



BALDWIN CITY COUNCIL REGULAR MEETING

NOVEMBER 17TH, 2025

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

Jeff Holm arrived at 7:05 p.m.

Also Present – City Attorney: Bob Ruppe from Couri & Ruppe, City Engineer; Sam Jochum from Hakanson Anderson and City Planning & Zoning Administrator; Dan Licht from The Planning Company (TPC)

Call to Order – The November 17th, 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/Case unanimous to approve as amended.

October 2025 Final Treasurer's Report – Beginning balance of \$625,486.64, Receipts of \$75,651.60, Disbursements of \$252,487.97; Check Numbers 28941 – 29012 and 14 EFT Payments leaving an unaudited ending balance of \$448,650.27.

November 2025 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$448,650.27, Receipts of \$6318.00, Disbursements of \$154,657.71 leaving an unaudited ending balance of \$300,310.56.

Jeff Holm arrived at 7:05 p.m.

Presentation by Sherburne County Solid Waste Administrator, Dave Lucas – Yard Waste Drop Off Sites and Projects. Full presentation is on Baldwin's Website under meeting and agendas.

Sherburne County Commissioner Brad Schumacher was at the City Council meeting tonight to discuss the special taxing district (s) that is shown on the tax statement. This special taxing district is for St. Cloud Airport and is \$12.81. Schumacher stated that Sherburne County Board will be discussing the possibility of adding shotgun rifles for the 2026 deer hunting season.

Public Comment Requests - None

Approval of Consent Agenda – Rush/Walker unanimous to approve the consent agenda. Swanson asked if the City Council was okay with public works department purchases being put on the consent agenda. Case stated that he isn't sure this needs to be on the agenda. Swanson stated that this is a way for all the City Council to review these purchases.

- Approve Deputy Clerk Vacation Leave on November 20th, 2025
- Approve Fund Balance Policy
- Approve Paid Leave Policy
- Approve City Council Meeting Minutes for November 3rd, 2025
- Approve Purchase of Backpack Blower Stihl BR800 for \$600
- Approve Purchase of Milwaukee Battery Powered Pole Saw for \$599

Engineering:

Discuss/Approve/Disapprove Resolution 25-33; No Parking Resolution for 100th Street and 297th Avenue and Ordinance 2025-15 – The design for this project does not include additional width for vehicle parking. The minimum state aid standards for this proposed typical section of this project consists of 11-foot travel lanes and 4-foot shoulders. Given these widths, the design does not allow enough room for vehicles to park without encroaching into the travel lanes and therefore on-street parking must be prohibited. The no parking resolution needs to be submitted to MnDOT as part of their review. **Case/Holm unanimous to approve** Resolution 25-33 and Ordinance 2025-15.

Discuss Update on Oaks of Battle Brook Second Addition – City Engineer, Jochum, provided a memo on the development update for the Oaks of Battle Brook 2nd addition. The updates included erosion control and grading, 131st Street Cul-De-Sac work and driveway inspections. The main issue is establishing vegetation but City Engineer, Jochum, will continue future inspections.

Schedule Workshop with City Engineer; Hakanson Anderson – This meeting would be to discuss upcoming projects. **Case/Rush unanimous to approve** December 8th, 2025, at 7:00 p.m.

Frontier Trails Update – NSU has began managing the system at Frontier Trails Wastewater. Swanson discussed the Steinbrecher quote of \$14,000 and at this time NSU has not requested this work to be done.

Road Report:

Discuss Public Works Report – Full Public Works Report on file in the Clerk's Office. Rush asked what vehicle should be parked outside when the snowplow is delivered. Discussion on keeping GMC outside.

Discuss/Approve/Disapprove Encroachment Agreement for PID# 01-00030-1210 – **Case/Rush unanimous to approve** encroachment agreement for PID# 01-00030-1210.

Discuss/Approve/Disapprove Truck# 30; 2012 International, 8 Drive Tires – This is the New York Truck. **Rush/Walker unanimous to approve** Big J's Service Station for \$5765.92.

Discuss 2023 GMC 2500 Tommy Gate Installation – Walker discussed purchasing a Tommy Gate Installation for the GMC truck. **Rush/Walker unanimous to approve** Tommy Gate including Installation for \$5635.00.

Discuss Public Works Position – Case requested to discuss this in the spring.

Discuss Road Right of Way Tree Clearing – Proposal is to go out for quotes for consideration of road right-of-way tree clearing on various roads in the City of Baldwin. Holm questioned the budget for the tree clearing and service needed. Good said the work should be done by a boom truck. Swanson would like quotes for all the tree clearing. Case thinks quotes should be requested for each area. **Holm made a motion** to have quotes completed for each area. **Walker seconded the motion, motion carried.**

Tabled Items:

Discuss/Approve/Disapprove Zimmerman and Princeton Today Newspaper Insert – Rush would like to wait until 2026 to discuss the newspaper insert for the City of Baldwin and Holm agreed. **Case made a motion** to table until the first meeting in February. **Rush seconded the motion, motion carried.**

Discuss/Approve/Disapprove Resolution 25-32; Fire Department Tire Purchase Program – Holm/Walker unanimous to approve resolution 25-32.

New Business:

Discuss/Approve/Disapprove Replacement Items for Speed Humps – On July 17th, 2023, the Town board approved purchase of speed humps for a collector road. The product was received and did not work in the proposed area. The vendor agreed to exchange items which consist of 50 cones, 4 type 3 barricades, 4 type 1 barricades, 33 blank reflective diamond grade signs 48 X 9 and 33 blank reflective diamond grade signs 42 X 9. **Rush/Holm unanimous to approve** exchange items for speed hump.

Discuss/Approve/Disapprove IPAWS TextMyGov Alerts – In order to add IPAWS to the cities TextMyGov, it would add an additional cost of \$500 each year. A new 2-year agreement with TextMyGov will need to be signed as well. IPAWS is an integrated public alert and warning system to notify residents of public disasters and deliver emergency and public safety information to Baldwin Residents. **Rush/Walker unanimous to table** until the December 15th, 2025 City Council meeting.

Discuss City Council Goals for 2026- Rush/Case unanimous to table until the December 15th, 2025 City Council meeting.

Discuss/Approve/Disapprove Attorney Attendance at City Council Meetings Starting in 2026 – Rush made a motion for City Attorney to attend the second City Council meeting of the month starting in 2026. **Walker seconded the motion, motion carried.**

Discuss/Approve/Disapprove Resolution 25-34; Meadows of Baldwin Final Plat and Development Contract – Full planning report on file in the Clerk's Office. Planning report is also on Baldwin's website under meeting and agendas. City Attorney, Ruppe requests developers' agreement be approved contingent on Planner, Attorney and Engineer review. Plans will need to be revised for bitumen for turn lane. Jason Betzler spoke on why they got ahead of schedule on culverts and turn lanes. Road will be tarred once developers' agreement is approved. **Holm/Case unanimous to approve** resolution 25-34 contingent on 11 conditions.

Discuss/Approve/Disapprove AED Machine – AED Market is offering an AED machine for \$1.00 a day for rental. **Holm made a motion** for Fire Chief to research an AED machine and to proceed with renting after research is completed. **Rush seconded the motion, motion carried.**

Discuss/Approve/Disapprove Public Works Director Job Description – Swanson discussed creating a position for a combined Fire Chief and Public Works Director. Rush is not in favor of hiring a Public Works Director. Holm stated that there needs to be a job description for the Public Works Department. Holm stated he is not in favor of hiring a combined Public Works Director and Fire Chief at this time. **Rush/Walker disapproved** writing a job description for a combined Public Works Director and Fire Chief. **Case/Swanson approved, motion to disapprove carried** for writing a combined Fire Chief and Public Works Director job description.

Discuss/Approve/Disapprove Budget and Spending Policy for Public Works Department – Swanson discussed at the road workshop on November 10th, 2025, the City Council approved \$1500.00 for City Council road liaison. The emergency approval of \$2500.00 is still in place. City Attorney, Ruppe, recommends a written policy. Holm stated that policy should include bench stock items including PPE. **Holm made a motion** for a \$2000 monthly expenditure for City Council Road liaison and a written policy to be written. **Rush seconded the motion, motion carried.** City Attorney, Ruppe, stated that the City Council liaison should type up a document that includes monthly expenditures and include this on future consent agendas.

Discuss/Approve/Disapprove Delaney Performing Municipal Liquor Store Feasibility Study – Holm/Rush disapproved Delaney Municipal Liquor Store Feasibility Study. Holm recommends looking at doing the study in the spring. **Swanson/Case approved, motion carried to disapprove** moving forward with Municipal Liquor Store Feasibility Study with Delaney.

Discuss/Approve/Disapprove Local Units of Government Grant – Rush/Holm **unanimous to table** until the December 1st, 2025, City Council meeting.

Discuss/Approve/Disapprove Aggregate Purchase of \$50/ton Offer from Seal Pros – Swanson/Holm unanimous to disapproved aggregate purchase of \$50.00 a ton.

Announcements:

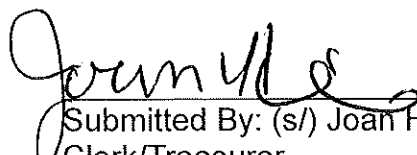
- a. Clerk Attending MCFOA Region IV Meeting Tuesday, November 18th, 2025
- b. Special Planning Commission Meeting Wednesday, November 19th, 2025 at 7:00 p.m.
- c. Infrastructure Committee Meeting Thursday, November 20th, 2025 at 7:00 p.m.
- d. City Hall Closed Thursday and Friday, November 27th and 28th, 2025 in Observance of Thanksgiving
- e. Truth in Taxation and Next City Council Meeting Monday, December 1st, 2025 at 7:00 p.m.
- f. Safety Committee Meeting Tuesday, December 2nd, 2025 at 10:00 a.m.

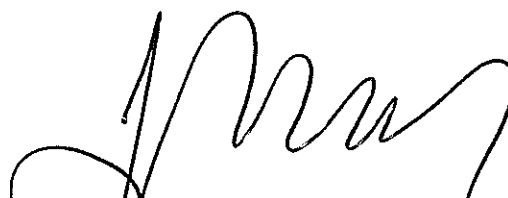
Any Other Business: MN Air Rescue will be landing south of the Fire Department tomorrow, November 18th, 2025 at 6:00 p.m.

Holm questioned resident living in a truck. City Planner stated that a letter has been sent to the resident

Approve Bill for Payment – Rush/Walker unanimous to approve check numbers 29050 – 29084 for \$67,896.65 and 7 EFT Payments for \$6127.80 for a total of \$74,024.45.

Adjourn - Rush/Holm unanimous to adjourn at 10:29 p.m.


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


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

12-1-2025
Date

Attendees: Public Works Supervisor; Zac Good, Delmas Hines, Jason Betzler and Bruce West.