



BALDWIN CITY COUNCIL REGULAR MEETING

FEBRUARY 3RD, 2025

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

Absent – Jeff Holm

Also Present – City Attorney: Bob Ruppe from Couri & Ruppe

Call to Order – The February 3rd, 2025 regular meeting of the City of Baldwin was called to order by Mayor Jay Swanson at 7:00 p.m.

Pledge of Allegiance – All present recited the Pledge of Allegiance

Prayer Request from Delmas Hines

Additions/Corrections to Agenda

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

February 2025 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$694,034.55, Receipts of \$5,266.00, Disbursements of \$78,895.61 leaving an unaudited ending balance of \$620,404.94.

Sheriff's Report – Deputy Ben Zawacki reported a total of 210 calls for the City of Baldwin in the month of January 2025. These calls consisted of 25 medicals, 58 traffic stops, 28 security checks, 11 extra patrols and the rest are miscellaneous calls for service. There were no reports of burglaries in the month of January 2025.

Sheriff's Office Annual Report Presentation – Deputy Zawacki presented an annual report of activities and services provided by the Sherburne County Sheriff's Department to Baldwin Township/City of Baldwin for 2024. This report was an overview of the monthly reports that Deputy Wilson presents each month to the City Council/Town Board. In 2024 the Sheriff's Office reported 2861 calls for service and arrests in Baldwin. This compares to 2375 in 2023 and 2646 in 2022. Serious criminal activity for 2024 was 35 assaults, 4 burglaries, 6 narcotics, 16 DUI, 1 Criminal sexual crime, 34 thefts, 25 criminal damage to property and no homicides.

The back-up dispatch Center at Zimmerman Public Safety Building will be fully operational in the near future. The Department had a considerable number of long-term employees retiring in 2024 and early 2025. K9 Deputy Jax retired as of January 21, 2025 and K9 Deputy Bane will begin training with Deputy Calson in March 2025. The Emergency Response Unit has received recognition for tactical skills. Some of the community involvements the Sheriff's Office participated in were Special Olympics MN Law Enforcement Torch Run, Night to Unite and shop with a Cop.

Public Comment Requests –

- Scott Schmidt – 14215 285th Avenue: Schmidt has been working with the DNR since 2016 to cut back the brush above high water and the buckthorn by Elk Lake. In the spring of 2023, the DNR approved the clearing of this area. In the spring of 2023 Schmidt came to the Township requesting to clear out the swamp area. Schmidt has contacted all property owners to communicate the clearing of this brush and buckthorn. Schmidt invited the City Council to check out this area to see the clearing and accomplishments that have been completed.

Approval of Consent - Rush/Walker unanimous to approve.

- Approve Claims List – Void Check #'s 28324 – 28331. Check numbers 28318 – 28323 and 28332 – 28345 for \$78,895.61 and 4 EFT Payments for \$9,629.42 for a total of \$88,525.03.
- Approve City Council Meeting Minutes for January 27th, 2025
- Approve Updated Claim Forms
- Approve Firefighter Resignation for Brandon Wren

Fire Department Report: Chief Case reported a total of 24 calls for the month of January 2025. These calls consisted of 20 medicals, 1 structure fire, 1 hazardous condition, 1 motor vehicle crash and 1 grass/rubbish fire. There were 4 calls for service in Blue Hill Township.

Discuss/Approve/Disapprove Replacing Sign at Fire Department – Current exterior sign at the Fire Department says Northeast Sherburne Fire Department. Case would like to propose a new exterior sign saying Baldwin Fire Department and a new sign for Baldwin City Hall. Case does not want to incur a huge expense for these new signs. This is discussion only at this time. **Rush/Walker unanimous to table until March 3rd 2025 City Council meeting.** Case to get price quotes for new signage for the Fire Department and City Hall.

Discuss/Approve/Disapprove Ariel Apparatus – Case brought Brandon Lage, a mechanic with an outside company and a Fire Fighter for the City of Baldwin, to go to Chippawa Falls to look at a 1991 66-foot ladder truck. While looking at the truck, the owner said the truck could be brought back to Baldwin. Swanson authorized the truck to be brought to Baldwin so it could be looked at and a test drive done by Lage. This truck was originally listed for \$20,000.00 and then \$15,000.00. The current purchase price for this ladder truck is \$10,000. Lage drove the truck quite a distance from Chippawa Falls to Baldwin. Lage said the truck ran exceptionally well, has new tires, all the emergency lights were replaced, came from a working fire department, had a fresh oil change done 1200 miles ago and at some point, the ladder had been replaced from a steel ladder to an aluminum ladder. Case stated that Baldwin has a new Church going in the City and the truck could be used for future commercial buildings. The Fire Department could benefit from using the truck for ladder operation training. The Fire Department currently spends \$7500.00 a year on ladder training that could be done if the ladder truck was purchased. This ladder truck has not been approved for purchase by the City Council. Swanson stated that this is an unusual situation but due to the price, the benefits to the

Fire Department and the owner saying the truck could be brought back to the City, the City has possession of the truck. Swanson said there are some certifications that need to be done. Swanson proposed the \$10,000 purchase price for the truck to come out of the cell tower rent revenue. Rush said that this was discussed at the January 6th, 2025 City Council meeting to look at the truck only. Rush stated that there was no communication with the City Council that this truck would be brought back to the City. Rush would like to see the maintenance records, certification records and a training plan. Rush spoke to Holm, and he would like to see the certification records as well. Rush would like to table the purchase of the truck until the February 24th, 2025 City Council meeting so he can view the maintenance, certification records and training plan. Ruppe, City Attorney, gave three options of reconvening this topic until a later date this week, table this until the February 24th City Council meeting or call a special meeting. **Rush/Walker unanimous to approve** this discussion until the February 10th, 2025 reconvened meeting.

Discuss Fire Department infrastructure – Fire Department is running out of room at the current facility. Swanson asked about the status of the infrastructure committee for remodeling of the current fire department, public works department and city hall. Rush stated Holm would like to advertise for committee members in order to open this up to Baldwin Resident's. Case is concerned that someone will get hurt due to the limited space at the Fire Department. Case would like to get a plan in place to start the infrastructure committee. The discussion was to advertise for committee members in the local newspaper. This should also be put on the Cities website and Facebook page. The closing date for committee members to apply will be February 24th, 2025 **Rush/Walker unanimous to approve** posting and advertising

Discuss/Approve/Disapprove Fire Department Staffing – Case would like to increase staffing for the Fire Department from 35 to 40 with an additional captain and lieutenant. The Fire Department election will be in the fall of 2025. **Rush/Walker unanimous to approve** 5th captain and 5th lieutenant and to increase staffing to 40. This will also be added to the fire department employee handbook.

Planning Items:

Discuss Code Enforcements – City Planner and Zoning Administrator, Dan Licht, from The Planning Company sent a memorandum to the Clerk.

- PID# 01-00407-0630 had a complaint of an RV being occupied. The property owner is planning new construction or moving a manufactured home on the lot that will meet City requirements. City Staff and property owner will schedule a meeting to discuss zoning requirements the week of February 10th, 2025 and will include Baldwin's building official.
- The code enforcement spreadsheet, which is on file at the Clerk's office, highlights a number of properties that have not responded to an administrative letter sent out by City Staff. City Staff requested direction to issue Administrative Citations. **Rush/Case unanimous to approve** administrative citations.

- PID# 01-00015-4402 – Shipping container used as an accessory structure on a lot less than 10 acres. **Rush/Walker unanimous to approve** administrative letter.
- PID# 01-00404-0806 – Inoperable vehicles that are not parked on their driveway and lots of junk and debris in yard. **Rush/Walker unanimous to approve** administrative letter.
- PID# 01-00535-0130 - **Rush/Walker unanimous to approve** Licht, City Zoning Administrator to engage with this property owner and include Andy, Baldwin Building Official, if needed.

Discuss/Approve/Disapprove Ordinance 2025-05, Amendment of Ordinance 100 and Ordinance 920 Addressing Plumbing Permit Administration, Plan Review, Inspections and Fees – Rush/Walker unanimous to approve ordinance 2025-05.

Discuss/Approve/Disapprove Resolution 25-02 Minnesota Department of Labor and Industry Plumbing Plan Review Agreement – Rush/Walker unanimous to approve Resolution 25-02.

Park Committee Report – Rush updated the City Council on the new Grand Marshall, Lester Kriesel, FunFest advertisement of \$500.00 and \$4000.00 increase for Funfest expenses. The next park committee meeting will be February 20th, 2025. Rush stated that the Park Committee will be setting goals of getting granite on the trails at Goose Lake Park, increasing parking at Young Park and adding park information to Baldwin's website.

Cemetery Update –

Discuss Cemetery Process – Rush discussed the cemetery process and our current Sexton. This is for discussion only at this time and for future planning. Ruppe recommends authorizing Zac Good, Public Works Supervisor, to start training with existing Sexton. Swanson asked about monthly stipend and payroll and how this would work. Ruppe recommends getting rid of stipend and adding this to the job description.

Tabled Items:

Schedule Meeting with Frontier Trails Residents on RFP – The City of Baldwin already has a template for a request for proposal (RFP) for a Wastewater Manager. The contract with Gwynn, Baldwin's current Wastewater Manager, is expiring in 5 months. Rush to get RFP from Credit River or our City Engineer. Rush does not think that Public Works Department should be involved in the system at Frontier Trails. Swanson stated that the goal was to have all of this in-house to manage the system. If Baldwin went out for RFP, the prices would increase per Swanson. Swanson would like to look at the RFP for Frontier Trails first. Swanson to speak to Steinbrecher on RFP and Gwynn regarding a future contract.

Discuss Speed Bumps – Ruppe, City Attorney, spoke that the speed bumps we have do not work for the City. Delegation was given to the Engineer to purchase the speed bumps. Swanson would like a price list from A.M.K.A. Rush to get this pricing from A.M.K.A, which is where the speed bumps were originally purchased from.

Discuss/Approve/Disapprove 2024 Freightliner Plow Truck Change Orders – Swanson/Rush unanimous to table until the February 24th, 2025 City Council meeting.

Discuss/Approve/Disapprove Streaming City Council Meetings – Rush/Walker unanimous to table until the March 3rd, 2025 City Council meeting.

Discuss/Approve/Disapprove Audio Equipment – Rush/Walker unanimous to table until the March 3rd 2025 City Council meeting.

Discuss/Approve/Disapprove Applicant for Sign Machine – Applicant is still out on medical leave. Walker to work with other applicants. This is for discussion only at this time.

Discuss/Approve/Disapprove 136th Street Road Agreement – Applicant does not feel they should be responsible for whole stretch of the road. Swanson/Rush unanimous to table until the February 24th, 2025 City Council meeting so the applicant can discuss with the City Council.

Discuss/Approve/Disapprove Ordinance 2025-03 Regulating City Public Right-Of-Way – Swanson stated that the mailboxes that are damaged by a Baldwin snowplow should be replaced along with a swing-a-way post at no charge. If the mailbox is salvageable, Public Works could just add a swing-a-way post. If the ground is frozen, Public Works would install a temporary mailbox. The City will replace a damaged mailbox with a steel mailbox if the City is reliable for the damage. These mailboxes would need to be inspected by our Public Works Department to make sure they comply with USPS guidelines. City Attorney, Ruppe, added a form to the ordinance if the homeowner declines the mailbox replacement. Rush/Swanson unanimous to approve ordinance 2025-03.

Discuss/Approve/Disapprove Ordinance 2025-04 Cannabis Joint Powers Agreement – Brad Schumacher, Sherburne County Commissioner, was in attendance with an update on what the County is doing with the joint power's agreement. St Cloud is doing their own enforcement and compliance. Schumacher stated that Cities will not get any revenue, and all the money will go back to the State. Swanson asked what the benefit would be to hold off on signing ordinance 2025-04 and Schumacher indicated there may be additional changes and more state guidance to come. Case/Rush unanimous to approve ordinance 2025-04.

Discuss Yearly Goals for 2025 – Rush/Case unanimous to table until the February 24th, 2025 City Council meeting.

New Business:

Discuss Groundwater at PID# 01-00405-0040 – The City Engineer went to inspect this area. The City has no responsibility for the groundwater problem at this property.

2024 Board of Audit:

Perform 2024 Annual Board of Audit – The Baldwin City Council and Mayor each selected the following receipts and disbursements to be audited for the year ending December 31, 2024. During the Audit each Council Member examined the invoices, claims and receipts and verified that the checks written to the vendor and receipts received were correct.

Mayor, Jay Swanson selected the following:

Check # 27254 1/18/2024	Couri & Ruppe - \$6000.00
Check # 27304 1/22/2024	HR Green - \$8210.50
Check # 27427 2/26/2024	The Planning Company - \$7875.00

City Council Member A, Jeff Holm selected the following:

Check# 27260 1/8/2024	Hardy Homestead - \$48,000.00
Check# 27261 1/8/2024	HR Green - \$22,061.61
Check# 27262 1/8/2024	IAM Responding - \$3137.00
Receipt 4/23/2024	Northland Dirt - \$1500.00
Receipt 5/22/2024	Northland Dirt - \$600.00
Receipt 7/17/2024	Northland Dirt - \$3800.00

City Council Member B, Scott Case selected the following

Check# 27294 1/22/2024	Bank of Elk River - \$253,407.56
Check# 27759 7/1/2024	Swantec - \$510.00
Check# 28126 11/18/2024	U.S. Bank - \$759.54
Receipt 4/5/2024	Fire Alarm Permit# 24-44 - \$221.98
Receipt 3/14/2024	HR Green - \$1609.25
Receipt 2/8/2024	PID# 01-00506-0440 - \$755.00

City Council Member C, Alan Walker selected the following:

Check# 27257 1/8/2024	Elan Financial Services - \$665.25
Check# 27300 1/22/2024	Dinges Fire Company - \$1001.24
Check# 27481 4/1/2024	Compass Minerals America - \$2403.30

Receipt 6/25/2024

Minnesota Management & Budget - \$3900.99

City Council Member D, Tom Rush selected the following:

Check# 27407 2/26/2024

HR Green - \$33,031.25

Check# 27607 5/6/2024

Steinbrecher Companies - \$18,205.45

Receipt 5/55/2024

Bremer Bank for CD Interest - \$42,616.45

Rush/Walker unanimous to approve board of audit review contingent on Holm reviewing his board of audit listings.

Mayor Swanson stated to let the records show that the board of audits concluded with no discrepancies.

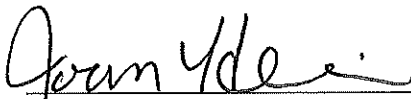
Announcements:

- a. Clerk at Ehler's Seminar Thursday, February 6th and Friday, February 7th, 2025
- b. City Hall Closed Monday, February 17th, 2025 in Observance of President's Day
- c. Special Planning Commission Meeting, Wednesday, February 19th, 2025 at 7:00 p.m.
- d. Benefit for Retired Baldwin Firefighter, Mike Brinwall, Sunday, February 16th from 12:00 p.m. – 4:00 p.m. at Zimmerman Community Center. (Fire Station)
- e. Park Committee Meeting Thursday, February 20th, 2025 at 7:00 p.m.
- f. Next City Council Meeting Monday, February 24th, 2025 at 7:00 p.m. This will be amended to recess this meeting.
- g. 2025 Building Blocks Continuing Education Presented by Rum River Consultants Friday, February 28th from 8:00 a.m. to 4:00 p.m. at Baldwin Fire Station (See Baldwinmn.gov for more information)

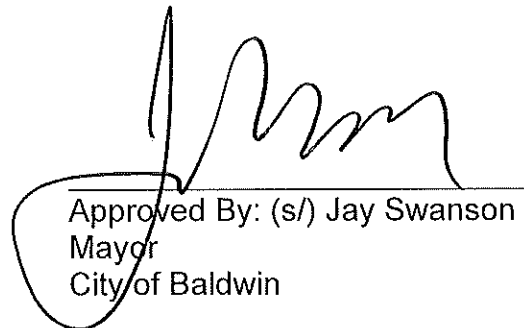
Any Other Business - None

Rush/Walker unanimous to approve recessing this meeting until February 10th 2025 at 7:00 p.m.

This meeting was recessed at 9:33 p.m.



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



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

2-24-2025

Date

Attendees: Delmas Hines, Brandon Lage, John Carlson and Ben Zawacki from Sherburne County Sheriff's Office.

Rum River Consultants: Andy Schreder and Carri Levitski