



BALDWIN CITY COUNCIL REGULAR MEETING

JUNE 17th, 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 June 17th 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.

May 2026 Final Treasurer's Report – Beginning balance of \$1,147,930.23, receipts of \$106,151.35, disbursements of \$98,643.15 leaving an unaudited ending balance of \$1,155,438.43.

June 2026 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$1,155,438.43, receipts of \$16,425.95, disbursements of \$190,816.26 leaving an unaudited ending balance of \$981,048.12.

Public Comment Requests:

- Scott Schmidt – 14215 285th Avenue NW, Mr. Schmidt is requesting a permanent easement access to Little Elk Lake through city property. This would allow him to clean up this area to get access to Elk Lake. City Attorney will look at title work and recent law changes in this area along with case law including statute to make a determination. Rush stated that this land is not usable by the city. Schmidt has done brush cutting and maintenance on the property in the past. **Rush/Walker unanimous to approve** City Attorney researching to see if permanent easement access could be granted for this property.

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

- Approve City Council Meeting Minutes for May 20th, 2026 and June 3rd, 2026

- Approve Liquor License Renewal for Ridgewood Bay, Inc.
- Approve Liquor License Renewal for Fairway Shores, LLC

Engineering:

Discuss/Approve/Disapprove Quotes received for the 2026 Sandy Lake and Lake Diann Project – Rush/Walker unanimous to approve Holt Excavating quote for \$67,500.00 contingent on the temporary construction easement signature being completed.

Discuss/Approve/Disapprove Letter of Credit (LOC) Reduction for Meadows of Baldwin – Rush/Walker unanimous to approve LOC reduction for the Meadows of Baldwin to \$124,500.00.

Discuss/Approve/Disapprove Letter of Credit (LOC) Reduction for Oaks of Battle Brook Second Addition - Rush/Walker unanimous to approve LOC reduction for Oaks of Battle Brook 2nd Addition to \$63,084.00.

Discuss/Approve/Disapprove Hardy Homestead Escrow Reduction - Rush/Walker unanimous to approve Hardy Homestead Escrow reduction to \$3,000.00.

Discuss Right-of-Way Ordinances and Right-of-Way Permit Application Drafts – City Engineer, Jochum, reviewed Ordinance 100; Regulating the Town Road Right-of-Way. The Ordinance currently states there are three types of right-of-way permits which are excavation, obstruction and a combination permit. City Attorney stated that financial security should be obtained, certificate of insurance and possibly conditions could be added. City Attorney recommends City Attorney, City Engineer, City Planner and Mayor to discuss this further. Rush stated that the developer's agreement should be utilized if there is one. Rush also stated that if internet installation is needed to add smaller sections or a few homes, this would be permitted. City Engineer created a registration form, and the certificate of insurance would be submitted with this form. The registration form would only need to be completed once per registrant. City Attorney, Ruppe, suggests a resolution be completed to delegate authority to the Mayor and for City Staff to review the language based on tonight's discussion. **Case/Walker unanimous to approve** City Staff proceeding with review of Ordinance 100.

Discuss/Approve/Disapprove Construction Pay Application No. 1 for 2026 Street Reconstruction Project – Case/Rush unanimous to approve construction pay application no. 1 for 2026 street reconstruction project of \$162,632.35.

Schedule Open house for Residents on 303rd Avenue – City Engineer, Jochum, recommends getting more information and tabling this until the mid-July City Council meeting. The City Council discussed some options for dates for the open house. These dates were July 20th or July 27th, 2026. **Rush/Case unanimous to approve** these dates.

Frontier Trails Update:

Discuss May 2026 Wastewater Operation Summary – May 2026 wastewater operation summary from NSU stated that the site is operational. Ongoing adjustments are being made to control TN.

Discuss Revenues and Expenditures for Frontier Trails SSD – Mayor Swanson reported revenues of \$6986.79 and disbursements of \$7764.65 for the month of May 2026.

Discuss/Approve/Disapprove Quote from NSU for Telemetry Units – Rush/Case unanimous to table until the July 1st, 2026 City Council meeting.

Road Report:

Discuss Public Works Report – Walker reported that 300th and 297th has been completed along with topsoil and shouldering. Public Works has repaired signs, the stripping of the parking lots at City Hall and the Fire Department have been completed. Public Works has applied 9 tons of patching material on 297th Avenue so far this year.

Discuss/Approve/Disapprove Road Repairs on 297th Avenue – Public Works Department has put a total of 9 ton of material down on 297th Avenue this year. Public Works is looking for directions from the City Council on ongoing road repair needs for this road. Swanson discussed doing 297th Avenue road project now and wait on 100th Street. Swanson also suggests surveying and putting up stakes to show the residents the road right of way area. The goal is to have 297th Avenue bid prior to spring of 2027. Clerk and Walker will visit residents that have not signed the easements. The City Council requested a letter be sent out to residents that weren't available requesting they contact the city on why they aren't signing their easement.

Tabled Items:

Discuss/Approve/Disapprove Consulting Agreement for Solar App+ Permitting Software Incentive – Case/Swanson unanimous to approve Solar App+ Permitting Software Incentives.

Discuss/Approve/Disapprove IPAWS TextMyGov Alerts – Case, Swanson, Holm, Walker approved, Rush disapproved IPAWS premium package with an additional \$1500.00 annual cost. This is for a three-year contract and requires a 60-day cancellation notice.

New Business:

Discuss/Approve/Disapprove Resolution 26-17; Appointment of Election Judges – Rush/Walker unanimous to approve Resolution 26-17.

Discuss Capital Improvement Plan (CIP) for the City of Baldwin – Case discussed drafting a Capital Improvement Plan for the whole city. Swanson and Case requested City Planner, Licht, to provide examples that other Municipalities have used.

Discuss/Approve/Disapprove Emergency Procedures Guide – Rush/Walker unanimous to approve Emergency Procedures Guide with addition of defining “Supervisor” throughout the document.

Discuss Budget Reports – The Clerk provided the City Council with a budget report of over budget line items. The clerk will work on adjustments.

Schedule Budget Meeting – Rush/Walker unanimous to approve July 13th, 2026 at 7:00 p.m.

Discuss/Approve/Disapprove Pay Increase/COLA for Employees – Rush/Walker unanimous to table until the July 1st, 2026 City Council meeting.

Discuss/Approve/Disapprove Moving Service Counter Area at City Hall – Rush/Walker unanimous to approve moving forward with this plan. Walker to check with Public Works on doing the relocation of the service counter at City Hall.

Discuss a Farmers Market in the City of Baldwin – Residents have approached Walker on holding a Farmers Market in the City of Baldwin. The suggestion would be at Young Park, City Hall parking lot or the city owned land on County Road 45 and 9. Rush stated that the ballfield and pavilion are occasionally rented at Young Park. Swanson suggested Monday or Thursday nights but would like more information brought back to the City Council.

Discuss City Owned Land on County Road 9 and 45 – Holm/Walker unanimous to table until the July 1st, 2026 City Council meeting.

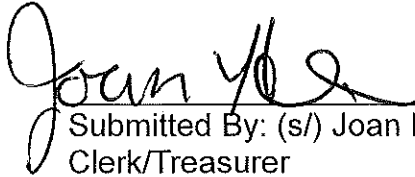
Announcements:

- a. Park Committee Meeting, Thursday, June 18th, 2026 at 7:00 p.m.
- b. City Hall Closed Friday, June 19th, 2026 in Observance of Juneteenth
- c. Planning Commission Meeting Wednesday, June 24th, 2026 at 7:00 p.m.
- d. Next City Council Meeting Wednesday, July 1st, 2026 at 7:00 p.m.
- e. July 14th – July 28th, Filing Period Opens for Municipal Offices; Mayor; Four Year Term and Two Positions for City Council; Four-Year Term

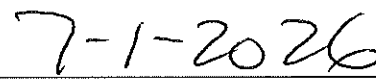
Any Other Business - None

Approve Bill for Payment – Walker/Rush unanimous to approve check number 29559 – 29588 for \$45,250.63, 7 EFT payments for \$6,711.82 for a total of \$51,962.45.

Adjourn – Rush/Walker unanimous to approve adjourning at 9:27 p.m.


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


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


Date

Attendees: Adam Schreder, Delmas Hines, Scott Schmidt, Steve Hieb, Bruce West and Dave Jackson