



BALDWIN CITY COUNCIL REGULAR MEETING

SEPTEMBER 16th, 2026

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

Absent - Jeff Holm

Also Present – City Attorney Bob Ruppe from Couri & Ruppe, City Engineer Sam Jochum from Hakanson Anderson

Call to Order – The September 16th, 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.

August 2026 Final Treasurer's Report – Beginning balance of \$1,833,705.82, receipts of \$47,644.66, disbursements of \$354,896.92; check numbers 29669 – 29781, 10 EFT payments, leaving an unaudited ending balance of \$1,526,453.56.

September 2026 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$1,526,453.56, receipts of \$45,586.34, disbursements of \$115,339.48 leaving an unaudited ending balance of \$1,456,700.42.

Public Comment Requests:

Cartrell Cooper – 12304 317th Avenue, Baldwin Liquor Store Research or Feasibility Study.

Approval of Consent Agenda – Rush/Walker unanimous to approve Consent Agenda.

- Approve City Council Meeting Minutes for September 2nd, 2026
- Approve Purchasing 12 EMS Signs with a Total Expenditure of \$404.00 Plus Freight
- Approve Resolution 26-29; Accepting \$100.00 Donation from Old National Bank for FunFest

Discuss/Approve/Disapprove Adding Metal Markers to the Cemetery Markers and the Purchase of Orange Plastic Fiberglass Markers – Rush/Walker unanimous to

approve purchasing 200 orange plastic fiberglass markers for Baldwin Cemetery with an expenditure up to \$140.00. This will improve the identification of rows and blocks within Baldwin Cemetery.

Rush/Walker unanimous to approve up to 40 hours of Public Works labor to install these fiberglass markers/stakes at Baldwin Cemetery.

Engineering:

Discuss/Approve/Disapprove Quote for Culvert Work on 299th Avenue of \$8,300.00 – Walker/Case unanimous to disapprove quote for culvert work on 299th Avenue. City Engineer, Jochum, stated that this specific culvert was excluded from the original road project scope because it was completely buried and hidden underground during the initial site survey, engineering design phase, and subsequent early spring field verification.

Discuss Acquisition of County Road 2 (124th Street) From 313th Avenue to 317th Avenue – Sherburne County Public Works is requesting the city have discussion about accepting the route as a City Street. This would be about ½ mile segment of County Highway 2, south of 317th Avenue. This would allow for access spacing and development consistent with City standards vs County (Highway) standards.
Rush/Case unanimous to disapprove accepting this portion of the road.

Discuss Project Update for 100th Street and 297th Avenue Street Reconstruction Project – City Staff provided a list of easements that have been signed by residents and recorded at Sherburne County. Case recommends focusing on the 3 residents on 297th that have not signed the easements. City Engineer stated that we should work on getting the easements signed by the end of year so this can go out for bid in March/April of 2027. A significant number of property owners on 100th Street have refused to sign the required easements. Due to this high rate of unsigned easements, the council discussed whether to abandon the 100th Street project for now and proceed exclusively with the 297th Street project.

Frontier Trails Update:

Discuss August 2026 Wastewater Operation Summary – Swanson read the Frontier Trails Wastewater Operations Summary. This reported that August operations remained compliant and generally stable at Frontier Trails north and south site. Routine inspections, process monitoring, flow documentation, and required compliance sampling were completed. There was a minor process adjustment made as needed to maintain nitrogen treatment performance. No major operational or maintenance issues occurred during the month of August 2026.

Discuss Revenues/Expenditures for the month of August 2026 for Frontier Trails SSD – Swanson reported that the expenditures for August 2026 were \$4073.06 and the revenues were \$6276.00.

Review Budget and Certify Delinquent Community Sewer Treatment Fees for Frontier Trails SSD (Must be Certified by November 30th, 2026) – Swanson/Case unanimous to table until the October 21st, 2026 City Council meeting.

Road Report:

Discuss/Approve/Disapprove Continuing Public Works Report – Rush/Case unanimous to approve Public Works providing a summary focusing on high-level operational updates each month.

Discuss/Approve/Disapprove Advertising for and Hiring Snowplow Drivers for the 2026-2027 Plow Season – Walker/Rush unanimous to approve advertising for 2 alternate snowplow drivers for the 2026-2027 season.

Discuss/Approve/Disapprove City of Baldwin Snowplow and Ice Control Operation Policy – Rush/Walker unanimous to approve City Attorney updating Baldwin snowplow and ice control operation policy. City Attorney is requesting revisions to the policy to be more robust.

Discuss Cul De Sac Repairs – Rush/Walker unanimous to approve Public Works repairing the cul de sac on 299th and 127th Avenue. The rest of the cul de sacs will be repaired with the future reclaim and pave project. This is a temporary fix and would not resolve the underlying drainage issues, but the temporary fix will help with winter snowplow operations.

Tabled Items:

Discuss/Approve/Disapprove Sale of Ladder Truck – Baldwin Fire Chief provided Rush with a report on how many times the ladder truck has been used in the last two years. Out of 676 calls, the ladder truck has been used for 3 mutual aids which one was in Princeton and two in Zimmerman. It was used to haul Firefighters to the scene only. The ladder truck was also used 2 times in Baldwin to block traffic. Case contested this call volume, clarifying that the ladder truck was acquired in March of the previous year, certified, and officially put into service in late summer or early fall. Case went on to say that the actual call volume during its active service window would be closer to 300 to 330 calls. **Swanson/Case disapprove** selling the fire department ladder truck. Roll call was done:

Walker-Aye to keep the ladder truck.

Rush-Nay to keep the ladder truck.

Case-Aye to keep the ladder truck.

Swanson-Aye to keep the ladder truck.

Motion failed with a 3-1 vote to sell the fire department ladder truck.

Discuss/Approve/Disapprove Public Works Replacement – Rush stated that the Public Works position needs to be defined. Swanson recommends the current Public Works Technician being moved to a lead title in the Public Works Department. Case

recommends that this agenda item be tabled until the new City Council Members are seated. **Case/Walker unanimous to approve** Public Works Technician being moved to Public Works Lead. **Case/Walker unanimous to approve** pay increase to \$34.28 per hour effective on the next payroll of September 29th, 2026. This is to compensate him for taking on extra responsibilities until a permanent replacement is hired.

Discuss/Approve/Disapprove Process and Interview Form Used for Public Works Position – Case/Walker unanimous to table until the first meeting in January 2027 so that the definitions of the Public Works supervisor role and department duties can be defined by the newly Elected Officials.

Discuss/Approve/Disapprove Data Practices Policy – Case/Walker unanimous to approve the two Data Practices Policies which is compliant with Minnesota Data Practices Act (the "Act").

New Business:

Discuss/Approve/Disapprove Cemetery Map Layout – The map layout was previously reviewed and approved by Council Member Rush and Cemetery Sexton Nelson. **Case/Walker unanimous to approve** the new map layout for Baldwin Cemetery.

Discuss/Approve/Disapprove Baldwin Clean-Up Day of May 1st, 2027 – Case/Walker unanimous to approve Baldwin Clean-Up Day on May 1st, 2027.

Discuss/Approve/Disapprove Laserfiche 3-Year Contract – Cities Digital (CDI) provided an estimate for a 3-year Laserfiche cloud subscription and support. Without a subscription, Laserfiche pricing is increasing by 7% each year. If the subscription is approved, the increase would only be 5% annually. **Case/Walker unanimous to approve** 3-year contract for year 2 of \$1389.16 and year 3 of \$1458.62. The first year has already been paid.

Discuss/Approve/Disapprove K9 Training at Baldwin – Case/Walker unanimous to approve Sherburne County Sheriff's Office using Baldwin property for K9 training.

Discuss Infrastructure Committee Recommendation – The Infrastructure Committee discussed at the August 27th, 2026 meeting whether to construct a brand-new facility for the Fire Department and City Hall or attempt to repair the existing city buildings. Specific physical deficits of the current building were discussed, including serious concerns on the safety and structural integrity of the flooring. After extensive discussion between all the Infrastructure Committee Members, the recommendation was to build a new building instead of fixing the existing property. The question came up on what to do with the Public Works Department. The City Council will request the Infrastructure Committee having dedicated discussion regarding the design of the proposed satellite substations for the fire department. The Public Works department and the Infrastructure Committee Members will meet directly to outline their specific operational needs for a

Public Works building. Swanson stated that more conversation should happen with Brunton Architects to scale the existing design back and find cost-reduction strategies in the current design. The City Council discussed delegation of Infrastructure Committee Members to meet directly with Brunton to identify specific areas where costs can be cut. Rush recommends having a couple of open houses to inform the public of the pros and cons of building a new City Hall and Fire Department. **Rush/Case unanimous to table** until the October 7th, 2026 City Council meeting so City Planner, Licht, is present to discuss the next steps forward.

Discuss/Approve/Disapprove Public Works Attending Fall Expo on October 7th and 8th - Case/Rush unanimous to approve attendance at Fall Expo in Chanhassen for Phil and City Council Member, Walker, on October 7th and 8th, 2026.

Discuss/Approve/Disapprove Vendor Sink Hole Contract – Case/Walker unanimous to approve sink hole standardized vendor contract template for sinkhole repairs drafted by City Attorney, Ruppe.

Discuss Proposed Alignment for Great Northern Trail – Sherburne County is holding an open house at Baldwin City Hall on September 21st, 2026 from 5:00 – 7:30 p.m. regarding the Great Northern Trail. Sherburne County is asking the City Council to review the alignment before the open house. The City Council agrees that the decision regarding the location of the Great Northern Trail should be left entirely on privately owned landowners.

Discuss/Approve/Disapprove Public Hearing to the Planning Commission, Revision to Section 900-1-8, Fees, Charges, and Expenses – City Attorney, Ruppe provided an update on zoning ordinance enforcement cost recovery. Ruppe confirmed that the city's current ordinance language only allows the city to recover costs associated with processing standard land use applications, leaving the city to absorb all costs associated with zoning enforcements. **Case/Walker unanimous to approve** sending this to the City Planner, Licht, to format as an official zoning ordinance amendment and process it accordingly.

Announcements:

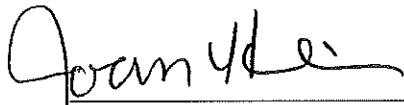
- a. Baldwin FunFest Saturday, September 19th, 2026 from 11:00 a.m. to 3:00 p.m. held at Young Park
- b. Sherburne County Great Northern Trail Open House Held at Baldwin City Hall, Monday, September 21st, 2026 from 5:00 p.m. to 7:30 p.m.
- c. Planning Commission Meeting, Wednesday, September 23rd, 2026 at 7:00 p.m.
- d. Park Committee Meeting Changed to Thursday, September 24th, 2026 at 7:00 p.m.
- e. Budget Meeting Monday, September 28th, 2026 at 7:00 p.m.
- f. Next City Council Meeting Wednesday, October 7th, 2026 at 7:00 p.m.

Any Other Business - Rush communicated that Walker will be attending the next Park Committee meeting in his absence.

Swanson discussed paper rosters for the November 3rd, 2026 General Election. The Council agreed that a formal inquiry letter should be sent to the County Auditor asking about the specific administrative steps required to transition Baldwin to paper rosters for the November General Election.

Approve Bill for Payment – Rush/Case unanimous to approve check numbers 29816-29854 for \$44,773.58, 7 EFT payments of \$7755.55 for a total of \$52,529.13.

Adjourn – Rush/Case unanimous approve adjourning at 8:55 p.m.


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


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

10-7-2026
Date

Attendees: Marlene Nelson, Andy Schreder, Cartrell Cooper, Delmas Hines, Bruce West, Brian & Mary Beth Torborg, Jeff Larson and Butch Drews