



BALDWIN CITY COUNCIL REGULAR MEETING

JUNE 9TH, 2025

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

Jeff Holm arrived at 7:08 p.m.

Also Present – City Attorney: Bob Ruppe from Couri & Ruppe

Call to Order – The June 9th, 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.

June 2025 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$317,740.00, Receipts of \$47,830.98, Disbursements of \$118,651.32 leaving an unaudited balance of \$246,919.66.

Sheriff's Report – Deputy Wilson reported 218 calls for service in May of 2025 for the City of Baldwin. These consisted of 2 thefts that were frauds and no burglaries. There were 24 medicals, 45 traffic stops, 7 motor vehicle accidents and the rest miscellaneous calls for service.

Public Comment Requests:

- Douglas Wark: 10124 277th Avenue – Water backing up in well pit due to beaver dam. Mayor Swanson will get a hold of the City Engineer to inspect. Baldwin Public Works will go out to the location and take pictures.
- Mark Mason: 30209 116th Street – Mark Mason is requesting a new commercial business sign on the intersection of County Road 38 and 116th Street. Swanson stated that the City ordinance does state we cannot have off premise signs for businesses. Swanson stated it cannot be in the road right-of-way and would need to be on private property. Swanson said that the other option would be to amend the current ordinance. This is being discussed later on in the meeting under Planning Items letter (c).
- Norm Behnke: 28123 Lake Diann Road – Norm is at the City Council meeting tonight asking for the status of enforcement for animals. Norm is also asking what Baldwin is trying to accomplish during the meeting with Sherburne County.

Mayor Swanson stated that the goal of the meeting would be to have clear direction for future enforcements. City Attorney, Ruppe, stated that there is some confusion on what authority the Sheriff's office has on citing people on city ordinances versus state law. Discussion will also be on responsibility of enforcing the ordinances.

- Kristi Miller – 14235 285th Avenue NW – Discussing curbing on 285th Avenue. Kristi stated that neighbors have not received letters regarding the curbing start date of construction.

Approval of Consent Agenda – Case/Walker unanimous to approve. Employee Handbook to be tabled until the June 23rd, 2025 City Council meeting.

- Approve Clerk Vacation Leave on Friday, June 20th, 2025
- Approve Baldwin North/ABRA Escrow Refund of \$2257.50
- Approve Willow Ridge Escrow Refund of \$46.00
- Approve Resolution 25-14; Fire Chief Hire Date
- Approve Resolution 25-15 Amending and Establishing Planning Commission By-Laws
- Approve Resolution 25-16 for 2026 State Capital Budget Project Request
- Approve Vision Transportation Quote for \$100.00 per hour to provide transportation for Infrastructure Committee tour on June 24th, 2025
- Approve Employee Handbook
- Approve Ordering 13 EMS Signs, 8 of these EMS Signs are for City Parks with an Estimated Expenditure of \$560.00
- Approve Ordering 100 EMS Signposts from M-R Signs for \$719.00

Fire Department Report – Assistant Chief, Robin Fischer, reported 42 calls for service in May of 2025. These calls consisted of 32 medicals, 2 vehicle fires, 2 structure fires, 2 mutual aid calls, 3 hazardous conditions, 1 grass fire. Of these calls, there were 7 calls for Blue Hill Township.

Discuss/Approve/Disapprove Blue Hill Township Fire Contract – This will be tabled until the June 23rd, 2025 City Council meeting for further revisions to be completed.

Discuss/Approve/Disapprove EMT Funding for Training – Assistant Fire Chief, Fischer, is requesting \$1900.00 for six firefighters. This would be to increase medical first responses for the Baldwin Fire Department firefighters. **Rush/Holm unanimous to approve \$11,400.00 expenditure. A friendly was given by Holm** to use public safety money and if additional funding is needed, it would come from the fire budget. Assistant Chief, Fischer, is also requesting pump operation class in running engines, pumping water at the scene and aerial operations for ladder trucks. This would be for four firefighters at \$600.00 for a total expenditure of \$2400.00. **Holm/Rush unanimous to approve \$2400.00 expenditure.** Rush stated that funds will come from the fire training fund.

Discuss/Approve/Disapprove Firefighter Leave of Absence for Christopher Decker – Holm/Rush unanimous to approve leave of absence for Christopher Decker.

Discuss/Approve/Disapprove Firefighter Leave of Absence for Jay Johnson – Holm/Rush unanimous to approve leave of absence for up to 6 months for Jay Johnson.

Mayor Swanson asked if the ladder truck was up and running. It is ready but Fire Chief Case said he is waiting until July 1st, 2025 for the remaining equipment.

Planning Items:

Discuss/Approve/Disapprove No Parking on 139th Street – City Staff received an email from a resident requesting no parking signs along the side of the road to ensure the resident can park on and in front of her property and not be blocked off by unauthorized vehicles. 139th Street is a privately maintained road by agreement but still exists as a public right-of-way. It would be possible for the City Council to consider establishing no parking zones due to the narrow roadway width. Mayor Swanson would like City Attorney to review. **Holm/Case unanimous to approve** City Attorney to review and bring the findings back to the June 23rd, 2025 city council meeting.

Discuss Code Enforcements – City Staff is requesting City Council approval for the following code enforcements:

PID# 01-00508-0114 – Failure to remove shipping container by June 1st, 2025 – **Holm/Walker unanimous to table** until the June 23rd City Council meeting. There is an outstanding bathroom remodeling at this PID.

PID# 01-00408-0322 – Failure to abate junk/debris, dog violation – **Rush/Case unanimous to approve** sending citation.

PID# 01-00404-0806 – RV trailer as dwelling Unit – **Rush/Case unanimous to approve** sending citation.

PID# 01-00009-3210 – Junk/debris – **Rush/Case unanimous to approve** sending administrative notice.

PID# 01-00415-0340 – Junk/debris – **Case/Rush unanimous to approve** sending administrative notice.

PID# 01-00404-0625 – Dogs at large – **Rush/Case unanimous to approve** sending first contact letter.

PID# 01-00015-1105 – Potential farm related retail business requiring CUP – **Case/Rush unanimous to approve** sending first contact letter

PID# 01-00404-0640 – ROW obstruction – **Case/Rush unanimous to approve** sending second citation.

PID# 01-00409-0420 – ROW obstruction – **Case/Walker unanimous to approve** sending second citation.

Discuss Amending the Zoning Ordinance to Allow Off-Premises Signs – Baldwin's current sign ordinance prohibits off-premise business signs. The two options would be for the business to apply for a variance for the off-premise sign. The challenge here

would be to meet the criteria for approval that the request is unique to the property and that if not approved, the property is left without reasonable use. The want of an off-premise sign is neither unique nor does it deny the property a reasonable use. The second option would be to amend the zoning ordinance to allow off-premises signs. This would allow any potential business within the R1 District to have off-premises sign. The Planning Commission and City Council would determine if a potential proliferation of commercial signs in rural areas is desirable in terms of community character. The City Council could also direct the Planning Commission to consider the issue instead of having the resident apply. The City Attorney indicated if you amend the zoning ordinance, it needs to apply to all residents. Rush/Case would like this to be a case-by-case scenario and to have variances done. City Attorney, Ruppe, asked if the applicant would have to pay for the off-site variance. Dan Licht will direct the property owner to apply for a variance. **Case/Walker unanimous to approve** variances being completed for off-premise business signs.

Park Committee Report:

Discuss/Approve/Disapprove Goose Lake and Young Park Request for Proposals (RFP) for Parking Lots and 3 Additional Lights at Young Park – The Park

Committees main goal is to propose adding parking to Young Park and 3 additional lights for the expansion of the parking lot. The Park Committee also discussed adding black top to Goose Lake Park. **Walker/Case unanimous to approve** going out for RFP for both projects.

Discuss/Approve/Disapprove Park Ordinance 2025-10 – Rush/Walker unanimous to approve Park Ordinance 2025-10.

Discuss DNR Grant – The recommendation from John Morast, Engineer, would be to do the wetland delineation for the entire site at Young Park. That way the city is covered for whatever needs to be done in the future. Morast was saying the wetland delineation is possibly good up to 5 years. There is a CatEx cost of around \$10,000 that needs to be completed before the DNR grant can be submitted. Case asked what the benefit would be in applying for the DNR grant since there is so much expense in completing the application. Rush stated he just wants to communicate to the Council the status of the DNR grant. John Morast, Engineer for the project, said that a wetland delineation might be needed for the parking lot expansion or any other project at Young Park. The request is to complete a No Loss Determination for under \$2000.00. A No Loss Determination is a DNR form that states there will be no significant wetland impact when doing any work on the trails at Young Park. **Case/Rush unanimous to approve** up to \$2000.00 for a No Loss Determination.

Cemetery Update:

Discuss Lower Cemetery Fence at County Road 38 and County Road 19 –

Cemetery Sexton contacted Council Member Holm and stated that it would be a benefit to get a lower height fence at Baldwin cemetery. There is a safety concern with the high

bar on the top of the fence. There is a guard rail at this location and Rush asked if the city could get rid of the fence because of the guard rail. This would be along County Road 19. Rush made a motion to get rid of fencing along County Road 19 except 10 feet from guard rail. Mayor Swanson would like Public Works to take pictures of the location and bring them back to the June 23rd, 2025 City Council meeting.

Tabled Items:

Discuss/Approve/Disapprove First Amendment to Agreement for Building Official Services – Case/Rush unanimous to approve first amendment to the agreement for Building Official Services.

New Business:

Discuss Clean-Up Day 2025 – Rush went over 2025 clean-up day loss and the loss from previous years. Rush is going to propose in 2026 for the clean-up day hours to end at 11:00 a.m. This will help save money on labor.

Discuss/Approve/Disapprove Equipment Rental Quote for Culvert Work at Southern Pines and North Elk Lake Loop – This would be up to \$2000.00 for renting a back-hole and doing seeding. **Rush/Holm unanimous to approve \$2000.00** expenditure.

Discuss City Council Meeting Night on Monday's – Rush to check with the Park Committee to see if another meeting night would work for the Park Committee Members. Case stated that there are a lot of Monday holidays and suggests Wednesday nights in 2026. Mayor Swanson is not available on Thursdays and is more adapt for Wednesday night City Council meetings.

Discuss/Approve/Disapprove Cal Schmock Collecting Seeds on City Property at County Road 9 and County Road 45 as a Class Project with Princeton Students – Case/Rush unanimous to approve Cal Schmock project request.

Discuss 123rd and 287th Overlay Project – Rush/Case unanimous to table until the June 23rd, 2025 City Council meeting.

Discuss Increased Traffic on 136th Street due to Highway 169 Construction – Holm is proposing to close this road to thru traffic during the Highway 169 construction. The City Attorney, Ruppe, stated that Baldwin City Council is the road authority. **Rush made a motion** for Holm to contact the MnDOT requesting this. **Swanson seconded the motion. Holm/Case disapproved; motion passed** for Holm to contact MnDOT.

Schedule a Workshop with Engineers on Roads – Rush would like to schedule a workshop to discuss the Baldwin road budget. City Attorney stated that the City Council should discuss how roads will be financed. Mayor Swanson stated that we will have a few budget meetings, and we can discuss this at the first budget meeting. Rush to

check with Engineer, Shane Nelson, on scheduling and figures on budget amounts for road projects.

Discuss/Approve/Disapprove Contract for Sandy Lake Project with an Expenditure of \$82,138.13 – Rush made a motion to go out for quotes on Sandy Lake project, Case second the motion, motion carried.

Discuss/Approve/Disapprove One Day On-Sale Liquor License Application for NE Sherburne Fire and Rescue Relief Association Fire Dance on August 16th, 2025 – Holm/Rush unanimous to approve one day on-sale liquor license.

Discuss/Approve/Disapprove One Day On-Sale Liquor License Application for Great Lakes Association of Musicians & Artists for an Event on September 6th, 2025 – Holm/Case unanimous to approve one day on-sale liquor license for Great Lakes Association.

Discuss/Approve/Disapprove One Day On-Sale Liquor License Application for Christ Our Light Parish for an Event on September 21st, 2025 – Holm/Rush unanimous to approve one day on-sale liquor license for Christ Our Light Parish.

Holm/Rush unanimous to approve one day liquor license to be put on the consent agenda moving forward.

Discuss/Approve/Disapprove Additional Soil Boring Quote for 305th Avenue –This would be on the south end last mile on the south end. It will be for 10 soil borings and 10 core samples for a total of \$10,220.00. **Swanson/Case unanimous to approve additional soil borings on 305th Avenue.**

Discuss Revisions to 2025 Crack Sealing addendum – Rush stated that there is a 2nd addendum to the crack sealing bid due to incorrect miles at 1 ½ and it should have been 14 miles. The bids were supposed to be opened tomorrow but Rush directed the engineers to do another addendum to change the opening of the bids until Thursday, June 12th, 2025.

Announcements:

- a. Budget Meeting Monday, June 16th, 2025 at 7:00 p.m.
- b. Employee Reviews Tuesday, June 17th, 2025 at 6:00 p.m.
- c. Special Planning Commission Meeting Wednesday, June 18th, 2025 at 7:00 p.m.
- d. City Hall Closed Thursday, June 19th, 2025 in Observance of Juneteenth
- e. Next City Council Meeting Monday, June 23rd, 2025 at 7:00 p.m.

Any Other Business:

City Council attended the blessing of the new building at Christ Our Light Church.

The Clerk communicated that the City Council has on their table tonight, printouts of the expenditures and revenues for the upcoming budget meeting.

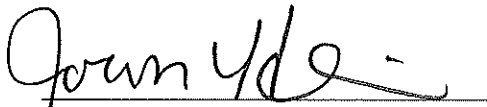
Ruppe, City Attorney, communicated to the City Council that when the liquor license ordinance was adopted, Sunday liquor was not voted on yet. Ordinance 2024-07 will need to be amended to add Sunday Liquor.

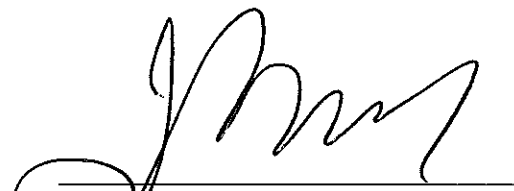
There was discussion on changing the renewal date of liquor licensing. This would make it consistent with surrounding areas. Swanson stated that since Baldwin only has 2 liquor licenses, would this be a huge issue? City Attorney, Ruppe, will also explore the impact on changing the renewal date for liquor licensing.

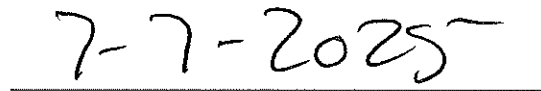
Swanson made a motion to have Ruppe work on amending the liquor license ordinance to include Sunday liquor and possibly changing the renewal date on liquor licensing, **Case seconded the motion, motion carried.**

Approve Bills for Payment – Rush/Walker unanimous to approve 4 EFT Payments for \$4576.44 and check numbers 28612 – 28653 for \$125,706.22 for a total of \$130,282.66.

Adjourn – Holm/Rush unanimous to adjourn at 9:16 p.m.


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


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


Date

Attendees: Doug and Ruby Wark, Norm Behnke, Delmas Hines, Curt & Chris Wark, Mark Mason, Anita Schneider, Christi Miller, Jeff Parent, Mike Graham, Vince Cruz, Rich Leininger, Baldwin Fire Department Assistant Chief; Robin Fischer, Bruce West, Cartrell Cooper.