



BALDWIN CITY COUNCIL REGULAR MEETING

JANUARY 21ST, 2026

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 January 21st, 2026 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

Tom Rush arrived at 7:02 p.m.

Additions/Corrections to Agenda

Approval of Regular Meeting Agenda With/Without Additions/Corrections - Holm/Rush unanimous to approve as amended.

January 2026 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$1,716,104.03, receipts of \$30,840.36, disbursements of \$436,894.10 leaving an unaudited ending balance of \$1,310,050.29. The beginning and ending balance includes the CD balance previously reported separately on the cash balance report.

Public Comment Requests - There was no one present to address the Council during Public Comment Requests.

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

- Approve Exempt Gambling Permit for Christ Our Light Church, Event on April 10th, 2026
- Approve Exempt Gambling Permit for Knights of Columbus, Event on August 20th, 2026
- Approve Clerk Attending Municipal Clerks and Finance Officers Association Conference on March 25th – March 27th, 2026
- Approve City Council Meeting Minutes for December 15th, 2025
- Approve City Council Meeting Minutes for January 7th, 2026
- Approve Ordering of 11 EMS Signs

Engineering:

Discuss/Approve/Disapprove 278th Culvert Grading Project Quotes – Hakanson Anderson received two quotes for 278th Avenue culvert grading project. West Branch Construction quote was \$12,290.00 and Holt Excavating was \$14,771.25. **Rush/Case unanimous to approve** West Branch Construction quote for \$12,290.00.

Discuss Plans for 100th Street and 297th Avenue – Jochum stated that they are still waiting for MnDOT to finish reviewing the plans. Walker has been working on getting easements signed by residents on 100th Street and 297th Avenue. Ruppe stated that they have 43-45% of the easements signed. Ruppe would like to get these recorded with Sherburne County, so they don't get outdated or run into scenarios of property that sell. **Case/Holm unanimous to approve** getting easements recorded along with any easements going forward. Jochum would like to send a mass mailing to the residents on 100th Street and 297th Avenue that construction will be moved to 2027. Ruppe also recommends doing a mailing to update the residents stating that MnDOT is reviewing the construction plans. Swanson would like to review the letter before it is sent to the residents. **Holm/Case unanimous to approve** City Attorney drafting a letter with a project update to the residents on 100th Street and 297th Avenue.

Discuss Catch Basin and Curb Quotes for Lake Diann and Sandy Lake – Jochum stated he doesn't have a lot to report about this project at this point. Jochum stated this will be looked at in the spring of 2026. **Rush/Case unanimous** to table until the March 18th, 2026 City Council meeting.

Discuss Reclaim and Pave Project for 299th Avenue, 300th Avenue, and 129th Street – Jochum stated that survey crews were onsite last week. Once the survey is complete, additional engineering will be done. Jochum submitted request for proposals for soil borings in these three areas.

Discuss Construction Update Status – The city received a request from a bonding company on the status of the 2025 crack sealing project from SealPros. Rush stated the project is about 95% done. Clerk has reached out to the bonding company and SealPro's and has not received a reply back. **Rush/Holm unanimous to approve** City Attorney reviewing the document on how the city should reply to the request.

Frontier Trails Update:

Revenue/Expenditures and Monthly Report from NSU – For the month of December 2025, the revenues were \$26,832.11 which included period 2 tax payment, expenditures were \$7,109.33. The monthly report from NSU showed that the site is operational. Full report on file in the clerk's office or online at baldwinmn.gov under meeting and agendas.

Discuss/Approve/Disapprove NSU Summary of Needs and Findings – Natural Systems Utilities (NSU) has identified needs for the wastewater treatment system at

Frontier Trails. Swanson will contact a HVAC company to determine options to control the temperature in the building on the south site. **Rush/Holm unanimous to approve** Swanson reaching out to HVAC companies. **Rush/Holm took a friendly** to include filters with an estimated cost of \$75.00.

Road Report:

Discuss Public Works Report – Full Public Works Report on file in the clerk's office or online at baldwinmn.gov under agenda and minutes.

Discuss Letters Sent to Residents on October 28th, 2025, on Brush Chipping – Staff sent out 85 Letters to residents on October 28th, 2025, stating that tree trimming and brush would be cut back from the road right of way on 101st Street and West Elk Lake area. To date, this work has not been done. Swanson asked if letters should be sent out to the residents again and Walker stated he did not think new letters need to be sent.

Discuss OSHA Training from 2024 – City Council approved 10 hours of OSHA training on August 5th, 2024 but the training was not done. **Holm made a motion** to approve an expenditure for another 10 hours of online training and for this to be completed in the next 6 months. **Walker seconded the motion, motion carried.**

Tabled Items:

Discuss City Council Goals for 2026:

Mayor; Jay Swanson:

- Municipal Liquor Store Feasibility Study
- Work with the City of Princeton and neighboring cities on projects and relationships
- Bring together a time study that will direct employment needs for the city
- Bring Infrastructure Committee to Fruition
- 136th Street and working with county for participation on this street

Council Member A; Jeff Holm

- Infrastructure completing recommendations and bringing information to the City Council
- Have the City of Baldwin explore tools for economic development in the future such as tax increment financing, economic development authority and housing and redevelopment authority.
- Revise comp plan for commercial area on County Road 9 and Highway 169.
- Look at adding equipment for Public Works for maintenance and repairs of city roads

Council Member B; Scott Case

- Explore Revised EMS Response Model

Council Member C; Alan Walker

- Road Projects
- Hiring additional staff for Public Works

Council Member D; Tom Rush

- New Capital Improvement Plan (CIP) for Roads and Public Works
- Renovation of trails at parks.
- Review sink holes
- Little league ballfield for Young Park
- Scoreboard for ballfield at Young Park

Holm/Rush unanimous to approve City Attorney reviewing road maintenance agreement by and between Princeton Township and City of Baldwin for Alpha Road/325th Avenue and 136th street 200-foot portion in Princeton.

Discuss Time Tracking Method – Holm would like to turn this over to Swanson since this is one of his goals for 2026. Rush stated that an Excel spreadsheet should be used to track time, so the City Council knows future staffing needs.

New Business:

Discuss/Approve/Disapprove Resolution 26-03; Authorizing Interfund

Transfer – The interfund transfer has been recommended on Baldwin's 2024 audit and by the city's financial consultants, Ehlers. **Rush/Walker unanimous to approve** resolution 26-03.

Discuss Unsigned Encroachment Agreements – City Attorney, Bob Ruppe, discussed 8 encroachment agreements that were drafted up by his office in the fall of 2025. There are 8 agreements that have not been signed by the residents. Ruppe requested directions from the City Council on how to proceed with the unsigned encroachment agreements. **Holm/Rush unanimous to approve** City Attorney drafting a letter to be reviewed by the City Council at the February 18th, 2026 City Council meeting.

Discuss/Approve/Disapprove City Planning and Zoning Administrator Attending all City Council Meetings – Swanson would like the City Planner to attend the Park Committee meetings and all City Council meetings. **Holm/Case unanimous to approve** City Planner attending all City Council meetings and Park Committee meetings through 2026.

Discuss City Signs on Highway 169 – Swanson discussed the design and location for the "City of Baldwin" signs throughout the city.

Discuss Post Office Address – Swanson stated that the Planning Commission asked about using Baldwin in the address even though Baldwin does not have a post office.

Case stated that the Post Office does recognize Baldwin as a city. Deputy Clerk has researched this in the past and will send an email to the Planning Commission with the findings.

Discuss/Approve/Disapprove Resignation of Fire Fighter; Joseph Pramann Effective January 15th, 2026 – Rush/Holm unanimous to approve resignation of Joseph Pramann effective January 15th, 2026

Discuss/Approve/Disapprove Resignation of Park Committee Chair, Zac Good Effective January 15th, 2026 – Holm/Rush unanimous to approve Park Committee Chair; Zac Good's resignation effective January 15th, 2026

Discuss/Approve/Disapprove \$4500.00 plus expenditure for Brunton to obtain information for Infrastructure Committee – Swanson would like this discussed at the Infrastructure Committee meeting tomorrow night, January 22, 2026. Case/Holm unanimous to table until the February 4th, 2026, City Council meeting.

Discuss/Approve/Disapprove Building Official Attending Walk Through with Brunton – Holm/Rush unanimous to table until the February 4th, 2026, City Council meeting.

Discuss/Approve/Disapprove Fire Dance Band Contract and Date – City Attorney, Ruppe, will modify the contract and send back to the Clerk. The date for the Fire Department dance is August 29th, 2026. Rush/Case unanimous to approve contract contingent on City Attorney review.

Announcements:

- a. Infrastructure Committee Meeting Thursday, January 22nd, 2026 at 7:00 p.m.
- b. Planning Commission Meeting Wednesday, January 28th, 2026 at 7:00 p.m.
- c. Public Works Supervisor on Vacation Leave January 23rd, 2026 – January 27th, 2026
- d. Blue Hill Fire Contract Meeting Monday, February 2nd, 2026 at 6:00 p.m.
- e. Next City Council Meeting Wednesday, February 4th, 2026, Board of Audit Starting at 6:00 p.m., City Council Meeting Starting at 7:00 p.m.

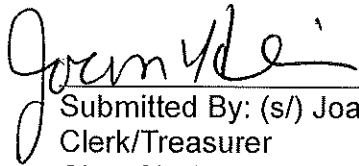
Any Other Business – Holm asked City Attorney about annexation of a lot in the City of Princeton. City Attorney, Ruppe, recommends that the landowner approaches the City of Princeton.

Holm communicated that the City of Elk River will not be building a new liquor store that includes half of the building being dedicated to THC sales.

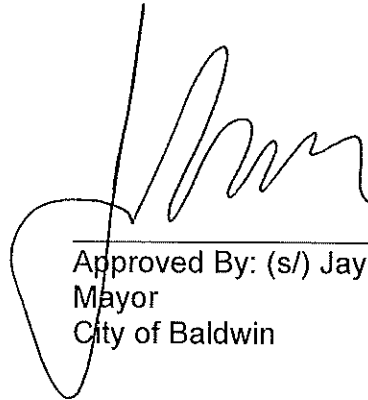
Tom Rush left at 9:34 p.m.

Approve Bill for Payment – Walker/Case unanimous to approve check numbers 29223 – 29250 for \$372,701.96, ACH Payroll for Fire Department of \$51,919.73 and 5 EFT Payments of 5,831.52 for a total of \$430,453.21. Void check number 29219.

Adjourn – Holm/Walker unanimous to adjourn at 9:45 p.m.



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



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

2-4-2026

Date

Attendees: Delmas Hines, Julie Weidenborner, Bruce West, Andy Schreder and Ron Messer