



BALDWIN CITY COUNCIL REGULAR MEETING

MARCH 3RD, 2025

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

Also Present – City Attorney; Bob Ruppe from Couri & Ruppe and Dan Licht; City Planner from The Planning Company (TPC)

Call to Order – The March 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/Holm unanimous to approve agenda as amended.

March 2025 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$657,556.04, No Receipts, Disbursements of \$16,442.53, leaving an unaudited ending balance of \$641,113.51.

Sheriff's Report – Deputy Wilson reported for the month of February 2025 a total of 167 calls for service in the City of Baldwin. There were no burglaries, 5 motor vehicles, 13 medicals, 46 traffic stops, 4 fire assists and 19 additional patrols were performed.

Swanson asked about an attempted robbery at a house in the City of Baldwin that happened about a month ago. The safe contained \$110,000.00. Two perpetrators were caught, and one individual fled the scene. Swanson was questioning if the individual was apprehended. Deputy Wilson stated that the individual that fled the crime scene has not been located.

Public Comment Requests:

- Cartrell Cooper: 12304 317th Avenue, Princeton - Mr. Cooper attended tonight's meeting to discuss public fear of spending, trust in the details and respect for people. Mr. Cooper indicated that he has several people approach him about these issues. Mr. Cooper handed out a one-page document to the City Council with details about these issues. Swanson stated he appreciates Mr. Cooper bringing this to the City Council. Swanson requested his phone number be handed out to these residents and that he would be very willing to talk to them at any time.

Approval of Consent Agenda - Holm made a motion to approve, Rush seconded the motion. Rush requested to table the February 24th, 2025 meeting minutes until the March 17th, 2025 City Council meeting. **Holm took this as a friendly to table these meeting minutes and Holm accepted.**

- Approve Claims List – Check Numbers 28391- 28418 for \$26,442.53 and 3 EFT Payments for \$6221.03 for a total of \$32,663.56. Void Check Number 28411.
- Approve Ordinance 2025-06; Ordinance Repealing Ordinance 2024-10
- Approve Ordinance 2025-07; Ordinance Authorizing and Regulating the Conduct of Lawful Gambling
- Approve City Council Meeting Minutes for February 24th, 2025
- Approve Zac Good for 3 Year-Term, Park Committee Chair, Term Expires April 1st, 2025
- Approve Sarah Koste for 3 Year-Term, Park Committee Vice-Chair, Term Expires April 1st, 2025
- Approve Rosemarie Walker for Park Committee Alternative Member
- Approve Joy Johnson for 3 Year-Term, Planning Commissioner, Term Expiring April 1st, 2025
- Approve Clarence Mattson for 3 Year-Term, Planning Commissioner Chair, Term Expiring April 1st, 2025

Princeton Chamber of Commerce, Kim Young; Executive Director, Formal

Introduction – Kim Young handed out information to the City Council regarding the Princeton Chamber of Commerce. Young stated that the Chamber was founded in the 1920's and incorporated in the 1950's. Young talked about the history of the Princeton Chamber of Commerce. In 2023, tourism was added as an arm under the Chambers in order to bring people into the community. The Princeton Chamber of Commerce is financed through membership and fundraising and is a non-profit, non-taxed organization. The biggest events the Princeton Chamber of Commerce has is Rum River Festival and Light up Princeton. Some of the partnerships the Chamber does is with the Princeton School District, and they have recently started an age friendly Princeton. The Chamber also works really hard on tourism and an events calendar. Holm asked Kim Young to speak on how the Chamber works with a lot of businesses that are in Baldwin. Holm stated that there are some functions that Baldwin and Princeton could work hand-in-hand on. Rush brought up that Kim Young will be connecting with Baldwin's Events Coordinator, Mary Larson. Young asked for any and all information on upcoming Baldwin events. Mary Larson and Kim Young will be working on future projects and ideas. Young stated that the Chamber works well with collaboration within the community.

Discuss Blue Hill Stop Sign – Case stated that Blue Hill Township Chair called him requesting a stop sign as soon as possible from the City of Baldwin. There was a safety issue in Blue Hill Township that needed to be addressed immediately. There was one hour of Baldwin Public Works time to help install the stop sign. Holm and Swanson stated they do not feel Baldwin should invoice Blue Hill for Baldwin Public Works time or stop sign. Blue Hill Township Chair stated they will return a brand-new stop sign and post to the City of Baldwin.

Discuss/Approve/Disapprove Resolution 25-04; Resolution Establishing Procedures Relating to Compliance with Reimbursement Bond Regulations Under the Internal Revenue Code. Rush/Case unanimous to approve resolution 25-04.

Fire Department Report:

Discuss/Approve/Disapprove Fire Department 2025-2030 Capital Improvement Plan (CIP)– Case stated that every year the CIP is updated with expenses including equipment. These are cost projections only for the Fire Department. Case stated that it does not mean anything will be done but it's only cost projections and is basically the same as last year, but the costs have been updated. Rush stated that there looks like a lot of work was put into this document and would like to table this in order to have more time to review. Case re-iterated that this is the same as last year, but the costs have been updated. Rush asked if this is all bonding and grants or where the money is coming from. Case stated in the improvement plan, it discusses options for these scenarios and is forecasting future needs. Rush asked about the estimated costs and if equipment is new or would used equipment be looked at as well. Case stated that it's estimated costs with inflation rate looking long term on what is needed in the future. Rush asked if the ladder truck is in the CIP and Case stated that it is but there is no projection of replacing this truck. Ruppe, City Attorney, stated this is for informational and educational purposes so that future planning decisions can be made. Ruppe stated there is no action needed by the City Council at this time. Per Swanson, since this is for informational purposes only this will be for discussion only at this time.

Discuss Fire Department Medical Responses – The Fire Department recently completed a trial bases on modified medical responses. Case stated there were some issues with dispatch. Blue Hill Township Board requested this to be revisited. Medical responses have been changed back to full medical responses by Baldwin Fire Department.

Planning Items:

Discuss/Approve/Disapprove Rum River Consultants (RRC) Agreement for Building Official Services – City Attorney, Ruppe, received a copy of the agreement and worked out changes in terms. Ruppe stated he is okay with the contract from a legal standpoint. Rush asked about the term of the contract and Ruppe stated either party may terminate the agreement by providing a sixty-day written notice to the other party. Case asked if any fees changed and Andy from RRC stated that the only change to the fees is the plumbing plan reviews. **Case/Walker unanimous to approve Rum River Consultants Agreement for Building Official Services.**

Discuss Code Enforcements – Dan Licht, City Planning and Zoning Administrator from TPC highlighted 4 code enforcements. Licht had a meeting at the City Hall with the resident that lives at PID# 01-00407-0630. The Resident is residing with her family off-site and agreed to not occupy the RV trailer as a dwelling.

Licht has tried to exchange phone calls with the Resident at PID# 01-00535-0130 but contact has not been made to date. An update will be given at the April 7th, 2025 City Council meeting.

Licht contacted PID# 01-00404-0806 and PID# 01-00015-4402. The residents are aware of the violation and the need for corrective conditions. These residents have been given an extension to correct these code enforcements until the end of March 2025.

Park Committee Report:

Rush stated the Park Committee met on February 20th, 2025. Scott Schmidt came to the park committee meeting to give an update on the Elk Lake clean-up of the 2.6 acres that the City owns. The Park Committee Members will be visiting this site in April. The Park Committee discussed updating the parks page on the website. Case asked if the parks have an address and Rush indicated that Young Park does have an address, but the rest of the parks do not. Case asked that the other parks get an address. Rush to work on getting addresses for all Baldwin Parks.

Cemetery Update: Holm stated that there is an arborvitae that needs to be cut back in the cemetery. Holm is requesting this arborvitae be removed at the cemetery due to obstruction of the intersection at County Road 38 and 19 which is a public safety issue. **Holm/Case unanimous to approve** removing this arborvitae at the cemetery.

Tabled Items:

Discuss/Approve/Disapprove Replacing Exterior Sign at City Hall and Fire Department – Case received two quotes for a new sign at the Fire Department and City Hall. The quote from Jellyfish was \$1200.00 and another quote from Electric Sign and Lighting was for \$4676.00. Both of these signs are 2 feet high. **Rush/Walker unanimous to approve** Jellyfish quote for \$2000.00.

Discuss/Approve/Disapprove Streaming City Council Meetings – Combine with audio equipment per Case. The streaming meetings is included in the audio equipment.

Discuss/Approve/Disapprove Audio Equipment – Case stated that he received 3 quotes for the audio equipment. EPA gave a bid of \$42,804.60, Lech AV gave a bid of \$47,093.21 and AV Groups have a bid of \$62,492.00 which had a lot more options. Baldwin currently contracts with Sherburne County IT for services. Sherburne County IT has worked and recommends EPA. **Rush/Walker unanimous to approve** EPA for \$42,804.60.

Discuss/Approve/Disapprove 136th Street Road Agreement – City Attorney, Ruppe has been working with Mr. Doose on the 136th Street road agreement. Ruppe stated that the change to the agreement is to reduce the amount of frontage that Mr. Doose/Sylva Corporation is responsible for. This road responsibility would be 700 feet on the northern section of 136th Street. Swanson stated that 136th Street is currently posted at 7 tons with seasonal load restrictions of 5 tons. Swanson stated that more

discussion will need to happen with the City Council on what signage needs to be on 136th Street. Case requested solar signage at the beginning of the road stating road restrictions. City Attorney, Ruppe, stated that signage doesn't always help because it doesn't have repercussions.

Rush/Walker unanimous to table 136th road agreement until the March 17th, 2025 City Council meeting.

New Business:

Discuss/Approve/Disapprove Staff Participation in Infrastructure Committee – At the February 24th, 2025 City Council meeting, the motion was made for committee members only. **Holm made a motion** to pay City Staff regular wage to come in for the Infrastructure meetings as needed. **Walker seconded the motion, motion carried.**

Discuss Employee Handbook – Swanson stated he would like a conference call with the Attorney's to discuss updates to the employee handbook. Case asked if this employee handbook applies to the fire department and City Attorney, Ruppe, stated that a disclaimer should be included in the handbook stating this is for City Staff only and not for Fire Department. City Council to get all questions to the Clerk. **Holm/Rush unanimous to table** until the April 7th, 2025 City Council meeting.

Discuss Update on the City Bulletin Board Sign – Swanson asked if the upper section should be lite or stick on graphics. Case would like non-polluting lights and lighting to be clear. Holm stated internal lights would be best. Swanson to look at the sign again for a final design.

Discuss/Approve/Disapprove Frontier Trails Main Tank Pumping Estimate – Quote is for \$2040.00 to pump out main tank at Frontier Trails. **Case/Walker unanimous to approve** pumping of the main tank at Frontier Trails.

Discuss/Approve/Disapprove Purchase of Water Pump and Hoses – Swanson requested pricing from Harbor Freight and other companies. **Rush/Holm unanimous to approve** up to \$1000.00 for the purchase of a water pump and hoses for Public Works. Swanson recommends doing an extended warranty. Rush took this as a friendly and accepted this friendly.

Discuss/Approve/Disapprove Dan Licht Participation in the Infrastructure Committee – **Holm/Walker unanimous to approve** Dan Licht, City of Baldwin Planning and Zoning Administrator, as a participant in the Infrastructure Committee.

Discuss Late Applicants for Infrastructure Committee – Rush stated there was a deadline of February 24th, 2025 for committee members. The late applicants can come to the meeting but will not be taken on as committee members at this time. The last meeting had a motion for the expense of the committee members. The late applicants can be alternative members or future replacements if needed.

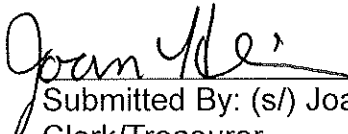
Announcements:

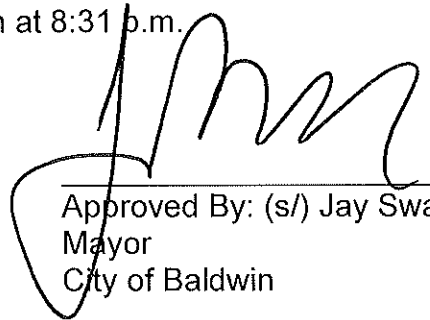
- a. Next City Council Meeting, Monday, March 17th, 2025 at 7:00 p.m.
- b. Infrastructure Committee Meeting Thursday, March 27th, 2025 at 7:00 p.m.
- c. Public Accuracy Test Friday, April 4th, 2025 at 9:00 a.m. at City Hall
- d. City of Baldwin Special Election for Sunday Liquor Licenses Tuesday, April 8th, 2025.
Polls Open from 10:00 a.m. to 8:00 p.m.
- e. City of Baldwin Board of Appeal and Equalization Meeting, Thursday, April 17th, 2025
at 3:00 p.m.
Case stated he will be absent for the Board of Appeal and Equalization meeting.

Any Other Business:

- Rush communicated that Christ Our Light Church will have their groundbreaking ceremony June 1st, 2025, at 2:00 p.m.
- Swanson stated that the special election for Sunday Liquor License is April 8th, 2025. This is for on-sale and off-sale Sunday liquor.
- Rush stated he will be absent March 17th, 2025 City Council meeting
- Holm talked about an article in the Star Tribune regarding LGA funding.
- Clerk communicated she will be leaving early Wednesday and Thursday of this week for appointments.
- The Clerk communicated that the final treasurer's report will be on the second meeting minutes of the month
- The League of MN Cities is doing an article on the Incorporation of the City of Baldwin. The Clerk communicated that she submitted some pictures to the League of MN Cities.

Adjourn: Holm/Rush unanimous to adjourn at 8:31 p.m.


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


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

3-17-2025

Date

Attendees: Rosemarie Walker, Baldwin Public Works; Phil Fadden, Delmas Hines, Andy Schreder, Roxanne Schreder, Bruce West, Anita Schneider, Cartrell Cooper, Kim Young, Heather Hoss