



BALDWIN CITY COUNCIL REGULAR MEETING

MAY 20th, 2026

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

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

Call to Order – The May 20th, 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

Additions/Corrections to Agenda

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

April 2026 Final Treasurer's Report – Beginning balance of \$1,235,585.64, receipts of \$45,207.55, disbursements of \$132,850.96, leaving an unaudited ending balance of \$1,147,942.23.

May 2026 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$1,147,942.23, receipts of \$61,826.41, which includes the 2025 CD interest being disbursed into appropriate funds. This was approved at the May 6th, 2026 City Council meeting, disbursements of \$87,050.19 leaving an unaudited ending balance of \$1,122,718.45.

Public Comment Requests:

Mary Larson – 29725 138th Circle NW, Baldwin. Larson is the unpaid Volunteer Coordinator for the City of Baldwin. Larson has concerns with advertisement costs for Baldwin's newspaper insert. Larson is proposing to the City Council to work with Princeton High School on creating a newspaper and doing articles in-house. Swanson stated he is not ready to make a decision at tonight's meeting but is open to looking at other options for Baldwin's newspaper insert.

Jeff Holm arrived at 7:03 p.m.

Julie Herrity-Weidenborner – 14312 314th Avenue NW, Baldwin. Weidenborner is at tonight's meeting representing the homeowners of Frontier Trails. Weidenborner has some concerns on snowplowing damage by the out-lots that should be repaired. Walker

stated that Baldwin's Public Works will go to Frontier Trails to repair. Weidenborner also has concerns about the charges for the telemetry unit. Weidenborner also stated that when NSU was at the last City Council meeting presenting an annual update, the charges were a lot due to being further down on the agenda. Swanson stated that this does happen occasionally when city professionals come to City Council meetings and there are agenda items that take longer.

Approval of Consent Agenda – Rush/Walker unanimous to approve the consent agenda with removing the May 6th, 2026 meeting minutes so additions can be completed under the Fire Department transition agenda item.

- Approve Ordinance 2026-07; Amending Ordinance 800 Establishing Charges for Emergency Response Services
- Approve Escrow Credit Return of \$319.00 for VanSlyke Administrative Subdivision
- Approve Newspaper Insert for June – July 2026
- Approve Clerk Vacation Leave of May 22nd, 2026
- Approve Deputy Clerk Vacation Leave of June 1st – June 5th, 2026
- Approve New Hire Fire Fighters; Ryan Schuft, Danielle Bergmann, Nicole Wolfe and Brian Hockemeyer
- Approve City Council Meeting Minutes of May 6th, 2026
- Approve Emergency City Council Meeting Minutes of May 14th, 2026

Engineering:

Discuss/Approve/Disapprove Construction Plans for the Sandy Lake and Lake Diann Improvements, Request for Quotes, and Sandy Lake Temporary Construction Easements – Rush/Walker unanimous to approve construction plans for Sandy Lake and Lake Diann including quotes and temporary construction easements.

Discuss/Approve/Disapprove Resolution 26-15 City Acceptance of Hardy Homestead Development – Rush/Walker unanimous to approve Resolution 26-15.

Discuss/Approve/Disapprove Invoice from West Branch Construction for the 278th Avenue Culvert Grading Project – Walker/Rush unanimous to approve West Branch Construction invoice for \$12,290.00.

Discuss Progress on the 2026 Street Reconstruction Project – Jochum gave an update on the 2026 street reconstruction project. The grading is being finished today and they will be paving next week. There will be a week or two in order to finish up the project.

Discuss Cemetery Map – Rush discussed a new color-coded cemetery map and requested feedback from the City Council. Jochum stated that they could make a larger map for City Hall that is color coded for \$1200.00. Rush stated that going forward, map will be updated annually. The expenditure for the \$1200.00 map was already approved

at the February 4th, 2026 City Council meeting. Individual block maps of the cemetery will be discussed at a later date.

Frontier Trails Update:

Discuss/Approve/Disapprove Quote from NSU for Telemetry Units – Rush/Walker unanimous to table until the June 17th, 2026 City Council meeting.

Road Report:

Discuss Public Works Report – Full Public Works Report on file in the Clerk's office or at baldwinmn.gov under Government/Agenda & Minutes/Agenda Packet.

Discuss/Approve/Disapprove Cell Phone for New Hire Public Works Maintenance Technician – Rush/Case unanimous to disapprove cell phone for new hire Public Works Technician.

Discuss Chip, Crack Sealing and Micro Surfacing for 2026 – Rush spoke that Jochum, City Engineer, and himself went to some developments to look at the roads. The developments that were looked at were Hidden Hollow, Country View Ridge and Baldwin Preserve. These roads are good candidates and are 20-25 years old. Suggestion from City Engineer is to do a scratch course which gives extra reinforcement. Jochum stated that \$60,000 per mile for a single coat and \$90,000 per mile for a scratch course with another coat. This pricing is just for construction costs but will research for a more accurate price. **Rush/Walker unanimous to approve** City Engineer coming up with pricing for these developments. Rush recommends scheduling a workshop to discuss projects and other chip sealing/crack sealing and sinkholes that need to be addressed for this year's road priorities.

Discuss Access Date on Driveway Permit Applications – Rush/Walker unanimous to approve changing verbiage on driveway permit applications and adding 180-day limit for completion of driveways.

Discuss Culvert Concerns – The City Council discussed culvert concerns and decided they will be repaired as needed.

Discuss/Approve/Disapprove 127th Street Cul De Sac Repair – Reclaim and pave is recommended by City Engineer for this cul de sac and street. **Walker/Rush unanimous to approve** City Engineer doing a feasibility study for 127th Street and cul de sac.

Discuss/Approve/Disapprove Exhibit A for Resolution 26-04 - Rush/Case unanimous to approve Exhibit A for Resolution 26-04.

Discuss/Approve/Disapprove Gravel Road Grading Expenditure up to \$1000.00 – Rush/Walker unanimous to approve all gravel road grading expenditure up to \$1000.00.

Discuss/Approve/Disapprove Public Works Supervisor Attending SWCD Tour on June 18th, 2026 – Rush/Walker unanimous to approve Public Works Supervisor attending SWCD tour on June 18th, 2026.

Tabled Items:

Discuss/Approve/Disapprove Changing Administrative Citation Civil Fine Amount to \$200.00 – Case/Rush unanimous to approve administrative citation civil fine to be \$50.00 and then a second citation of \$200.00. City Staff will draft an ordinance and bring this back to the next City Council meeting.

New Business:

Discuss/Approve/Disapprove 5 Year Contract for Assessing Services – City Council is requesting another quote from Sherburne County Assessors Office to see what they would charge. **Holm/Rush unanimous to table** until the June 3rd, 2026 City Council meeting.

Holm/Rush unanimous to approve reaching out to Sherburne County on what charges are for assessing services.

Discuss/Approve/Disapprove Initiating Subdivision Zoning Ordinance Amendment for Generational Housing – Swanson/Holm unanimous to approve sending to the Planning Commission and Planner to work on amendments to the zoning ordinance.

Discuss/Approve/Disapprove Health Insurance Renewal for Employees – Rush/Walker unanimous to table until the June 3rd, 2026 City Council meeting.

Discuss Elections for Fire Chief – The council previously voted to proceed with elections for fire chief as per the handbook. The handbook states that a vacant elected office "shall be filled for an unexpired term by an election at the meeting at which the vacancy is established." The current Fire Chief's resignation is effective May 31st. Rush discussed that the Fire Department handbook states that elections are held on the 2nd Tuesday in October in even numbered years. Rush recommends having elections on the second Tuesday in October for the Fire Chief and Assistant Chief position. Rush stated that the Assistant Chief should be the interim Fire Chief. Swanson stated that an election should happen right away. Case stated that the election should be the second Tuesday in June. **Swanson made a motion** to hold a special election on June 9th, 2026 for all the vacancies, including the Fire Chief. Swanson asked if Case would change this resignation until the vote happened at the Fire Department and Case agreed. This would be electing the highest position and filling subsequent roles. Case will send an

email to the firefighters announcing the special election and explaining the process, requiring a 51% vote for election. **Walker seconded the motion. Case approved, Rush disapproved. Holm missed the motion. Motion carried.**

Reschedule Employee Reviews – Walker/Rush unanimous to approve employee reviews rescheduled for June 16th, 2026 starting at 6:00 p.m.

Discuss/Approve/Disapprove Planning Commission Resignation for Commissioner Abby Newland effective May 27, 2026 – Case/Walker unanimous to approve resignation of Planning Commissioner, Abby Newland, effective May 27th, 2026.

Discuss/Approve/Disapprove Updated Resignation for Fire Chief - Swanson/Walker unanimous to approve Fire Chief updated resignation date effective June 9th, 2026.

Discuss/Approve/Disapprove Old National CD Options – Case/Walker unanimous to approve renewal of CD at 4% interest for 11 months with Old National Bank.

Discuss Updated Easements for 100th Street and 297th Avenue – City Attorney stated that they have recorded all easements thus far. Approximately 45% of the easements have been signed. Walker requested an updated list of easements that have not been signed. **Holm made a motion** for city staff hours to help Walker to get signatures, and notarized. **Walker seconded the motion. Motion carried.**

Discuss Fire Department Meeting – Rush discussed that the fire department meeting was heated due to disagreements between him and Case on how the elections versus appointments was decided by the City Council. Rush went on to say there was mention of how the Assistant Chief isn't capable of being Fire Chief. Rush stated it was a very awkward meeting. There was also talk about Rush not being in favor of a new Fire Station which Rush stated is not true. Rush is waiting for figures on a new building versus remodeling. Case stated that the fire department business meeting is not a public meeting and is a meeting for communication purposes only. Case stated that he communicated with the Fire Fighters the decision of the City Council. Case said that he told the firefighters there are things to think about for the fire department. Case went on to say that the liaison is responsible for bringing firefighter concerns back to the City Council. Case stated that Rush interrupted him during the fire department meeting, and he let it go so the firefighters weren't involved in this type of discussion.

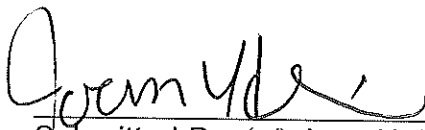
Announcements

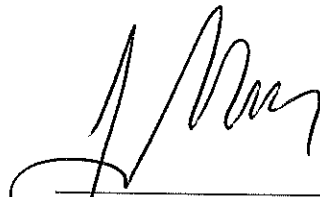
- a. Park Committee Meeting Thursday, May 21st, 2026 at 7:00 p.m.—This has been cancelled due to lack of agenda items.
- b. City Hall Closed Monday, May 25th, 2026 in Observance of Memorial Day.
- c. Planning Commission Meeting Wednesday, May 27th, 2026 at 7:00 p.m.
- d. Next City Council Meeting Wednesday, June 3rd, 2026 at 7:00 p.m.

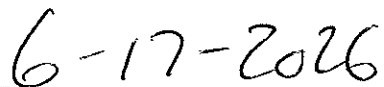
Any Other Business - None

Approve Bill for Payment – Walker/Rush unanimous to approve check number 29494 – 29520 for \$50,227.54 and 4 EFT payments of \$4646.42 for a total of \$54,873.96.

Adjourn – Holm/Rush unanimous to adjourn at 9:07 p.m.


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


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


Date

Attendees: Mary Larson, Delmas Hines, Bruce West, Julie Weidenborner, Zac Good and Marlene Nelson