



BALDWIN CITY COUNCIL REGULAR MEETING

AUGUST 18TH, 2025

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

Jeff Holm arrived at 8:07 p.m.

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

Call to Order – The August 18th, 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.

July 2025 Final Treasurer's Report – Beginning balance of \$821,178.98, Receipts of \$460,859.06, Disbursements of \$304,705.86; Check numbers 28693 – 28781, 34 ACH Payments, 12 EFT Payments leaving an unaudited ending balance of \$977,332.18.

August 2025 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$977,332.18, Receipts of \$27,161.85, Disbursements of \$108,258.30 leaving an unaudited ending balance of \$896,235.73.

Public Comment Requests:

- Wendy Beck & Glen Peterson – 14215 278th Avenue: Wendy Beck and Glen Peterson spoke regarding a letter received from the city on their Headwall/ROW Violation at 14215 278th Avenue. Wendy gave a handout to the City Council with other headwalls in her neighborhood. The property owners are also requesting a second driveway. Swanson discussed the process that needs to be followed for a second driveway application. Wendy Beck communicated that the headwall is in the process of being removed. No further letters or citations will be sent from the city regarding their headwall. Rush asked for a timeline of when their headwall needs to be removed. Rush recommends giving the residents an additional 20 days to remove the headwall since the headwall is currently half torn out.

Approval of Consent - Rush/Case unanimous to approve consent agenda.

- Approve Deputy Clerk Vacation Leave on August 29th, 2025

- Approve Clerk Vacation Leave on August 22nd and 25th, 2025
- Approve ISD #477 Special Election Held at Baldwin City Hall on November 4th, 2025
- Approve City Council Meeting Minutes for August 4th, 2025
- Approve Abatement Agreement for Andersen Deck

Engineering:

Discuss/Approve/Disapprove Micro-Surfacing Quotes – Quotes were received on August 14th, 2025 for the 2025 Micro surfacing Project. A total of 2 quotes were received. Asphalt Surface Technologies Corp. (ASTECH) total bid was \$75,451.80. Fahrner Asphalt Sealers total bid was \$90,593.87. City Engineer, Hakanson Anderson, recommends awarding the contract to the low bidder, ASTECH. **Case/Rush unanimous to approve** ASTECH bid for \$75,451.80. Rush discussed with the City Engineer that all future specs should be reviewed by the City prior to the quotes being sent out.

Discuss Trees on 100th Street and 297th Avenue – City Engineer, Sam Jochum with Hakanson Anderson did a rough approximate preliminary tree estimate for tree reimbursements on 100th Street and 297th Avenue. Based on quantity of trees, size, type of trees and price reimbursement that Sherburne County uses. The total cost for the trees on 297th Avenue is \$112,660.00 and the total cost on 100th Street is \$212,850.00 for a total cost of \$325,510.00. Case questioned the easements already signed and asked if the city is obligated to replace the trees for the easement agreements that have already been received and signed by the residents. City Attorney, Bob Ruppe, stated that the signed easements did not have an agreement that their trees would be replaced. Case would like to know what the true cost is, minus the easements that were already signed. City Engineer, Sam Jochum, stated this estimate was removal of all trees on 100th Street and 297th Avenue. Case is not in favor of replacing all trees but would like to know how many easements are already signed and will not need their trees replaced. Rush stated the city has only received approximately 26 signed easements. Rush is not in favor of replacing trees when the resident is getting a new road. Case agreed with Rush. The cost is for the new trees only and not transportation, clearing, grubbing and labor. Jochum suggested doing a survey before tree work is completed. Swanson stated that this can be discussed further at the Engineering Workshop. Fences will be replaced, which was discussed previously and approved by the City Council.

Discuss North Elk Lake Survey – City Engineer, Hakanson Anderson compiled a summary showing properties within the Elk Point development that have objects within the city right-of-way. These objects are in violation of Baldwin Ordinance No. 100. There were 20 properties identified during the engineering review/survey. Rush stated he does not want to move forward with code enforcements at this time. Rush went on to say that many of these headwalls and obstructions in the road right-of-way have been there for many years.

PID# 01-00409-0208 - Decorative brick retaining wall. City Attorney, Ruppe, and City Engineer, Jochum, recommend leaving the retaining wall. Swanson stated that this should be removed. Rush stated this has been in place for many years. Swanson stated that a resident under the public comments was asked to remove their obstruction. Case stated that the city should start with sending a letter. **Case/Walker unanimous to approve** sending a letter. **Rush disapproved, motion carried.**

PID# 01-00409-0210 - Large wooden post in road right-of-way. Rush stated that Public Works should go to property and remove the post. **Rush/Walker unanimous to approve** Public Works going to the property to remove the post in the road right-of-way.

PID# 01-00409-0212 and PID# 01-00409-0214 - Fence in the road right-of-way. City Engineer, Jochum, communicated that it is far enough away from the road that it could remain. Case stated that for public safety, it is better for the fence to remain. **Rush/Case unanimous to approve** leaving fence.

PID# 01-00409-0216 – Decorative mailbox post. Swanson discussed an encroachment agreement, or the resident could install a swing a way mailbox post. City Attorney, Ruppe, stated it could remain or do an encroachment agreement. **Case/Walker unanimous to approve** encroachment agreement.

PID# 01-00409-0220 – Driveway Headwall. **Case/Walker unanimous to approve** sending letter stating that the headwall needs to be removed.

PID# 01-00409-0226 – Driveway wall. Swanson stated that this is technically not a headwall but pavers to the road. **Rush/Case unanimous to approve** leaving as is.

PID# 01-00409-0230 – Storage shed and driveway boulder wall. **Case/Walker unanimous to approve** sending letter stating that shed needs to be moved and the driveway stones need to be removed in the road right-of-way.

PID# 01-00409-0232 - **Case/Walker unanimous to approve** letter being sent that large mailbox post and the driveway stones need to be removed in the road right-of-way.

PID# 01-00409-0248 – Wood fence in road right-of-way. City Engineer, Jochum stated the fence is far enough away from the road and isn't sturdy so if it was hit, there wouldn't be damages. **Walker/Rush unanimous to approve** leaving fence as is.

PID# 01-00409-0250 – Driveway wall. **Case/Walker unanimous to approve** sending a letter stating the brick needs to be removed in the road right-of-way.

PID# 01-00409-0252 – Decorative brick flower bed. **Rush/Walker unanimous to approve** leaving as is. **Case/Swanson disapproved. Motion failed.** Letter to be sent stating that the decorative brick flower bed needs to be removed out of the road right-of-way.

PID# 01-00409-0256 – Wooden driveway wall in road right-of-way. **Case/Walker unanimous to approve** sending letter to remove.

PID# 01-00409-0380 – Trash can box holder in road right-of-way. **Case/Walker unanimous to approve** sending a letter that trash can box holder needs to be removed out of the road right-of-way.

PID# 01-00409-0420 – Driveway wall in road right-of-way. **Case/Walker unanimous to approve** sending letter stating that wall needs to be removed in the road right-of-way.

PID# 01-00409-0370 – Driveway wall in road right-of-way. **Case/Walker unanimous to approve** sending letter stating that driveway wall in the road right-of-way needs to be removed.

PID# 01-00409-0345 – Shed in road right-of-way. Swanson stated this would be an encroachment agreement. **Case/Walker unanimous to approve** encroachment agreement.

PID# 01-00409-0335 – Vehicles, portable shed, and headwall in road right-of-way. **Rush/Case unanimous to approve** sending letter to remove portable shed and vehicles in the road right-of-way. Swanson stated that the blocks are buried in the ground and are not an issue.

PID# 01-00409-0305 – Decorative driveway posts. **Case/Walker unanimous to approve** sending a letter stating that decorative driveway posts need to be removed.

PID# 01-00030-1210 - Privacy fence. **Case/Walker unanimous to approve** sending a letter stating that the fence needs to be removed.

Jeff Holm arrived at 8:07 p.m.

Discuss 285th Avenue Surface Treatment – City Council requested City Engineer, Jochum, to review conditions and discuss surface treatment options for 285th Avenue. Concrete curb and gutter was constructed earlier this summer to help with drainage issues, and the surface is currently gravel for approximately 250-300 feet. Hakanson Anderson proposed 3 options to the City Council. Option one would be chip sealing with City Staff soliciting quotes. Option two would be chip sealing with Engineering Staff soliciting quotes. The third option is paving 285th Avenue. City Engineer, Jochum stated that the chip sealing needs to be done before September 15th due to weather. Rush discussed the Sandy Lake/Lake Diann project and the goal of completing 285th the same time as Sandy Lake/Lake Diann Project. Rush stated that class 5 needs to be brought in. City Engineer, Jochum, stated that City Staff or other contractors would be brought in. **Rush/Case unanimous to approve** option one.

Schedule Workshop with Engineers – Schedule workshop with City Engineer, Shane Nelson and Sam Jochum. Swanson suggested September 23rd, 2025 at 7:00 p.m.
Rush/Walker unanimous to approve September 23rd, 2025 at 7:00 p.m.

Discuss/Approve/Disapprove Parking Lot Quotes for Young Park and Goose Lake Park – Three quotes were received for Young Park parking lot expansion. Erickson Asphalts quote came in at \$39,560.00. Rum River Contracting Company quote came in at \$28,131.60 and Allied Blacktop Companies quote was \$48,450.00. **Holm/Case unanimous to approve** \$28,131.60 from Rum River Contracting Company contingent on review of the contract by City Attorney.

Goose Lake Parking lot – Two quotes were received for paving Goose Lake parking lot. Allied Blacktop Company was \$28,498.00 and Rum River Contracting Company was \$16,408.90. **Holm/Rush unanimous to approve** \$16,408.90 from Rum River Contracting Company contingent on City Attorney review of the contract.

Discuss/Approve/Disapprove Lake Diann and Sandy Lake Quotes – Chris Dahn from Bogart and Pederson was at the meeting to discuss quotes. Dahn stated that the city only received one out of four quotes requested from contractors due to end of the season rush. City Attorney, Ruppe, stated that there was good faith and the city was not able to acquire two bids.

Rush/Walker unanimous to approve Lake Diann quote for \$25,695 from Holt Excavating contingent on City Attorney and Engineer review of the contract.

Sandy Lake Project - Rush/Walker unanimous to approve Sandy Lake quote for \$86,125.00 from Holt Excavating contingent on Attorney and Engineering review of the contract.

Frontier Trails Update – The Clerk received an email from Mike Gwynn, Wastewater Manager for Frontier Trails. Gwynn stated that the system at Frontier Trails is okay but not great. The sand filters are getting plugged. There is a leak that Steinbrecher will be going to Frontier Trails to look at. The numbers are okay but Gwynn stated he can't guarantee what will happen in August. NSU is the new Wastewater Management team and will be starting to manage the system at Frontier Trails starting September 1st, 2025. The financials for July 2025 are \$26,136.30 in revenues, which is mostly the tax settlement payment received. The expenditures are \$7163.22 which leaves a positive balance for the month of July 2025 of \$18,973.08.

Road Report:

Review of quote for paving 285th – This will be deleted/voided due to not being requested per Swanson. A quote to pave 285th was not requested by the City Council.

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

Discuss/Approve/Disapprove Purchasing Temporary No Parking Signs – Quote received from M-R Signs was for 15 signs for \$165.00 plus freight. These signs are one color on white corrugated plastic. The other quote for 15 signs was for \$206.25 plus freight. These are one color on white corrugated plastic with EG reflective. Case asked if signs could be put up permanently on only one side of the road stating no parking on this side of the street. Signs to be 300 feet apart. Case stated to order up until price break is given. Ruppe to draft a no parking ordinance and bring back to the September 8th City Council meeting. Clerk will research price break and bring back to the September 8th City Council meeting. City Engineer to review area for the signs.

Discuss/Approve/Disapprove 123rd Street and 278th Avenue Quotes – Three quotes were received for 123rd street and 278th Avenue 1 ½" overlay with shouldering project. Knife River Quote was \$31,660.00, Rum River Contracting Company quote was \$30,413.10 and Allied Blacktop was \$38,006.55. **Holm/Rush unanimous to approve** Rum River Contracting Company for \$31,660.00 contingent on City Engineer and Attorney review of the contract.

Discuss Delinquencies of Builder Driveways – Rush stated that the deadline for completion of driveways to be October 1st, 2025 unless builder communicates something different to City Staff. City Engineer to inspect after October 1st, 2025.

Discuss Project Scope for Cul De Sac Repair on 127th Street – Cul De Sac will be repaved including milling to gravel and repaving with 2-inch overlay and shouldering. Case and Swanson requested project scope. Swanson asked for quote and the city has only received one quote. City Attorney, Ruppe, stated that municipal contracting law states that over \$25,000 - \$175,000 needs two quotes. If two quotes are not received, it must be documented on file why two quotes weren't received.

Discuss/Approve/Disapprove Summer Help for September 2025 – **Case/Walker unanimous to approve** summer help extended through September 2025.

Tabled Items - None

New Business:

Discuss/Approve/Disapprove Electrical Quote – Estimate received to change out the lights at the fire department is for \$1027.00. **Rush/Case unanimous to approve** quote for \$1027.00.

Schedule Budget Meeting – **Rush/Walker unanimous to approve** September 15th, 2025 at 7:00 p.m.

Discuss Zimmerman and Princeton Today Newspaper Insert – **Case/Rush unanimous to table** until the September 8th, 2025 City Council meeting.

Discuss Rescheduling FunFest – Rush/Case unanimous to approve rescheduling FunFest for September 20th, 2025, contingent on church being available.

Announcements:

- a. Special Planning Commission Meeting Wednesday, August 20th, 2025 at 7:00 p.m.
- b. Park Committee Meeting Thursday, August 21st, 2025 at 7:00 p.m.
- c. Clerk at MCFOA Seminar Thursday, August 21st, 2025
- d. Baldwin Fire Department Live Burn at 13222 289th on Saturday, August 23rd, 2025
- e. Christ Our Light Open House Saturday, August 23rd, 2025 from 2:00 p.m. to 4:00 p.m.
- f. Planning Commission Meeting Wednesday, August 27th, 2025 at 7:00 p.m.
- g. City Hall Closed Monday, September 1st, 2025 in Observance of Labor Day
- h. Next City Council Meeting Monday, September 8th, 2025 at 7:00 p.m.
- i. Baldwin Fire Department Open House Saturday, September 13th, 2025 from 11:00 a.m. to 3:00 p.m.
- j. Next Infrastructure Committee Meeting Thursday, September 18th, 2025 at 7:00 p.m.

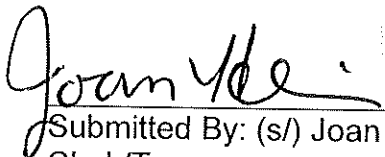
Any Other Business –

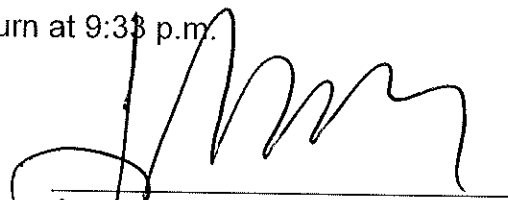
City Engineer, Jochum, discussed MS4 meeting he attended at Sherburne County today.

Case discussed funeral by Sandy Lake for Mike Brinwall with 70 vehicles. September 6th, 10:00 a.m. to unknown.

Approve Bill for Payment – Walker/Rush unanimous to approve check numbers 28815 – 28850 for \$53,191.39, void check number 28819, 8 EFT Payments \$6391.40 for a total of \$59,582.79.

Adjourn – Holm/Rush unanimous to adjourn at 9:38 p.m.


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


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

9-23-2025
Date

Attendees: Delmas Hines, Wendy Beck, Glen Peterson, Chris Dahn with Bogart & Pederson, Tom & Danielle Hultman, Ronnie Holthaus, Matthew Burgoyne, Pat Brown and Zac Good; Baldwin Public Works Supervisor.