



BALDWIN CITY COUNCIL REGULAR MEETING

OCTOBER 20TH, 2025

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

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

Call to Order – The October 20th, 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 Final Treasurer's Report – Beginning balance of \$903,819.53, Receipts of \$36,386.88, Disbursements of \$314,719.77; check numbers 28856 – 28940 and 11 EFT Payments leaving an unaudited ending balance of \$625,486.64.

October 2025 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$625,486.64, Receipts of \$38,217.21, Disbursements of \$128,895.88 leaving an unaudited ending balance of \$534,807.97.

Public Comment Requests:

- Darren Lieser - 14300 294th Avenue NW: Mr. Lieser is requesting extending his driveway permit into 2027 in order to do a concrete apron by the road.
Case/Holm unanimous to approve extending driveway permit until October 31st, 2027.
- Norm Behnke – 28123 Lake Diann Road: Inquiring on what Baldwin residents do about barking and loose dogs. City Attorney, Ruppe, stated that the information shared with Norm Behnke is different from what was communicated at the meeting with Sherburne County Sheriff's Department. At the meeting, it was communicated that Sherburne County Sheriff's Office would take care of loose and barking dog violations. Norm Behnke to send additional information to the Clerk.
- Julie Wiedenborner – 14312 314th Avenue: Budget and Septic: Julie Wiedenborner is the current Frontier Trails HOA President. Julie had conversations with residents regarding the increase of the monthly utility billing

for 2026. Julie would also like the plans from NSU. Julie is also asking if there is a cap for expenditures that would be discussed by the City Council. Swanson stated that going forward these expenditures will go through the City Council, which would be expenditures over \$2000. Julie requested NSU research sump pumps being used by residents. Swanson stated that these should not be pumping into the community wastewater system. Swanson stated that NSU will be discussing sump pumps in the near future.

Approval of Consent Agenda – Rush/Walker unanimous to approve consent agenda. Swanson would like to recognize the last two items on the consent agenda and thank Calvin Schmock for his years of service on the Planning Commission. Swanson also thanked Bruce West and Mary Larson for joining the Baldwin Planning Commission.

- Approve Building Permits for September 2025
- Approve Engineering Workshop Meeting Minutes for September 23rd, 2025
- Approve Regular City Council Meeting Minutes for October 6th, 2025
- Approve Clerk Vacation Leave on October 23rd and 24th, 2025
- Approve Letter of Resignation for Planning Commission Calvin Schmock Effective November 1st, 2025
- Approve Resolution 25-25; Appointments to Planning Commissioner Bruce West and Mary Larson

Engineering:

Discuss/Approve/Disapprove Sink Hole Geo Report – Hakanson Anderson presented a geotechnical report. The city will need to determine if they want the engineers to prepare the request for quotes for the sinkhole repairs or if they want this handled in-house. Swanson stated that the City Council can approve the sink hole geo report at this time. **Case/Walker unanimous to approve** the sink hole geo report.

Discuss/Approve/Disapprove Allowing Wear Course on Oaks of Battle Brook 2nd Addition – The developer has requested that the City Council reconsider allowing the war course of bituminous to be paved prior to all “punch list” work being completed. Hakanson Anderson created a project review report in July of 2025 that summarized the remaining work for the development. The City Council reviewed this project review report at the July 21st, 2025 city council meeting and provided direction that the bituminous wearing course should only be constructed after all remaining punch list items have been completed. Per Hakanson Anderson, most items have been completed except one item which is the growth of vegetation throughout the site. Re-seeding work has been performed but the turf is not established. City Engineer, Jochum, stated that the Engineers do have a list of areas that need to have saw cuts done and small items on the punch list to complete. There are also some asphalt repairs that need to be completed. Swanson asked if the city had a way to stop the ware course and Ruppe stated only if it went through court. Jochum stated that Hakanson Anderson will manage and monitor the project until it's completed. **Case/Holm unanimous to approve** second

wear course including saw cutting and repairs to asphalt for the Oaks of Battle Brook second addition.

Discuss/Approve/Disapprove Additional 2-3 Hours for North Elk Lake Survey – A resident communicated to city staff that a section of the area was not surveyed. Hakanson Anderson previously confirmed that the right-of-way was staked on July 29th, 2025. If the city would like the right-of-way re-staked, Hakanson Anderson would schedule the work and invoice the city for the actual time incurred including travel time and expenses. **Case/Walker approved** additional two hours of surveying. **Holm/Rush disapproved, motion carried.**

Discuss/Approve/Disapprove PID# 01-00409-0210; Large Wooden Post in ROW – At the August 18th, 2025 City Council meeting, the Council requested Public Works to remove a large wooden post in the road-right-of-way at PID# 01-00409-0210. Baldwin Public Works visited the site and determined that they could not remove the post as it is attached to multiple other posts. The posts are creating support which is holding up the driveway. **Case/Walker approved** encroachment agreement and including request to the resident to reduce the post height. **Holm/Rush disapproved, motion carried.**

Discuss/Approve/Disapprove Public Works Installing Stop Sign at 294th Avenue and 142nd Street – Resident has requested a stop sign be installed at 294th Avenue and 142nd Street. **Case/Walker unanimous to approve** Public Works installing stop sign at 294th Avenue and 142nd Street.

Discuss/Approve/Disapprove 2026 Budget and Set Monthly Fee for Frontier Trails – Swanson discussed the capital expenditures for Frontier Trails. Swanson discussed that \$186.00 will provide a positive cash balance in 2027. NSU contract has been delayed which also delayed capital expenditure discussions. **Case made a motion** to approve the \$186.00 monthly utility bill for Frontier Trails starting January 1st, 2026. **Swanson second the motion, Rush disapproved, motion carried.**

Discuss/Approve/Disapprove NSU Contract – City Attorney, Ruppe, discussed the 3 ½ week delay in the contract due to NSU's Attorney being stationed in New York. Contract has been updated and is ready for City Council approval. **Case/Rush unanimous to approve** NSU contract for Frontier Trails.

Approve/Disapprove Resolution 25-24; Resolution Certifying Delinquent Community Sewer Treatment Fees and Related Interest – **Holm/Rush unanimous to approve** resolution 25-24.

Road Report:

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

Discuss/Approve/Disapprove Failed Driveway Inspection for PID# 01-00025-2401 – Resident is requesting that the required paving of the road right-of-way not be

completed until after 100th Street reconstruction. **Walker/Holm unanimous to approve** delaying paving at this PID until after 100th Street reconstruction.

Discuss/Approve/Disapprove Tree Trimming and Brush on West Elk Lake and 101st Street – A resident has requested tree trimming at 101st Street and West Elk Lake. Swanson would like a plan for additional areas to have tree trimming completed and brush cut back. Case stated that this is especially needed by stop signs and intersections. Rush stated that Public Works Supervisor has selected 6-7 roads that need tree trimming. Swanson would like a future plan drafted up so that the city can go out for RFP (Request for Proposals) for tree trimming. **Rush/Walker unanimous to approve** tree trimming on West Elk Lake and 101st Street to be done by Public Works Department. The Clerk will send letters to the residents the week of October 27th, 2025.

Discuss RFP for Engineering – Swanson would like to meet with the City Engineer. Case stated that he would like to have a couple City Council members meet with Hakanson Anderson directly. Rush would like a full City Council meeting since Hakanson Anderson has already terminated their contract. **Case made a motion** that Swanson and one other City Council member attend the meeting. **Holm second the motion, motion carried.**

Schedule Meeting with Hakanson Anderson – This agenda item was combined with RFP for Engineers above.

Discuss/Approve/Disapprove Advertising for Snowplow Drivers – **Case/Rush unanimous to approve** advertisement in local newspaper for alternate snowplow driver.

Discuss/Approve/Disapprove Winter Parking Signs – Existing winter parking signs reference an outdated ordinance. A new ordinance has been passed and should be reflected on any replacement signs. Suggested locations for signs are West Elk Lake, North Elk Lake, Lake Diann, North, South and East Sandy Lake. **Case/Walker unanimous to approve** changing date on future made signs to read from November 1st to April 30th and removing ordinance number.

Discuss 2026 Chip Seal over Gravel – West Elk Lake, South Sandy Lake, and Lake Diann Areas – The city currently has a stormwater project by South Sandy Lake. In the project, it calls for an application of chip sealing. This presents challenges due to being so late in the year. An option would be to remove the chip sealing from the current bid tab and include it in next year's chip seal over gravel program. **Case/Rush unanimous to approve** deferring until spring 2026.

Discuss Coordination of RFP (Request for Proposals) for 2026 Chip Seal over Gravel Program – **Walker/Case unanimous to approve** going out for RFP in February and March for chip seal over gravel. The chip sealing for West Elk Lake, South Sandy Lake and Lake Diann areas to be done at the same time.

Discuss Deferring South Sandy Lake Stormwater Project Chip Seal

Requirements, for Application in the Spring of 2026 – This was already discussed on the previous agenda item.

Discuss/Approve/Disapprove Publishing Snowplow Policy – Rush/Case
unanimous to approve advertising in the Union Times the first week of November.
Clerk to send TextMyGov message referring residents to snowplow policy on website.

Tabled Items:

Discuss Empowering Small Minnesota Communities Program – Holm discussed the Empowering Small Minnesota Communities Program. The Empowering Small Minnesota Communities (ESMC) program is a community-centered collaboration with the University of Minnesota to support small communities in becoming well-positioned to benefit from federal, state, and local investments. This program could be used for a variety of activities such as planning for projects that would be bonded through the state. The city needs to apply to this program. The city could also request guidance on developing the city for the future. This program is funded by the State of Minnesota and will be brought up again in February when the application period opens. Case thanked Holm for looking into this and stated this would be a great opportunity for the city. Holm went on to say that this could be used to develop a plan for developing the City of Baldwin that could be brought to legislation.

County Commissioner Brad Schumacher arrived at 8:34 p.m.

Discuss/Approve/Disapprove Partial Payment to SealPros – Swanson/Case
unanimous to approve payment of \$112,500 partial payment to SealPros.

Discuss/Approve/Disapprove Expenditure Limits – Rush would like to setup a purchasing procedure/policy for purchasing limits. Swanson stated that City Council spending limits are for emergency purposes only. Swanson would also like a policy on defining what the most responsible bidder is. City Attorney, Ruppe, to research this. Rush would like City Council to review template provided by the Clerk and bring ideas back to the November 3rd City Council meeting. This is for discussion only at this time.

New Business:

Discuss/Approve/Disapprove Painting Chain Link Fence at Cemetery – Case would like the chain link fence painted black. Rush stated the Cemetery Sexton said the fence has been this color for 25 years. Rush proposes to leave the fence as is. This is for discussion only at this time.

Discuss ISD# 477 School Referendum Informational Meeting – Swanson spoke to Princeton Superintendent regarding the informational meeting being held at Baldwin City Hall. This would have to be the week of October 27th, 2025. This election is for a 50-million-dollar referendum. Clerk to put this information on the city website and a TextMyGov message. The City Council would like this setup in the far back garage. The

first date proposed would be October 29th, 2025 and October 28th as the second choice. Clerk to also send this to the meeting minutes/agenda groups. Case did a friendly to have this held on October 29th, 2025 due to the Fire Department training Tuesday nights. **Holm/Case unanimous to approve** ISD# 477 school referendum informational meeting.

Announcements:

- a. Budget Meeting Tuesday, October 21st, 2025 at 7:00 p.m.
- b. Planning Commission Meeting Wednesday, October 22nd, 2025 at 7:00 p.m.
- c. Infrastructure Committee Meeting Thursday, October 30th, 2025 at 7:00 p.m.
- d. Next City Council Meeting Monday, November 3rd, 2025, at 7:00 p.m.
- e. ISD# 477 Referendum Election Tuesday, November 4th, 2025, Polls Open From 7:00 a.m. – 8:00 p.m. for the City of Baldwin, Blue Hill Township and Santiago Township

Any Other Business:

Rush/Walker unanimous to approve Towmaster invoice for \$48,739.00 and for this expenditure to come out of the capital project fund.

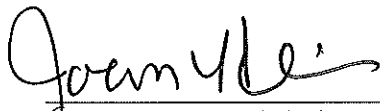
County Commissioner, Brad Schumacher, presented Flock Safety Falcon AI which would be used in obtaining license plates at parks/cemeteries for crimes or public safety concerns.

Schumacher also communicated about the road construction on Highway 169 and County Road 4.

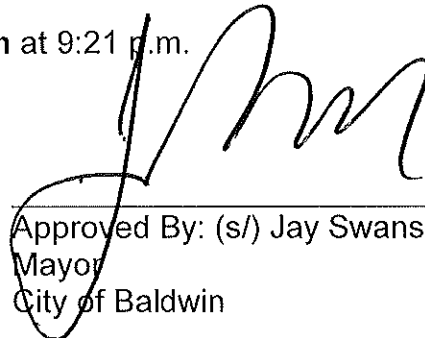
Holm discussed a resident that utilizes a lot of staff time. Going forward, the City Council would like the resident to fill out a public data request form for all requests.

Approve Bill for Payment – Rush/Walker unanimous to approve check number 28977 – 29007 for \$51,586.90; check number 28982 is a void reissue from July and 28983 is a void reissue in May, 4 EFT payments for \$4256.18 for a total of \$55,843.08.

Adjourn – Holm/Rush unanimous to adjourn at 9:21 p.m.



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



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

11-3-2025
Date

Attendees: Public Works Supervisor; Zac Good, Norm Behnke, Mark & Charlotte Lofgren, Darren & Josiah Lieser, Jennifer & Randy Dropik, Delmas Hines, Kathryn Lundberg, Hanna Nelson, Ken & Linda Kluge, Bruce West, Julie Weidenborner, Ron Messer.