CITY OF BALDWIN

# BALDWIN CITY COUNCIL REGULAR MEETING

## SEPTEMBER 2nd, 2026

**Present** – Mayor Jay Swanson, City Council Members Tom Rush, Alan Walker, Scott Case, and Jeff Holm
**Also Present** – City Planning & Zoning Administrator; Dan Licht from The Planning Company (TPC)

**Call to Order** – The September 2nd, 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** agenda as amended.

**September 2026 Preliminary Treasurer's Report** – The Clerk/Treasurer reported a beginning balance of $1,525,666.23, no receipts yet for the month of September, and disbursements of $62,810.35 leaving an unaudited ending balance of $1,462,855.88.

**Sheriff's Report** – Deputy Wilson reported a total of 241 calls for service in the City of Baldwin for the month of August 2026. These calls consisted of 3 thefts reported which were a storage shed break in, lock box was broken into, and the last is a civil matter between two people. At this time, there are no leads for the 3 thefts. There were no burglaries, 3 motor vehicle accidents, 20 medicals, 52 traffic stops and 41 additional patrols were performed.
Deputy Wilson communicated to the City Council that the estimates for restitution on the damage at Young Park were submitted.
Deputy Wilson reported that there was a shooting complaint on the south side of Sandy Lake. Deputy Wilson asked if the City had any plans for restricting where shooting could take place or if the City would follow State Statute. Mayor Swanson stated that they would follow the state guidelines.

Jeff Holm arrived at 7:08 p.m.

**Carlson SV - 2025 Audit Presentation; Greg Burkhardt** – Full PowerPoint presentation available on the city website at baldwinmn.gov under Government, Agenda/Minutes, Agenda Packet.

**Fire Department Report** – Fire Chief, Fischer, reported 33 calls for the month of August 2026. These calls consisted of 22 medicals, 1 motor vehicle collision, 4 fires which were 2 structures and 2 grass fires. One of the structure fires was a mutual aid to Zimmerman, 3 fire alarms, 1 carbon monoxide alarm and 2 citizen assists.

**Discuss Fire Chief Cell Phone** – Fire Chief, Fischer, requested updated cell phones due to the current phone batteries failing and draining rapidly. This would be for the Fire Chief and Assistant Fire Chief. Fischer will do more research into the contract and pricing for these updated cell phones.

**Discuss/Approve/Disapprove Bulk Fuel for the Fire Department and Public Works Department – Swanson made a motion** for Public Works to use the gasoline out of the barrel located at City Hall. **Case seconded the motion, all in favor, motion carried.**

**Discuss PERA Benefit Amount** – City Council reviewed the current ratio of 150% funded. Fischer stated that Baldwin should be 113-115% funded. Fire Chief, Fischer, is proposing $6000.00 Statewide Volunteer Firefighter Plan benefit level for 2026 which would put them at a 122.3% funded ratio. Case asked if the 2 retirements that happened this year were accounted for. Fire Chief, Fischer, will research further because this could change the funding ratio. This is for discussion only at this time.

**Discuss/Approve/Disapprove Sale of Ladder Truck** – Rush communicated that the pump needs to be certified in the ladder truck which is $3000-$5000 per year and there is not a lot of room at the fire department. Rush went on to say that the ladder truck has only been used a couple of times and is not a benefit to the community. Case disputed how many calls the ladder truck has been on. Case stated that there was a $10,000 grant given to outfit the ladder truck. Case went on to say that the ladder truck is good for training, is disputing the cost to certify the pump on the ladder truck and said it is a good piece of equipment. Fire Chief, Fischer, will research how many calls the ladder truck has been on. **Rush/Walker unanimous** to table until the September 16th, 2026 City Council meeting.

**Discuss/Approve/Disapprove Public Works Employee Working at Baldwin Fire Department Open House on September 12th, 2026 – Case/Rush unanimous to approve. Case/Rush took a friendly** that overtime is also approved.

**Public Comment Requests** - None

**Approval of Consent Agenda – Holm/Case unanimous to approve** Consent Agenda with the removal of data practices policy and placing this item on the September 16th, 2026 City Council agenda.

- Approve Escrow Refund for Kendall Wetland Application of $70.22
- Approve Escrow Refund for Jay Johnson Administrative Subdivision of $655.00
- Approve Escrow Refund for Infinite Acres of $370.00
- Approve Data Practices Policy

- Approve City Council Meeting Minutes for August 19th, 2026
- Approve Special City Council Meeting Minutes for August 26th, 2026

**Planning Items:**

**Discuss Code Enforcements – Case/Rush unanimous to approve** Step 1 letter for:

- 28434 120th St NW; Junk and debris in ROW
- 12535 302 1/2 Ave NW; Residential occupancy of a commercial building
- 30833 143rd St NW; Shipping container on residential property
- 14300 293rd Ave NW; Home occupation without Interim Use Permit

Rush asked for an update on past code enforcement letters. City Planner, Licht, stated these weren't ready for inspection until this update to the City Council.

**Park Committee Report** – Park Committee discussed additional cameras at Young Park including Wi-Fi.

**Discuss Cameras at Young Park** – Case requested locations at Young Park for the cameras, pricing and a couple of different camera options.

**Discuss AED Machine at Parks** – Rush was approached by a resident on donating an AED machine at Sandy Lake Beach. Rush stated that if we put it at the Sandy Lake location, requests could come to place these machines at all parks. Case has a concern on vandalism and doesn't recall a cardiac at any of these parks. Case stated that the deputies and fire department can get to these locations in a timely manner. Case also said the AED machines are costly.

**Discuss/Approve/Disapprove No Smoking Signs at Young Park and Goose Lake Park – Case/Walker disapproved, Rush approved, motion carried to disapprove with a 4-1 vote** for no smoking signs at Young and Goose Lake Park with an approximate expenditure of $100.00.

**Cemetery Update** – Rush reported that there was a quote received for cement bunkers at Baldwin Cemetery to store dirt. Rush stated that timbers will need to be quoted because the bunkers were very expensive.

**Discuss/Approve/Disapprove CD for Cemetery Funds** – Case recommends opening a $10,000 4-month CD with a 4% interest from the cemetery fund. Swanson does not think there is enough money in this fund to open a CD at this time. This is only for discussion at this time.

**Tabled Items:**

**Discuss/Approve/Disapprove Quote from NSU of $14,566.48 for Telemetry Units – Rush/Case unanimous to disapprove** telemetry units.

**Discuss Gate at Sandy Lake Beach** – Sandy Lake Beach gate is currently closed year around. Two residents came in requesting the gate be opened but there was prior damage to the beach area. Swanson stated that in the past, the gate was closed from Memorial Day to Labor Day to be used as a beach. **Case/Walker unanimous to approve** the gate at Sandy Lake Beach be closed March 1st until Labor Day. **Case/Walker took a friendly** from Holm to open the gate the day after Labor Day.

**New Business:**

**Discuss/Approve/Disapprove Quote for Young Park Tree Limb Removal over Trail at Young Park** – The City received estimates to remove a large oak branch which is suspended over one of the trails at Young Park. One estimate came in at $900.00 and the other at $475.00. Rush/Walker **unanimous to approve** North Metro Tree Service estimate of $475.00 to just cut the tree limb and not haul out the wood.

**Discuss/Approve/Disapprove Quote for Culvert Work on 299th Avenue of $8300.00** – Walker does not think the city should be responsible for this because it was missed in the scope of the project. Rush agrees with Walker. The quote is for jetting out the culvert on 299th Avenue along with an apron and all necessary work for $8300.00. Holm is questioning if this was in the project manual. **Rush/Walker unanimous to table** until the September 16th, 2026 City Council meeting. Rush and Walker will see if this was in the project manual. Holm requested other contractors or methods be obtained to fix this culvert.

**Schedule Budget Meeting – Holm/Rush unanimous to approve** September 28th, 2026 at 7:00 p.m. **Case/Holm unanimous to approve** Ehlers giving written recommendations for the 2027 budget with expenditure not exceeding $610.00.

**Discuss/Approve/Disapprove Quotes for the 2026 Street Crack Filling Project** – City Engineer, Hakanson Anderson received and opened quotes on August 27th, 2026 for the 2026 crack filling project. A total of four quotes were received. **Case/Rush unanimous to approve** SealTech, Inc quote for $20,862.45 plus Hakanson Anderson managing the project.

**Discuss/Approve/Disapprove Infrastructure Committee Claim Forms with a Total Expenditure of $3600.00 – Rush/Holm unanimous to approve** Infrastructure Committee claim forms with an expenditure of $3600.00.

**Discuss/Approve/Disapprove Resignation of Public Works Supervisor, Zac Good Effective September 4th, 2026 and Request to Pay out 132.83 Hours of Vacation Pay** - Swanson communicated that health insurance will end September 30th, 2026 but COBRA will be available and paid for by the employee. Baldwin's Insurance Broker will send a letter to the employee regarding COBRA. If the employee elects COBRA, the premium will be paid by the employee payable to the city, and the city will in turn forward the payment to the insurance company. Per Baldwin's personnel policy, earned

safe and sick leave is forfeited at termination time. **Swanson/Case unanimous to approve** resignation date of September 4th, 2026 along with paying out vacation time.

**Rush/Walker/Holm approved** paying out ESSL, **Swanson/Case disapproved** because this goes against the personnel policy. Motion carried to pay out ESSL on the next payroll of September 16th, 2026.

**Discuss/Approve/Disapprove Public Works Replacement** – Rush would like to hire a Public Works Director but wants to stay around $70,000-$80,000 annually. Swanson would like to develop what the position will entail. Job descriptions will be reviewed and developed. **Holm/Walker unanimous** to table until the September 16th, 2026 City Council meeting.

**Discuss/Approve/Disapprove Process and Interview Form Used for Public Works Position** – Rush would like to advertise, develop a job description, and the City Council will pick the top 3-5 applicants to interview with the full City Council. **Rush/Holm unanimous** to table until the September 16th, 2026 City Council meeting.

**Announcements:**

a. City Hall Closed Monday, September 7th, 2026 in Observance of Labor Day
b. Special Planning Commission Meeting Wednesday, September 9th, 2026 at 7:00 p.m.
c. Baldwin Fire Department Open House Saturday, September 12th, 2026 from 11:00 a.m. to 3:00 p.m.
d. 2026 Candidate Forums Monday, September 14th, 2026. Meet & Greet at 6:30 p.m., Forum at 7:00 p.m. Held at Princeton High School Performing Arts Center, 807 8th Avenue South in Princeton.
e. Next City Council Meeting Wednesday, September 16th, 2026 at 7:00 p.m.
f. Baldwin FunFest Saturday, September 19th, 2026 from 11:00 a.m. to 3:00 p.m. held at Young Park

**Any Other Business** – Rush stated that he gave approval for the lock to be changed at the fire department.

**Approve Bills for Payment – Rush/Walker unanimous to approve** check number 29782 – 29815 for $62,810.35 and 3 EFT Payments for $6833.10 for a total of $69,643.45.

**Adjourn – Holm/Rush unanimous to approve** adjourning at 9:48 p.m.

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

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

9-16-2026
Date

Attendees: Delmas Hines, Fire Chief; Robin Fischer, Assistant Fire Chief; Brian Torborg and Bruce West.