



BALDWIN CITY COUNCIL REGULAR MEETING

SEPTEMBER 8TH, 2025

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

Jeff Holm arrived at 7:02 p.m.

Also Present – City Attorney: Bob Ruppe from Couri & Ruppe

Call to Order – The September 8th, 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.

September 2025 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$904,293.97, Receipts of \$13,858.55, Disbursements of \$48,114.92 leaving an unaudited ending balance of \$870,037.60.

Sheriff's Report – Deputy Wilson reported a total of 242 calls for service in Baldwin for the month of August 2025. These calls consisted of 4 thefts; which were at a Hardware Store, no burglaries, 3 disturbing the peace, 3 motor vehicle accidents, 4 animal complaints, 12 assisted medicals, 70 traffic stops, 20 additional patrols were requested and performed for the public and the rest were miscellaneous calls for service. Swanson communicated with Deputy Wilson that the Ruff Start Rescue event is September 27th, 2025.

Fire Department Report – Assistant Fire Chief, Robin Fischer, reported 28 calls for service in the month of August 2025. These calls consisted of 19 medicals, 1 vehicle fire, 1 structure fire, 1 hazardous condition, 3 grass/rubbish fire, and 3 rescue/citizen assist. Of these calls, 5 were for Blue Hill Township. Fischer communicated about the Fire Department open house on Saturday, September 13th, 2025.

Fischer said that the Fire Department dance on August 16th, 2025, had about 250-300 in attendance. The Fireman's Dance is already discussing making the Fire Department dance an annual event. Swanson asked about the live fire that was performed east of Elk Lake on August 23rd, 2025. Fischer stated the training was successful in showing new firefighters the beginning of a fire, level 2 burns and smoke/ heat conditions. Fischer stated that this type of training is very valuable to Baldwin Fire Department.

Discuss/Approve/Disapprove Resolution 25-21; Increase in Benefit Level for Statewide Volunteer Firefighter Plan – Fischer spoke that the increase in the Statewide Volunteer Firefighter Plan would be an increase from \$4500 to \$4800. The City of Zimmerman is \$5700. The City of Princeton is at \$4800, increasing to \$5000 and Milaca's benefit level is at \$6800.

Rush/Walker unanimous to approve \$4800 increase. Case abstained. Motion carried.

Discuss/Approve/Disapprove Fire Department Dance Contribution of \$7,500 – At the January 6th, 2025, City Council meeting, the fire department requested \$7500 "front money" for the Fire Department dance to be held on August 16th, 2025. Council Member, Rush, is now requesting this be a contribution instead. Rush said he thought the original request was a contribution and not a loan. Swanson asked if this is to recoup for this year or a contribution for next year. Rush stated the goal of the contribution is to start out a fireman's dance for successful years to come and is a one-time contribution for this year's dance. **Rush/Walker unanimous to approve \$7500.00 contribution. Case abstained. Motion carried.**

Public Comment Requests

- Berkley & Heather Rodgers – 13923 290th Avenue NW; Right-Of-Way Encroachment of Mailbox and Rocks – Berkley spoke on his concerns with the rocks being removed in the road right-of-way. These rocks are at the bottom of a hill and if they're removed, the garage will flood. Berkley stated that the mailbox post has already been moved. Swanson asked if the rocks could be removed and stated the concern is that a snowplow could hit these rocks. There are also concerns with public safety if these rocks were left in the road right-of-way. Swanson stated that obstructions in the road right-of-way are illegal and are prohibited by state law. Swanson spoke of an encroachment agreement and that if an agreement was completed, the liability would fall on the homeowner. Swanson recommends homeowners talk to their homeowner's insurance for coverage. Rush and Holm agreed that the 2 rocks could be eliminated in the road right-of-way. Swanson asked the City Attorney, Ruppe, if a couple of the rocks were removed, would an encroachment agreement still be needed. City Attorney, Ruppe, stated the encroachment agreement would be needed. The rocks would need to be removed at the expense of the homeowners for all road improvements. Swanson asked if the two rocks could be reduced and retaining wall reduced to accomplish a 6" reveal. This would solve the problem, but an encroachment agreement would also be needed.
- Jay Anderson – 14061 290th Avenue; Headwall in Road Right-Of-Way – Anderson spoke that this helps with erosion and drainage. Rush asked if drainage in this area could be discussed at the Engineering Workshop on September 23rd, 2025. Case asked if the retaining wall could be reduced to one layer. Swanson stated that this should include one layer up to the power pole. An encroachment agreement needs to be drawn up by Baldwin's City Attorney.

- Sharlyn Schedlbauer & Maurice Borchardt – 13921 290th Avenue NW; Shed & Rocks in Right-Of-Way – Sharlyn read a letter to the City Council. Swanson stated that public safety has to be first and foremost for the City Council, including emergency service and snowplowing. Holm stated that the shed is not an issue and asked if the headwall could be lowered and built up on the neighbor's side. Homeowner already received a variance from Sherburne County on the location of the shed. Holm stated the shed is only a foot in the road right-of-way. **Holm made a motion** to remove the shed from enforcement. **Rush seconded the motion.** Case stated that an encroachment agreement should be completed for the shed in case it is needed in the future. Holm requested the last 3 blocks be removed with a 6" reveal. **Holm took a friendly** to do an encroachment agreement the shed does not need to be moved. The three end rocks to be moved and the retaining wall to a 6" reveal. **Case/Walker/Rush accepted friendly. Motion carried.**
- Jim Reed – 14029 290th Avenue NW; Question regarding right-of-way actions being taken on 290th Avenue NW – Reed stated that he did measurements today and measured from the markers, placed during the survey, to the edge of the road. Reed stated this measurement was 5 to 22 feet. Reed stated that the retaining wall next to the driveway is near a power pole with buried lines and a transformer on the power pole along with a phone box nearby. Reed stated he isn't sure what he will do because there is problems with water run-off. Swanson requested the homeowner decrease the top blocks on the retaining wall to have a 6" reveal along with an encroachment agreement. Case asked about the fence, and this is not an issue.
- Carol Sartin - 14243 280th Avenue. Her road hasn't been maintained for years and hasn't been plowed. This road goes off to the left from Ridgewood Bay. Swanson clarified the road and this is 288th. Rush stated that this road is classified as a private road. City Attorney, Ruppe, explained that the road was requested private and was platted as such. Ruppe stated that the private road was never dedicated to the public when it was platted. Under State law, the road needs to be dedicated. Swanson stated that the city will look into this and get back to the resident. Ms. Sartin stated there are a lot of ruts on the road that need to be fixed.

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

- Approve Park Dedication for Meadows of Baldwin of \$20,400.00
- Approve Second Driveway Request for PID# 01-00545-0210
- Approve Planning Commissioner Resignation for Richard Marshall Effective of Replacement or Conclusion of November 2025
- Approve Applicant Escrow Credit of \$1613.50 Returned to Century Cabinets
- Approve Applicant Escrow Credit of \$152.50 Returned to Finlayson
- Approve Clerk Vacation Leave of September 11th and 12th, 2025
- Approve Special City Council Meeting Minutes for August 13th, 2025

Planning Items:

Discuss/Approve/Disapprove Resolution 25-22; Meadows of Baldwin Preliminary Plat – Meadows of Baldwin, LLC has submitted application to subdivide 58.34 acres located at the southwest quadrants of 305th Avenue and 136th Street into 17 single family lots. City Attorney, Ruppe, added an additional 17 conditions for consideration for City Council approval. **Case made a motion** to approve resolution 25-22 and to include additional 17 conditions. **Walker seconded the motion, motion carried.** Rush stated that all driveway permits, in this future development, need to be addressed in a timely manner, which have been time consuming to city staff in the past. Swanson stated that this is a preliminary plat, and this will be addressed during the final plat.

Discuss Code Enforcements:

- Authorization to send Step 1 contact letters:
 - PID# 01-00425-0250; Residential occupancy of commercial building
 - PID# 01-00467-0145; Home occupation, residential parking, dwelling unit
 - PID# 01-00438-0155; Private Animal Kennel
- Authorization to send Administrative Notices:
 - PID# 01-00487-0530; Contractor yard, storage containers
- Authorization to send Administrative Citations:
 - PID# 01-00009-3210; Junk/debris, inoperable vehicles
 - PID# 01-00415-0340; Junk/debris, unlicensed vehicles
 - PID# 01-00015-4402; Storage Container
 - PID# 01-00407-0630; Junk/debris, unlicensed vehicles
 - PID# 01-00408-0332; Junk/debris
- Authorization for City Attorney to initiate code abatement actions:
 - PID# 01-00535-0130; Occupancy of RV as dwelling/building addition w/out permit
 - PID# 01-00407-0630; Occupancy of RV as dwelling unit

Case/Rush unanimous to approve proceeding with above code enforcement letters, administrative notices, citations and code abatement actions.

Park Committee Report:

Rush stated that Walker attended the last Park Committee meeting. Discussion on a bench for Mike Brinwall in his honor. Mike was a dedicated fire fighter, and Case stated the bench should be placed at the fire department. Rush communicated that the parking lots at Goose Lake and Young Park have been completed. Rush communicated that FunFest is September 20th, 2025.

Discuss/Approve/Disapprove Cutting Brush Back at Elk Lake Off 287th Avenue – A resident is requesting to clean-up the brush by Elk Lake on 1.5 acre of the City owned property PID# 01-00404-0001. The clearing of the brush was done last fall/winter. **Case/Holm unanimous to approve** clearing of the brush.

Discuss/Approve/Disapprove getting quotes for parking lot poles and lights from electric companies – Rush stated that Goose Lake had a light pole that was removed, and Young Park had an addition to the parking lot. Case would like light poles to focus down to eliminate light pollution. **Rush/Holm unanimous to approve** going out for two quotes for parking lot poles and lighting.

Cemetery Update – None

Tabled Items:

Discuss/Approve/Disapprove Temporary No Parking Signs – Quotes have been received for the city to purchase temporary no parking signs to be used for events within the city. Jellyfish Graphics quote for 15-20 signs, standard aluminum which is 12 X 18 would be \$15.00 each, Stock reflective 12 X 18 would be \$18.00 each. An additional quote was received from M-R Sign and pricing was higher and freight would be included. Case stated that temporary no parking signs would be preferred. Swanson questioned if the signs should say "No parking on this side of the street." Swanson said getting 4-6 of these signs. **Rush/Case unanimous to approve** getting these quotes.

Discuss Zimmerman and Princeton Today Newspaper Insert – The City Council reviewed the Zimmerman and Princeton Today Newspaper insert. Case would like to include Blue Hill in the distribution of this newspaper insert. **Rush/Case unanimous to table** until the September 22nd, 2025 City Council meeting.

New Business:

Discuss/Approve/Disapprove Quotes for 127th Cul-De-Sac Repair – The City reviewed quotes for the cul de sac repair. **Rush/Case unanimous to approve. Walker abstained.** Holm stated that a new quote should be received from the contractor. Swanson stated that this could be put off until next year and requested new quotes in the spring. **Rush withdrew his previous motion and wants** to postpone project and have it rebid in the spring. **Rush/Holm unanimous to disapprove** quotes and postpone project until the spring.

Discuss/Approve/Disapprove Quotes for 285th Avenue – City Attorney, Ruppe, stated that an additional quote for asphalt should be requested. Rush stated that something needs to be done on this road and double chip sealing should be done. **Rush made a motion** to approve Allied \$21,788.00 for triple chip sealing. **Walker seconded the motion, motion carried. Rush/Walker took as a friendly** for Attorney review.

Discuss Engineering and Attorney Fees – Rush spoke of getting templates from the City Engineer and Attorney so the city could do more tasks in house. More discussion will come regarding this at the Engineering Workshop on September 23rd, 2025. City Attorney, Ruppe, added that there are contracts that are used over and over again. Some examples of this would be road grading, etc.

Announcements:

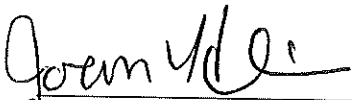
- a. Baldwin Fire Department Open House Saturday, September 13th, 2025 from 11:00 a.m. to 3:00 p.m.
- b. Budget Meeting Monday, September 15th, 2025 at 7:00 p.m.
- c. Special Planning Commission Meeting Wednesday, September 17th, 2025 at 7:00 p.m.
- d. Park Committee Meeting Thursday, September 18th, 2025 at 7:00 p.m.
- e. Baldwin FunFest Saturday, September 20th, 2025 from 11:00 a.m. – 3:00 p.m.
- f. Next Baldwin City Council Meeting Monday, September 22nd, 2025 at 7:00 p.m.
- g. Engineering Workshop Tuesday, September 23rd, 2025 at 7:00 p.m.

Any Other Business – City Attorney, Ruppe, stated he will not be able to attend the next City Council meeting on September 22nd, 2025 due to a conflict.

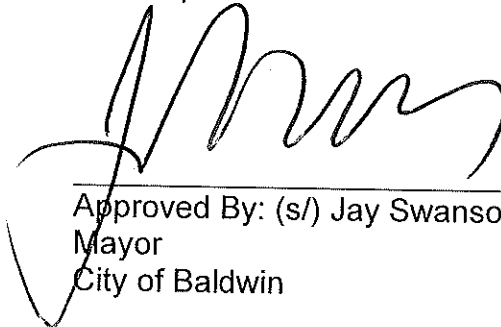
Clerk brought up that advantec filters need to be cleaned at Frontier Trails. The contract with NSU is being worked on by NSU's Attorney. Swanson would like to reach out to Zimmerman for a Class C operator to fill in for a couple of weeks until the contract is finalized. Bob Ruppe went over concerns regarding the NSU contract.

Approve Bills for Payment - Rush/Walker unanimous to approve check number 28851 – 28902 for \$49,910.38, 8 EFT Payments for \$11,459.17 for a total of \$61,369.55

Adjourn - Holm/Rush unanimous to adjourn at 9:26 p.m.



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



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

10-6-2025
Date

Attendees: Sharlyn Schedlbauer, Maurice Borchardt, Jay Anderson, Baldwin Fire Department Assistant Chief; Robin Fischer, Delmas Hines, Berkley Rodgers, Carzel Sartin, Don King, Dave Kemp, Myron Cooper, Dylan Lannes, Jim Reed, Alec Smith, Scott Schmidt, Pat Brown, Chris Dahn and Zac Good.