



BALDWIN CITY COUNCIL REGULAR MEETING

MAY 19TH, 2025

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

Absent – City Council Jeff Holm

Also Present – City Engineer; Sam Jochum from Hakanson Anderson

Call to Order – The May 19th, 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 Final Treasurer's Report – Beginning balance of \$588,036.37, Receipts of \$54,320.78, Disbursements of \$164,866.55 Check Numbers 28455 – 28541 and 16 EFT Payments, Void Check Number 28509, leaving an unaudited ending balance of \$477,490.60.

May 2025 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$477,490.60, Receipts of \$36,108.80, Disbursements of \$201,639.33 leaving an unaudited ending balance of \$311,960.07.

Public Comment Requests –

- Tiffany & Brantley Koenig: 14553 293rd Avenue, Zimmerman – Brantley is requesting use of the Fire Department parking lot for his 10th year free lemonade stand. This will be June 7th, 2025 from 11:30 a.m. to 2:30 p.m. All proceeds will be given to Law Enforcement, Fire and EMS Services. **Rush/Walker unanimous to approve** lemonade stand on June 7th, 2025 from 11:30 a.m. to 2:30 p.m.

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

- Approve Clerk Time Off of May 22nd and May 23rd, 2025
- Approve Sherry Newman Resignation as Planning Commissioner Effective June 1st, 2025
- Approve Joint City Council and Planning Commission Meeting Minutes for April 23rd, 2025

- Approve Special City Council/Open House Meeting Minutes for 100th Street and 297th Avenue for May 1st, 2025
- Approve City Council Regular Meeting Minutes for May 5th, 2025

Engineering:

Discuss/Approve/Disapprove Soil Boring Quotes – The geotechnical evaluations for the sinkhole locations and 303rd Avenue was sent to three firms, and two quotes were received back. Haugo Geotechnical Services quote was for \$15,610.00 and Braun Interec is \$19,155.00. **Rush/Walker unanimous to approve** Haugo Geotechnical Services for \$15,610.00. Rush asked if 305th Avenue soil borings were done. City Engineer, Sam Jochum, stated that 305th was not quoted.

Discuss/Approve/Disapprove 305th Avenue NW Culvert and Ditch Grading Quotes – Culvert and Ditch Grading Quotes on 305th Avenue was sent to three contractors and one was received back prior to the deadline. The quote from Perkins Contracting was received after the deadline. West Branch Construction Company quote was for \$15,310.00 and the quote from Perkins Contracting was for \$44,555.00. **Case/Walker unanimous to approve** West Branch Construction Company for \$15,310.00.

Discuss/Approve/Disapprove 285th Avenue Curb and Gutter Quotes – Curb and gutter project on 285th Avenue was sent to 3 contractors. Two out of the three quotes were received for the entire project. Tenold Concrete LLC quote was for \$28,174.50 and North Country Concrete Inc. was for \$72,664.96. **Rush/Walker unanimous to approve** Tenold Concrete LLC for \$28,174.50. Mayor Swanson asked if Hakanson has ever worked for Tenold and City Engineer, Jochum, stated no.

Discuss/Approve/Disapprove Southern Pines and North Elk Lake Loop Culvert- City Engineer, Sam Jochum, communicated that a 30 Foot easement is available in this area. Public Works could rent equipment to complete the work. Mayor Swanson asked if a quote to rent the equipment should be completed first. Rush stated that a quote can be done. **Walker/Rush unanimous to approve** going out for quotes for the equipment rental and bringing the quote back to June 9th, 2025 City Council meeting.

Discuss Paving Repair on 123rd Street and 120th Street – Proposal or a solution has not been received from Knife River. Hakanson Anderson will be meeting at the site on Thursday, May 22nd, 2025 at 10:00 a.m.

Rush/Case unanimous to table until the June 23rd, 2025 City Council meeting.

Discuss/Approve/Disapprove Plans and Specifications for 2025 Crack Filling Project and Authorize Advertising for Bids – Bids could be opened as soon as June 9th, 2025. This cannot be done as a quote but needs to be opening of bids due to the dollar amount. Rush sent over to Hakanson Anderson 5 contractors to do the work.

Rush/Walker unanimous to approve authorizing request for proposals to be done for 2025 crack filling project for the City of Baldwin.

Discuss/Approve/Disapprove Local Government Road Wetland Replacement Program (LGRWRP) Application for 100th Street and 297th Avenue – Hakanson Anderson is requesting that the City Council approve the submittal of the LGRWRP application on behalf of the City, and direct staff to submit the application to the regulatory agencies for review and approval. This would be the regulatory agencies approving the replacement of the impacted wetlands via the state wetland bank that has been established for this purpose. The projects that impact wetlands for safety reasons are allowed to access that state wetland bank to satisfy their permitting requirements.
Case/Walker unanimous to approve LGRWRP Application.

Discuss 100th Street and 297th Meeting Summary – The meeting summary received from Hakanson Anderson had comments received from the residents and City Engineer, Hakanson Anderson. Most of the concerns were related to trees and fences. Hakanson Anderson would like to propose that fences within the new easement but outside of the grading extents are allowed to remain in place. Baldwin's Attorneys indicated that the best practice may be to record encroachment agreements to memorialize the situation of fences. The current plan calls to remove all trees within 40 feet of the centerline of the road or wider due to the slopes or culverts replaced in some areas. A resident asked if improvements will be made to small utilities/overhead power. Hakanson Anderson will ask utility companies to relocate (possibly underground) but at a minimum outside of the clear zone. Hakanson Anderson requested resident feedback on turn lanes located on 100th Street. Based on the feedback, the plan will be to reconstruct the turn lanes with the project. Easement meeting will be May 20th and May 27th from 6:00 p.m. – 8:00 p.m. Sam Jochum discussed fences and would like City Council direction. Mayor Swanson stated that if a fence needs to be moved, it should be a part of the project cost. Mayor Swanson stated that the 100th Street and 297th meeting went really well. Mayor Swanson communicated that gravel should be left over the winter. Mayor Swanson and Case stated that the Council is looking more towards starting construction in 2026. Mayor Swanson stated that this is pushed out due to Incorporation, easements, etc. City Engineer, Sam Jochum to discuss with Shane Nelson, City Engineer. Case stated it is beneficial to delay until the spring due to mobilization. Walker agreed with Case on this. Mayor Swanson said utilities and easements could be started. Mayor Swanson asked for the quote for tree trimming to be brought back to the June 23rd, 2025 City Council meeting.
The consensus from the City Council is to hold off until 2026.

Rush/Case made a motion to recess at 7:20 p.m. for 5 minutes due to power coming back on at City Hall

Case/Rush unanimous to reconvene at 7:26 p.m.

Discuss Prescribed easement Drainage in White Oaks Estates -Case/Rush unanimous to approve Mayor Swanson discussing drainage in White Oaks Estates with our City Engineer to come up with a resolution.

Frontier Trails Update – The Clerk received an email from Wastewater Manager, Mike Gwynn. The email stated the system is basically running well. There are several issues that should be dealt with this month but others that can wait for a new Service Advisor/Wastewater Management Company. The pressing issue is to replace a recirculating pump. The pump has been installed since 2014 and is failing. Mike Gwynn went on to say that the pump had a good lifetime for the type of pump it was. The quote received from Steinbrecher for the replacement pump #4 on the north system was for \$2939.21.

For the month of April 2025, receipts were \$5038.55 and disbursements were \$3619.91 leaving a balance of \$1418.64.

Discuss/Approve/Disapprove Ordering Micro C with an Expenditure of Approximately \$2500.00 - Rush/Case unanimous to approve Micro C expenditure.

Discuss/Approve/Disapprove Proceeding With Request for Proposals (RFP) – Rush does not want this sent to Septic Check. Case stated it should be sent to Septic Check to get as many RFP's back as possible. Walker would like it sent to Septic Check for pricing. Mayor Swanson stated this will be sent to Septic Check. Mayor Swanson will check with Shane Nelson on other companies to send the RFP to.
Rush/Case unanimous to approve going out for request for proposal for a Wastewater Treatment Plant Operator.

Discuss/Approve/Disapprove Steinbrecher Proposal - The quote received from Steinbrecher for the replacement of pump #4 on the north system was for \$2939.21.
Case/Rush unanimous to approve quote for \$2939.21 from Steinbrecher for replacement of pump #4 at Frontier Trails.

Road Report:

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

Discuss/Approve/Disapprove Speed Bump Replacement Items – Rush/Case unanimous to approve replacement parts of 70 blade signs, 60 cones, 6 type 1 barricades and 1 personal protective equipment/vest, jacket and pants. The total for this exchange is \$13998.00. The speed bumps were \$14,000.00.

Discuss/Approve/Disapprove Headwalls at PID# 01-00409-0370 – The resident at this property stated he has concerns on the headwalls. The headwall was built in 1966 and it currently keeps water from flowing into his yard. His property sits lower than the property next to him and he doesn't want the removal of this to cause issues with his home. Rush recommends leaving this headwall at this location. Mayor Swanson stated that encroachment agreements need to be completed for this PID and for the neighbors. There also needs to be a hold harmless agreement for the headwalls to remain. Mayor Swanson recommends this be sent to our City Attorney. Case asked about repairs to the headwalls, and it was stated that this is up to the property owner. **Rush/Walker**

unanimous to approve City Engineer working with City Attorney on encroachment agreements.

Schedule Spring Road Tour – Rush/Walker unanimous to approve spring road tour for June 24th, 2025, at 5:00 p.m.

Discuss/Approve/Disapprove 2025 Ditch Mowing Estimate – Ditch mowing for July 2025 and October 2025 is for \$9200.00. **Rush/Walker unanimous to approve** ditch mowing quote for \$9200.00.

Discuss/Approve/Disapprove Quote for 310th Avenue of \$24,838.90 – Rush/Case unanimous to approve quote for \$24,838.90 for cul de sac replacement on 310th Avenue.

Tabled Items:

Discuss/Approve/Disapprove Purchasing ADA Restrooms for City Parks – Purchase price for 3 portable restrooms is \$5180.00. A two-month rental for ADA restroom was quoted at \$400.24. The total for weekly service of the restrooms is \$600.00 a month for full service or \$300.00 a month for pumping service only. Service of the restrooms will be from July through September 2025. Case would like the portable toilets secured due to past vandalism. Mayor Swanson stated that Young Park should have a regular restroom. Mayor Swanson would like a quote for restrooms at Young Park. The Park committee will review this. Mayor Swanson would like to wait on purchasing for Young Park due to looking at design for restroom at Young Park. **Rush/Walker unanimous to approve** \$7980.24 for purchase of 3 portable restrooms, full-service and 2-month rental from Jim's Mille Lacs Disposal.

Discuss/Approve/Disapprove First Amendment to Agreement for Building Official Services – The first amendment to the Rum River Consultants (RRC) states that the Contractor and its employees shall not engage in business activities within the City which may interfere with the performance of the Contractors duties and responsibilities under this agreement. **Rush/Case unanimous to table** until the June 9th City Council meeting.

New Business:

Discuss/Approve/Disapprove State Bonding Capital Requests – The 2026 capital project preparation is underway. The requests must be submitted by June 13th, 2025, for publishing on July 15th, 2025. Case is asking if the City Council has more projects to add to the capital requests. The projects Case has is Fire Station/City Hall, Water Tower, Fire Department substation and training facility. These need to be prioritized on a resolution that is submitted with the 2026 Capital Budget Request. Rush requested parks but Case stated that there is other state grants available for parks. Rush and Swanson stated that the first priority should be the Fire Department and City Hall. Case is asking the City Council if the 4 projects should be requested for state funding at this time. Mayor Swanson doesn't think we need to do the water tower at this time. The first

priority would be fire station/city hall. The second priority would be a training facility and the third would be a substation and the fourth would be remodeling the Public Works facility. Mayor Swanson to draft a resolution to be approved at the June 9th, 2025, City Council meeting.

Rush/Walker unanimous to approve 4 projects for the 2026 Capital Budget Request.

Discuss/Approve/Disapprove Health and Wellness Program – Case stated that a health and wellness program with a gym membership, for the first year, would be \$3907.54. The city only gets charged gym membership based on usage. **Rush/Walker unanimous to approve gym membership for \$3907.54. Case abstained from the motion.**

Discuss/Approve/Disapprove Personnel Policy – **Rush/Walker unanimous to table** until the June 9th, 2025 City Council meeting.

Discuss One Day Liquor License for Fire Department Relief Association.

Rush/Case unanimous to approve Mayor Swanson working with the City Attorney on a one-day liquor license for the Fire Department Relief Association Fire Dance on August 16th, 2025.

Discuss/Approve/Disapprove Fire Department Leave of Absence for Nick Cole – **Rush/Walker unanimous to approve** leave of absence for Nick Cole until November 13th, 2025. Case stated that Brandon Lage moved to cover the open captain position.

Discuss/Approve/Disapprove Fire Department Leave of Absence for Brandon Larson – **Rush/Walker unanimous to approve** leave of absence for Brandon Larson until November 9th, 2025.

Discuss Monday Night Meetings – City Staff has some conflicts with Monday night City Council meetings. This is for discussion only at this time. Rush is not opposed to changing the meeting nights. Clerk to check with City Staff on changing the City Council meeting night. This will be discussed again at the June 9th, 2025 City Council meeting.

Announcements:

- a. Special Planning Commission Meeting Wednesday May 21st 2025 at 7:00 p.m.
- b. City Hall Closed Monday, May 26th, 2025 in Observance of Memorial Day
- c. Planning Commission Meeting Wednesday, May 28th, 2025 at 7:00 p.m.
- d. Infrastructure Committee Meeting Thursday, May 29th, 2025 at 7:00 p.m.
- e. Audit Fieldwork All Day on Thursday and Friday, May 29th & 30th, 2025
- f. Next City Council Meeting Monday, June 9th, 2025 at 7:00 p.m.
- g. Public Works, Phil Fadden on Vacation Leave May 22nd and May 23rd, 2025
- h. Christ Our Light Church Groundbreaking June 1st, 2025 at 2:00 p.m.

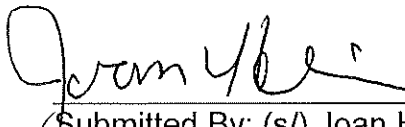
Any Other Business:

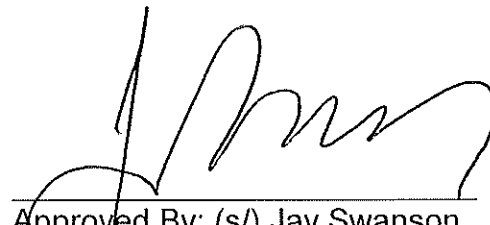
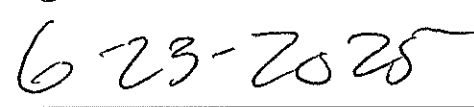
Clerk discussed claim form submission and deadline – Deadline to be Thursday mornings before a Monday City Council meeting.

Rush stated that Christ Our Light Church will be doing a walk May 31st, 2025 from the old church location to the new location in the City of Baldwin. Request to have City Council present on June 1st, 2025 with mass at 2:00 p.m. to bless the site/groundbreaking ceremony.

Approve Bill for Payment – Rush/Case unanimous to approve 8 EFT Payments for \$8,279.59 and check numbers 28580 – 28611 for \$94,438.31 for a total of \$102,717.90.

Adjourn – Rush/Walker unanimous to adjourn at 9:14 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 and Zac Good; Baldwin Public Works Supervisor