



BALDWIN CITY COUNCIL REGULAR MEETING

OCTOBER 6TH, 2025

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

Jeff Holm arrived at 8:18 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 October 6th, 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.

October 2025 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$622,325.11, no receipts, disbursements of \$73,052.80 leaving an unaudited ending balance of \$549,272.31.

Sheriff's Report – Deputy Wilson reported a total of 225 calls for service in the City of Baldwin for the month of September 2025. There were 4 thefts which consisted of a theft from Marv's, a game counsel taken out of a unlocked vehicle, cannabis supply theft taken by a roommate and one mailbox. There were 7 motor vehicle accidents, 19 medicals, 53 traffic stops, and 16 requests for extra patrols.

Deputy Wilson spoke about a speeding complaint on 100th Street. He said he patrolled this area and did not see any issues but suggested a speed sign to provide data. Swanson communicated with Deputy Wilson that no parking signs have been installed in the industrial park.

Fire Department Report - Assistant Fire Chief, Robin Fischer, reported a total of 29 calls for service in the month of September 2025. These calls consisted of 24 medical assists, 3 fires, 1 carbon monoxide check and 1 public assistance. Fischer communicated that it's grass fire season and it's getting very dry out. Swanson recommended doing a Text My Gov notification to residents regarding this.

Discuss Lucas Fundraising – Assistant Fire Chief, Fischer, has been working on getting donations for a Lucas device. The Lucas device extends the reach of care by maintaining chest compressions during transport to advanced lifesaving therapies,

including ECMO (extracorporeal membrane oxygenation) or PCI (percutaneous coronary intervention.) By increasing provider safety, avoiding fatigue over long durations and reducing transport risks by allowing caregivers to sit belted, the Lucas device can help calm the scene and provide an extra pair of hands. Fischer has raised over \$20,000 so far and this will pay for one device. The goal is to continue fundraising to purchase a second Lucas device for Baldwin Fire Department.

Public Comment Requests:

Julie Weidenborner – 14312 314th Avenue NW: Julie is the current President at Frontier Trails Homeowners Association. Julie stated there have been 3 homes with pumping issues and some concerns with winter coming. Julie has concerns with the Steinbrecher quote on this agenda and is also requesting updates on NSU and what their evaluation of the system is at Frontier Trails. Swanson communicated that home tanks are pumped every 3 years and that a deep evaluation of the system from NSU has not yet happened. Swanson stated he will be recommending the Steinbrecher quote be disapproved until NSU evaluates the system. Julie questioned who will be responsible for the Attorney fees for reviewing the NSU contract. Swanson stated that the residents of Frontier Trails will be charged Attorney fees for contract review.

Approval of Consent Agenda – Case/Walker unanimous to approve consent agenda. Rush questioned what the abatement agreement for PID# 01-00429-0240. City Attorney, Ruppe, stated this it's a noncompliant septic and was requesting approval from the City Council to draft an abatement agreement for the property owner. The property owner is requesting an extension on getting the septic into compliance due to many issues.

- Approve Clerk Vacation Leave on October 9th and 10th, 2025
- Approve Regular City Council Meeting Minutes for September 8th, 2025
- Approve Special City Council Meeting Minutes for September 15th, 2025
- Approve Regular City Council Meeting Minutes for September 22nd, 2025
- Approve Emergency City Council Meeting Minutes for September 29th, 2025
- Approve Clerk Attending MCFOA Region IV Meeting on November 18th, 2025
- Approve Attorney to Draft an Abatement Agreement for PID# 01-00429-0240 Contingent on Mayor and Attorney Review
- Approve/Disapprove Grading Agreement Meadows of Baldwin Subject to City Engineer and City Attorney Review

Planning Items:

Discuss/Approve/Disapprove Request for Proposal (RFP) for Codification –

Codification is the process of organizing ordinances into one book by subject matter, so it is accessible and convenient for all users. The contracted firm will review all ordinances and will continue to work with city staff after the initial project to update the ordinances and amendments as needed. The City of Baldwin received two request for proposals for codification. American Legal Publishing's quote was \$12,495 base price and MuniCode's quote was for \$12,950. Swanson asked if Licht has worked with either company in the past. Licht stated that he has worked with both companies but prefers

American Legal Publishing. **Rush/Case unanimous to approve** American Legal Publishing with a base fee of \$12,495.

Discuss/Approve/Disapprove Request for Proposal (RFP) for Municipal Liquor Store Feasibility Study – The City of Baldwin received six request for proposals to perform a Municipal Liquor Store Feasibility Study for the City of Baldwin. Baldwin has an opportunity to establish such operations before crossing the 10,000-person threshold for population. The first step would be for the firm to do a market study for a potential liquor store within the City of Baldwin. If they find there is a suitable market to add a store in the region, they will help with location, scoping out the building and working on an operations plan. Precision's quote was for \$45,000, Northspan's quote was \$22,955, LOCI's quote was \$11,000 plus implementation and plan development, Delaney Consulting's quote was \$35,650, Shenehon's quote was not to exceed \$55,000 and Meyer's Group quote was \$18,000 for the architectural and Engineering plus work additions/scope changes that will require corresponding fee adjustments. The selected company would look at the market, identify location and work on an operational plan. The Municipal Beverage Association indicated that there were a variety of experience and costs, and Licht indicated it was not apple to apple comparison. Swanson is requesting a breakdown of specific costs and ability to stop work if needed. Swanson would like Licht to speak to Delaney in the form of negotiations and stated that a breakdown of costs would be preferred instead of the standardized contracts that were received. Case stated that Baldwin has a unique opportunity, with being next to Highway 169, that could possibly alleviate taxes for the residents. Rush stated that he understands the revenue portion having a municipal liquor store but said he doesn't think the city needs to pay someone to tell the city where to locate the liquor store. Case and Rush agree that the City Council should request a breakdown of the phases for the study. **Rush/Walker unanimous to table** until November 3rd, 2025 with the directives of obtaining breakdown of the phases.

Discuss Code Enforcements:

PID# 01-00418-0330 – Request to send step one administrative letter.

PID# 01-00408-0225 and PID# 01-00408-0210 – Request to send step one administrative letter.

PID# 01-00418-0125 – Request to send step one administrative letter

PID# 01-00516-0220 – Request to send step one administrative letter

PID# 01-00486-0210 – Request inspection

PID# 01-00508-0114 – Shipping container on property under 10 acres. Request to send step one administrative letter.

Case/Walker unanimous to approve the appropriate action as stated above.

Park Committee Report: At the September 18th, 2025 Park Committee meeting, they discussed the items below.

Discuss/Approve/Disapprove up to \$1000.00 for Purchase of a Gate at Young Park by Brown Shed – The Park Committee approved a gate to be placed in front of the brown shed at Young Park. The gate would have 2 posts installed on each side of

the driveway area with a steel chain. Baldwin Public Works Department will be performing the work. **Rush/Walker unanimous to approve** up to \$1000 for post and chain fencing.

Discuss/Approve/Disapprove Quote of \$2200.00 from Plaisted Companies for Boulders at Young Park – The Park Committee approved to purchase of 20 tons of boulders to be placed at Young Park so vehicles and ATVs cannot enter the park area by the playground equipment and pavilion. **Rush/Walker unanimous to approve** Plaisted Companies quote for \$2200.00.

Discuss/Approve/Disapprove Park Dedication Fees Changing from \$1200.00 Per Lot to \$2250.00 – Licht from TPC stated that statutory language says this park dedication fees are based on property values within the city. **Rush/Walker unanimous to approve** sending park dedication fees to the Planning Commission to review.

Discuss/Approve/Disapprove Removal of Southwest Corner Trail and the Middle East West Trail for Wetland Delineation – **Walker/Case unanimous to approve** removal of the trails at Young Park.

Discuss/Approve/Disapprove Remaining Funfest Funds Being Used for a Spring Easter Egg Hunt – **Case/Rush unanimous to approve** remaining funds to be used for a spring Easter egg hunt.

Cemetery Update – The cemetery fence portion by the guard rail has been removed. Case asked if the chain link silver fence could be painted black to match the gate at the cemetery. Case stated this would look more dignified. This will be discussed at the October 20th, 2025, City Council meeting.

Tabled Items:

Discuss/Approve/Disapprove Steinbrecher Proposal for \$14,470.00 – Swanson recommends this to be disapproved because the proposal was not requested by our current service provider. **Case/Walker unanimous to disapprove** proposal for Steinbrecher for Frontier Trails SSD.

Discuss/Approve/Disapprove Zimmerman and Princeton Today Newspaper Insert – Case recommends soliciting for advertising and asked what the procedure is. **Case made a motion** for the Clerk to research this, **Walker seconded the motion. Motion carried.**

Discuss/Approve/Disapprove Request for Proposals (RFP) for Young Park Parking Lot Lighting – The City requested quotes for vendor supplied poles/lighting and quotes without vendor supplied items. The City received a quote for supplies only from LightMart for \$3601. Boe Electric's quote without supplies was \$6230 and with supplies was \$9630. Hubbard Electric's quote without supplies was \$7201.54 and with supplies was \$12,051.54. Starry Electric did not quote without supplies and the quote

for supplies was \$24,405. Case asked if there was information on this to avoid light pollution. Rush stated that this information was sent to the vendors. **Rush/Case unanimous to approve** Boe Electric for \$9630 which includes supplies.

Discuss/Approve/Disapprove Additional Surveying at North Elk Lake Loop – City Engineers created a map of what was staked at the North Elk Lake Loop as well as photo's taken after the initial survey. **Case made a motion** for surveyors to go out for another hour to reapply stakes. **Walker seconded the motion** but requested pictures be taken of the stakes after they are installed. **Rush disapproved, motion carried.**

New Business:

Schedule Budget Meeting – Swanson stated that this is to review the preliminary budget that was sent to the County on September 30th, 2025. **Rush/Walker unanimous to approve** October 21st, 2025 at 7:00 p.m. Ehler's to be at the meeting per Swanson.

Discuss Culvert Maintenance – Public Works Supervisor, Good, prepared a culvert maintenance memo requesting City Council decision on culvert maintenance needed within the City. Option one was to remain reactive. Option two was to create a culvert inventory and condition rating and the third option was to tie culverts to road projects. Case asked if there was a policy in place and Rush stated there isn't. This is for discussion only at this time.

Discuss Builder Delinquent Driveways – Rush stated that inspections have been sent to the City Engineer. The rest of the driveways, that needed to be completed by October 1st, 2025, were communicated to the Clerk regarding completion dates.

Discuss/Approve/Disapprove Switching Roads Contact Number One to Jay – Swanson would like a procedure and a visioning session as a City Council regarding what the Public Works Department should look like in 5 years. Rush would like to recommend Walker as road supervisor number one. Rush stated that Walker is in the industry and knows the city roads well. Case also recommends a visioning session to discuss Public Works. **Swanson made a motion** to schedule this visioning session for November 10th at 7:00 p.m. **Case seconded the motion, motion carried.** Ruppe asked if the Engineers or Legal Staff should be present at this meeting and Swanson stated not at this time. **Rush/Case unanimous to approve** Walker as Road Supervisor number one and Rush as Road Supervisor number two. **Motion carried.**

Discuss Empowering Small Minnesota Communities Program – **Rush/Walker unanimous to table** until the October 20th, 2025, City Council meeting.

Discuss Laserfiche – Quote received from CDI was for \$3150 for initial setup and then \$1200.00 annually. **Case/Walker unanimous to approve** Laserfiche quote for \$3150.00 for initial setup and \$1200.00 annually.

Jeff Holm arrived at 8:18 p.m.

Discuss/Approve/Disapprove Partial Payment to SealPros – Rush stated the contractor is requesting a 75% payment for what's been completed for the crack sealing project. Rush went on to say that SealPros was \$30,000-\$35,000 lower than the rest of the bidders. This project was supposed to be a two-week install. Rush stated at the preconstruction meeting, there was three issues called out which were the two different rubbers to be used, the special aggregate, and the training certificate. The City Engineer sent a template on what retainage could be kept and how much prepayment could be given. Public Works Supervisor determined that on a day and a half inspection he found the amount could be paid would be \$19,741.50. Good, Public Works Supervisor, stated there were some deficiencies and the number cannot be arbitrary per the City Engineer. Ruppe stated that he would need to review the contract. Swanson stated that the contractor has been working on this for four weeks and should have more than \$20,000 of the work completed. Swanson stated that the City Council does not have an amount to approve at this meeting. Ruppe, City Attorney, stated that deficient work should be documented along with pictures. **Rush/Walker unanimous to approve** Public Works Supervisor, Good, to proceed and complete progress of crack sealing project.

Discuss/Approve/Disapprove October – December 2025 Newsletter – **Case/Walker unanimous to approve** October – December 2025 newsletter.

Discuss/Approve/Disapprove Expenditure Limits – **Rush/Walker unanimous to table** until the October 20th, 2025 City Council meeting.

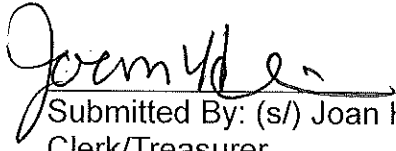
Announcements:

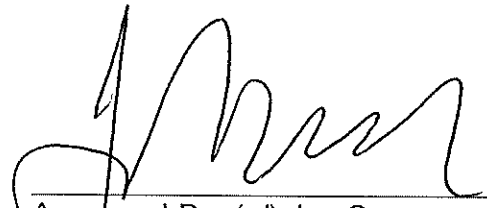
- a. City Hall Closed Monday, October 13th, 2025 in Observance of Columbus Day
- b. Special Planning Commission Meeting Wednesday, October 15th, 2025 at 7:00 p.m.
- c. Park Committee Meeting Thursday, October 16th, 2025 at 7:00 p.m.
- d. Next City Council Meeting Monday, October 20th, 2025 at 7:00 p.m.
- e. Infrastructure Committee Meeting Thursday, October 30th, 2025 at 7:00 p.m.

Any Other Business – **Swanson/Case unanimous to approve** certificate, letter and card to Planning Commissioner, Richard Marshall.

Approve Bills for Payment – **Holm/Case unanimous to approve** check numbers 28936 – 28953 for \$74,568.97 and 8 EFT payments for \$8710.40 for a total of \$83,279.37.

Adjourn – Holm/Walker unanimous to adjourn at 8:53 p.m.


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


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

10-20-2025
Date

Attendees: Delmas Hines, Ron & Cindy Messer, Julie Weidenborner, Jeff Larsen, Public Works Supervisor; Zac Good, Ed Stofferahn, Baldwin Assistant Fire Chief; Robin Fischer, Bruce West