



BALDWIN CITY COUNCIL REGULAR MEETING

JULY 21ST, 2025

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

Jeff Holm arrived at 7:31 p.m.

Also Present – City Attorney: Bob Ruppe from Couri & Ruppe and City Engineer; Sam Jochum from Hakanson Anderson.

Call to Order – The July 21st, 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 Final Treasurer's Report – Beginning balance of \$291,149.74, receipts of \$726,273.14, disbursements of \$196,243.90; check numbers 28616 – 28692 and 10 EFT payments leaving an unaudited ending balance of \$821,178.98.

July 2025 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$821,178.98, receipts of \$448,545.60, disbursements of \$291,659.13 leaving an unaudited ending balance of \$978,065.45.

Public Comment Requests:

- Todd Jackson – 14250 287th Avenue NW: Request to Buy PID# 01-00404-0001. Jackson is requesting the city owned property at PID# 01-00404-0001 be sold to a private property. Jackson went on to say that the sale of this lot would free up city resources, increase the tax base, and support better management of the existing, valuable public lands. Mayor Swanson stated that the City Council is not prepared to answer this question tonight nor is the city ready to sell the property at this time.

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

- Approve City Council meeting minutes for July 7th, 2025
- Approve Building Permits for June 2025
- Approve Deputy Clerk Vacation Leave of July 24th, 25th and 28th, 2025

Jeff Holm arrived at 7:31 p.m.

Presentation of 2024 City/Township Audit-Burkhardt & Burkhardt

Engineering:

Discuss/Approve/Disapprove Soil Testing at PID# 01-00405-0040 – City Engineer, Sam Jochum, from Hakanson Anderson reached out to Sherburne County Soil Water Conservation District (SWCD) for testing options. SWCD informed Sam at Hakanson Anderson that they would not do testing in this area. SWCD does not do testing for private landowners unless it is part of a targeted study, which this situation does not fall under. SWCD informed our City Engineer that the best option would be to take two samples of each area and send them to the University of Minnesota for soil testing. The cost per sample would be roughly \$30.00 - \$100.00. Rush stated that he has spoken to Dan at SWCD and Dan has talked to this resident quite a few times. The observation from SWCD for the discoloration of the soil is due to the amount of rain we have had this summer. Swanson would like to move forward with the soil testing. Swanson would like answers on what this discoloration is from. Jochum stated that there should be 2 tests done at both locations for a total of 4 tests. One of the locations is under a city road and in the road right-of-way. Jochum, City Engineer, will research if samples can be mailed. Rush stated that Hakanson Anderson has been to the site twice and has already incurred expenses. **Swanson made a motion** to find out if samples can be shipped and to proceed with testing, Case stated that the testing protects the city. **Case seconded the motion, Rush disapproved, motion carried.**

Discuss/Approve/Disapprove North Elk Lake Survey – City Engineer, Sam Jochum, from Hakanson Anderson did a preliminary walkthrough of North Elk Lake loop checking for lots that may need an encroachment agreement. Jochum has identified 23 possible lots. The next step would be to have a survey to mark the front property line for these lots. That way the Engineer will know accurately if the resident has an object within the city right of way that would require an encroachment agreement. City Attorney, Ruppe, stated that an encroachment agreement is a contract due to an obstruction in the road right of way which would shift liability to the property owner instead of the city. The expenditure for this survey is \$3050.00. City Attorney, Ruppe, stated that the expense will be a lot because encroachment agreements need to be drawn up, recorded along with City Staff time. Rush asked if some of these could be grandfathered because the encroachment has been at the location for so long. Ruppe stated no since the lots are already platted.

Case/Walker made a motion to approve survey for \$3050.00. Holm/Rush disapproved, Swanson approved, motion carried.

Discuss/Approve/Disapprove 123rd Street and 287th Avenue Quote – Knife River Corporation did a proposal for constructing a 1.5" bituminous overlay on 123rd Street and 278th Avenue. Knife River previously did work, and the city is addressing corrective work. The city observed hairline cracking on 278th Avenue and is looking to add additional strength to both roads. Mayor Swanson asked for a reduction in mobilization

of 50% and this was honored by Knife River. The previous quote from Knife River dated May 29th, 2025 was for \$35,260.00. With the 50% reduction in mobilization, the quote dated July 16th, 2025, is \$31,660.00. Rush would like to get another quote. Swanson stated that the thickness of the road would be added. City Attorney, Ruppe, stated that two quotes should be received. **Case/Rush unanimous to approve** going out for two additional quotes.

Discuss Punch List and Wearing Course Paving for Oaks of Battle Brook Second Addition – City Engineer, Jochum, provided a punch list of items that need to be completed prior to the wear course paving completion for the Oaks of Battle Brook Second Addition. The completion of these items does not in any way relieve the Contractor of the responsibility to complete the project in accordance with all contract documents. Case asked if the developer is aware of the punch list and City Engineer stated that the developer is aware. Swanson asked how long we should give the developer and City Engineer, Jochum, stated they should be able to get completed yet this year. Rush and Swanson stated that October 1st, 2025, is a realistic date. **Rush made a motion** to have October 1st, 2025 be the deadline to complete the 20-item punch list including sawcutting. **Case seconded the motion, motion carried.**

Frontier Trails Update – The Clerk received an email from Mike Gwynn, Wastewater Manager for Frontier Trails. Gwynn stated that everything is running well and there was a bad float fixed last week. Major maintenance will be done when a new company starts managing the system at Frontier Trails.

Swanson discussed the RFP for Frontier Trails. Pump repairs, pumping and any repairs are not included in the quote that was received from NSU. Rush questioned the Public Works duties and Swanson stated it would be snowplowing, mowing and installing the concrete blankets.

Swanson read the financials for June 2025. There was \$5534.07 in revenues, \$6914.04 in expenditures, leaving a negative balance for the month of June 2025 of \$1379.97. Swanson stated that when budgeting is done, the utility rates will need to increase.

Road Report:

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

Discuss Delinquencies of Builder Driveways – There are currently 11 driveways that need inspection, and 8 new driveway applications needed from a builder in the City of Baldwin. Case stated that the city should give the builder until 9/1/2025 or the city will make the corrections. City Attorney, Ruppe, asked if the ordinance states that the city will make corrections if not done in a timely manner. **Rush/Walker unanimous to approve** updating ordinance and bringing back to the August 4th, 2025 City Council meeting to include city making corrections if driveway corrections aren't done in a timely manner.

Case left the meeting at 8:24 p.m. due to a fire call.

Discuss Ditch Mowing Machinery – Walker stated that ditch mowing could be done timelier and more efficient if the city had ditch mowing machinery. Walker stated that the brush isn't done by the tree line due to the current contractor not having an extension. Rush asked if the city should buy or rent and Walker stated the city should purchase. Swanson stated that it would be beneficial if the Public Works Department put together a list of areas that need brush cut down and extended mowing in the ditch and go out for quotes. Holm stated that Public Works could check out equipment at the MN Fall Expo 2025 to investigate pricing. Holm also suggested contacting a couple of contractors for pricing.

Case returned to the meeting at 8:29 p.m.

Discuss Cul De Sac Repair on 127th Street – Walker stated that the cul de sac on 127th Street is really pushing up and needs to be repaired. Walker suggested that quotes be submitted directly to the city. Rush made a motion for 2 contractors to quote the cul de sac on 127th Street. Swanson stated that someone should write up the scope of work needed on this cul de sac repair. Walker said he will work on writing up a project scope for the repairs needed on 127th Street cul de sac.

Discuss/Approve/Disapprove Public Works Attending MN Fall Expo 2025 on October 1st and 2nd, 2025. Holm/Rush unanimous to approve Baldwin Public Works attending MN Fall Expo.

Discuss Surface Treatment – Rush stated that crack sealing/poly fiber would be about \$175,000.00 to \$225,000.00. Micro surfacing would be \$53,000.00 a mile. Mill and overlay and reclaim will also be added. Case asked what the annual cost would be for a fifth of the roads in Baldwin for a 5-year plan. Rush stated the annual cost would be \$795,000 for micro surfacing for a year, crack sealing and poly fiber would be approximately \$200,000, so around a million per year. Swanson stated that this will be discussed at the next budget meeting. City Engineer, Jochum, stated that 313th Avenue going east/west and 126th street would be a good candidate for micro surfacing to see what it looks like in the spring. Jochum stated construction only would be \$44,000.00 for these two roads. **Rush made a motion** to get quotes for these two roads, **Case seconded the motion, motion carried.**

Tabled Items:

Discuss/Approve/Disapprove City Staff Health Insurance Annual Renewal – **Walker made a motion** to keep the health insurance plan that the city currently has. Walker stated that the current plan has really good coverage. Case stated that Medica is a good company and has a good plan at a cheaper rate. **Rush seconded the motion, motion carried.**

Discuss/Approve/Disapprove Annexing North Portion of 136th Street – **Holm made a motion** for City Attorney, Ruppe, to draw up a road right of way agreement and discuss agreement with Princeton Township to make sure the Township is in favor of

the agreement. **Motion was changed** by Holm for City Attorney, Ruppe, to contact Princeton Township to discuss before an agreement is drawn up. **Case seconded the motion, motion carried.**

New Business:

Discuss Update on Elk Lake Excavation – The 1.6 acres is needed to complete the work for Elk Lake Excavation on 297th Avenue and discussion on the land swap. Mr. Jackson has also requested to buy the property. City Attorney, Ruppe, stated that steps need to be provided by the DNR on what needs to be accomplished on the project. Ruppe stated that the land swap can be done with a legal description drawn up and an agreement. Swanson stated a plan needs to be developed for the project and how much the city will pay going forward. Ruppe stated that a legal description is easy to draw up.

Discuss TEDI Program – The City of Baldwin received an application for the Transportation Economic Development Infrastructure Program (TEDI.) The purpose of the program is to foster interagency coordination between the Department of Transportation and Employment and Economic Development to finance infrastructure to create economic development opportunities, jobs and improve all types of transportation systems statewide. The City Council will need to determine a project for the submission of the TEDI application. **Rush/Walker unanimous to table until the August 18th, 2025, City Council meeting.**

Discuss/Approve/Disapprove Sending Letter to Residents on 100th Street and 297th Avenue – The City Council discussed trees and fencing reimbursements to the property owners on these roads. **Holm/Case unanimous to approve** City Engineer, Jochum, to research trees that need to be taken down and trees that can stay with an estimate cost. This information will be brought back to the August 18th, 2025 City Council meeting, **Rush disapproved, motion carried.**

Swanson/Holm unanimous to approve City Attorney working with Clerk on a letter to send to the residents on 100th Street and 297th Avenue. **Friendly given by Holm** to include in the letter requesting input from the residents on why they don't want to sign their easement.

Discuss/Approve/Disapprove Legal Counsel at Future City Council Meetings – Holm made a motion to continue legal counsels' attendance at both monthly City Council meetings until the end of 2025 and review for ongoing need at that time. **Case seconded the motion, Rush disapproved, motion carried.**

Schedule Budget Meeting – Case asked if this was the capital project meeting and Swanson stated it was. **Holm/Rush unanimous to approve** August 12th, 2025 at 7:00 p.m. Case stated that the fire department business meeting is on August 12th. **Holm/Rush took a friendly** to change the date to August 13th, 2025 at 7:00 p.m.

Brad Schumacher, Sherburne County Commissioner, was at the meeting to discuss the ordinance for tobacco licensing. Ordinance for tobacco licensing could change to a City responsibility in the future. County Road 28 detour to re-route hospital traffic through Baldwin was also discussed by Schumacher. Rush asked about Baldwin 2025 clean-up day additional grant. Schumacher stated that he has advocated to the fullest to show the Governor of the State of Minnesota that Sherburne County Health and Human Service is the best in the 87 counties in Minnesota. Schumacher discussed that he will be participating in the County budget meeting tomorrow. Mayor Swanson asked about emergency sirens. Schumacher stated that the County sirens will be moved to a Township/City responsibility. Most municipalities are moving to a text or paying on their own. Schumacher stated this is a burden to smaller Townships and will be discussed further.

Announcements:

- a. Planning Commission meeting Wednesday, July 23rd, 2025 at 7:00 p.m.
- b. Infrastructure Committee Meeting Thursday, July 24th, 2025 at 7:00 p.m.
- c. Next City Council Meeting Monday, August 4th, 2025 at 7:00 p.m.
- d. FunFest is Saturday, August 16th, 2025 from 11:00 a.m. to 3:00 p.m.
- e. Baldwin Fire Department Dance is Saturday, August 16th, 2025 Starting at 8:00 p.m.

Any Other Business:

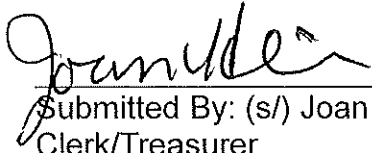
Holm asked where FunFest would be held, and it was stated that it would be at Eternity Church on 303rd Avenue by City Hall.

Holm discussed parking for Ruff Start Rescue events in the future.

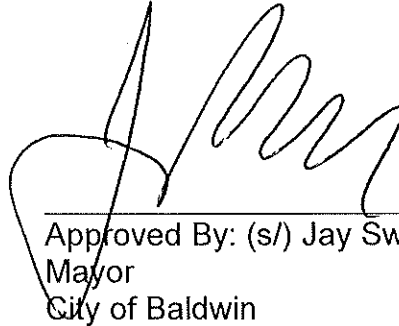
Rush discussed Young Park vandalism. The Park Committee approved 2 trail cams to be purchased. **Holm made a motion** to approve purchasing 2 trail cams up to \$600.00 in addition to a subscription for notifications. Notifications will be sent to Fire Chief, Clerk and Public Works Supervisor cell phone. **Rush seconded the motion, motion carried.**

Approve Bill for Payment – Case/Rush unanimous to approve 34 ACH Payments for Fire Department payroll of \$54,794.67, 6 EFT Payments of \$21,573.56, Check Numbers 28737 – 28776 for \$115,903.46 for a total of \$192,271.69.

Adjourn – Rush/Holm unanimous to adjourn at 10:24 p.m.



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



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



Date

Attendees: Scott Schmidt, Delmas Hines, Tony Grant, Todd Jackson, Teresa Barnes, Sherburne County Commissioner District 5; Brad Schumacher; Public Works Supervisor; Zac Good.