



JOINT CITY COUNCIL & PLANNING COMMISSION MEETING MINUTES

APRIL 23, 2025

Call to Order: Mayor Jay Swanson called the joint Baldwin City Council and Baldwin Planning Commission meeting to order at 7:00 pm.

Pledge of Allegiance: All present recited the Pledge of Allegiance.

Roll Call: City Council Present: Mayor Jay Swanson, Scott Case, Tom Rush, and Alan Walker.

Planning Commission Present: Chair Clarence Mattson, Vice Chair Sherry Newman, Commissioners Patti Miller, William McGowan, Calvin Schmock, and Richard Marshall.

Absent: Council Member Jeff Holm and Commissioner Joy Johnson

Also present: City Planner, Dan Licht and Building Official, Andy Schreder

All claim forms were filled out and returned to the Deputy Clerk.

Approval of the Agenda:

Add under Joint meeting with the Planning Commission:

C2. Discuss Municipal vs. Private liquor stores

C3. Walking trails in new developments

Commissioner Schmock motioned to approve the agenda as amended.

Commissioner Matteson seconded. All in favor. Motion carried.

Joint meeting with the Planning Commission:

Discuss Agricultural Exemptions

City Planner Licht stated there are multiple regulations looked at when a resident asks about agriculture exemptions. This is being brought before the City Council and Planning Commission so an agreement can be reached on how City Staff should implement the process.

City Building Official, Andy Schreder, stated that for an accessory building to be considered for agriculture exemption, there are criteria that needs to be met. Some of the criteria is building on agricultural land, being used for agricultural products or purposes, and the building must be used by family or employees, and not for the general public use. Tax classification plays a big role in agricultural exemption. There

needs to be a process in place to look at the criteria before the resident gets too far into the building process.

Mayor Swanson asked what the difference between the criteria of an agriculture building and an accessory building is. Andy Schreder stated from a structural integrity standpoint there are no rules or parameters for an agriculture building, but there is for an accessory building.

Commissioner Miller asked if a small portion of the building is used for personal storage and the rest used for agriculture, how that would be defined. City Planner Licht stated this could be on a complaint basis.

Andy Schreder stated this process should be a collective effort between City Staff, Planning and Zoning, and the Building Official. The City Assessor should be involved in this process as well.

Chair Matteson asked what happens when a resident fills out the paperwork but does not follow the process correctly. City Planner Licht stated this would fall under the City's code enforcement and the resident would be notified of the discrepancy.

This is for discussion only at this time.

Mayor Swanson would like City Planner Licht to create a process with the criteria needed. This would then be brought to the Planning Commission for approval.

Council Member Rush motioned to have City Planner Licht create the process. Council Member Walker seconded. All in favor. Motion carried.

Discuss Municipal vs. Private Liquor stores

Mayor Swanson stated there has been a lot of discussion with the Planning Commission on the differences between municipal and private liquor stores. Mayor Swanson would like to get the opinion of the Planning Commission on this matter. City Planner Licht stated a decision needs to be made before the City hits a population of 10,000.

Municipal Liquor stores would bring in revenue for the City. Some cities use this revenue for parks, emergency services, streets, etc. The disadvantage is that other opportunities might not exist because no other commercial development can have off sale liquor.

The City can decide to change from a municipal to private in the future, however we would not be able to go back to municipal once the population is over 10,000.

Commissioner Miller asked about employment and insurance and how that would play a role. Mayor Swanson stated the City would then be in the liquor business.

Council Member Case stated the right location could pull in money outside of Baldwin.

Commissioner Marshall asked what the percentage of profit goes to employee salaries, benefits, and insurance. Mayor Swanson stated approximately 20%, however it could take 4-5 years before Baldwin could recoup the finances from starting a municipal.

Commissioner Newman asked what other businesses the City would want in the community. Commissioner Newman also asked how many of those businesses would offer on sale or off sale liquor. The City should take a look at the bigger picture rather than deciding right away.

Mayor Swanson stated there is no timeline for this, but the City does have to decide before hitting the 10,000 population. The City could see what the next 2 years brings and if anyone is interested in a private liquor store. If not, the City could put in a municipal liquor store.

City Planner Licht stated the City Council could do a study to look at the market and see what potential numbers would be on the investment.

Commissioner Schmock motioned to recommend the City Council start a feasibility study. Commissioner Marshall seconded. All in favor. Motion carried.

Walking Trails in New Developments

Council Member Case stated that as the City gets new developments there is a severe lack of availability for walking paths in the area. Case stated putting this back on the developer to provide trails/paths may be something the City should think about doing. This could promote community health and help alleviate public safety concerns.

Commissioner Marshall stated this seems like a band aid on a bigger issue. The City should be enforcing the rules of which direction you walk on the road or which direction to ride your bike. Case stated this may be a band aid, however he would rather walk or run on a trail or a path than on a road that is frequented for safety reasons.

Mayor Swanson stated this could go through the Park Committee. Park dedication fees can be collected when there is a new development. However, that can only be used to build new parks in the area or can be used to build new trails. A sidewalk could be built by the builder.

Council Member Rush stated an issue would be maintaining the trails or sidewalks.

Council Member Case stated there is a selling point for those developments. Residents want or look for things like walking paths when buying a home.

City Planner Licht stated that if the City looks into walkways in developments, they would need to look into adding walkways to other roads. This would be needed to connect the paths in some way. City Planner Licht stated that widening the streets is an option as well.

City Council Liaison Update: None

Commissioner Update:

Commissioner Marshall and Commissioner Schmock both noted that there should be a joint Planning Commission and Park Committee meeting in the future.

Commissioner Marshall also stated that having the Fire Chief come to a Planning Commission meeting would be beneficial. There would also be a benefit for Building Official Andy Schreder so more depth with permits and agriculture can be discussed.

City Staff Update:

City Planner Licht updated the Planning Commission on future meetings.

Miscellaneous Information and Communications: None.

Adjourn:

Commissioner Matteson motioned to adjourn the April 23, 2025 joint City Council and Planning Commission meeting at 8:50 pm. Commissioner Schmock seconded. All in favor. Motion carried.

Respectfully submitted:



Kayla Nielsen
Deputy Clerk

5/19/25

Date

Approved by



Jay Swanson
Mayor

Attendees: None