



BALDWIN CITY COUNCIL REGULAR MEETING

NOVEMBER 3RD, 2025

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

Absent – City Council; Jeff Holm

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 November 3rd, 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.**

November 2025 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$433,132.12, no receipts yet for the month of November, Disbursements of \$80,633.26 leaving an unaudited ending balance of \$352,498.86.

Sheriff's Report – Deputy Wilson reported a total of 229 calls for service in the City of Baldwin for October 2025. These calls consisted of 3 thefts, which were 1 shoplifting at Marv's, 1 theft of a valuable coin by a guest which was recovered and returned to the owner, and a construction site had roofing materials that were taken. There was 9 motor vehicle accidents, 21 medicals, 62 traffic stops, 9 additional patrols were performed, and no burglaries were reported.

Deputy Wilson followed up regarding last meeting of ordinance enforcement. Deputy Wilson stated there has been communication between the City Attorney and County Attorney's office. City Attorney Bob Ruppe stated that the ordinances have been updated and sent to Sherburne County Attorney's office to code and put into law library. Swanson questioned the Sheriff's report on a mental case. Deputy Wilson stated this was a mental health crisis call and there are co-responder for more coverage. The Sheriff's Office secures the scene and usually turns this over to the co-responder.

Swearing in of Fire Fighter Brent Strand – Fire Chief, Scott Case, stated that Firefighter Strand has completed all necessary requirements for a probationary Fire Fighter with the City of Baldwin and is off probation. Brent Strand, was sworn in. Captain Holland performed the swearing in of Firefighter, Brent Strand.

Fire Department Report – Captain Holland reported 41 calls for the month of October 2025. These calls consisted of 32 medicals, 3 vehicle fires, 1 structure fire, 1 mutual aid, 1 motor vehicle crash, 2 alarms and 1 rescue/citizen assist. Of these calls, 10 were for Blue Hill Township.

Discuss New Tire Purchases – Statute was passed last year. Sec. 14. [471.3458] Volunteer Emergency Services Providers; Tire Purchases. A Municipality or Fire Department may authorize a volunteer emergency services provider who has performed services for the municipality or fire department for at least three years and who is currently performing services for them to purchase up to four vehicle tires for one personal vehicle owned by the volunteer emergency services provided every three years under a contract for tires from which the municipality or fire department purchases vehicle tires. The volunteer emergency services provider must pay for any tires purchased under this section, including all applicable taxes and fees. The request must be in writing on the municipality's or fire department's letterhead. Case is requesting City Attorney check statute and research if this would be an option for the City of Baldwin. **Swanson/Rush unanimous to approve** City Attorney researching statute and providing information to the City Council.

Discuss Fire Department Coding for Budgeting Purposes - In January 2025, the city updated their chart of accounts to be more in line with becoming a city. Case is requesting a revision of the Fire Department's chart of accounts for budgeting purposes. Case stated that the new chart of accounts is too generalized for budgeting purposes.

Discuss/Approve/Disapprove Purchasing Lucas CPR with Donated Funds – Captain Holland stated that there are enough donations to purchase one Lucas CPR device. The department is at the halfway point in getting enough donations to purchase a second one. The Lucas device will be a city owned device. Case stated that the purchase price for both devices is \$18,000 and no more than \$20,000. **Rush/Walker unanimous to approve** up to \$20,000 of donated money to be used for the purchase of the Lucas CPR device.

Rush stated that the rescue rig is out of commission. Case said the expenditure for this is under \$1000. Rush requested that updates be sent to the fire department liaison regarding vehicles needing maintenance.

Presentation by Delaney Consulting LLC; Municipal Liquor Store Feasibility Study – Flora Delaney introduced herself and her company. Delaney is a proven retail consultancy, employing retail experts with MN cities across both liquor and cannabis business enterprises. Jim Langemo presented the rest of the presentation. The statement of work effective as of November 10, 2025 outlined the services and deliverables from Delaney Consulting if services are provided. Delaney gave a general overview of the work breaking down into 10 weeks. Phase 1 would be to complete a market study evaluating potential for establishment of liquor store (s) within the City of Baldwin. Phase 2 would provide recommendations on the timing, size, and location for liquor store (s) within the City of Baldwin and whether such stores should be standalone

or connected with other retail uses. Phase 3 would be outlining estimated costs associated with establishment of municipal liquor stores within the City of Baldwin including land, building, staff, product and inventory, and other expenditures. The final phase would be identifying opportunities, challenges or any other factors that need to be considered by the City of Baldwin regarding establishing Municipal Liquor Store operations. Jim Langemo stated that this is not teaching the city how to run a municipal liquor store. The duration of the project would be 10 weeks with a cost of \$36,650. Swanson stated that the city received 6 requests for proposals and they would not be ready to move forward and make a decision at this meeting.

Public Comment Requests:

- Norm Behnke – 28123 Lake Diann Road; Mr. Behnke questioned if the City Attorney is going to work on the animal control issues. City Attorney, Ruppe, stated that all updates to the city ordinances have been made and submitted to the County Attorney. Ruppe stated that the delay was in looking at all ordinances and which ones needed to be submitted to the County.

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

- Approve Resolution 25-26 Vacating Drainage and Utility Easement; Finlayson
- Approve Resolution 25-31; Exempt Gambling Permit Application for Knights of Columbus Council #8571. Event to be Held on November 23rd, 2025 at Christ Our Light Catholic Church
- Approve City Council Meeting Minutes for October 20th, 2025
- Approve City Council Special Meeting Minutes for October 21st, 2025
- Approve Expenditure for 20 No Parking Signs for Winter Parking – **Case/Walker unanimous to approve** purchasing 20 no parking signs for winter parking.
- Approve Invoice from Vehicle Response Training for \$2973.35

Planning Items:

Approve Resignation for Planning Commissioner; Patti Miller – Case/Rush unanimous to approve resignation of Patti Miller.

Discuss/Approve/Disapprove Resolution 25-27 Interim Use Permit for North Country Goldens LLC – Full planning report on file in the Clerk's Office. Rush/Walker unanimous to approve resolution 25-27 contingent on 8 conditions being met.

Discuss/Approve/Disapprove Resolution 25-28 Site and Building Plan Review for Ruff Start Rescue, Inc. – Full planning report on file in the Clerk's Office. Case/Rush unanimous to approve contingent on 9 conditions being met.

Discuss/Approve/Disapprove Resolution 25-29 Site and Building Plan for Boe Resources – Full planning report on file in the Clerk's Office. Case/Rush unanimous to approve contingent on 8 conditions being met.

Discuss/Approve/Disapprove Codification Service Agreement Provisions – City Attorney approved the contract with American Legal Publishing but wanted to point out two provisions the city should be made aware of. City Attorney, Ruppe, is asking if the city should abandon the project prior to completion, it will be billed for a total of 80% of the base price which would be \$9996. The other provision is the agreement contains a provision which limits American Legal Publishings' cumulative liability with respect to services performed and software licensed hereunder to the amount paid to American Legal Publishing pursuant to this agreement. Ruppe is not aware of specifically how the city could be damaged by American Legal Publishings' negligence. **Case/Rush unanimous to approve** codification service agreement provisions.

Park Committee Report:

Discuss/Approve/Disapprove Ordinance 2025-14, Amending Ordinance# 100 Regulating Parks – The Park Committee recommended an amendment of the park ordinance which would limit one permit issued for each calendar day. **Case/Rush unanimous to approve** ordinance 2025-14.

Discuss/Approve/Disapprove Portable Toilets at Parks During Winter Months – Proposal from Vendor is the same pricing as summer months which is \$50.00 per service and can be on a will-call basis. Rush proposes to store all 3 portable toilets for the winter months. Case stated that Young Park has walking paths and it would be nice to have the portable toilets at Young Park. Swanson stated that we could always bring the portable toilets out to the parks as needed. **Rush/Walker unanimous to approve** storing portable toilets during the winter months.

Rush stated that Boe Electric will be starting work next week for additional lighting at Young Park.

Cemetery Update – None

Tabled Items:

Discuss/Approve/Disapprove Zimmerman and Princeton Today Newspaper Insert – Two options were provided by Zimmerman and Princeton Today Newspaper. Option one would be distribution of all US mailboxes within the city limits of Baldwin. Option two would be distribution to all US mailboxes within Baldwin, Princeton and Zimmerman. Billing and collection would be handled by the paper directly for advertising. If advertising was successful, there would not be a charge for the newspaper insert for the City of Baldwin. Case stated that this would eliminate the quarterly newsletter. **Rush/Walker unanimous to table** until November 17th, 2025, City Council meeting.

Discuss Fiberglass Road Right of Way Obstructions – Last winter, the city was hindered with several fiberglass rods in the road right of way. The fiberglass rods interfere with snowplowing. Swanson stated these are a violation and should not be in

the road right of way. If snowplows hit these fiberglass rods, they will not be replaced by the city.

Discuss/Approve/Disapprove Purchasing Expenditure Limits – Swanson stated that the expenditure limits that the City Council have are for emergency purposes only. This is for discussion only at this time. Rush stated that Public Works previously had a \$1000 expenditure on thermostats, oil, supplies, etc. Swanson would like a list from Public Works on these items for future purchases and a procedure. Rush stated that this can be discussed further at the road workshop on November 10th, 2025. Walker and Rush to work through the expenditures for short-term interim use. **Rush/Walker unanimous to table** until November 10th, 2025, road workshop.

New Business:

Schedule Budget Meeting for November 12th, 2025 – Rush/Walker unanimous to approve November 12th, 2025, at 7:00 p.m. for the next budget meeting.

Schedule Code and Ordinance Workshop – Swanson asked Licht from (TPC) and City Attorney, Ruppe, if this meeting is needed. Both stated not at this time.

Discuss/Approve/Disapprove Amendment to Sandy Lake Project – Change order received from Sherburne SWCD is to change the expiration date for the completion of the project from December 1st, 2025, to June 30th, 2026. **Rush/Walker unanimous to approve** change order amendment to Sandy Lake project.

Discuss Builders Delinquent Driveways – City Council gave the builder until October 1st, 2025, to complete and bring failed driveway's to passing grade. This is based on the city's ordinance #100 and the driveway permit requirements given to the applicant at application time. City Engineer, Jochum from Hakanson Anderson, inspected the driveways and there were still 5 driveways that failed inspection. City Attorney, Ruppe, stated that notice should be sent to developer. Rush will grant the developer until November 6th, 2025 and then a letter will be sent by Baldwin's City Attorney. City Attorney, Ruppe, said terms of ordinance #100, certain notification should be given to assess certain costs. Ruppe went on to say that a deadline should be given to the developer, and the city would hire a contractor to complete the work. The City Council discussed the cul de sac on 131st Avenue and any additional costs would come out of the developer's escrow.

Discuss City Council Meeting Night for 2026 – Case stated that there is a lot of holidays in 2026 that land on a Monday. Proposal is to do the first and third Wednesday of each month. The Clerk will send this information to our City Engineers, Hakanson Anderson. The Clerk to post on the City Hall window, website, Marv's, banner on website, newsletter, TextMyGov and a friendly was given to publish in the local newspaper. Rush accepted friendly. **Case/Rush unanimous to approve** City Council meeting nights starting in 2026 to be the first and third Wednesday of each month.

Discuss Driveway that Failed Three Times for PID# 01-00604-0245 – The inspection of PID# 01-00604-0245 failed driveway inspection 3 times. **Rush/Walker unanimous to approve** City Attorney sending letter.

Discuss/Approve/Disapprove Expenditures for Public Works, Building, Grounds and Equipment –

Rush/Walker unanimous to approve up to \$600.00 to pump fire department and public works floor drain holding tanks.

Rush/Walker unanimous to approve purchase of 3 thermostats up to \$100.

Roof leaking at heater – Public Works to obtain quotes.

Shop floor delamination – to be discussed at a later date.

FD well power conduit broken/repairs needed – Public Works to obtain quotes.

Tools for shop – The City Council requested quote. Nitrile gloves to be obtained from the fire department.

Signs – City Council requested quotes.

Rush/Walker unanimous to approve four commercial vehicle inspections of \$100.00 per truck.

Case/Rush unanimous to approve \$1200.63 for two bench stock replacement cutting edges/blades for Western.

Rush/Walker unanimous to approve Midwest roof panel replacement for \$1415.92 for John Deere 1565 roof panel.

Rush/Walker unanimous to approve up to \$1000 for New Holland Loader/plow, hydraulic cylinder repair needed from Central Hydraulics. Public Works will take the cylinder off and bring it to Central Hydraulics.

Case 621D loader – City Council requested quotes for parking brake repair and air conditioning repair.

Rush/Walker unanimous to approve up to \$400.00 for Case 621D loader repair on right front wheel leaking.

Rush/Walker unanimous to approve up to \$100 to rotate tires with rims on 2012 John Deere 1565.

Discuss/Approve/Disapprove Local Road Improvement Program for 100th Street and 297th Avenue – The Local Improvement Program is a grant application that will need to be prepared by City Engineer, Hakanson Anderson. The grant application consists of general city information, project readiness, a narrative, a resolution, detailed cost estimates, timeline, project exhibits/typical sections and schedule. The proposal for this work is \$1700.00 and additional services, if needed, will be provided at Hakanson Anderson's standard hourly rate. **Case/Walker unanimous to approve** Local Improvement Program for 100th Street and 297th Avenue.

Discuss/Approve/Disapprove Local Road Improvement Program for 303rd Avenue – The Local Improvement Program is a grant application that will need to be prepared by City Engineer, Hakanson Anderson. The grant application consists of general city information, project readiness, a narrative, a resolution, detailed cost estimates, timeline, project exhibits/typical sections and schedule. The proposal for this work is \$4800.00 and additional services, if needed, will be provided at Hakanson

Anderson's standard hourly rate. **Case/Walker unanimous to approve** Local Improvement Program for 303rd Avenue.

Discuss/Approve/Disapprove Applications for Alternate Snowplow Driver – Rush/Case unanimous to approve hiring both alternate snowplow driver applicants.

Discuss/Approve/Disapprove Brunton Expenditure for \$4500 for Infrastructure Committee – The \$4500 would be credited for future developments and design for the City of Baldwin proposed new Fire Department and City Hall. **Case/Walker unanimous to approve** \$4500.00 expenditure for Brunton.

Discuss/Approve/Disapprove Drop off Site for Food Shelf Donation – Rush/Swanson unanimous to approve food shelf donation drop off site at the City Hall.

Discuss/Approve/Disapprove Road Grading – Rush/Walker unanimous to approve \$750.00 for road grading

Announcements:

- a. ISD #477 Election Tuesday, November 4th, 2025. Polls open from 7:00 a.m. to 8:00 p.m.
- b. Road Workshop Monday, November 10th, 2025 at 7:00 p.m.
- c. City Hall Closed Tuesday, November 11th, 2025 in Observance of Veterans Day
- d. Next City Council Meeting Monday, November 17th, 2025 at 7:00 p.m.

Any Other Business – Swanson stated that Veterans day is November 11th, 2025. Paychecks will be signed on Monday, November 10th, 2025.

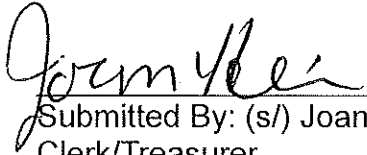
Hakanson Anderson rescinded resignation to the City of Baldwin.

School District informational meeting – Swanson asked residents how they heard about the ISD# 477 informational meeting that was held at City Hall on October 29th, 2025.

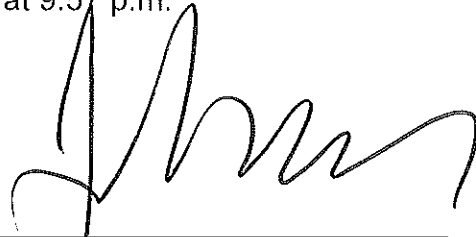
Residents gave Swanson feedback that they received this information on Swanson's Facebook page and TextMyGov message.

Approve Bills for Payment – Rush/Case unanimous to approve check numbers 29008 – 29049 for \$199,835.69 and 4 EFT Payments for \$6660.64 for a total of \$206,496.33.

Adjourn – Rush/Walker unanimous to adjourn at 9:57 p.m.



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



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

11-17-2025

Date

Attendees: Public Works Supervisor; Zac Good, Mikaela Nietz, Jaden Strand, Dan Moore, Pat Olsen, Chris Strand, Norm Behnke, Mike Anderson, Delmas Hinges, Andrew Harvala, Bruce West, Diane Neal, Kyle Boe and Chris Boe.