bridge fund, \$200,000 fire fund, \$100,000 fire capital fund, \$90,000 park fund, \$122,650 debt service, \$25,000 special revenue. The total levy that was approved at the March 12th, 2024 Township Annual Meeting was \$1,757,650.

Rush/Holm unanimous to close truth and taxation hearing at 7:36 p.m.

Rush/Holm unanimous to approve opening regular meeting at 7:36 p.m.

Holm/Rush unanimous to approve City of Baldwin 2025 levy amount of \$1,757,650.

Discuss/Approve/Disapprove quote for Milwaukee Fan for \$4590.00 – Holm asked the purpose of the fan. Case indicated it is for smoke filled homes and sits outside the door. Case stated this is also for firefighter safety. The units that the Fire Department currently has is getting quite old.

Rush/Walker unanimous to approve.

Discuss Medical Responses – In September, medical responses were changed to going to serious medical calls only. If this change wasn't made, Case stated the calls would be over 450. Blue Hill Board Members are concerned that Baldwin Fire hasn't gone to all medical calls. Case will be discussing this with Blue Hill Board at there next meeting. Swanson stated that this was dictated by North Ambulance going to these calls as well. North would page Baldwin if needed for medical calls. Case to bring this back to the December 16th City Council meeting. **Rush/Walker unanimous to table until the December 16th City Council meeting.**

Park Committee Report – No park committee meeting in November or December due to the Holidays.

Cemetery Update – 2 burials.

Discuss/Approve/Disapprove Ordinance 2024-10 Authorizing and Regulating the Conduct of Lawful Gambling Within The City of Baldwin, Minnesota.
Case/Rush unanimous to approve.

Tabled Items:

Discuss/Approve/Disapprove Quote for Lake Diann Drainage off 133 ½ Street – Rush/Holm unanimous to table until the first meeting in March 2025.

Discuss/Approve/Disapprove Quote for South Sandy Lake Stormwater Drainage – Rush/Holm unanimous to table until the first meeting in March 2025.

New Business:

Discuss/Approve/Disapprove 2025 City Council Meeting Schedule – Holm/Rush unanimous to approve 2025 City Council meeting dates.

Discuss/Approve/Disapprove Streaming City Council Meetings – Rush/Case unanimous to approve tabling until the January 27th City Council meeting.

Discuss/Approve/Disapprove Audio Equipment – Case went over quotes. City Attorney stated that 2 quotes are recommended. City does not need to go with the lowest quote unless it's over \$175,000. Case/Rush unanimous to table until the January 27th City Council meeting to obtain additional quotes.

Discuss Reorganization of City Council Responsibilities – Case asked how other Cities organize their City Council responsibilities. City Attorney, Bob Ruppe, indicated there is no certain way. The list is reviewed by the City Council and the best member is chosen or the Council Member volunteers. Case made a motion to raise road maintenance to \$5000, Holm second the motion, motion carried. Walker/Holm unanimous to approve keeping the letters of the City Council. Clerk to update list and bring back to the December 16th City Council meeting.

Discuss/Approve/Disapprove Revised Snowplow and Ice Control Policy – Rush would like to add information to our existing policy. Bob Ruppe, City Attorney, recommends making more of an exclusive policy with priorities. Ruppe recommends he drafts the policy and brings it back to the next City Council meeting. Holm/Rush unanimous to approve City Attorney looking at snow and ice control policy and parking ordinance. Holm/Rush unanimous to table until the December 16th City Council meeting.

Discuss/Approve/Disapprove Attorney Attendance at the Next 6-Month Meetings – Ruppe indicated that other communities have their City Attorney attend meetings once a month. He also indicated that doing remote meetings would be an option to eliminate travel expenses.

Case/Walker unanimous to approve City Attorney attending City Council meetings for the next 6-months.

Discuss/Approve/Disapprove Rum River Consultants, RRCC, doing Commercial Plumbing Plan Reviews – RRCC has a delegation agreement with the State for plumbing plan reviews. This is R3, adult daycare or health care facilities and commercial buildings only. A master plumber is employed by Rum River to complete these reviews. The benefits of RRCC doing these reviews is more local control and cost savings. The State is out 3-4 months for plan reviews. Ordinance amendment is needed to take on this authority by RRCC. City Attorney, Ruppe, requested documents be sent to him for review. **Case/Rush unanimous to table** until the December 16th City Council meeting.

Discuss/Approve/Disapprove Building Code Enforcement for PID# 01-00424-0225 – Rum River was contacted for a certificate of occupancy. In 2009, this house burned and there is only a garage at this location. There was a permit for bathroom installation and an egress window. Another issue is the lack of smoke alarms, and the furnace is also in the garage. The building is not up to code. The Planning and Zoning Administrator is okay with the zoning. Andy, from Rum River, spoke to the homeowner and he is willing to bring the garage up to code. Andy is asking for permission from the City Council to look into past permitting and what needs to be done to issue a certificate of occupancy. **Rush/Case unanimous to approve** 3-4 hours of investigation fee by Rum River Construction Consultants.

Discuss/Approve/Disapprove Rum River Construction Consultants doing CE Class on Building Code – Rum River Construction Consultants is requesting to hold a 7-hour continuing education course on a Friday or Saturday at the City Hall. Andy from Rum River Construction Consultants is requesting an advertisement on the Cities website. He will request sponsorship for lunch from a local lumber company. Case said the training room at the Fire Department is larger. Case would have a couple of Fire Fighters attend the training as well. Andy from Rum River will request Clerk/Deputy to print out flyers. These continuing education classes are typically held January – March. Swanson indicated doing this yearly would be feasible. Holm said this is a good outreach program. **Holm/Walker unanimous to approve** proceeding with looking into options of holding CE class at the City Hall or Fire Department.

Discuss HR Green Actions on 305th and Speed Bumps – Rush discussed the speed bumps received by the Township from HR Green. The Township received a crosswalk speed bump and is not what the Town ordered. This speed bump was also installed with epoxy. Once this speed bump was installed, it separated and didn't stay affix. These speed bumps are a public safety concern. The Township paid \$14,000 for the speed bumps and \$1000.00 for installation. Swanson communicated to HR Green that a functioning traffic calming device or refund is needed at this time. The City Attorney, Ruppe, is requesting all communication, emails, specifications and meeting minutes regarding the speed bumps.

**Discuss/Approve/Disapprove Quote for Domain Transition of \$6150.00 –
Rush/Walker unanimous to approve.**

**Discuss/Approve/Disapprove Discontinuing Information Request Form –
Holm/Case unanimous to approve discontinuing Information request form.**

**Discuss/Approve/Disapprove Pay Estimate #2 for 305th Avenue NW – Rush/Case
unanimous to approve \$8306.80.**

**Discuss/Approve/Disapprove Resolution 24-46 for Jay Swanson, Finding Certain
Work to be Within the Scope of the Role of a Mayor/City Council and Authorizing
the Work to be Performed on Behalf of the City.
Swanson abstained; Case/Rush unanimous to approve.**

**Discuss/Approve/Disapprove Resolution 24-47 for Alan Walker, Finding Certain
Work to be Within the Scope of the Role of a Mayor/City Council and Authorizing
the Work to be Performed on Behalf of the City.
Walker abstained; Case/Holm unanimous to approve.**

**Discuss/Approve/Disapprove Resolution 24-48 for Scott Case, Finding Certain
Work to be Within the Scope of the Role of a Mayor/City Council and Authorizing
the Work to be Performed on Behalf of the City.
Case abstained; Walker/Holm unanimous to approve.**

**Discuss/Approve/Disapprove Resolution 24-50 for Jeff Holm, Finding Certain
Work to be Within the Scope of the Role of a Mayor/City Council and Authorizing
the Work to be Performed on Behalf of the City.
Holm abstained; Case/Rush unanimous to approve.**

**Discuss/Approve/Disapprove Resolution 24-51 for Tom Rush, Finding Certain
Work to be Within the Scope of the Role of a Mayor/City Council and Authorizing
the Work to be Performed on Behalf of the City.
Rush abstained; Holm/Walker unanimous to approve.**

**Discuss/Approve/Disapprove Resolution 24-52 for Scott Case/Fire Chief, Finding
Certain Work to be Within the Scope of the Role of a Mayor/City Council and
Authorizing the Work to be Performed on Behalf of the City.
Case abstained; Walker/Holm unanimous to approve.**

**Discuss/Approve/Disapprove Resolution 24-53, Adopting the 2025 Final Budget
Holm/Case unanimous to approve.**

**Discuss/Approve/Disapprove Resolution 24-54, Adopting the 2024 Tax Levy
Collectible in 2025.
Holm/Rush unanimous to approve.**

Discuss/Approve/Disapprove Resolution 24-55, Authorizing a City Absentee Ballot Board.

Rush/Case unanimous to approve.

Discuss/Approve/Disapprove Resolution 24-56, Designating Polling Places Within The City of Baldwin.

Case/Walker unanimous to approve

Announcements:

- a. Next City Council meeting, Monday, December 16th, 2024 at 7:00 p.m.
- b. Road Workshop with Engineers and Attorney, Tuesday, December 17th, 2024 at 7:00 p.m.

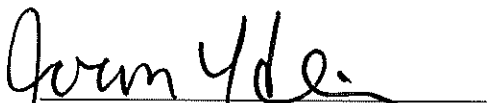
Any Other Business:

The Clerk indicated that if City Council members wanted a printed agenda packet for the meeting, to let the Clerk know.

The Clerk asked about Christmas Eve hours. **Rush/Walker unanimous to approve closing the Town Hall at noon on Christmas Eve, Holm disapproved. Motion carried.** Vacation time would not be used for Christmas Eve.

New Years Eve would be normal workday hours. **Case/Rush approved; Holm disapproved. Motion carried.**

Adjourn – Rush/Holm unanimous to adjourn at 10:05 p.m.


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


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

12-16-2024
Date

Attendees: Rosemarie Walker, Kyle Prickett, Dean Kleinhans, Delmas Hines, Ed Stofferahn, Christi Miller, Andy & Nikki Walker, Bruce West, Anita Case, Mark Oleen and Jess Tomsche,
Rum River Construction Consultants—Andy Schreder, Adam Schreder and Kelli Duerr.