



BALDWIN CITY COUNCIL REGULAR MEETING

AUGUST 4TH, 2025

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

Absent – Scott Case

Jeff Holm arrived at 7:41 p.m.

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

Call to Order – The August 4th, 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 – Remove letter b. under Fire Department Report.

Approval of Regular Meeting Agenda With/Without Additions/Corrections - Rush/Walker unanimous to approve as amended.

August 2025 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$974,766.47, no receipts, disbursements of \$51,209.32 leaving an unaudited ending balance of \$923,557.15.

Sheriff's Report – Deputy Wilson reported a total of 234 calls for service in Baldwin for the month of July 2025. There were three thefts reported but it was determined to be thefts within a household taking cash and various items. One of the thefts reported was stealing of a gas tank off a boat. There were 9 disturbing the peace calls, 6 motor vehicle accidents, 11 animal complaints, 16 assisted medicals, 58 traffic stops, 10 welfare checks and 28 extra patrols were performed. At the last City Council meeting there was a resident complaint about the neighbors having dangerous dogs. The dog owner fulfilled the requirements, and the matter has been closed out. Dogs have been microchipped, and the resident is looking to rehome the dogs.

Fire Department Report: Captain Chad Miller reported 37 calls for service in the month of July 2025. These calls consisted of 22 medicals, 1 vehicle fire, 2 structure fires, 1 mutual aid, 2 hazardous conditions, 1 motor vehicle crash and 1 rescue/citizen assist. Blue Hill Township had 7 calls for service in July 2025.

Discuss Fire Department Training for a Live Burn at PID# 01-00421-0175 – Captain Chad Miller communicated that a Baldwin resident donated a house for a live burn. Captain Chad Miller stated it is really hard to find live burn houses for fire department training. The live burn will be on August 23rd, 2025 starting at 8:00 a.m. and the house

will go up in flames at 3:00 p.m. City Attorney, Ruppe, asked if agreements with property owners have been filed and Captain Chad Miller stated paperwork has been filed through the DNR and EPA.

Discuss/Approve/Disapprove Open House – Captain Miller is requesting approval from the City Council for fire truck rides during the Fire Department open house from 11:00 a.m. to 3:00 p.m. **Rush/Walker unanimous to approve** fire truck rides during the Fire Department open house on September 13th, 2025.

Public Comment Requests - None

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

- Approve Clerk Vacation Leave of August 7th, 8th and 11th, 2025
- Approve Summons and Complaint for PID# 01-00486-0215
- Approve Special City Council Meeting Minutes for July 9th, 2025
- Approve City Council Meeting Minutes for July 21st, 2025
- Approve Expenditure of \$70.00 for Clerk Attending Municipal Clerks and Finance Officers Association Seminar Thursday, August 21st, 2025
- Approve Baldwin Newsletter for August – September 2025
- Approve Ordinance 2025-12 an Ordinance Amending the Zoning Ordinance Regarding Fences
- Approve Ordinance# 2025-13; Ordinance Amending Ordinance No. 100 Regulating City Public Right-Of-Way

Planning Items:

Discuss/Approve/Disapprove Issuing Request for Proposals (RFP) for Municipal Liquor Feasibility Study – The City Council has discussed an interest in establishing a municipal retail liquor store. In order to evaluate the potential benefits to the City for a municipal liquor store operation, a need to undertake a feasibility study has been determined. This would require contracting with a consultant with past experience and expertise in locating and operating municipal retail liquor stores. City Staff has obtained a list of recommended consultants that have completed municipal retail liquor feasibility studies for other cities within Minnesota. Rush asked for the cost of the study and City Planner, Licht, stated the cost would come with the request for proposals.

Rush/Walker unanimous to approve RFP for Municipal Liquor Feasibility Study.

Discuss/Approve/Disapprove Resolution 25-20; AT&T Wireless Conditional Use Permit - Full Planning Report on file in the Clerk's office. **Rush/Walker unanimous to approve** resolution 25-20. Resident asked if a septic compliance was needed. City Planner, Licht, stated this is secondary use of property and does not require a septic compliance.

Discuss/Approve/Disapprove Update on Infrastructure Committee: City Planner, Licht, stated that the outcome of the Infrastructure Committee has been very positive and

a lot of good ideas have been received from the committee members. The City Council appointed a committee of residents to advise on issues related to space needs, maintenance, and potential construction of facilities for City Administration, Public Works, and Fire Department. The City Council has authorized a total of seven meetings of which five have been held to date. This is for discussion only. Additional meetings will be discussed/approved/disapproved later on this agenda.

Authorize City Staff to Obtain Quotes for Deferred Maintenance of City Facilities –

Request is to obtain contractor quotes for minimum improvements to existing facilities to address the issues identified by Baldwin Building Official. City staff is requesting authorization to seek quotes for review by the Infrastructure Committee. The only anticipated cost for this action would be City staff time to solicit quotes. **Rush/Walker unanimous to approve** going out for quotes to obtain minimum improvements to existing City Hall, Public Works and Fire Department.

Authorize Brunton Architects to Provide Additional/Updated Cost Estimates –

The Committee has made a number of recommendations for changes to the plans for the proposed City Hall/Fire Hall prepared by Brunton Architects. This includes a preliminary cost estimate for additional space to be constructed on the second floor to allow for future needs as well as updating the detailed cost estimate spreadsheet and outlining potential phasing options. Obtaining this information can be expected to incur additional costs for the work necessary by Brunton Architects. **Rush/Walker unanimous to approve** Brunton Architect providing updated cost estimates for proposed City Hall/Fire Department.

Authorize Ehlers to Provide Finance Information – The Committee is interested in cost estimates for the improvements of the existing facilities and/or construction of new facilities as a one-time project or in phases. This evaluation involves not only the project costs, but time-money concepts and financing. One factor the Committee wants to specifically consider is a cost-per-household estimate evaluating the direct impact to all Baldwin residents. This would entail working with the City's financial advisors at Ehlers to develop information about the financial costs of options for future facility improvement or new construction. Swanson stated there might be an expense to obtaining this information and recommended authorization up to \$1000.00. **Rush/Walker unanimous to approve** up to \$1000.00.

Authorize Additional Meetings for the Infrastructure Committee – Additional meetings have not been authorized by the City Council and would require their approval both to conduct the meetings. City Planner, Dan Licht, has recommended a total of 10 meetings which would include a public open house and a public hearing to consider final recommendations. To date there have been 5 Infrastructure Committee meetings, and 7 meetings have previously been approved by the City Council. **Rush/Walker unanimous to approve** 3 additional meetings for a total of 10 Infrastructure Committee Meetings.

Discuss Code Enforcements for Zoning:

PID# 01-00007-1105 – Step 1 Letter
PID# 01-00487-0530 – Step 1 Letter
PID# 01-00028-3312 – Step 1 Letter
PID# 01-00404-0625 – Step 1 Letter
PID# 01-00009-3210 – Step 1 Letter
PID# 01-00415-0340 – Step 1 Letter
PID# 01-00015-4402 – Step 1 Letter
PID# 01-00404-0806 - Citation
PID# 01-00535-0130 - Citation
PID# 01-00031-4300 – Step 1 Letter
PID# 01-00545-0210 – Step 1 Letter
PID# 01-00016-4300 – Step 1 Letter
PID# 01-00408-0322 - Citation
PID# 01-00405-0415 – Step 1 Letter

Rush/Walker unanimous to approve sending step 1 letters and citations as noted above.

Discuss Building Permits for Above Ground Temporary Pools – Swanson invited Baldwin Building Official, Andy Schreder, to speak regarding needing a building permit for pools. Schreder stated that the building code has changed significantly the last few years regarding fencing and safety for pools. Andy Schreder stated that a lot of this is decided by local jurisdictions. City Planner, Licht, stated that a building permit is needed for pools that exceeds either 5000 gallons and 24-inches in depth. This would apply to in-ground, above ground, temporary or permanent pools. Licht stated this is from Minnesota rules and the city does not have flexibility to go around the requirements. A temporary pool would not need a new building permit each year if the location and size of the pool is the same.

Discuss/Approve/Disapprove Code Enforcement Process for Building – Memo received from Andy Schreder, Chief Building Official, for the City of Baldwin is requesting code compliance currently affecting properties within the City of Baldwin. This would be ongoing noncompliance with septic system regulations, building safety concerns along with violations applicable to building code standards. Schreder stated that when in doubt, apply for a building permit. Schreder stated that a letter and communication will be sent to the resident to educate them. City Attorney, Ruppe, stated that he agrees with Schreder and Judges want to see that a letter is sent with education and why they need to comply with what is stated in the letter. City Attorney, Ruppe, stated that the decks should have a barrier across the deck. Ruppe asked how much time should be given to a resident to make corrections. A temporary easement would be needed for the city to go on the property to make corrections. Mayor Swanson stated that the City Council would want resolution for these matters, so they do not go as far as court. Swanson asked what railing the city would put on the deck and Ruppe stated bare minimum to code. Ruppe stated that an informal settlement would be the best course of action. Rum River Consultants to send 2 letters before they are sent to Baldwin City Attorney. City Attorney stated that the resident is not charged for code

enforcements until legal counsel gets involved. Mayor Swanson stated that once the second letter goes out, Rum River would wait 30 days for compliance or corrections. If nothing is done by the resident, the code enforcement goes to the City Attorney. This would be septic compliance and code violations. Andy Schreder stated they would like approval from the City Council to bill the city for 15 ½ hours for previous time spent sending septic compliances to the MPCA. Andy Schreder questioned how the septic compliances get sent to the MPCA in the future. Swanson stated that Rum River Consultants will continue sending these compliances to the MPCA. Rush asked what the cost is to send these to the MPCA and Schreder stated the contract states \$85.00 per hour. Swanson requested a motion for the 15.6 hours to be invoiced by Rum River Consultants. **Rush/Walker unanimous to approve** invoice for 15.6 hours at \$85.00 from Rum River Consultants.

Rush/Walker unanimous to approve Rum River sending future septic compliances to the MPCA.

Jeff Holm arrived at 7:41 p.m.

Discuss Code Enforcements for Building – Rush/Walker unanimous to approve the below PID's for code enforcements. The PID's below that have a failed septic compliance and already received two letters from Rum River Consultant will be sent to the City Attorney.

PID# 01-00424-0320—Non-Compliant Septic

PID# 01-00429-0240—Non-Compliant Septic

PID# 01-00486-0245—Deck Violation

City Attorney, Ruppe, requested authorization from City Council to resolve informally on the decks without a railing. Ruppe is also asking for how much time to give the resident and what is the alternative if the resident fails to comply.

Rush/walker unanimous to approve giving the resident 60 days to resolve, in case they need to hire work to be completed. Deck would need to be removed, and a board installed in front of the door.

Park Committee Report – Rush discussed vandalism at Young Park. Cameras have been ordered to be installed at Young Park. The Park Committee is working on parking lot quotes for the expansion of the parking lots at Young and Goose Lake Park. Rush stated there have been quite a few park rentals at Young Park. FunFest was discussed and Baldwin parks will be visited by the Park committee at the August 21st, 2025 meeting.

Cemetery Update:

Discuss/Approve/Disapprove Cemetery GIS Map Expenditure of Approximately \$3500.00 – City Engineer Company, Hakanson Anderson, gave us a quote to do a GIS map for Baldwin Cemetery. **Rush/Walker unanimous to approve** \$3500.00 for cemetery map.

Tabled Items – None

New Business:

Discuss Volunteer Committee – Mary Larson, City of Baldwin's volunteer coordinator, would like to set up a Volunteer Committee for the City of Baldwin. She would like to network with City businesses and Realtor's to develop new resident packets in order to promote new businesses in Baldwin. Mary Larson is requesting to reinstate the volunteer corp committee. Rush asked if the committee members would be paid, if the Clerk should take minutes and if they would meet monthly. Mary stated that pay would not be offered at this time. Mary Larson requested funds left over from FunFest to be used for a spring Easter egg hunt in the City of Baldwin.

Discuss/Approve/Disapprove Clear and Grubbing for 100th Street and 297th Avenue – Holm stated this has been discussed and should be removed from the agenda. **Holm/Walker unanimous to approve** removing from the agenda and all future agendas.

Schedule Clean-Up Day for 2026 – Swanson/Holm unanimous to approve May 2nd, 2026, for Baldwin clean-up day.

Discuss Micro Surfacing – Rush communicated that he has been doing some research on micro surfacing. City Engineer, Sam Jochum, from Hakanson Anderson, sent an example plan set for a micro-surfacing project. Swanson stated that the benefit of having a plan set for a job like this is that it shows the exact starting and stopping locations. Rush would like to do the micro-surfacing in house. Rush stated that 313th and 125th ½ was already approved by the City Council. Holm stated that the city should have specs backed by the engineer, but the next project probably would not need a plan set. Walker stated the granite from Wisconsin would be the best product. Rush stated granite binds better. Swanson is not confident that the product will bind to all roads. Swanson stated that a project manual costing \$2500.00 should be prepared. Adding additional roads for the micro surfacing project was discussed by the City Council.

Discuss City Staff Attending City Council Meetings Remote – Rush asked if the city would save money if City staff attended meetings remote. City Planner, Licht, stated that his contract is per meeting and mileage is not added to attend meetings. City Attorney, Ruppe, stated that it's difficult to attend meetings remote. Ruppe has attended meetings remotely and in person but has found that technology can be a problem. Walker stated that it sounds like it's better to not have city staff attend meetings remote. Holm stated that based on what City Staff communicated, it is more efficient for city staff to be in-person for City Council meetings.

Discuss/Schedule Workshop with Vendors – Rush stated he would like to get Vendors together to discuss streamlining processes to be more efficient. Ruppe stated that templates could be developed so that staff could mail out certain letters right away.

Discuss/Approve/Disapprove Repair Quote of 2008 Ford F550, Truck# 6 – Repair quote is for \$4365.49. **Rush/Walker unanimous to approve** quote for \$4365.49.

Announcements:

- a. Special City Council/Budget Meeting Wednesday, August 13th, 2025 at 7:00 p.m.
- b. Baldwin FunFest Saturday, August 16th, 2025 from 11:00 a.m. to 3:00 p.m.
- c. Baldwin Fire Department Dance Saturday, August 16th, 2025 Starting at 8:00 p.m.
- d. Next City Council Meeting Monday, August 18th, 2025 at 7:00 p.m.

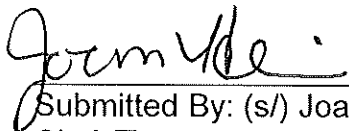
Any Other Business – Rush communicated that wetland delineation for Young Park of \$1000.00 would be covered by the city. **Rush/Walker unanimous to approve.**

Holm asked City Attorney, Ruppe, on annexation of road right-of way on 136th Street. Princeton Township will discuss this at their next Township meeting.

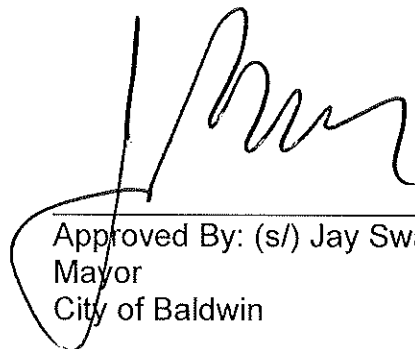
Holm also discussed Ruff Start Rescues event in September. Swanson sent an email to the business owner. Holm asked if the city would want to consider temporary no parking road signs for this event. Swanson stated this could happen and that reaching out to Ruff Start Rescue along with communication can be very beneficial. Holm stated that the event in September could be observed in order to plan accordingly for all future events.

Approve Bills for Payment - Rush/Walker unanimous to approve check numbers 28782 – 28814 for \$51,209.32 and 4 EFT payments for \$5155.82 for a total of \$56,365.14.

Adjourn – Rush/Holm unanimous to adjourn at 9:03 p.m.



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



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



Date

Attendees: Baldwin Fire Department Captain; Chad Miller, Delmas Hines, Andy & Roxanne Schreder, Carissa Kranz, Mary Larson, Blair Ransom and Cartrell Cooper.