



BALDWIN CITY COUNCIL REGULAR MEETING

JULY 7th, 2025

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

Absent – Mayor Jay Swanson

Jeff Holm arrived at 8:17 p.m.

Also Present – City Attorney: Bob Ruppe from Couri & Ruppe and City Planning and Zoning Administrator Dan Licht from The Planning Company (TPC)

Call to Order – The July 7th, 2025 regular meeting of the City of Baldwin was called to order by Acting Mayor Tom Rush 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 - Case/Walker unanimous to approve as amended.

July 2025 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$836,531.73, Receipts of \$47,772.59, Disbursements of \$99,387.44, leaving an unaudited ending balance of \$784,916.88.

Sheriff's Report – Deputy Wilson reported 223 calls for service in the City of Baldwin for June 2025 with no burglaries. These calls consisted of 3 motor vehicle accidents, 23 medicals, 40 traffic stops, 15 additional patrols, one theft which was a cell phone, 4 dog complaints and 1 dog bite. The rest were miscellaneous calls for service.

Deputy Wilson communicated that the Park & Ride north of Baldwin is MnDOT's responsibility. Deputy Wilson gave information to the Clerk about getting signage regarding no overnight parking. This would make it enforceable if there was overnight parking at this location.

Public Comment Requests:

- Patricia Gruber – 13363 279th Avenue: Repairs on 279th Avenue – Road was paved 20 years ago, and homeowners were assessed by Sherburne County. Road has never been seal coated, and aggregate is exposed. Rush stated that the City Council is working on a preventative maintenance plan for city roads. Patricia discussed the yield sign on the curve of 133rd and a yield sign on 279th and Lake Diann Road. Patricia suggested replacing the yield sign with a stop sign.

- Kristin Lokken – 9735 294th Avenue: Dangerous Dogs at Large in Her Neighborhood – Kristin is fearful of dogs at large in her neighborhood. On June 24th, 2025, Kristin contacted Sherburne County Sheriff's office and was told they couldn't do anything because Baldwin does not have an ordinance renewed for dogs at large. City Planner, Dan Licht, stated that there was a meeting with Sherburne County Sheriff's Office and there is an ordinance for dogs at large. The ordinance for dogs at large is not enforceable by Sherburne County Sheriff's Office yet because the ordinance needs to be entered into a state database. The City enforces dogs at large, and they will contact the city's animal control officer for reports on dogs at large. Sherburne County Sheriff's Office will continue to enforce dangerous dogs. Deputy Wilson stated that what Ms. Lokken reported is accurate and the dogs were determined to be vicious propensity, and the dog owners were given paperwork on dangerous dogs. There would be civil recourse if the dogs came onto her property. **Rush/Case unanimous to approve** City Attorney, Ruppe, sending a letter to the resident with the dangerous dogs. Kristin to call City Hall and have animal control come to the location when dogs are at large.
- Jolynne Larson – 14322 284th Avenue – Cat nuisance, cruelty, overbearing. Has petition with 21 resident signatures. A neighbor has cats that aren't taken care of. The cats are getting into garbage cans, and they are spraying windows. Rush stated that the city does not have an ordinance on cats. City Planner, Licht, stated that it will be discussed with the Planning Commission and City Council if cats could be regulated.

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

- Approve Liquor License Renewal for Fairway Shores, Inc.
- Approve Liquor License Renewal for Ridgewood Bay
- Approve City Council Meeting Minutes for June 9th and June 23rd, 2025
- Approve Building Permits for April and May 2025
- Approve Sherburne County License Agreement

Fire Department Report:

Discuss/Approve/Disapprove New Hire Firefighter, Alexander Schablitsky, Contingent on Pre-Employment Testing – Walker/Rush unanimous to approve new hire Alexander Schablitsky contingent on pre-employment testing.

Discuss/Approve/Disapprove New Hire Firefighter, Christian Higgins, Contingent on Pre-Employment Testing - Walker/Rush unanimous to approve new hire Christian Higgins contingent on pre-employment testing.

Discuss/Approve/Disapprove New Hire Firefighter, Kelton Rintamaki, Contingent on Pre-Employment Testing – Walker/Rush unanimous to approve new hire Kelton Rintamaki contingent on pre-employment testing.

Rush asked how many firefighters the fire department currently has. Case stated there are 36 firefighters but 6 of these firefighters are on personal or medical leave at this time.

Discuss/Approve/Disapprove Leave of Absence for Lance Soderholm – Rush/Walker unanimous to approve LOA for Lance Soderholm.

Discuss/Approve/Disapprove Leave of Absence for Matt Sullivan – Rush/Walker unanimous to approve six-month LOA for Matt Sullivan.

Case stated that the Fire Department ladder truck was certified and was in service on July 1st, 2025 for training.

Fire Department Liaison, Rush, gave the Baldwin Fire Department monthly report for June 2025. There were a total of 38 calls. These calls consisted of 30 medicals, 2 structure fires, 1 hazardous condition, 2 grass/rubbish fires, 2 alarms, 1 rescue/citizen assist. Blue Hill Township had 7 calls for service in the month of June 2025. The next Fire Department Business meeting is August 12th, 2025. Rush also communicated that the fire department garage sale is July 17th – July 19th, 2025 and the fire department dance is August 16th, 2025.

Planning Items:

Discuss Code Enforcements - No new updates since the June 2025 meeting. City Zoning Administrator, Licht, stated there will be inspections next week at 114th Street running the farm retail business to sort out what zoning approvals are required. Licht will also follow up with a homeowner on Lake Diann and a track issue that Rush communicated to Licht on.

Discuss/Approve/Disapprove City Code; Codification of City Ordinances – City staff is recommending the City Council authorize seeking quotes for codification of City ordinances. Codification is the process to organize ordinances into one book by subject matter, so it is accessible and convenient for use. The tasks included in doing the codification would be compiling all existing ordinances and amendments, reviewing existing city ordinances for any omissions, repelling or redrafting conflicting, inconsistent, unclear, outdated or unconstitutional ordinance provisions, indexing and cross-referencing and developing a system that facilitates access to the city code and creating processes that allow for continuous updates. The City Council will discuss authorizing city staff to obtain quotes for codification services. **Case/Walker unanimous to approve** city staff going out for quotes on codification of city ordinances.

Discuss/Approve/Disapprove Resolution 25-17 Appointments to Planning Commission - **Case/Walker unanimous to approve** resolution 25-17 appointments to Planning Commission.

Discuss/Approve/Disapprove Second Driveway for PID# 01-00025-2401 – The proposed second driveway access meets all the requirements of Ordinance 100, Section 1.08 Part 2.c (3) per City Engineer review dated June 23rd, 2025. The Planning Commission also reviewed and approved the second driveway at their meeting on June 25th, 2025. **Case/Walker unanimous to approve** second driveway at PID# 01-00025-2401.

Discuss/Approve/Disapprove Sherburne County Zoning and Subdivision Ordinance Survey Submission – A survey was received from Sherburne County Planning and Zoning Department on July 2nd, 2025. The request was to participate in a City Survey to provide input on issues and opportunities that cities would like to see addressed as part of updating Sherburne Counties Zoning and Subdivision ordinance. City Planning and Zoning Administrator, Dan Licht, stated that it is Baldwin's intent for the large land area to remain rural and does not have potential utility service areas to protect. Sherburne County Comprehensive Land Use Plan is the guiding document that serves as the basis for the County's official controls per MN Statute 394.27. City Planner, Licht, recommends City Staff follow up acknowledging the survey but that the survey wouldn't affect Baldwin.

Case/Walker unanimous to approve city staff sending letter to Sherburne County Zoning with the above recommendation from City Planner, Licht.

Discuss/Approve/Disapprove Resolution 25-18; Clover Home Occupation Interim Use Permit – Full planning report on file in the Clerk's office. **Walker/Case unanimous to approve** Resolution 25-18.

Park Committee Report – The Park Committee met last month to discuss on portable toilets vs. permanent bathrooms at Young Park. The Park Committee is getting quotes on increasing the parking lot at Young Park and Goose Lake Park. FunFest has approximately 24 vendors. Sherburne County Public Works put buoys out at Sandy Lake. Cattails were cleared out at Sandy Lake. Rush approved some play sand at Sandy Lake. The sprinkler system was shut off by the baseball association and the main gate lock was busted off. Rush to reach out to the baseball association on the sprinkler system.

Discuss/Approve/Disapprove Expenditure of \$600.00 for a Split Rail Fence at Lake Helene – The goal of adding a split rail fence along the east side of Lake Helene public access is to better identify the property boundary in that area. **Case/Walker unanimous to approve** expenditure of \$600.00 for a split rail fence at Lake Helene.

Discuss/Approve/Disapprove Lake Diann Stormwater Contract - Rush/Walker unanimous to approve contract for \$40,155.36. Bogart Pederson will manage the project from start to finish and the bidding process. Bogart Pederson will be billing hourly for these services.

Cemetery Update - None

Tabled Items:

Discuss/Approve/Disapprove City Staff Health Insurance Annual Renewal – Case/Walker unanimous to table until the July 21st, 2025, City Council meeting.

New Business:

Discuss/Approve/Disapprove Annexing North Portion of 136th Street – City Attorney, Ruppe, communicated with Princeton Township Town Board Supervisor on this agenda item. This would be annexing just the road right of way and not the land. The next step would be an orderly annexation agreement for this portion of the road. **Case/Rush unanimous to table** until the July 21st, 2025 City Council meeting.

Schedule Interviews for RFP for Frontier Trails Wastewater Operator – Rush communicated that Baldwin received one quote for a Wastewater Operator. Case and Swanson to interview candidate. Case stated that if Frontier Trail Residents have questions, they should submit the questions in writing. **Rush made a motion** for Swanson and Case to conduct an interview this week. **Walker seconded the motion, motion carried.**

Schedule Proposed Budget, Truth in Taxation Public Comment Hearing Meeting and Final Tax Levy Approval Meetings – Case proposed levy date of September 8th, 2025 City Council meeting and December 1st, 2025 City Council meeting for Truth-in-Taxation and approved levy. **Case/Walker unanimous to approve** these dates.

Discuss/Approve/Disapprove Employee Health and Wellness Program Expenditure Fund – Pricing will never change and has been locked in. **Case/Walker unanimous to approve** allocating expenditure from the cell tower rent.

Discuss/Approve/Disapprove Resolution 25-19; Amending the 2025 City Budget – The Office of the State Auditor has issued a revised uniform chart of accounts for Minnesota Cities to improve financial transparency and reporting consistency statewide. In response, the City of Baldwin has implemented a new chart of accounts effective January 1st, 2025. This included renaming, repurposing of certain funds and reclassification of revenues and expenditures which is necessary to amend the adopted 2025 budget approved on December 2nd, 2025. These changes are for proper financial reporting and ongoing budgetary controls. **Case/Walker unanimous to approve** resolution 25-19.

Discuss/Approve/Disapprove West Branch Construction Increased Expenditure of \$1203.00 for 305th Avenue Culverts – Rush/Walker unanimous to approve \$1203.00 additional expenditure.

Discuss/Approve/Disapprove Clerk Vacation Leave of Monday and Tuesday next week July 14th and July 15th, 2025. Case/Walker unanimous to approve.

Announcements:

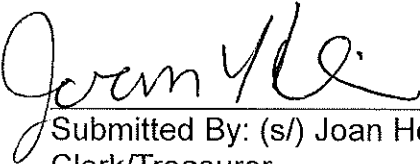
- a. City Council Budget Meeting Wednesday, July 9th, 2025 at 7:00 p.m.
- b. Special Planning Commission Meeting Wednesday, July 16th, 2025 at 7:00 p.m.
- c. Park Committee Meeting, Thursday, July 17th, 2025 at 7:00 p.m.
- d. Baldwin Fire Department Garage Sale July 17th – July 18th from 8:00 a.m. to 5:00 p.m. and Saturday, July 19th, 2025 from 8:00 a.m. to Noon
- e. Next City Council Meeting and 2024 Audit Presentation Monday, July 21st, 2025 at 7:00 p.m.
- f. Public Works Supervisor; Zac Good Out of the Office the Week of July 7th, 2025
- g. Public Works; Phil Fadden Out of the Office the Week of July 14th, 2025

Any Other Business – None

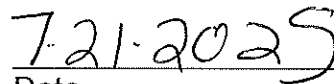
Jeff Holm arrived at 8:17 p.m.

Approve Bills for Payment – Holm/Case unanimous to approve check numbers 28688 – 28736 for \$107,292.03 and 4 EFT payments of \$4795.31 for a total of \$112,087.34.

Adjourn – Holm/Walker unanimous to adjourn at 8:27 p.m.


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


Approved By: (s/) Tom Rush
Acting Mayor
City of Baldwin


Date

Attendees: Shelly Larson, Kam Selix, Jolynne Larson, Tom Gannon, Patti Gruber, Kristin Lokken, Jon & Megan Clover, Ed Stofferahn, Delmas Hines, Andy Schreder and Pat Brown