



BALDWIN CITY COUNCIL REGULAR MEETING

JUNE 23RD, 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 from Hakanson Anderson

Call to Order – The June 23rd, 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 Final Treasurer's Report – Beginning balance of \$488,254.06, Receipts of \$43,544.73, Disbursements of \$213,359.17; Check Numbers 28542 – 28615 for \$200,431.49 and 12 EFT Payments for \$12,927.68 for a total of \$213,359.17 leaving an unaudited ending balance of \$318,439.62.

June 2025 Preliminary Treasurer's Report - The Clerk/Treasurer reported a beginning balance of \$318,439.62, Receipts of \$723,814.97, Disbursements of \$183,455.50 leaving an unaudited ending balance of \$858,799.09.

Public Comment Requests - None

Approval of Consent Agenda – Rush/Case unanimous to approve consent agenda. Rush asked for a thank you letter to be sent to Commissioner Bill McGowan.

- Approve Special City Council Meeting Minutes for May 13th, 2025, June 16th, 2025 and Employee Performance Review Meeting Minutes for June 17th, 2025
- Approve City Council Meeting Minutes for May 19th, 2025
- Approve Clerk Vacation Leave of June 27th, June 30th and July 1st, 2025
- Approve Landscape and Driveway Escrow Agreement for PID# 01-00605-0110
- Approve Bill McGowan Resignation as Planning Commissioner Effective June 17th, 2025

Engineering:

Discuss Project Management for Sandy Lake and Bid – Bid is for \$89,638.13 with authorized financial assistance from Sherburne County Soil and Water Conservation of \$7500.00. Rush is inquiring about who will be doing project management for this project. City Engineer, Sam Jochum, stated that the bid needs to go out so they can discuss this with the Contractor more. Jochum stated that since Bogart Pederson did project plans, the bidding and project management would be best left with Bogart Pederson. This would be inspecting and construction surveying also. Rush to reach out to Bogart Pederson to see if they'd do the bidding process and project management for Sandy Lake project.

Discuss/Approve/Disapprove Clear and Grub Quotes for 100th Street and 297th Avenue – At the May 19th, 2025, City Council meeting, it was discussed to get quotes for tree trimming and to bring this quote back to the June 23rd, 2025, City Council meeting. The City Council discussed that the quote should be put on hold to wait to see how many easements are received back from the residents. Rush is asking how many easements have been signed thus far. City Attorney, Ruppe, stated there have been about 17-18 signed easements. Rush stated that he is not in favor of the city replacing trees that are cut down due to the construction on these roads. Swanson asked if City Staff could reach out to the residents and ask their position on signing the easements. City Attorney, Ruppe, stated that City Staff should. Swanson spoke to City Engineer Sam Jochum, that the City Council should set up a meeting regarding MSA roads. Holm indicated that there is more outreach needed to the residents on this road project. **Swanson/Holm unanimous to table** until the first meeting in August. This agenda item is for discussion only at this time.

Discuss/Approve/Disapprove No Loss Application and Excavation at 278th Avenue NW Culvert – The findings for this project is consideration that the city would have to demonstrate that the proposed project would not constitute an improvement to the existing drainage conditions and instead provide proof that the project would only return the wetland to its historical drainage patterns. **Case/Walker unanimous to approve** no loss application and excavation.

Discuss Hakanson Anderson Memo Regarding Excavation at 123rd Street Culvert – The proposed excavation is intended to address high water levels in the wetlands to the east. Swanson stated that on 123rd street, there is a cul de sac which has some drainage. A previous City Engineer found some old pictures of this area. Swanson is requesting the City Engineer check with Sherburne County, Bogart Pederson and the tep panel on pictures and findings. City Attorney, Bob Ruppe, asked if there is historical documents. The City Engineer, Jochum, will check into this.

Discuss Updates on Work Completed on 285th Avenue Curb and 305th Avenue Culverts – The update on 285th Avenue Curb is that work has been completed, and the residents are very satisfied. Rush asked about erosion control and Jochum indicated this will be completed. City Engineer, Jochum, stated that 305th Avenue is finished, and

he just went out and completed some quantifies and wants to match these up with the invoice.

Discuss/Approve/Disapprove Quotes for Crack Sealing and Construction – A bid from Sealpros of \$150,054.00 was received by Baldwin's City Engineer, Hakanson Anderson. Hakanson Anderson requested references and received good references back since they have not worked with Sealpros in the past. Rush recommended the crack sealing management of the project be done in-house. **Holm/Case unanimous to approve** Sealpros bid of \$150,054.00. Rush asked for a start date and City Engineer indicated they were waiting for City Council approval first. **Swanson made a motion for contract/bid to be sent to Baldwin's City Attorney if there are any future changes. Rush seconded the motion, motion carried.**

Management/Observation – Proposal is for services to be invoiced at an hourly rate. IRS mileage would also be applied for a construction period of 2-3 weeks and the estimated at \$16,000 to \$24,000. Rush would like to keep project management in-house. City Engineer indicated that it is typical for Public Works to manage the project. **Holm made a motion to disapprove project management from Hakanson Anderson, Rush seconded the motion, motion carried.** Holm included in the motion for project management for the crack sealing and construction project management to be done by Baldwin's Public Works Department.

Frontier Trails Update – An email received from Wastewater Manager, Mike Gwynn, stated that the facility continues to run well and there is only usual maintenance needed. The financials for the month of May 2025 are \$3928.07 in revenues and \$2761.68 in expenditures leaving a balance of \$1166.39 for the month of May 2025. Rush asked when the RFP deadline is, and the Clerk stated it is July 1st, 2025.

Road Report:

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

Discuss Failed Driveway for PID# 01-00594-0120 – Driveway is from January of 2022. The driveway has been inspected by the City Engineer on 5/4/2023, 10/18/2024 and 5/19/2025 and failed inspection. The slopes are not 4-1 and the driveway is not 16 feet wide. Holm stated that the road has not been reconstructed and there are other driveways on this road that don't meet standards. City Engineer, Jochum, indicated there is quite a bit of drop on the slope of the driveway. Jochum stated that just the topsoil needs to be fixed. City Attorney, Ruppe, communicated that the corrections should be communicated to the homeowner by the City Engineer.

Discuss/Approve/Disapprove Road Maintenance Agreement By and Between Princeton Township and the City of Baldwin for 325th Avenue and 136th Street – Rush/Case unanimous to approve the road maintenance agreement.

Discuss Sludge on 100th Street at Homeowner Residents – Swanson would like this looked at to make sure it isn't coming from neighbor's sewer. Rush asked if SWCD did a soil sample in the area in the past. Swanson asked the City Engineer to check into this and bring a report back to the City Council.

Tabled Items:

Discuss/Approve/Disapprove Blue Hill Township Fire Contract – Case stated that the contract is dropping \$5000.00 from last year due to the formula. **Case/Walker unanimous to approve.** Holm asked why the contract price is dropping. Case explained that the elimination of the Fire Capital fund was taken out of the formula. The population and market value is growing faster in the City of Baldwin compared to Blue Hill Township. The next meeting on the Blue Hill Township fire contract will be February 2026.

Discuss/Approve/Disapprove Updated Employee Handbook – **Rush/Walker unanimous to approve** updated employee handbook.

Discuss No Parking on 139th Street – A Baldwin Resident requested a no parking sign be placed on 139th Street. City Attorney, Bob Ruppe, wrote and mailed a letter to the resident stating that the road was vacated in 1996, which means that the public's right-of-way is terminated, and the land reverts to the abutting property owners. This means that the road becomes private property again and the property owners can determine use of the property as they see fit. The City has no authority to regulate the use of 139th Street N.W. Case asked why this road was vacated and Baldwin's City Attorney, Ruppe, stated this was before Couri & Ruppe were the Attorney's for Baldwin so he is not sure.

Discuss/Approve/Disapprove Removal for Cemetery Fence at County Road 38 and County Road 19 – Baldwin Public Works Department took pictures of the existing fence at Baldwin Cemetery. The proposal is to get a lower fence to match the guard rail. **Rush made a motion** to remove the corner post on County Road 38 and 19 and remove the fence all the way down to the guard rail going north to south. This would be for public safety at the intersection of County Road 38 and County Road 19. **Holm seconded the motion, motion carried.** Swanson indicated that a skid loader should be rented. **Rush/Holm took this as a friendly.** Holm asked what should be done with the fencing and Case indicated that this should be brought back to City Hall.

New Business:

Discuss/Approve/Disapprove Renewal of Tobacco License for Ridgewood Bay Resort – **Case/Walker unanimous to approve** annual tobacco license for Ridgewood Bay Resort.

Discuss/Approve/Disapprove COLA Increase for Employees – Rush recommends doing a 4% COLA annual increase effective July 1st, 2025. **Rush/Walker unanimous to**

approve the 4% COLA increase for employees; Zac Good, Phil Fadden, Joan Heinen and Kayla Nielsen.

Schedule Budget Meeting – Rush/Walker unanimous to approve budget meeting on July 9th, 2025 at 7:00 p.m.

Discuss/Approve/Disapprove Ordinance 2025-11; Sunday Liquor and Update to Fee Schedule – Holm/Rush unanimous to approve ordinance 2025-11. A financial investigation will be conducted on renewals, transfers and new applications at the City Council's discretion only.

Discuss/Approve/Disapprove City Staff Health Insurance Annual Renewal – The current policy that the City has for staff has an increase of \$531.19 per month. The Clerk had a meeting with a new Insurance Broker that gave additional medical coverage options. Case would like feedback if the employees will use an HSA account. Case would like to know what the HSA maximum annual contribution is. The City Council has requested the Insurance Broker come to the City to meet with employees if needed. **Rush/Holm unanimous to table** until the July 7th, 2025 City Council meeting.

Discuss/Approve/Disapprove Ehler's Assisting with 2026 Budget – Case/Walker unanimous to approve Elizabeth from Ehler's participation in the July 9th Budget meeting. Due to Baldwin becoming a city and future road projects, this was recommended from Case. Swanson did a friendly that other budget meetings will be scheduled in the future if Ehler's cannot come to the July 9th, 2025 budget meeting.

Discuss/Approve/Disapprove EMT Assistance from Baldwin Fire Department at Elk River Landfill – Holm/Rush unanimous to approve.

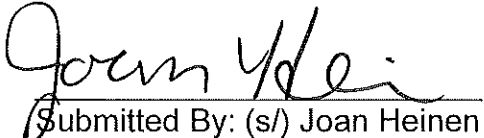
Announcements:

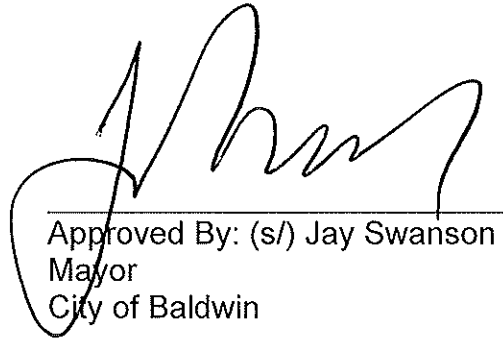
- a. Infrastructure Committee Meeting Tour Tuesday, June 24th, 2025 at 1:00 p.m.
- b. City Council Road Tour Tuesday, June 24th, 2025 at 5:00 p.m.
- c. Planning Commission Meeting Wednesday, June 25th, 2025 at 7:00 p.m.
- d. Park Committee Meeting Thursday, June 26th, 2025 at 7:00 p.m.
- e. Baldwin Fire Department Pancake Breakfast Sunday, June 29th, 2025 from 8:30 a.m. to 12:30 p.m.
- f. City Hall Closed Friday, July 4th, 2025 in observance of Independence Day.
- g. Next City Council Meeting Monday, July 7th, 2025

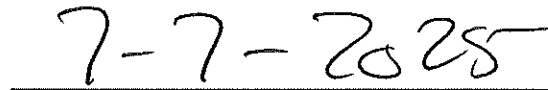
Any Other Business – Swanson will not be at the July 7th, 2025 City Council meeting.

Approve Bill for Payment – Case/Rush unanimous to approve check numbers 28654 – 28687 for \$58,608.89 and 5 EFT payments for \$6195.29 for a total of \$64,804.18.

Adjourn – Holm/Rush unanimous to adjourn at 9:09 p.m.


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


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


Date

Attendees: Bruce West, Delmas Hines and Public Works Supervisor Zac Good.