



BALDWIN CITY COUNCIL REGULAR MEETING

MARCH 17TH, 2025

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

Jeff Holm arrived at 7:12 p.m.

Also Present – City Attorney: Bob Ruppe from Couri & Ruppe and City Engineer; Matt Kind from Hakanson Anderson

Call to Order – The March 17th, 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 as amended.

February 2025 Final Treasurer's Report – Beginning balance of \$694,034.55, Receipts of \$169,698.82, Disbursements of \$206,336.94; Check Numbers 28318 – 28391, Void Check #'s 28324-28331. There were 12 EFT Payments leaving an unaudited ending balance of \$657,396.43.

March 2025 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$657,396.43, Receipts of \$32,802.94, Disbursements of \$95,093.74 leaving an unaudited ending balance of \$595,105.63.

Public Comment Requests:

Discuss/Approve/Disapprove 136th Street Road Agreement –

- Larry Doose – 900 Airport Road, Princeton: Mr. Doose was in attendance at tonight's meeting and stated that Ruppe, Baldwin City Attorney, has exchanged drafts of the 136th road agreement with his lawyer. Mr. Doose stated that his lawyer and him are satisfied with the revised changes. Mr. Doose's lawyer sent a revised draft to Ruppe defining the 700 feet and Doose's attorney has changed this to a 700-foot section of 136th street. The company name has changed to Soil Solutions, LLC. City Attorney, Ruppe, recommends the City Council approve the 136th Street road agreement. **Case/Walker unanimous to approve 136th Street Road Agreement.**
- Julie Weidenborner – 14312 314th Avenue, Princeton: Ms. Weidenborner asked if the City Council has ever considered a city-wide garage sale. Julie also wanted clarification of what "RFP" meant on this agenda. Swanson explained that it

meant modifying the request for proposal form used for Credit River, MN. This would be modifying the proposal to what Baldwin needs and this proposal is very broad compared to what Baldwin needs to manage the Frontier Trails system. Julie asked if Frontier Trails Residents will be involved in the request for proposal process and Swanson stated they would be. Julie then asked if Frontier Trails Residents would be charged for the expenses for the RFP process. Swanson stated probably not but it depends on who the person will be managing the system and if this person would need the City of Baldwin's assistance. City Attorney, Ruppe, stated that Subordinate Service Districts are set up that all the charges are paid by the Residents associated with the costs to maintain the sewer system. Ruppe, City Attorney, stated that the contract will control the roles of managing the system going forward. Interviews will be conducted to find someone to manage the system Swanson stated.

Julie asked if Mike Gwynn is still interested in managing Frontier Trails SSD and Swanson stated he is interested. Julie also questioned the reimbursement of the funds from the motion made at the October 9th, 2024 meeting. The Clerk explained the reports that she previously gave to Julie.

Jeff Holm arrived at 7:12 p.m.

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

- Approve Claims List – 6 EFT Payments for \$5844.02 and Check Numbers 28419 – 28447 for \$74,077.66 for a total of \$79,921.68.
- Approve City Council Meeting Minutes for March 3rd, 2025

Engineering:

Discuss Invoice from Helmin Construction for 285th Avenue Grading – Rush stated the original quote was for \$17,221.00. **Rush/Case unanimous to approve** Helmin Construction invoice for \$13,340.47 for the expenditure on 285th. Case asked if this project is done. City Engineer, Kind, stated a strip of curving along the south side of the road needs to be completed and then the triple chip seal will need to be done. Case asked about the cost and Kind stated it was not part of the contract, and he does not have the cost at this time.

Discuss Drainage Improvements on 285th Avenue – Miller, a resident on 285th avenue explained that she still has water in front of her driveway. Swanson asked if the curving that is being discussed will take care of this water problem. Kind, City Engineer, indicated that the curving would help. Kind explained that the road in front of her driveway is very flat. There is also an issue with the spring thaw which creates more water in this area, which has created a bird bath. Swanson asked Kind if adding class five to the end of her driveway would help until the curve is done and Kind stated it would. Miller is okay with the resolution of the curve being done this year. Swanson requested the Public Works Department, Fadden, to review this area. Swanson asked Kind about the Elk Lake Rain Garden area and the water in this area. Kind to look at this area as well.

Discuss Culvert Repairs on 305th Avenue – Kind stated that request for proposals can be sent out now. Kind, City Engineer, to send plans to the City Council. Matt was contacted with some questions from a “Todd” regarding the culverts, remove/replace driveway patching, ditch grading and seeding. Rush stated that a contractors list was given to City Engineer, Kind. Swanson stated this would be 3 culverts and 1 culvert that is buried that needs to be fixed.

Discuss Paving Repair on 278th Avenue, 123rd Street and 120th Street – Rush asked Kind, City Engineer, if he was working with Knife River on these repairs. Kind to reach out to them about scheduling the corrective work. Kind to give an update to the City Council at the April 23rd, 2025 City Council meeting.

Discuss Sink Hole Process – Rush stated that since they are doing the preventative maintenance in-house, they would like to get local contractors to get these addressed. Rush asked how much the City Council wants to spend on sink hole repair. The sink hole areas are 289th, Lake Diann Road north of 277th and 138th Street. Swanson stated it would be tough to put a monetary amount because the City Council does not know how deep the sink holes are. Holm asked how deep these contractors should go. Walker stated that 6 feet should be sufficient. Swanson and Holm would like more information on these sink holes. Kind, City Engineer, stated that each sink hole review is \$1400.00 plus testing. Holm suggested getting soil borings in order to have these borings for future use. Public Works Supervisor, Good, to get this information to City Engineer, Kind, in order to receive soil boring quotes. Swanson requested this information be presented at the April 23rd, 2025 City Council meeting.

Discuss Road Projects for 2025 Summer Build Season – Rush stated that 100th street and 297th street won't get completed until 2026. Rush asked if there were other road projects that could be completed in 2025 for mill and overlay. Baldwin Public Works Supervisor, Good, recommends 108th street and 301st street. Holm asked if the City Council should continue to do a spring road tour and Swanson stated that the Council should. Public Works Supervisor, Good, to get these street projects to the City Council.

Rush asked about the survey of the snow-throwing on 297th and 100th street. Kind, City Engineer stated one exhibit was submitted to the City Attorney. City Attorney, Ruppe, explained the process of the easements.

Frontier Trails Update – The Clerk received an email from Wastewater Manager, Mike Gwynn. Gwynn stated Frontier Trails was a little out of compliance because of the extreme cold weather in February Gwynn went on to say that everything is good mechanically. Gwynn is hoping for better compliance numbers in March of 2025 due to warmer temperatures.

Frontier Trails Financials - The Clerk reported revenue of \$5404.00 and expenditures of \$4978.75 leaving a balance of \$425.25 for the month of February 2025.

Discuss/Approve/Disapprove Revising Hakanson Anderson Request for Proposals for Baldwin Purposes – Swanson to discuss request for proposals with Shane Nelson at Hakanson Anderson. Swanson will ask what the difference between Credit River's system versus Frontier Trails System. The addendum is to solicit costs and hourly wages.

Road Report:

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

Discuss/Approve/Disapprove Public Works Enclosed Trailer Quote – City Council Member Walker obtained 3 quotes for enclosed trailers, 1 cabinet quote for one of the enclosed trailers that did not have any cabinets, and a custom-built enclosed trailer built to specifications. An enclosed trailer with a steel frame with cabinets was quoted \$21,435.81. The enclosed trailer with an aluminum frame without cabinets was quoted at \$21,428.81. The price of the cabinets for this trailer would be \$3020.00. A 2021 aluminum enclosed trailer was quoted as \$28,500.00. For the custom-built trailer, the quote was \$26,821.00. Case brought up the possibility of carrying the equipment in a vehicle and pulling a trailer. Swanson questioned how much this trailer could be used by the Public Works Department. Swanson also questioned if an aluminum trailer is needed, or if a steel trailer could be purchased. Holm stated that he doesn't feel a 28' trailer is needed. Case suggested a mesh enclosure to be used on the back of a truck. Holm asked where this trailer would be parked, and Case stated most likely outside. Case would like to look at different options. This is for discussion only at this time.

Discuss/Approve/Disapprove Yield/Stop Sign for Lake Diann Road and 279th Avenue – Case stated that there was a complaint from a resident in this area. Case would prefer a stop sign in this area. **Rush/Case unanimous to approve** a stop sign being installed. Holm questioned if there should be a stop ahead sign. Swanson stated that there were temporary flags installed on stop signs in the past. **Rush/Case unanimous** to approve using temporary flags on this stop sign. A friendly was given by Holm to fix the yield sign on 308th and 105th. Rush/Case took this as a friendly.

Discuss Fiberglass Road Right Of Way Obstructions – Mayor Swanson received photos of several fiberglass rods in the road right of way on 284 ½ street. The fiberglass rods interfered with snowplowing in this area. Rush would like to discuss this next fall. This will be discussed November 3rd, 2025.

Discuss/Approve/Disapprove Notification to Residents Regarding Road Construction on 100th Street and 297th Avenue – Holm stated that he has had a few residents contact him regarding information on 100th street and 297th avenue construction. Holm would like a letter sent stating the intent of the City on fixing the road. Holm also suggested an open house. City Attorney, Ruppe, stated an open house is effective to explain to the residents the scope of the project, the timeline of the project and road right of way. Holm asked City Attorney, Ruppe, when the appropriate time

would be to hold this open house. Holm made a motion to send a letter informing the residents of the construction on 100th street and 297th that an informational meeting will be held in the near future. City Engineer, Kind, will send a timeline to the Clerk. Kind indicated that they have staff at Hakanson Anderson that write these kinds of letters. Swanson would like to see this letter before being mailed to the residents. **Holm/Rush unanimous to approve** Matt from Hakanson Anderson develop this letter to be sent to the residents on 100th street and 297th avenue.

Tabled Items:

Discuss/Approve/Disapprove 2024 Freightliner Plow Truck Change Order – City Attorney recommended at the February 24th, 2025 City Council meeting to reach out to Sourcewell for a quote. The quote from Sourcewell was \$53,665.50 which was a \$6417.50 additional cost compared to Falls Plow Equipment. Original quote apparently expired in 2023. Public Works Supervisor, Good, stated that nothing has changed on this quote besides who was being paid. **Swanson made a motion to table this until the April 7th, 2025 City Council meeting in order for Good, Public Works Supervisor, to get pricing from the vendor. Holm seconded the motion, motion carried.**

New Business:

Discuss/Approve/Disapprove ARC Irrigation Services for Young Park Playground, Ball Field and Goose Lake Park – The quote is for \$735.00 for all vegetable control and preventive for the trails at Young Park. The quote for the ballfield is \$202.00 for vegetative control and preventive treatment and the quote for the trails at Goose Lake Park is \$295.00. \$3355.00 is the complete cost.

Case/Walker unanimous to approve. Swanson asked if they would take a friendly to not exceed \$3400.00 and Case and Walker took this as a friendly.

Discuss/Approve/Disapprove City Council Meeting Minutes for February 24th, 2025 – Rush made a motion to approve. Swanson is questioning whether the minutes should state what Rush said regarding purchasing the truck to sell and using the funds for infrastructure projects towards the City Hall, Fire Department and Public Works area. Swanson stated that these meeting minutes should be written by verbatim if Rush is requesting his additions to the meeting minutes. Swanson stated the meeting minutes are a summary only and if additional information is needed, the video tape is available. **Rush made a motion to approve the meeting minutes for February 24th, 2025. Swanson, Case, Holm, and Walker disapproved.**

Swanson made a motion for staff to write the minutes in verbatim. Rush disapproved.

Walker/Holm/ and Case unanimous to approve meeting minutes section of ladder truck to be written verbatim.

Discuss/Approve/Disapprove 2025 Recycling Day Grant Agreement – The SCORE grant amount for Clean-Up Day is \$8900.00. This is provided that all terms and

conditions as set forth in the agreement are fulfilled. **Holm made a motion to remove #12 from the recycling day grant agreement. Holm rescinded his motion. Holm/Case unanimous to approve 2025 recycling day grant agreement.**

Discuss Tobacco Licenses – Currently the only tobacco license the City of Baldwin has is for Ridgewood Bay Resort. This license expires June 30th, 2025. The tobacco license fee would be the same as Sherburne Counties. Swanson asked if we should leave this with the County. City Attorney, Ruppe, stated that you could leave this with the County. Ruppe to research this statute for tobacco licensing and get this information back to the Clerk.

Discuss Municipal Liquor Stores in Baldwin Verses Private Business Liquor Stores – Swanson stated that this is for discussion only at this time. Swanson would like the Council to start thinking about this topic. City Attorney, Ruppe, stated that there is a lot to think about regarding a City having a Municipal Liquor Store. Some of these items to think about are the building, stocking shelves, staffing, purchasing, etc. The Planning Commission will also be looking at this in the Baldwin Comprehensive Plan. Swanson would also like the Infrastructure Committee to look into this at their future meetings. Swanson asked if mortarium should be put on new liquor stores until the City Council can research. City Attorney, Ruppe, stated this would be a good idea so more research could be done. There is only one year that a mortarium could be done and it cannot be extended per Ruppe. During this one year, research must be completed stated City Attorney, Ruppe.

Discuss/Approve/Disapprove Resolution 25-05 Fund Transfer Fund 860 Misty Hollow Escrow Account to Fund 250 Fire Department – Case/Walker unanimous to approve resolution 25-05.

Discuss/Approve/Disapprove April - June 2025 Newsletter – Rush/Case unanimous to approve April – June 2025 newsletter.

Update of Sherburne County Recording of Incorporation Order – City Attorney, Ruppe, communicated that the Sherburne County Auditor's position was for the incorporation order and amendment to be recorded. The County Auditor provided our Attorney chapter 414.09 sub-division 2. This is what the County Auditor was using as a basis for recording. Ruppe indicated this is the first he's heard of recording an incorporation order and Ruppe's office has recently incorporated 5 cities. The incorporation order has already been recorded. Ruppe stated that this doesn't change anything so why record it.

Announcements:

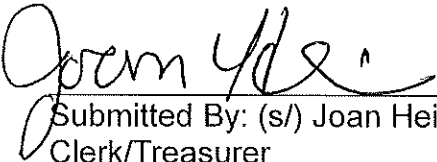
- a. Clerk Attending Municipal Clerks and Finance Officers Association Annual Conference March 18th, 2025 to March 21st, 2025
- b. Park Committee Meeting Thursday, March 20th, 2025 at 7:00 p.m.
- c. Planning Commission Meeting Wednesday, March 26th, 2025 at 7:00 p.m.
- d. Infrastructure Committee Meeting Thursday, March 27th, 2025 at 7:00 p.m.

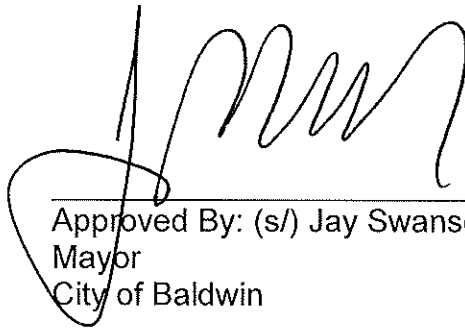
- e. Public Accuracy Testing is Friday, April 4th, 2025 at 9:00 a.m. at Baldwin City Hall
- f. Next City Council Meeting is Monday, April 7th, 2025 at 7:00 p.m.
- g. Special Election for Sunday Liquor Licenses is Tuesday, April 8th, 2025. Polls Open from 10:00 a.m. to 8:00 p.m.
- h. Board of Canvass Monday, April 14th, 2025 at 7:00 p.m. to Certify April 8th, 2025 Special Election Results – Case will be absent
- i. Local Board of Appeal and Equalization Thursday, April 17th, 2025 at 3:00 p.m. – Case will be absent.

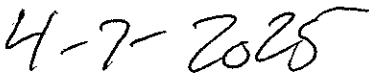
Any Other Business:

Case communicated that the County Commissioner attended a Blue Hill Township meeting and communicated there was an increase of 16% in taxes from the County due to state mandates.

Adjourn - Rush/Walker unanimous to adjourn at 10:01 p.m.


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


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


Date

Attendees: Public Works Supervisor; Zac Good, Larry Doose, Delmas Hines, Julie Weidenborner, Christi Miller, Bruce West and Cartrell Cooper