



BALDWIN CITY COUNCIL REGULAR MEETING

APRIL 7TH, 2025

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

Jeff Holm arrived at 7:02 p.m.

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

Call to Order – The April 7th, 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.

April 2025 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$586,915.06, Receipts of \$23,280.41, Disbursements of \$50,748.97, leaving an unaudited ending balance of \$559,446.50.

Sheriff's Report – Deputy Kyle Wilson reported a total of 234 calls for the City of Baldwin in the month of March 2025. There were 3 burglaries; 2 were model homes with appliances stolen. It is suspected that the subcontractor took these. The second one was a John Deere tractor stolen from a garage, no leads on this one yet. The third one was unsecured business, but the suspect has been identified and will be charged. There was one theft which consisted of a roommate taking a stereo from a year ago. The other calls consisted of 8 motor vehicle accidents, 20 medicals, 50 traffic stops and 18 additional patrols were done. The rest were additional calls for service. Mayor Swanson questioned 9201 DAR/DAS/DAC on Sheriff's report. Deputy Wilson indicated these are driving without a valid license.

Public Comment Requests:

- Rebecca Rittenour: 255 4th Avenue SE, Milaca; Requesting permission from the City Council to clean three civil war veteran gravestones at Baldwin Cemetery. This would be for Park Day on April 26th, 2025. The solution was ordered by Rebecca along with SDS sheets. The solution is D/2 biological solution. Swanson questioned if the City Council were the right ones to ask or if the families should be asked. City Attorney, Ruppe, indicated that Baldwin is the owner of the cemetery and this falls on the Council to decide. Rush asked what material the

gravestones are, and Rebecca indicated that she is not sure but the solution she is using is very safe. Swanson asked if the Council approved the cleaning of the graves, if anything is wrecked, would the Council be responsible and Ruppe indicated yes.

Holm/Case unanimous to approve Rebecca Rittenour cleaning of 3 civil war veteran gravestones at Baldwin Cemetery.

- Teresa Barnes: 28641 143rd Street NW; Proposing lake improvements to Little Elk Lake at 287th Avenue NW. The alignment includes proposed work on the 1.5-acre property owned by the City. Teresa was at the Park Committee in March and was asked to communicate with the City Council on the work requested on the west side of Little Elk Lake. Partnership is requested with the city on a permit process with the DNR, excavation and buildable area for a park and boat launch. Dan Licht (TPC) indicated this would go through the Planning Commission once the plans are completed. City Attorney, Ruppe, communicated that the costs and excavating plans are needed by the City. City property is currently not buildable or usable unless the excavation is done. Ruppe, City Attorney, asked if any deeds have been completed, and Teresa indicated they have not. Dan Licht (TPC) and City Attorney, Ruppe, to work with Teresa Barnes on developing plans. **Holm made a motion to approve City Staff; Engineer, Ruppe and Licht to work on this project. Rush seconded the motion. Motion carried.**
- Ed Stofferahn: 29150 142nd Street; Ed was at the meeting to present to the City Council the development of city street signs and offer services. Ed has equipment at home or could come to the City Hall to use the printer machine at the City Hall. Swanson asked for a start time and money. Swanson asked if Ed could train Public Works on the machine the city owns. Swanson requested a plan prepared by Public Works and Ed and be brought back to the City Council.
- Donald Luebesmier: 13636 279th Avenue NW; Requesting portable toilet at Lake Helene access. Rush will be bringing this to the Park Committee.

Approval of Consent Agenda – Rush/Case unanimous to approve consent agenda.

- Approve Claims List – Check numbers 28448 – 28497 for \$52,926.95, 7 EFT Payments for \$8692.54 for a total of \$61,619.49.
- Approve Clerk Time Off of Friday, April 11th, 2025
- Approve Ehlers Invoice for \$3,466.25
- Approve City Council Meeting Minutes for March 17th, 2025
- Approve Road Salt Submission to Office of State Procurement
- Approve Ordering 18 EMS Posts and Signs for \$725.36 through M-R Signs

Fire Department Report – For the month of March 2025, Assistant Fire Chief, Robin Fischer reported 35 calls for service. These calls consisted of 24 medicals, 6 fires of 2 grass fires, 3 structures and 1 mutual aid. There were 3 hazards to the public, and 2 public assists.

Schedule Joint Meeting with Blue Hill Town Board Regarding Fire Contract – Clerk to work with Blue Hill Clerk on dates for this meeting. **Rush/Holm unanimous to approve** a tentative date and time of May 13th, 2025 at 7:00 p.m.

New promotion for Captain 7. Starting May 1st, 2025, the Fire Department will increase to 5 captains and 5 lieutenants. There is currently 4 captains and 4 lieutenants. Matt Sullivan will be captain 7. There are 2 lieutenant positions open and will be posted. The Chief will be appointing the 2 lieutenants from the list of candidates. **Rush/Holm unanimous to approve** Matt Sullivan as Captain 7 starting May 1st, 2025.

Planning Items:

Public Hearings:

Discuss/Approve/Disapprove Ordinance 2025-08; Interim Ordinance Establishing a Moratorium on Subdivisions – City Planner, Licht, from TPC presented the planning report. Full planning report on file in the Clerk's office. Moratorium can be lifted if the comprehensive plan for the city gets completed before a one-year time frame.

Holm/Walker unanimous to approve opening the public hearing at 7:43 p.m.

There was no testimony received from the public in favor of or against the proposed Interim Ordinance Establishing a Moratorium on Subdivisions.

Rush/Holm unanimous to approve closing the public hearing at 7:44 p.m.

Case/Walker unanimous to approve moratorium up to one year.

Discuss/Approve/Disapprove Resolution 25-06: Century Custom Cabinets Conditional Use Permit – City Planner, Licht, from TPC presented the planning report. Full planning report on file in the Clerk's office.

Holm/Case unanimous to approve opening the public hearing at 7:46 p.m.

There was no testimony received from the public in favor of or against Century Custom Cabinets Conditional Use Permit.

Rush/Holm unanimous to approve closing the public hearing at 7:47 p.m.

Holm/Rush unanimous to approve CUP for Century Cabinets with 4 conditions as noted in resolution 25-06.

Discuss/Approve/Disapprove Resolution 25-07; Finlayson Interim Use Permit Lots 4 and 5, Block 1, Hunter Estates – City Planner, Licht, from TPC presented the planning report. Full planning report on file in the Clerk's office.

Rush/Holm unanimous to approve opening the public hearing at 7:50 p.m.

There was no testimony received from the public in favor of or against Finlayson Interim Use Permit.

Holm/Rush unanimous to approve closing the public hearing at 7:51 p.m.

Mr. Finlayson was at tonight's meeting. Holm asked Mr. Finlayson if he was okay with the 18 conditions on resolution 25-07. Mr. Finlayson said he was. Swanson asked about the noise level of trucks entering and Mr. Finlayson stated there wouldn't be much trucks entering or exiting the property. Holm asked if the equipment is left on site or brought home and Mr. Finlayson indicated equipment is mostly left offsite. Case stated that the road is a 9-ton road, and this location is close to the area to be commercially developed in the future. **Holm made a motion to approve resolution 25-07, Case seconded the motion, Swanson disapproved, motion carried.** City Attorney, Ruppe, communicated that a line on the resolution needs a signature line for the applicant. This will be added, and the Clerk will contact the applicant for signature.

Discuss Code Enforcements –

PID# 01-004240220 – Private motor sport track. City Planner, Dan Licht, from TPC is requesting approval from the City Council to send step 1 code enforcement letter.

PID# 01-00535-0130 – RV as dwelling. City Planner, Dan Licht from TPC is requesting approval from the City Council to send step 1 code enforcement letter.

PID# 01-00404-0806 – Inoperable vehicles, junk/debris. Dan Licht from TPC to reinspect property the week of April 7th, 2025.

PID# 01-00015-4402 – Storage container. The property owner responded to step 1 code enforcement letter. Waiting for better weather so the storage unit can be moved.

PID# 01-00467-0165 – RV used as a dwelling unit, junk/debris. Dan Licht from TPC is requesting approval from the City Council to send step 1 code enforcement letter.

PID# 01-00415-0340 – Junk and debris and burning garbage. Dan Licht from TPC is requesting approval from the City Council to send step 1 code enforcement letter.

Rush/Case unanimous to approve sending step 1 code enforcement letter to applicants as noted above.

Park Committee Report:

Rush reported that Princeton Youth Baseball Association paid the field rent and payments are up to date. The Park Committee meeting is April 17th at 6:00 p.m. and the committee will be visiting Baldwin parks. Rush stated there was discussion on purchasing a drone. The Park Committee is working on the by-laws, and they have added 2 alternative park committee members.

Cemetery Update:

Discuss/Update on Cemetery Sexton Role for the Month of April 2025 – Baldwin's Cemetery Sexton won't be available the month of April 2025. Public Works Supervisor, Good, to fill in during this timeframe. City Council to discuss how Good will be paid when he is filling in as the cemetery sexton. The Public Works Supervisor to be paid his Public Works hourly rate when filling in as Sexton.

Discuss Updating Cemetery Map – Holm/Case unanimous to approve Rush contacting Bogart Pederson on a new cemetery map.

Discuss/Approve/Disapprove Cemetery Park Day and Cleaning of Three Civil War Veteran Gravestones – City Attorney, Ruppe, communicated to the City Council that there is nothing legally preventing the City Council from authorizing the resident to clean the three headstones located within Baldwin Cemetery. Ruppe stated that the city may be liable if the means or method used to clean the headstones damages or defaces the headstones in any way. This has already been discussed and approved under the public comment section of this meeting.

Tabled Items:

Discuss Employee Handbook – Swanson discussed that a committee should be set up to go over the employee handbook. The City Attorney, Ruppe, will check to see if May 13th, after the Blue Hill/Baldwin joint fire contract meeting, will work for their office. **Rush/Case unanimous to approve** a tentative May 13th, 2025 at 7:00 p.m. special meeting.

New Business:

Discuss/Approve/Disapprove Ordinance 2025-09 Amending Liquor License Fees – Case is requesting the Council to change the existing fees to match Sherburne County fee schedule. **Holm/Rush unanimous to approve** ordinance 2025-09.

Discuss/Approve/Disapprove Revising Policy Back to all Council Members Initialing Checks at City Council Meetings – Mayor Swanson would like to change the policy back to all City Council Members initialing all checks and EFT payments after the City Council meetings. **Rush/Holm unanimous to approve** all Councils reviewing checks and EFT payments after the meeting.

Discuss Meeting Date, Time and Distribution of Open House for 100th Street and 297th Avenue Residents – **Rush/Holm unanimous to approve** May 1st, 2025 at 7:00 p.m.

Discuss/Approve/Disapprove 2024 Freightliner Plow Truck Change Order – Change order dated March 24th, 2025, has an increase of \$6370.00. **Rush/Walker unanimous to approve** a total of \$48,739.00 for Towmaster and \$105,256.00 for J-Craft.

Discuss/Approve/Disapprove 2025 Clean-Up Day Pricing – The only increase from 2024 clean-up day pricing is car/ATV tires went from \$6.00 to \$7.00. The price per ton went from \$85.00 to \$90.00 and there is an additional charge of \$3.00 for dirty tires. Rush has reached out to Sherburne County about getting additional funding for clean-up day. Rush has been in contact with the hockey team and football team to volunteer. **Rush/Holm unanimous to approve** cleanup day fees.

Discuss/Approve/Disapprove Scheduling a Joint Meeting with the Planning Commission, Dan Licht; City Planner, and Andy Schreder; Rum River Construction Consultants – Rush/Walker unanimous to approve April 23rd at 7:00 p.m.

Discuss Maturity Notice on CD from Bremer Bank – April 19th, 2025 the CD matures. This CD was opened April 19th, 2023. The City Council will need to discuss whether they want to automatically renew this CD including the interest earned for the past two years. The interest earned up to April of 2024 was \$42,616.45 and the interest earned up to April of 2025 was \$50,566.89. **Rush/Case unanimous to approve** rolling principal and interest with Bremer Bank.

Discuss/Approve/Disapprove Quote from Ehler's on Budget Resolutions – Proposal received from Ehler's for this project is not to exceed \$3600.00. The scope of work is to provide a summary of budget adjustments due to a new City chart of accounts, prepare a budget adjustment resolution for City Council consideration and provide journal entries for staff to use towards budget adjustments in the City's general ledger system. **Case/Rush unanimous to approve** quote for up to \$3600.00 from Ehler's.

Discuss Ehler's Memo on City Chart of Accounts – The City of Baldwin requested assistance from Ehler's with a chart of accounts conversion including the mapping of the 2025 budget into the new chart of accounts. After review, a memo was received from Ehler's on recommendations and major outcomes of the new chart of accounts.

Discuss Certification for Local Board of Appeals & Equalization Meeting – Case indicated he will be out of town for the Local Board of Appeals & Equalization meeting. Case has a concern that Swanson is the only one certified. The Clerk will send an email to the City Council on training and certification for the Local Board of Appeals & Equalization.

Discuss Rum River Building Homes in Baldwin – Andy Schreder from RRCC started a new company called Performance by Design a couple of years ago. Mayor Swanson does not think Rum River Consultants should be building in the City of Baldwin. RRC is Baldwin's Building Official. Andy indicated that his role is managed by the Department of Labor for inspections. Swanson asked how this could be done if Baldwin needs another contractor to inspect his building permits. Swanson is requesting the contract have an addition stating that as long as Andy is the building official for Baldwin, he cannot build in Baldwin. Case agrees with Mayor Swanson. Rush stated that he understands the perspective of Andy and Case/Swanson's. Rush asked if Andy would be okay with just being Baldwin's Building Official. Walker would also like this stipulation added to the contract that if he is Baldwin's Building Official, Andy cannot build in Baldwin. Holm is okay with Andy building in Baldwin and getting another building official to inspect Andy's work. **Holm made a motion** for Baldwin's City Attorney to add to RRC contract on how inspections will be handled if Andy built houses in Baldwin. This sub-

contractor will report to the City Council and not RRC. **Rush seconded the motion. Swanson/Case disapproved. Motion carried.**

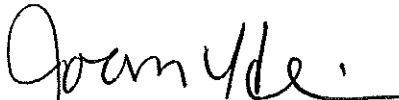
Approve Using TextMyGov to Gain Awareness for Clean-Up Day – Case/Rush unanimous to approve TextMyGov message being sent one week before clean-up day.

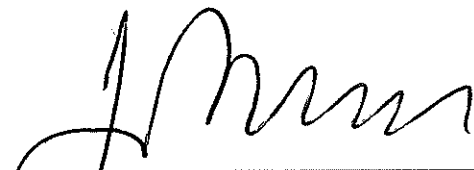
Announcements:

- a. Special Election for Sunday Liquor Licenses is Tuesday, April 8th, 2025. Polls Open from 10:00 a.m. to 8:00 p.m.
- b. Board of Canvass Monday, April 14th, 2025 at 7:00 p.m. to Certify April 8th, 2025 Special Election Results
- c. Special Planning Commission Meeting Wednesday, April 16th, 2025 at 7:00 p.m.
- d. Local Board of Appeal and Equalization Thursday, April 17th, 2025 at 3:00 p.m.
- e. Park Committee Meeting Thursday, April 17th, 2025 at 7:00 p.m. – Park Committee Meeting has been changed to 6:00 p.m. on April 17th per Rush.
- e. Next City Council Meeting is Monday, April 21st, 2025 at 7:00 p.m.

Any Other Business - None

Adjourn – Holm/Case unanimous to adjourn at 9:24 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 Department Zac Good and Phil Fadden, Becky Rittenour, Mike Ternes, Jason Allen, Don Luebeshmier, Matt Finlayson, Bruce West, Teresa Barnes, Delmas Hines, Ed Stofferahn, Baldwin Fire Department Assistant Chief Robin Fischer and Andy Schreder