



BALDWIN CITY COUNCIL REGULAR MEETING

MAY 5TH, 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 Planning & Zoning Administrator, Dan Licht from The Planning Company (TPC)

Call to Order – The May 5th, 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.

May 2025 Preliminary Treasurer's Report – The Clerk/Treasurer reported a Beginning balance of \$471,678.55, Receipts of \$9500.74, Disbursements of \$98,921.43 leaving an unaudited ending balance of \$382,257.86

Sheriff's Report – Deputy Kyle Wilson reported a total of 244 calls for service in the month of April 2025 for the City of Baldwin. These calls consisted of 2 thefts; 1 of which was a foster dog, no burglaries, 18 medicals, 75 traffic stops, 4 dog calls and 6 motor vehicle accidents. The rest were miscellaneous calls for service.

Mayor Swanson discussed event parking on 319th Avenue over the weekend. Mayor Swanson indicated that parking was on both sides and in the middle of the street. He went on to say that there would be no way for emergency vehicles to use 319th Avenue during this event. Parking was also on private property and Sherburne County Sheriff's Office was called. Deputy Wilson suggested future event parking to include temporary parking signs for parking on one side of the road, additional enforcement and having reserve patrol, which are volunteers.

Holm asked Deputy Wilson about a shooting complaint in April. City Attorney, Bob Ruppe, stated that a firearm ordinance has not been adopted by the City of Baldwin. Mayor Swanson asked if there are still issues with the Sheriff's Office on who handles code enforcement/ordinance violations. Deputy Wilson stated that the Sheriff's Department sends the monthly reports to the Clerk. Deputy Wilson stated there are ordinance violations that should be sent to Baldwin's Zoning Administrator. Baldwin's City Attorney only handles civil actions. Case stated that parking violations should not go to our Planning & Zoning Administrator. Dan Licht recommends sitting down with the County Attorney, Sheriff's Office and City Council and himself so that there isn't

overlapping of duties. Rush stated that the call reports should be sent to the Clerk and Dan Licht, Baldwin's Planning & Zoning Administrator. **Case/Walker unanimous to approve** Bob Ruppe, City Attorney, to set up a meeting date with the County Attorney's Office, Sherburne County Sheriff's Office, City Council Liaison and Baldwin Zoning Administrator, Dan Licht.

Public Comment Requests:

- **Jeff Parent: 28320 98 ½ Street NW, Zimmerman** – Jeff Parent was at the meeting to get updates on getting the road fixed by his house. Rush stated that work is in process with Sherburne County Soil and Water Conservation District (SWCD) on the drainage and steps needed to go forward with this project. Rush stated that the (SWCD) needs to approve the plans first. Jeff Parent asked if the roads will be fixed on the east side as well. Rush to reach out to Baldwin Public Works to take a look at the roads on the east side of Sandy Lake. Jeff Parent stated that there is a semi-truck that comes down his road that is over the weight restrictions.

Approval of Consent Agenda - Rush/Case unanimous to approve Consent Agenda

- Approve Resolution 25-08 Resolution to Support Princeton Youth Hockey Recreational Program
- Approve Resolution 25-09 Resolution to Support Princeton Football Recreational Program
- Approve City Council Meeting Minutes for April 7th, 2025 and April 21st, 2025
- Approve April 17th, 2025 Meeting Minutes for Local Board of Appeal & Equalization

Discuss/Approve/Disapprove Resolution 25-10 Fund Transfer from Fund 403 (Fire Infrastructure Fund) to Fund 250 (Fire Fund) of \$10,000.00 - Rush/Case unanimous to approve resolution 25-10

Discuss/Approve/Disapprove Resolution 25-11 Fund Transfer from Fund 401 (Fire Service) to Fund 250 (Fire Fund) for 25 Percent Quarterly Fire Expenditures - Rush/Walker unanimous to approve resolution 25-11

Fire Department Report:

Fire Chief, Scott Case, reported 38 fire department calls for the month of April 2025. These calls consisted of 26 medicals, 1 structure fires, 3 motor vehicle accidents, 5 grass/rubbish fires and 3 alarms. Of the 38 calls, 10 of these calls were for service in Blue Hill Township.

Planning Items:

Discuss/Approve/Disapprove Resolution 25-12; Northland Ponds Final Plat Approval and Authorization to Execute Agreements - City Planner, Dan Licht from (TPC) presented the planning report for Northland Ponds. Full planning report on file in

the Clerk's Office. **Rush/Holm unanimous to approve** resolution 25-12 contingent on the 16 conditions as stated in the resolution.

Discuss Code Enforcements:

PID# 01-00508-0114 – Complaint of private racetrack. Holm stated, for the record, that there is not a racetrack at this property address. Holm stated that the resident has only plowed and leveled an area on this PID only.

PID# 01-00009-3210 – Complaint of junk and debris

PID# 01-00415-0340 – Complaint of junk and debris

Rush/Walker unanimous to approve sending out step 1 code enforcement letters to the above 3 property owners.

Discuss Building Permits for January to March 2025 – The Clerk/Treasurer received a report from Rum River Consultants. Based off this report, there was a total of 17 permits in January 2025, 14 in February 2025 and 26 in March 2025.

Discuss Ag Exemptions – Mayor Swanson communicated that this was discussed with the Planning Commission and City Council joint meeting on April 23rd, 2025. Dan Licht from (TPC) discussed how criteria is set up for when exemptions apply for agricultural buildings. City Attorney, Ruppe, asked if there would be a permit that would be applied for and who issues permit. Dan Licht indicated that this would be a zoning permit if the building code didn't apply. Dan Licht went on to say that the Building Official, County Assessor and Zoning Administrator would review to see if the exemption was appropriate. This would be an administrative permit under the zoning ordinance. City Attorney, Ruppe, stated that usually this goes through their office started from the Building Official. There could be times when there is a change in use and needs an administrative search on the use of the building.

Accept Planning Commissioner Joy Johnson Resignation and Discuss

Appointment Process – Case/Rush unanimous to approve Planning Commissioner resignation from Joy Johnson. The City Council asked the Clerk to send a letter to Joy Johnson thanking her for the years on Baldwin's Planning Commission.

Rush communicated that there are a few applicants that are interested in this role that applied during the Infrastructure Committee application period.

Discuss/Approve/Disapprove First Amendment to Agreement for Building Official Services – City Attorney, Bob Ruppe, requested this agenda item be tabled until Rum River Consultants (RRC) Attorney reviews the agreement. **Holm/Rush unanimous to approve** tabling until the amended contract is returned from RRC Attorney.

Discuss Parking Ordinance – Mayor Swanson communicated that in the past, residents came to the City Council requesting special parking for events. Holm recommends having a parking coordinator, putting cones out, a sign stating no parking on one side of the road and/or an outreach on expectations for parking during special events. City Attorney, Bob Ruppe, stated you need enforcement if the ordinance is not followed. Dan Licht stated that the parking ordinance does have citation and

enforcement of parking on City streets. Holm stated that a letter needs to be sent to Ruff Start Rescue asking for help during special events so Baldwin's parking ordinance can be honored.

Park Committee Report:

Discuss/Approve/Disapprove Purchasing ADA Restrooms – The Park Committee is requesting to purchase portable restrooms for City Parks. The proposal is for 1 ADA compliant Handicap for Young Park, 1 regular for Sandy Lake Beach and 1 regular for Elk Lake Rain Garden. The Park Committee motioned to approve up to \$5300.00 to purchase 3 portable restrooms. The Park Committee also motioned to approve a two-month handicap rental for Young Park until the purchased items are received. The rental amount is \$400.24. Rush stated that renting an ADA restroom for the parks is expensive. Mayor Swanson asked who services the purchased portable restrooms and Rush stated there is a few companies that can be contracted out for service. Rush to find out who services the restrooms and will bring this information back to the May 19th, 2025 City Council meeting. Case asked what the total cost to rent and Rush stated \$2400.00-\$3000.00. Case asked about vandalism. City Attorney, Ruppe, suggested to check with the League of MN Cities on insuring the portable restrooms. **Rush/Holm unanimous to table** until the May 19th, 2025 City Council meeting.

Discuss/Approve/Disapprove 50' Aquatic Weed Removal at Sandy Lake Beach – Quote is for \$2975.00 to remove and/or cut and remove cattails and aquatic weeds at Sandy Lake Beach. Case asked if there is maintenance that the City needs to do. Holm asked if the cattails were cut out. Rush stated that they are. **Holm/Case unanimous to approve** quote for \$2975.00.

Discuss/Approve/Disapprove Resolution 25-13; Revisions to Park Committee Bylaws – **Case/Holm unanimous to approve** resolution 25-13.

Discuss DNR Grant – This is for the crushed granite for Young Park trails. Rush stated that the trails have not been done since 2012. **Rush made a motion to approve due to a 2-year expiration date. Walker seconded the motion, motion carried.** Mayor Swanson stated he has a lot of concerns about this. Swanson stated that the city already has an engineer. Mayor Swanson stated that the city already received a number from our current Engineer, and we should have communicated this information to them. Rush stated that Baldwin's City Engineer has a lot going on with roads and there is an expiration date to meet on the DNR grant. Mayor Swanson requested future City Council discussion before another Engineer is contacted. **Rush/Walker/Holm approve, Case/Swanson disapproved, motion carried.**

Cemetery Update – None

Tabled Items:

Discuss/Approve/Disapprove Estimate of \$1500.00 for Sandy Lake Boat Launch – Rush stated that Sandy Lake Boat Launch is not a DNR boat launch but a public boat launch. Mayor Swanson made a motion to disapprove this quote and to use 2 ½" crushed rock. Case seconded the motion. Case would like Sandy Lake boat launch fixed permanently. **Swanson/Walker/Case disapproved estimate; Holm/Rush approved; motion failed due to a 3-2 vote.**

New Business:

Discuss/Approve/Disapprove Municipal Liquor Feasibility Study – City Attorney, Bob Ruppe, stated that he hasn't had communities request a Municipal Liquor Feasibility Study in the past. Market shifts need to be looked at along with market share, costs, inventory, employees, hours of operation and basically a business plan. **Swanson/Case unanimous to approve** City Staff develop a request for proposal to do a Municipal Liquor Feasibility Study.

Discuss/Approve/Disapprove Surface Treatment Plan – Rush is requesting up to \$200,000.00 for which would be roads indicated in blue on the map. (Map is provided in the agenda packet.) Mayor Swanson stated that this needs to be sealed bids if it's over \$175,000.00. Mayor Swanson requests City Attorney, Ruppe, to be involved in the bidding process along with Baldwin's City Engineer. Rush to get updated bid sheets from Hakanson Anderson. Plans/specifications and a resolution would need to be prepared by Hakanson Anderson stated City Planner, Licht. This would be the bid package only. **Rush/Holm unanimous to approve** moving forward with roads in blue on the map provided in the agenda packet.

Case/Holm unanimous to approve Hakanson Anderson involvement in the bid package.

Schedule Budget Meeting – Rush/Walker unanimous to approve budget meeting on June 16th, 2025 at 7:00 p.m.

Discuss/Approve/Disapprove Streaming Meetings – Case stated that the Planning Commission and Park Committee meetings can be recorded and then uploaded. **Holm made a motion** to record and upload in a day or two. Case stated that this can be revisited in the future to live stream meetings. **Case gave a friendly to Holm for videos to be uploaded within 48 hours. Holm accepted the friendly. Case second the motion, motion carried. Holm/Case unanimous to approve** streaming of all Baldwin committee and commissioner's meetings and for these video recordings to be uploaded in 48 hours.

Discuss/Approve/Disapprove Infrastructure Committee Facilities Tour Including Transportation – The City Council discussed the Infrastructure Committee touring the facilities at Nowthen, Saint Francis and Zimmerman. Case stated that Zimmerman could

possibly be done anytime. **Rush/Holm unanimous to approve** Dan Licht from (TPC) reaching out to surrounding communities to discuss tours.

Discuss/Approve/Disapprove Gambling Permit for Christ Our Light Church –

Application was received for an exempt gambling permit for from Christ Our Light Catholic Parish. This gambling activity of bingo and raffles is on September 21st, 2025.

Rush/Case unanimous to approve gambling permit for Christ Our Light Catholic Parish.

Announcements:

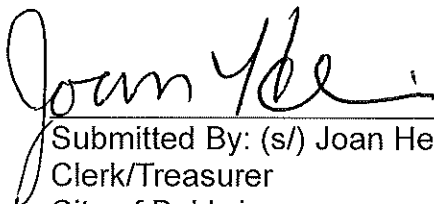
- a. Deputy Clerk Attending Conference May 5th – May 9th, 2025
- b. Public Works Supervisor on Vacation May 7th – May 11th, 2025
- c. Special City Council Meeting, Tuesday, May 13th, 2025 at 7:00 p.m.
- d. Park Committee Meeting, Thursday, May 15th, 2025 at 7:00 p.m.
- e. Next City Council Meeting, Monday, May 19th, 2025 at 7:00 p.m.
- f. Fire Department is hiring fire fighters until May 31st, 2025.
- g. Christ Our Light Catholic Church is doing a walk May 31st from 10:00 to 1:00. This will be up to 150 people that will be walking from the old location to the new location in the City of Baldwin. Rush is working with Sheriff's office. They will be walking on county roads and stopping at Young Park. Holm suggests not renting Young Park on May 31st so they have full use of the park.

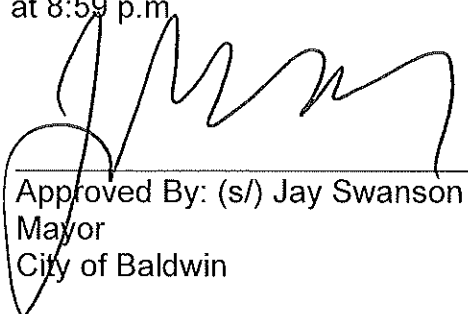
Any Other Business:

Rush communicated that the Catholic Church may call it Christ Our Light Church of Baldwin.

Approve Bills for Payment - Rush/Walker unanimous to approve check numbers 28537 – 28579 for \$95,675.20, 4 EFT Payments of \$3246.23 for a total of \$98,921.43.

Adjourn – Holm/Rush unanimous to adjourn at 8:59 p.m.


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


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

5-19-2025
Date

Attendees: Delmas Hines, Pat Brown, Sheldon Pool, Jeff Parent, Todd Maloney and Ron & Cindy Messer.