



BALDWIN CITY COUNCIL REGULAR MEETING

DECEMBER 15TH, 2025

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

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

Call to Order – The December 15th, 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/Holm unanimous to approve as amended.

November 2025 Final Treasurer's Report – Beginning balance of 448,650.27, Receipts of \$124,434.42, Disbursements of \$162,901.80; check numbers 29013 – 29095 and 9 EFT payments leaving an unaudited ending balance of \$410,182.89.

December 2025 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$410,182.89, Receipts of \$792,054.81, Disbursements of \$304,134.93 leaving an unaudited ending balance of \$898,102.77.

Public Comment Requests - None

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

- Approve Building Permits for October 2025
- Approve Nutt Excavation Wetland Escrow Refund of \$320.25
- Approve Parker Administrative Subdivision Escrow Refund of \$240.00
- Approve Sagstetter/Sandberg Administrative Subdivision Escrow Refund of \$100.00
- Approve City Council Meeting Minutes for December 1st, 2025
- Approve Fire Department Election for Captains of Brian Torborg, Nick Cole and Matt Sullivan
- Approve Clerk Vacation Leave of December 23rd, 2025 Through January 2nd, 2026

Sherburne County Administrator: Bruce Messelt Presentation – General County Update – Bruce Messelt presented updates to the City Council regarding the Sherburne County Board meetings.

- NorthStar, which is the commuter rail, has been shut down. An agreement with Met Council and MnDOT for busing will start January 3rd, 2026.
- Sherburne County was presented by Minnesota Rural Electric Coop Association if Nuclear Power has a place in Minnesota. Sherburne County will look at the moratorium that has been in place for 30 years.
- Discussion on a data center in Becker. Sherburne County is going to discuss this with legislation to see if this can be added to transitional communities.
- Levy for Sherburne County was passed of 6.49%.
- Major transportation project on Highway 169 and major upcoming project on 10 & 11 between Becker and Big Lake
- Marijuana retail sales are minimal in Sherburne County.
- Sherburne County looked at their tobacco ordinance due to what is happening in schools. The goal is to minimize vaping overall.

Planning Items:

Discuss/Approve/Disapprove SSTS Administration Program Proposal – Rum River Consultants (RRC) attended the City Council with a SSTS proposal. RRC currently administers a portion of the City of Baldwin's subsurface sewage treatment system (SSTS) program including permitting and inspection services. RRC is proposing to administer Baldwin's SSTS program in its entirety. This would include ordinance revision, compliance tracking including enforcement, maintenance and operating permit administration and annual Minnesota Pollution Control Agency (MPCA) reporting. City Attorney, Ruppe, will research to see if non-compliance hourly rates can be assessed to the property owner's taxes if not paid. Rush asked what the hourly rate is and Schreder stated he believes \$95 hourly rate. Case and Rush would like to research the program further for the maintenance and operating permit administration. Rush would like to know how many noncompliant septs are in Baldwin. City Attorney, Ruppe, requested an annual budget for these costs. Andy Schreder with RRC will come back to the City Council with this information. **Case/Rush unanimous** to table the SSTS Administration Program Proposal until the second meeting in February 2026.

Discuss/Approve/Disapprove Ordinance 2025-16; Fee Schedule – **Case made a motion to approve** ordinance 2025-16. Rush would like more time to review the fee schedule. **Case changed his motion to table until the second meeting in February 2026. Case/Rush approved** the fee schedule section a. **Case/Rush unanimous** to table RRC fee schedule, which is section b, until the second meeting of February 2026.

Engineering:

Discuss/Approve/Disapprove 278th Culvert Grading Project Construction Plans and Request for Quotes – At the September 23rd Engineering Workshop, the City Council directed Hakanson Anderson to create a construction plan for the 278th Avenue

culvert grading project. The plan consists of construction notes, estimated quantities, removals, and the proposed construction/ditch excavation for the 278th Avenue culvert. **Rush/Case unanimous to approve** obtaining quotes from contractors for council to review and approve.

Discuss/Approve/Disapprove Final Payment to Knife River for 305th Avenue Reconstruction Project - Hakanson Anderson presented a signed final construction pay estimate, letter of consent from surety firm, certificate of claims payment (lien waivers) and affidavit of payment of state taxes for final payment to Knife River for 305th reconstruction project. **Case/Walker unanimous to approve** \$34,410.07 as the final payment to Knife River for 305th Avenue reconstruction project. This is the 5% retainage payment.

Discuss/Approve/Disapprove MnDOT Master Partnership Agreement Contract and Resolution 25-42 – Case/Walker unanimous to approve MnDOT Master Partnership Agreement Contract and Resolution 25-42.

Frontier Trails Update – None

Road Report:

Discuss Public Works Report – Full Public Works Report on file in the Clerk's office. **Rush/Walker unanimous to approve** expenditures of New Holland loader plow shoes of \$601.86, Case 621 loader parking brake and air conditioning repair of \$2015.88 and pivot pine replacement of \$28.12 for 2023 Chevy 5500HD. Rush took this as a friendly for a total amount of \$2645.86.

Discuss Expenditure Policy for Public Works – Rush/Walker unanimous to table until the January 7th, 2026 City Council meeting.

Discuss/Approve/Disapprove Additional Time for Driveway Compliance of PID# 01-00604-0245 – Property owner is requesting an extension until Spring for bringing the driveway into compliance due to the driveway width. **Rush/Case unanimous to approve** extension to June 1st, 2026 in order to bring the driveway into compliance.

Discuss/Approve/Disapprove Additional Time for Driveway Compliance of PID# 01-00604-0145 – Portions of the bituminous extension are failing and needs to be removed and replaced. Developer is requesting, due to the cold weather and time of year, an extension until the Spring of 2026 to make corrections. **Rush/Walker unanimous to approve** extension to June 1st, 2026 in order to bring the driveway into compliance.

Discuss/Approve/Disapprove Public Works and City Council Member Attendance at MN Equipment Government/Commercial Show on January 8th 2026 from 8:00 – 1:00 – **Rush/Walker unanimous to approve** Public Works and Alan Walker attending the show on January 8th, 2026 from 8:00 to 1:00.

Tabled Items:

Discuss/Approve/Disapprove IPAWS TextMyGov Alerts – Case/Walker unanimous to table until the second meeting in February 2026.

Discuss City Council Goals for 2026 – Rush/Walker unanimous to table until the January 7th, 2025, City Council meeting.

New Business:

Discuss Agenda Additions – Swanson stated that due to transparency, additions to the City Council agenda should be added to the next meeting agenda. Holm stated he disagrees.

Discuss/Approve/Disapprove The Planning Company (TPC) Rate Change – Rush/Case unanimous to approve TPC 2026 updated rate schedule.

Discuss/Approve/Disapprove Rum River Consultants Posting of Work Without a Permit Notices (WWOP) or Stop Work Orders (SWO) with Associated Costs – Swanson would like the city to continue to receive communication prior to these notice and orders being given to residents. This is work that has started without a permit or other special circumstances. These would be billed out at an hourly rate by Rum River Consultants (RRC). **Rush/Walker unanimous to approve** WWOP and SWO being billed out at an hourly rate by RRC.

Discuss/Approve/Disapprove Special Parking Permit for Ridgewood Bay Ice Fishing Contest on February 21st, 2026 – Paul Hans, address: 4777 109th Avenue in Clear Lake. Paul attended the meeting to request special parking for Ridgewood Bay ice fishing. Swanson stated that the city requests parking to be on one side of the road only. **Rush/Walker unanimous to approve** parking on one side of the road during the Ridgewood Bay ice fishing contest.

Discuss/Approve/Disapprove Fire Department Volunteering at Ridgewood Bay Ice Fishing Contest on February 21st, 2026 – **Rush/Walker unanimous to approve** Baldwin Fire Department volunteering for Ridgewood Bay ice fishing contest. **Case abstained.**

Discuss/Approve/Disapprove Resolution 25-37; Adopting the 2026 Final Levy – **Case/Swanson approved** Resolution 25-37. Holm requested going through each line of the 2026 levy. **Rush/Walker/Holm disapproved** resolution for final levy. Rush would like to reduce the general fund by \$36,000. Holm would like to reduce the general fund by \$50,000 and increase the road and bridge to \$50,000. Holm did a friendly to reduce the general fund by \$50,000 and add this to road and bridge fund. Rush accepted the friendly. **Rush/Walker/Holm approved, Swanson/Case disapproved, motion carried with a 2-3 vote to approve** Resolution 25-37 with these changes.

Discuss/Approve/Disapprove Resolution 25-38; Authorizing a City Absentee Ballot Board – Rush/Walker unanimous to approve Resolution 25-38.

Discuss/Approve/Disapprove Resolution 25-39; Designating Polling Places Within The City of Baldwin – Rush/Walker unanimous to approve Resolution 25-39.

Discuss/Approve/Disapprove Resolution 25-40; Establishing Procedures Related to Compliance with Reimbursement Bond Regulations Under the Internal Revenue Code – Rush/Holm unanimous to approve Resolution 25-40.

Discuss/Approve/Disapprove Resolution 25-41; Accepting Donation for Purchase of Lucas 3 – Rush/Walker unanimous to approve Resolution 25-41.

Discuss/Approve/Disapprove Local Board of Appeal and Equalization (LBAE) Date and Time – Original date given by Sherburne County Assessor was April 15th, 2026. This date falls on the same day as a City Council meeting. The City requested a different date and received the dates from Sherburne County of either April 6th or April 16th, 2026. **Rush/Walker unanimous to approve April 16th, 2026 at 3:00 p.m. for LBAE.**

Discuss/Approve/Disapprove Septic System Notice of Violation for PID# 01-00424-0320 – Rush/Case unanimous to approve escalating this to the City Attorney for a possible court case.

Discuss/Approve/Disapprove Joining Class Action Regarding Fire Truck – City Attorney recommends having this at the end of the meeting as a closed session per MN Statute 13d.05.

Announcements:

- a. Infrastructure Committee Meeting Thursday, December 18th, 2025 at 7:00 p.m. – This meeting has been cancelled.
- b. City Hall Closed Wednesday, December 24th and December 25th, 2025 for Christmas Eve and Christmas Day
- c. City Hall Closed Thursday, January 1st, 2026 in Observance of New Years Day
- d. Next City Council Meeting, Wednesday, January 7th, 2026 at 7:00 p.m.

Any Other Business:

City Council discussed Municipal Liquor Store and Feasibility Study.

Case/Rush unanimous to approve Clerk's revised time off of December 18th and 19th and will be in the office all day December 22nd and 23rd, 2025.

Clerk discussed staff entering daily tasks into Outlook Calendar. Swanson recommends putting this on the January 7th, 2026 City Council agenda.

Rush/Holm unanimous to approve closing the meeting at 9:44 p.m.

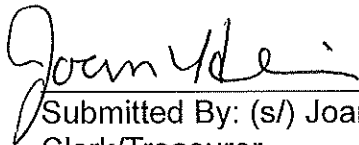
Discuss/Approve/Disapprove Joining Class Action Regarding Fire Truck – Per MN Statute 13d.05 closed session to discuss Attorney-Client privilege material for potential litigation against McQueen Equipment LLC doing business as McQueen Emergency leading to the purchase of the 2024 fire truck.

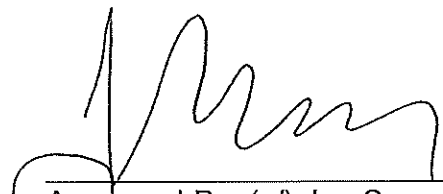
Holm/Rush unanimous to approve opening the meeting at 10:21 p.m.

Rush/Walker unanimous to approve proceeding with the contract for the purchase of the fire truck.

Approve Bill for Payment - Rush/Case unanimous to approve check numbers 29125 – 29167 for \$131,077.95 and 8 EFT Payments for \$12,183.44 for a total of \$143,261.39.

Adjourn – Holm/Rush unanimous to adjourn at 10:33 p.m.


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


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

1-21-2026
Date

Attendees: Public Works Supervisor; Zac Good, Rum River Consultants; Andy Schreder, Paul Hans, Sherburne County Administrator; Bruce Messelt, Rum River Consultants; Carri Levitski, Delmas Hines, Rum River Consultants; Adam Schreder and Craig Hrkal