



BALDWIN CITY COUNCIL REGULAR MEETING

JULY 15th, 2026

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

Absent - Jeff Holm

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

Call to Order – The July 15th 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/Case unanimous to approve as amended.

June 2026 Final Treasurer's Report – Beginning balance of \$1,155,438.43, receipts of \$765,726.26, disbursements of \$205,365.34; check number 29525 – 29594, void check number 29520 and 29436 from April and May 2026, 11 EFT payments, leaving an unaudited ending balance of \$1,715,799.35.

July 2026 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$1,715,799.35, receipts of \$81,406.27, disbursements of \$344,741.62, leaving an unaudited ending balance of \$1,452,464.00.

Public Comment Requests - None

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

- Approve City Council Meeting Minutes for July 1st, 2026

Planning Items:

Discuss/Approve/Disapprove Resolution 26-20; Conditional Use Permit for Vertical Bridge/The Towers LLC at 28509 128th Street – City Attorney Ruppe said he reviewed the application and agrees with the City Planner that the proposed location is not a residential area as defined by the Zoning Ordinance. City Attorney Ruppe and City Planner Licht recommend approval of the application. City Attorney Ruppe explained

that denial of the application may result in a lawsuit that the City could lose, as the current ordinance permits cell towers in the area with conditions.

Motion by Case to adopt Resolution 26-20 approving a Conditional Use Permit for Vertical Bridge. Second by Swanson.

The City Council discussed further. City Planner Licht explained that if a motion fails due to a tie vote, the Council Members voting no must state for the record the reason for their vote. Rush asked the application was tabled, what would be the date that the decision would need to be made by. Licht stated that the City Council must act to approve or deny the application by August 28, 2026.

Motion carried 4-0.

Discuss/Approve/Disapprove Directing City Staff to Notice a Public Hearing and Preparing an Interim Ordinance Establishing a Moratorium on Application for Communication Towers – Case/Walker unanimous to approve City Staff to notice a public hearing and prepare an Interim Ordinance establishing a moratorium on application for communication towers.

Schedule Joint Meeting with the Planning Commission on August 12th to Discuss Cell Tower Ordinance Revisions. Side Lot Setback Requirements on Smaller Lots and Other Planning Commission Information. – Rush/Case unanimous to approve a joint meeting between the Planning Commission and City Council. This meeting will be scheduled for August 12th, 2026 which is typically the Special Planning Commission Meeting night.

Engineering:

Discuss/Approve/Disapprove Resolution 26-23; Construction Plans, Project Specifications and Authorizing Advertisement for Bids for the 2026 Microsurfacing Project – Rush/Case unanimous to approve Resolution 26-23.

Discuss/Approve/Disapprove Request for Quotes for the 2026 Crack Sealing Project – Case/Rush unanimous to approve going out for quotes for the 2026 crack sealing project. The quotes will be sent out on July 16th, 2026 and will need to be submitted by August 3rd, 2026 before 10:00 a.m.

Discuss Hakanson Anderson Construction and Observation for the 2026 Crack Sealing Project – Jochum, City Engineer, stated that this is an hourly rate for their office to manage the crack sealing project. Jochum asked the City Council if they wanted someone managing the project full-time or just occasional check-ins. Swanson stated that the answer would be “as required.” Swanson requested further discussion when the bids are opened.

Discuss/Approve/Disapprove Construction Pay Application No. 2 for the 2026 Street Reconstruction Project – Case/Rush unanimous to approve pay application No. 2 for the 2026 Street Reconstruction project of \$91,728.20.

Discuss Construction Cost Estimate for Chip Sealing – The estimate received from Hakanson Anderson is \$11.50 per square yard for chip seal over a gravel roadway and \$5.90 per square yard for chip seal over an existing chip seal roadway. The preliminary quantities are approximately 1,880 square yards of gravel roadways and 25,300 square yards of existing chip seal roadways. Using the unit costs identified, the total estimated construction cost is approximately \$170,890. Rush stated that the \$5.90 can be used because most roads just need chip seal over the existing chip seal except for a few by Sandy Lake. The City Council was in agreement with Hakanson Anderson preparing cost estimates for chip sealing.

Discuss Resident Meeting Date for 303rd Avenue Street Reconstruction Project – The City Council is considering holding a meeting for the residents on 303rd Avenue to show plans, explain effects, and identify affected residents. The presentation will show an aerial view of 303rd Avenue with proposed roadway edges and new right-of-way lines. Hakanson Anderson is proposing the meeting be held on July 27th, 2026 at 7:00 p.m. **Rush/Walker unanimous to approve** meeting on July 27th, 2026 and for Hakanson Anderson to mail letters to the residents. There are approximately 10-12 residents on this road.

Discuss/Approve/Disapprove Ordinance 2026-09; Amending Ordinance 100 Right-of-Way Permits and Resolution 26-24 – **Rush/Walker unanimous to approve** Ordinance 2026-09.

Discuss/Approve/Disapprove Resolution 26-24; Delegating Authority to Issue Certain Public Right-Of-Way Permits – **Case/Walker unanimous to approve** Resolution 26-24.

Frontier Trails Update:

Discuss June 2026 Wastewater Operation Summary – June 2026 Wastewater operation summary for the month of June 2026 stated that the aerator was broken.

Discuss Revenues and Expenditures for Frontier Trails SSD – Swanson reported that the expenditures for the month of June were \$6759.44 and revenues were \$7595.99.

Road Report:

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

Discuss/Approve/Disapprove Micro Surface Project Striping – The estimate received from Hakanson Anderson for striping the roads after the micro surfacing project would be \$33,900.00 construction cost for only striping roads that currently have striping now and \$41,900.00 for construction costs for striping all streets within the

project. **Rush/Walker unanimous to disapprove** striping for the micro surfacing project.

Tabled Items:

Discuss/Approve/Disapprove Quote from NSU of \$14,566.48 for Telemetry Units – Rush/Case unanimous to table until the August 5th, 2026 City Council meeting.

Discuss/Approve/Disapprove Eliminating Direct Deposit for Fire Department Payroll – Rush/Case unanimous to approve eliminating direct deposit for Fire Department payroll.

Discuss/Approve/Disapprove Survey on 100th Street – The estimated cost for staking the proposed right of way easement on 100th Street would be \$6230.00. This cost includes office preparation work for point computations, approximately 20 hours of field work, and equipment costs per Hakanson Anderson's normal rate. **Case/Walker approved, Rush disapproved, motion carried with a 3-1 vote.**

New Business:

Discuss Expenditure Procedure for Continuing Education for Public Works – Rush discussed that at the June 3rd, 2026 City Council meeting, continuing education for Public Works was to be paid upfront and reimbursed after passing of the course. The full expenditure for these courses was \$3750.00 for a multi-week class and each course was approximately \$700.00. Rush stated that this needs to be fair across all departments and the city should have a policy. Rush does not think the employee should pay for the classes upfront. The City Council discussed that the current practice for fire department training was that most training is paid for by the State of Minnesota. The fire fighters must pass courses to be reimbursed and failure to pass requires reimbursement to the city. Swanson stated that the fire department training should not be compared to staff continuing education. Swanson stated that the classes need to be job-appropriate and that the cost thresholds under \$1,000.00 could be approved by the City Council. Case would like to obtain copies of continuing education/reimbursement policies from other cities.

Discuss Cameras at Young Park – Walker stated that the cameras currently at Young Park should be moved to the trails and the city should upgrade the current cameras at Young Park. Case requested the cost for new cameras and wi-fi installation at Young Park. Case stated that the camera location would also need to be determined.

Discuss/Approve/Disapprove Quotes for Tree Removal at Elk Lake Rain Garden – The City received two quotes to remove a tree at Elk Lake Rain Garden. The quote from North Metro Tree Service was \$3250.00 and the quote from Jake's Top-Notch Tree Service was \$1,500.00. **Rush/Case unanimous to approve** quote from Jake's Top-Notch Tree Service for \$1,500.00.

Discuss/Approve/Disapprove Discontinuing Task Tracking Spreadsheets for Staff – Rush discussed that he has received enough information from the task tracking spreadsheets that have been emailed to the City Council. Case stated that this should be done for a full year as discussed at the January 21st, 2026 City Council meeting. Swanson would like a full year of data to understand staffing needs for various tasks (e.g., snowplowing, mowing, run reports for fire department etc.) The City Council desires an Excel spreadsheet with formulas for easy daily entry and automatic updates.

Discuss/Approve/Disapprove Restitution for Vandalism at Young Park - Case/Rush unanimous to approve proceeding with restitution for damages done at Young Park on July 1st, 2026.

Discuss Tire Skid Marks at Young Park Parking Lot – City Attorney will contact Sherburne County Attorney's Office to inquire about willingness to enforce, contract modification, and preferred ordinance language including reckless driving conduct in nature. **Case/Walker unanimous to approve** City Attorney contacting Sherburne County Attorney's Office.

Discuss/Approve/Disapprove Scheduling Infrastructure Meeting – Rush/Case unanimous to approve scheduling next Infrastructure meeting.

Discuss Park Rental – Park rental last weekend was cancelled due to the heat. Rush is requesting City Council input on if it's okay to reschedule for another weekend in August. Case would like certain inclement weather to be added to our refund/cancellation policy. **Case/Walker unanimous to approve** rescheduling the July 12th, 2026 park rental to another date in August.

Rush/Case unanimous to approve Park Committee discussing Park Rental refund/cancellation policy and bring their recommendations back to the City Council.

Announcements:

- a. July 14th – July 28th, Filing Period Opens for Municipal Office of Mayor; Four Year Term and Two Positions for City Council; Four-Year Term
- b. Park Committee Meeting Thursday, July 16th, 2026 at 7:00 p.m.
- c. Planning Commission Meeting Wednesday, July 22nd, 2026 at 7:00 p.m.
- d. Next City Council Meeting Wednesday, August 5th, 2026 at 7:00 p.m.
- e. Primary Election Tuesday, August 11th, 2026. Polls Open from 7:00 a.m. to 8:00 p.m.
- f. National Night Out August 4th, 2026 from 6:00 p.m. to 8:30 p.m. at Baldwin City Hall and Blue Hill Township
- g. Baldwin Fire Dance August 29th, 2026 from 8:00 pm. to Midnight
- h. Baldwin Fire Department Open House September 12th, 2026 from 11:00 a.m. to 3:00 p.m.
- i. Baldwin FunFest September 19th, 2026 from 11:00 a.m. to 3:00 p.m. held at Young Park

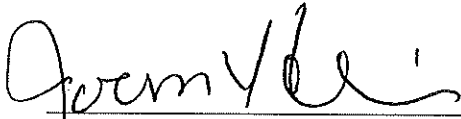
Any Other Business – Rush stated that the Fire Department garage sale is today and tomorrow.

Case discussed that the calculation for the Clerk's pay increase was calculated incorrectly by the Deputy Clerk. The City Council approved the 15% increase, but the dollar amount was incorrect on the spreadsheet that the City Council viewed.

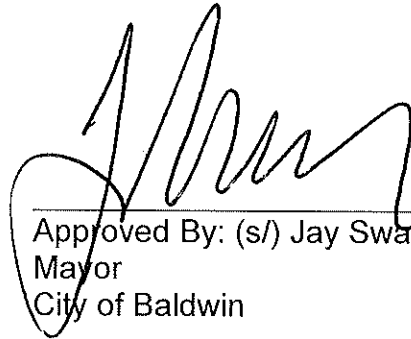
Approve Bill for Payment – Rush/Case unanimous to approve check numbers 29626 – 29663 for \$75,963.95, 36 EFT for Fire Department payroll for 55,223.09 and 7 EFT payments for \$6990.77 for a total of \$138,177.81.

At the July 1st City Council meeting, check number 29624 for \$24,035.97 was held. The City Council wanted the City Engineer to verify the work that had been completed at Hardy Homestead. Total approved payments at tonight's meeting were \$162,213.78.

Adjourn – Rush/Walker unanimous to approve adjourning at 9:44 p.m.



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



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



Date

Attendees: Delmas Hines, Dave & Chris Durelle, Judith Kantor, Jeff Knutson, Pat Boudreau, Bruce West, Dave & Brenda Cowles, Tim Derrick, Jan Takata, Jonathan Clover and Val Hardy.