



BALDWIN CITY COUNCIL REGULAR MEETING

APRIL 21ST, 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 City Engineer; Sam Jochum and Shane Nelson from Hakanson Anderson

Call to Order – The April 21st, 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 - Walker/Case unanimous to approve as amended.

March 2025 Final Treasurer's Report – Beginning balance of \$657,396.43, Receipts of \$36,692.70, Disbursements of \$106,052.76, Check numbers 28392 – 28454, void check number 28411 and 9 EFT Payments, leaving an unaudited ending balance of \$588,036.37.

April 2025 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$588,036.37, Receipts of \$48,308.40, Disbursements of \$143,982.12, leaving an unaudited ending balance of \$492,362.65.

Public Comment Requests:

- Darryl Waletzko – 15890 255th Avenue NW, Big Lake: Darryl was at tonight's meeting to present to the City Council sinkhole repair. Darryl has provided options for other local municipalities to repair sinkholes. He went on to say that sinkholes cannot be quoted because they're under the ground and can't see it. Darryl stated the typical budget is \$20,000.00 but they don't even come close to that amount. Rush stated Baldwin has 18 sinkholes in the City and there is soil borings being done on 12 of them. Swanson stated that the City would keep him in mind for future quoting.
- Julie Weidenborner – 14312 314th Avenue NW, Princeton: Questions on pump cleaning at Frontier Trails. Julie was also inquiring about being out of compliance. The system was out of compliance due to the cold weather in February. Julie questioned if the concrete blankets are stored, which they are. Julie also questioned payroll related expenses that the Clerk will research.

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

- Approve Deputy Clerk Time Off of April 22nd, 2025
- Approve Clerk Time Off of April 28th, 2025
- Approve Deputy Clerk Attending Minnesota Municipal Clerk's Institute With an Approximate Expenditure of \$1200.00
- Approve Board of Canvass Meeting Minutes of April 14th, 2025
- Approve Termination of Snowplow Drivers for the Season
- Approve Revised Data Request Form

Engineering:

Discuss/Approve/Disapprove Updated Staff Assignments from Hakanson Anderson – Hakanson Anderson is reorganizing staff assignment for the City of Baldwin. The proposal received from Hakanson Anderson would be that Sam Jochum will be handling the day-to-day activities. Shane Nelson would be involved in projects and more complex tasks. Ronald Wagner will be a Senior Advisor and will be attending City Council meetings upon request. For tonight's meeting, Hakanson Anderson will be only invoicing one Engineer attending tonight's meeting. **Rush/Case unanimous to approve** new staff assignments from Hakanson Anderson.

Discuss/Approve/Disapprove Request for Quotes for 305th Culvert and Ditch Grading – City Engineer, Shane Nelson, provided plans and simple request for proposals to the City Council. The proposal is for 4 driveways with culverts to be worked on. There is one culvert that is lower than the existing ground. City Engineer, Shane Nelson is proposing a pre-manufactured vent on this culvert.

Rush/Walker unanimous to approve going out for quotes for 305th culverts and ditch grading.

Discuss/Approve/Disapprove 285th Avenue Curb and Gutter Request for Quotes – Shane Nelson, City Engineer, stated that the best resolution for this area would be concrete curb and gutter. The City completed grading 285th Avenue last fall. Nelson requested to send this out to a few more contractors. The contractors the city gave Nelson does just the curb work and doesn't do all the work needed to complete the project. **Rush/Walker unanimous to approve** going out for quotes for 285th Avenue curb and gutter.

Discuss/Approve/Disapprove Wetland Permitting and Paving Repair on 278th Avenue 123rd Street and 120th Street – Proposal is to do a swale excavation to improve water flow from north to south from the culvert at 278th Avenue. Baldwin City Engineer, Shane Nelson, is addressing the 278th Avenue repairs. This is a regulated wetland area, and it would be to excavate a swale. A wetland delineation would need to be done as well. The estimate for this work would be \$3400.00. Mayor Swanson asked if wetland credits would need to be bought. Nelson stated that wetland credits would not need to be bought. **Rush/Case unanimous to approve** swale excavation in wetland at 278th Avenue culvert. Nelson does not have any information on 123rd Street and 120th

street. Nelson stated that the plan is to reach out to Knife River to meet at the site on 123rd Street and 120th Street.

Frontier Trails Update:

An email received from Wastewater Manager, Mike Gwynn, stated everything looks good for the month of March 2025. The numbers are good, and everything seems to be running well. Mike recommends scheduling some maintenance work this spring which is next on the agenda for approval.

Financial transactions for Frontier Trails for the month of March 2025 are \$3911.00 receipts and \$5038.74 disbursements leaving a negative balance for the month of \$1127.74.

Discuss/Approve/Disapprove Steinbrecher Quote of \$4900.00 for Cleaning of System at Frontier Trails – Rush/Walker unanimous to approve \$4900.00 quote from Steinbrecher.

Road Report:

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

Discuss Street Signs – Case would like the City Council to start looking at changing out the street signs in the City to just state Baldwin.

Discuss/Approve/Disapprove Quote for Removal of 2 Trees on 100th Street (North Sandy Lake) and one on 285th Avenue – The City received 2 quotes for tree removal in this area. One quote was for \$2175.00, and the other was \$2700.00.

Rush/Walker unanimous to approve North Metro Tree Service for \$2175.00

Discuss/Approve/Disapprove Quote from AMKA for Replacement Items Instead of Speed Bumps – Rush is proposing to pick up the speed bumps from AMKA.

Rush/Walker unanimous to table until May 19th City Council meeting.

Discuss Culverts Southern Pines and North Elk Lake Loop – Swanson recommends getting Shane Nelson from Hakanson Anderson involved in this project. Public Works Supervisor, Good, recommends jetting out the culvert because it's 80% blocked. This is a stormwater culvert. Nelson indicated they would need to do a gopher one locate. The County would need to be contacted since this is the counties road right of way. Bob Ruppe stated that a temporary easement is needed from the HOA. Public Works Supervisor, Good, indicated that the developer's agreement states that the city is responsible for the stormwater. Bob Ruppe stated that its easement needs to be looked at. **Rush made a motion to have City Engineer, Shane Nelson, research stormwater culvert egress at Southern Pines and contact City Attorney, Bob Ruppe, if additional information is needed. Case seconded the motion, motion carried.**

Discuss Surface Treatment Plan – Rush stated that he has been working on the surface treatment plan along with Walker and Public Works Supervisor, Good, Swanson

asked City Engineer, Nelson, what he thought of micro-surfacing. Nelson stated it sets up fast, adds about 3/8" thickness, increases surface friction because its rough, fills in micro cracks and extends pavement longevity. There is some complaints on the rough surface. Swanson would like the total costs of the pavement maintenance plan. Swanson recommends the Engineers take a look at these plans. City Engineer, Shane Nelson stated that reclaim overlay is better because you are reconstructing the top 3 1/2" of the pavement. **Swanson made a motion for Hakanson Anderson to look over the surface treatment plan, Case seconded the motion, motion carried.**

Discuss/Approve/Disapprove Estimate of \$1500.00 for Sandy Lake Boat Launch – Case has a concern on using river rock and doesn't think this would be the best option. Nelson stated that the DNR has standard details for boat ramps. Nelson recommends using a bedding aggregate that's underneath the planks and between the planks using a crushed angular rock. Nelson to share the best material with Public Works Supervisor, Good. **Rush/Case unanimous to table** until the May 5th City Council meeting so engineers can review the best material to use.

Discuss/Approve/Disapprove Compactor for Road Repairs/Potholes – The quote is for \$839.95. **Case/Walker unanimous to approve** up to \$900.00 for purchase of a compactor.

Discuss Road Projects for 2025 Summer Build Season – Rush is requesting 303rd street be worked on September of 2025. Swanson would like City Engineers to review. Case stated this project should be added to 305th avenue. Swanson asked if Rush would like to do soil borings on this road. Case made a motion to do soil borings on 303rd Avenue. Shane Nelson recommends talking about this under letter j, sink holes, to save on mobilization.

Discuss Quotes for Sink Holes – Rush asked how many soil borings need to be done. City Engineer, Shane Nelson, recommends doing 4 soil borings on 303rd and 5 pavement quarters as well. Swanson asked if the information could be available for the May 1st open house. City Engineer, Shane Nelson, stated it could be available then. **Rush/Case unanimous to approve** 4 additional soil borings and 6 pavement quarters.

Discuss/Approve/Disapprove of Hiring Summer Help for Public Works – This would be the same employee as last year at \$20.00 an hour. This employee has already been trained and has the experience. He will be starting June 1st. **Rush/Walker unanimous to approve** hiring of summer help for Public Works starting June 1st, 2025.

Discuss/Approve/Disapprove Quotes for Enclosed Trailer – Case/Rush unanimous to approve enclosed trailer from Absolute Trailer for \$10,504.25.

Discuss/Approve/Disapprove Road Restriction Variance Permit for 136th Street – Josh Krenz – 31932 136th Street, Princeton. Josh Krenz is requesting a road restriction for 136th Street to haul over the 7-ton road limit on 136th street. **Case/Rush unanimous to approve** road restriction variance permit for 136th street.

Tabled Items - None

New Business:

Discuss/Approve/Disapprove Up to \$1000.00 to Purchase of T.V. for Streaming Meetings – Case questioned what size T.V. and it would be the same size as the one at City Hall. **Case/Walker unanimous to approve** T.V. purchase up to \$1000.00.

Discuss Cameras – Case indicated that security cameras should be installed outside the city buildings. Case recommends amazon cameras with an app. Case would like these at the Fire Station as well. Holm recommends wired so a battery is not needed. Lorex or Blink would be the recommendation by the City Council. **Case/Holm unanimous to approve** Swanson reaching out for estimates for security cameras.

Discuss/Approve/Disapprove City Council Meeting Minutes for February 24th, 2025 – Holm would like a change on page 12 changing “straighten up” to “string up.” Case questioned how much this costed and the Clerk stated 11 ¾ hours and costed approximately \$313.00. Holm stated that the “ums” should be removed. Swanson stated it should be word for word. Rush stated he wanted some things added for the record which brought the verbatim of this section of the meeting minutes. **Case/Rush unanimous to approve** February 24th, 2025 meeting minutes.

Schedule Employee Reviews – Swanson stated that employee reviews are usually done in June. This would be all 5 City Staff Employees. **Rush/Walker unanimous to approve** June 17th 2025 at 6:00 p.m.

Discuss Electric Sign Updates – Swanson to order the material tomorrow for the city sign and the power coating will be done next week. Gopher State One Call locate will need to be done as well.

Discuss/Approve/Disapprove Revised Contract With Rum River Consultants – The discussion would be for Andy Schreder to build homes in Baldwin. The City would need to hire another building official to inspect this work due to a potential conflict of interest. Swanson does not agree with entertaining the revisions to the contract. Case concurs with what Swanson stated. Andy Schreder approached the City Council. Andy Schreder communicated that there is oversight from the Department of Labor. Andy stated that his main role in Baldwin is as the City building inspector. Rush asked if Andy would be okay with just being the building inspector in Baldwin and Andy Schreder agrees in order to foster the relationship with the City Council. **Holm made a motion for the City Attorney to change the last paragraph on page 1 regarding the potential conflict of interest. Holm would like to table this until the final revision of the contract is completed. Walker seconded the motion. Swanson/Case/Rush disapproved; motion failed. Swanson made a motion for Bob Ruppe to add to the contract that RRC agrees not to build in Baldwin. Case seconded the motion. Holm**

disapproved; motion carried. The updated contract will be reviewed at the May 5th 2025 City Council meeting.

Holm/Case made a motion to reconvene the public comment portion of the agenda. Joss Jondahl has been discussing with buyers since January that they would like Andy to come into his development to build. Joss even stated that Andy with RRC should have an affiliated business arrangement.

Holm/Rush unanimous to close public comment section of the agenda.

Announcements:

- a. City Council and Planning Commission Joint Meeting Wednesday, April 23rd, 2025 at 7:00 p.m.
- b. Infrastructure Committee Meeting Thursday, April 24th, 2025 at 7:00 p.m.
- c. Open House for 100th Street and 297th Avenue Thursday, May 1st, 2025 from 7:00 p.m. to 8:30 p.m.
- d. Baldwin Clean-Up Day Saturday, May 3rd, 2025 from 8:00 a.m. to 12:00 p.m.
- e. Next Baldwin City Council meeting is Monday, May 5th, 2025 at 7:00 p.m.

Any Other Business:

The Clerk communicated to the City Council if copies are needed from the agenda packet to contact her prior to the meeting.

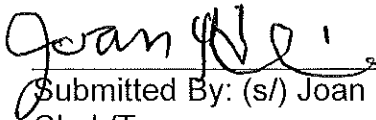
Brad Schumacher, Sherburne County Commissioner District 5, communicated that tobaccos licenses will be handled similar to cannabis. The City of Baldwin would need to then issue their own tobacco licenses. More information to come regarding this from Sherburne County.

Schumacher questioned if Baldwin has had any complaints on VRBO. Swanson stated there is nothing that he knows about. Schumacher indicated that there will be more revisions to VRBO regulations.

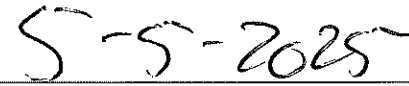
Accessory Dwelling units was passed by Sherburne County. The City of Baldwin will need to adopt this as well. This is only for homesteaded property. Schumacher suggested relative homesteaded properties due to 217 family properties in Sherburne. Holm asked about the Northstar train and Schumacher indicated they are in the process of dismantling this. They are starting to work on busing to various areas that the Northstar used to transport to.

Approve Bill for Payment - Rush/Case unanimous to approve check numbers 28498 – 28536 for \$87,429.35, void check number 28509 and 6 EFT payments for \$5803.80 for a total of \$93,233.15.

Adjourn - Holm/Rush unanimous to adjourn at 9:01 p.m.


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


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


Date

Attendees: Delmas Hines, Baldwin Public Works Supervisor Zac Good, Pat Brown, Julie Herrity-Weidenborner, Bruce West, Andy Schreder, Josh Krenz, Ron Messer, Joss Jondahl, Ed Stofferahn, Cartrell Cooper, Sherburne County Commissioner Brad Schumacher, Roxanne Schreder