



**CITY OF BALDWIN
BOARD OF AUDIT
WEDNESDAY, FEBRUARY 4TH, 2026
6:00 p.m.**

- I. Call to Order
- II. Pledge of Allegiance
- III. Perform 2025 Annual Board of Audit
- IV. Adjourn

**AGENDA FOR FEBRUARY 4TH, 2026
BALDWIN CITY COUNCIL REGULAR MEETING
7:00 p.m.
(Revised 01/30/2026)**

7:00 p.m. Call to Order

- a. Pledge of Allegiance
- b. Additions/Corrections to Agenda
- c. Approval of Regular Meeting Agenda With/Without Additions/Corrections

Treasurer's Report:

Sheriff's Report:

- a. Sherburne County Sheriff's Office Annual Report Presentation – Commander Ben Zawacki

Fire Department Report:

- a. Discuss/Approve/Disapprove Retirement for Fire Fighter Cal Watson
- b. Discuss/Approve/Disapprove Resignation for Fire Fighter Alexander Schablitsky
- c. Discuss/Approve/Disapprove Resignation for Fire Fighter Shawn Frink
- d. Discuss/Approve/Disapprove IWORQ Service Agreement

Public Comment Requests:

Approval of Consent Agenda *(Items on Consent Agenda are reviewed in total by the City Council and may be approved through one motion. Any item on the Consent Agenda may be removed by any of the City Council Members for separate consideration.)*

- Approve Application to Conduct Excluded Bingo for Knights of Columbus Council for an Event at Christ Our Light Church on March 8th and November 15th, 2026

Disclaimer: This agenda has been prepared to provide information regarding an upcoming meeting of the Baldwin City Council. This document does not claim to be complete and is subject to change. A quorum of the Baldwin City Council must be present. Five Copies of the agenda and one copy of the packet materials are available for review by the public. The meeting will be video and audio recorded for transcription purposes only.

- Approve City Council Meeting Minutes for January 21st, 2026
- Approve City Easter Egg Hunt at Young Park on March 21st, 2026
- Approve Baldwin FunFest Date of September 19th, 2026

Planning Items:

- Discuss Code Enforcements
- Discuss/Approve/Disapprove Publishing Ad in Newspaper for Planning Commissioner – Jay Swanson
- Discuss/Approve/Disapprove City Council Attending February 11, 2026, Planning Commission Meeting to Discuss Accessory Buildings – Jay Swanson

Park Committee Report – Tom Rush

- Discuss/Approve/Disapprove Park Committee Vice Chair Resignation for Sarah Koste
- Discuss/Approve/Disapprove Publishing Ad in Newspaper for Park Committee Member

Cemetery Update – Tom Rush

- Discuss/Approve/Disapprove Cemetery Map

Tabled Items:

- Discuss/Approve/Disapprove \$4500.00 plus Expenditure for Brunton to Obtain Information for Infrastructure Committee – Jeff Holm
- Discuss/Approve/Disapprove Building Official Attending Walk Through with Brunton – Jeff Holm
- Discuss/Approve/Disapprove Zimmerman and Princeton Today Newspaper Insert – Scott Case

New Business:

- Discuss/Approve/Disapprove Request for Proposals of Soil Borings for 2026 Street Reconstruction Projects – Alan Walker
- Discuss/Approve/Disapprove Infrastructure Committees Request and Project Description – Jay Swanson
- Discuss No Parking Signs – Tom Rush
- Discuss/Approve/Disapprove Tree Quotes – Tom Rush
- Discuss Public Works Position – Tom Rush

Announcements:

- Special Planning Commission Meeting Wednesday, February 11th, 2026 at 7:00 p.m.
- City Hall Closed Monday, February 16th, 2026 in Observance of President's Day
- Next City Council Meeting Wednesday, February 18th, 2026 at 7:00 p.m.

Any Other Business:

Approve Bills for Payment:

Adjourn:

***Cash Balances**

Cash Account: 10100
February 2026

Fund	Begin February 2026	Transfers				Balance No Investments	Investments	Balance
		Receipts	Disbursements	Rec/Disb	Journal Entries			
10100 - Old National Bank								
101 - General Fund	(\$650,032.27)	\$0.00	(\$49,704.55)	\$0.00	\$0.00	(\$706,855.88)	\$0.00	(In Bal)
225 - Cemetery Fund	\$8,277.07	\$0.00		\$0.00	\$0.00	\$8,277.07		(In Bal)
250 - Fire Fund	\$89,031.54	\$0.00	(\$2,720.14)	\$0.00	\$0.00	\$82,621.38		(In Bal)
275 - Street Capital	\$931,266.47	\$0.00	(\$8,739.25)	\$0.00	\$0.00	\$922,527.22		(In Bal)
301 - G.O. 2017A	\$231,932.62	\$0.00		\$0.00	\$0.00	\$231,932.62		(In Bal)
302 - G.O. 2024A	\$11,903.07	\$0.00		\$0.00	\$0.00	\$11,903.07		(In Bal)
401 - Capital Project Fund	\$170,809.40	\$0.00		\$0.00	\$0.00	\$170,809.40		(In Bal)
402 - Fire Services	\$20,360.57	\$0.00		\$0.00	\$0.00	\$20,360.57		(In Bal)
403 - Fire Infrastructure Fund	\$255,528.94	\$0.00		\$0.00	\$0.00	\$255,528.94		(In Bal)
404 - Parks Capital Fund	\$69,017.13	\$0.00	(\$77.52)	\$0.00	\$0.00	\$68,939.61		(In Bal)
602 - Sewer Fund	\$38,099.18	\$0.00	(\$442.92)	\$0.00	\$0.00	\$37,656.26		(In Bal)
801 - Developers Account - Escrow	\$189,251.09	\$0.00	(\$1,361.93)	\$0.00	\$0.00	\$187,889.16		(In Bal)
802 - Baldwin Estates Escrow	\$1,489.61	\$0.00		\$0.00	\$0.00	\$1,489.61		(In Bal)
804 - Buck Run Escrow	\$15,546.81	\$0.00		\$0.00	\$0.00	\$15,546.81		(In Bal)
805 - Sumser Farms 1st Addt Escr	\$2,186.41	\$0.00		\$0.00	\$0.00	\$2,186.41		(In Bal)
		MTD Amounts		YTD Amounts		Begin + YTD		
Begin	\$1,384,667.64		Investments	\$0.00	\$0.00			
Receipt	\$0.00		Petty Cash	\$0.00	\$0.00			
Disbursements	(\$63,046.31)		Savings	\$0.00	\$0.00			
Transfers Rec/Disb	\$0.00		Money Market	\$0.00	\$0.00			
Transfers JE	\$0.00							
JE Payroll	(\$10,809.08)		Balance	\$1,310,812.25	In Balance			

2025 Annual Report

City of Baldwin



SHERBURNE COUNTY SHERIFF'S OFFICE

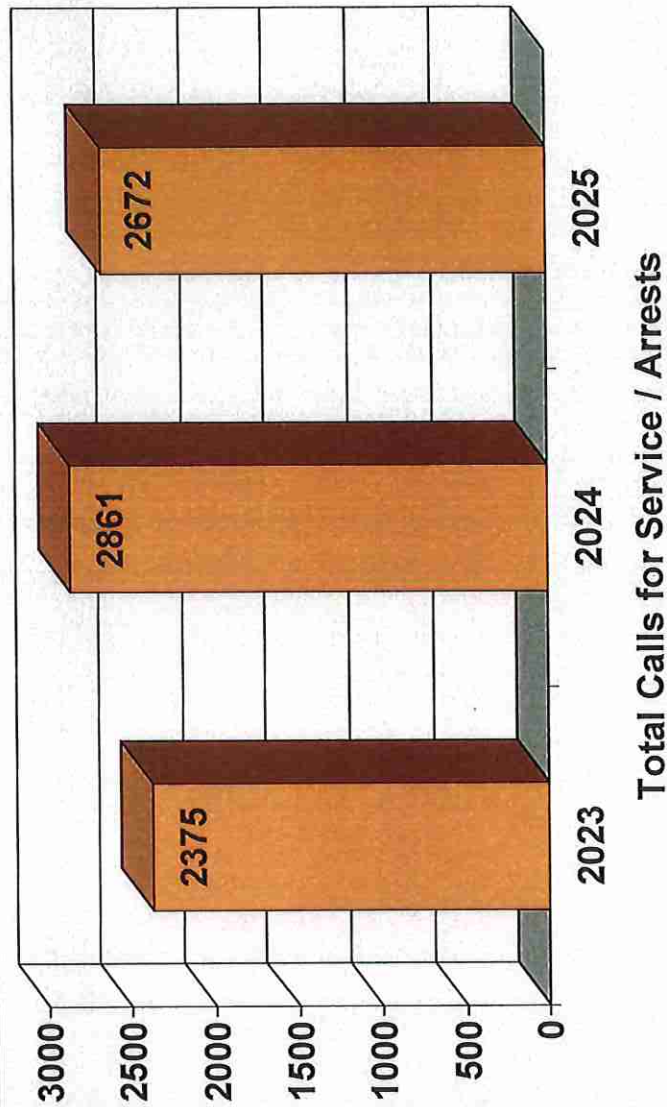


City of Baldwin

The Sherburne County Sheriff's Office provides law enforcement services to the citizens of the City of Baldwin.

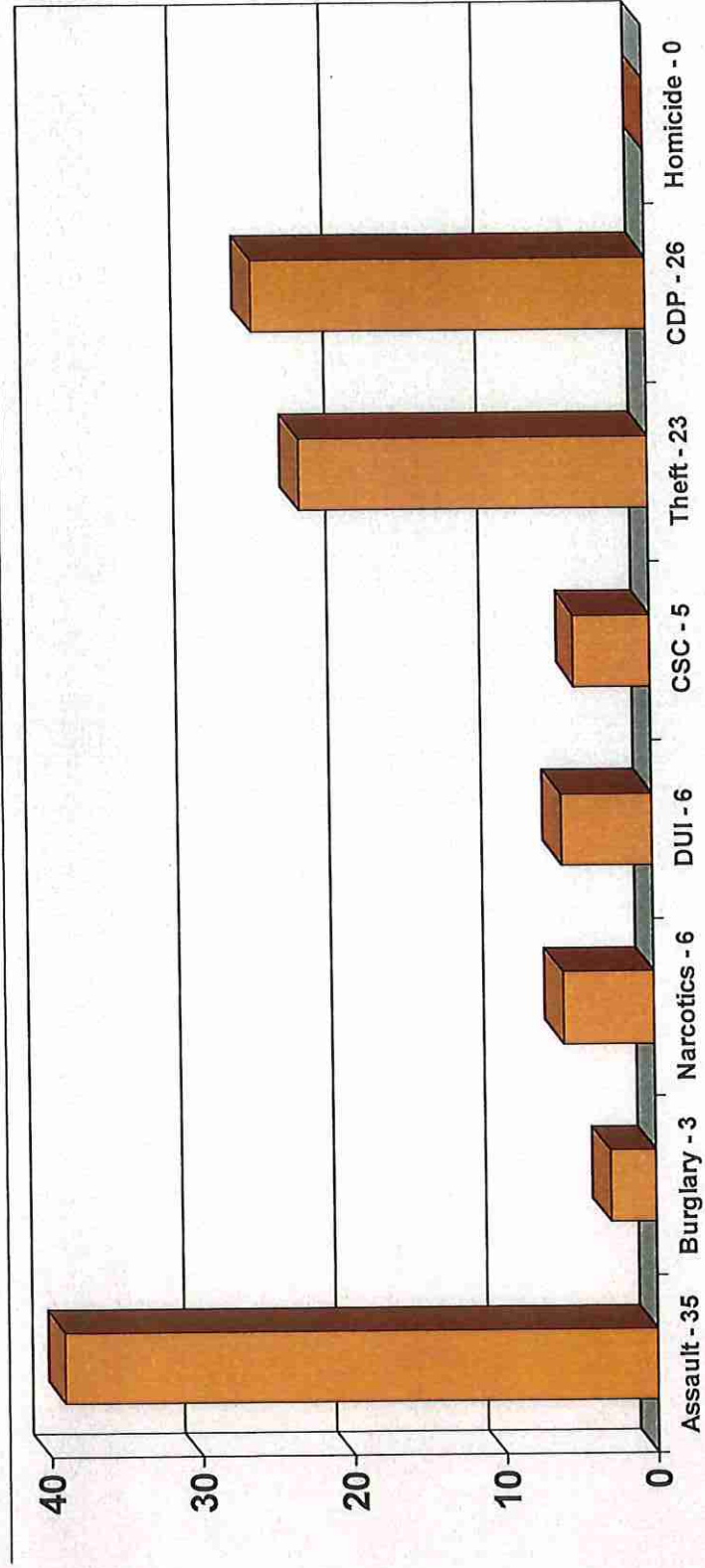


Total Calls for Service/Arrests 2023-2025 Comparison

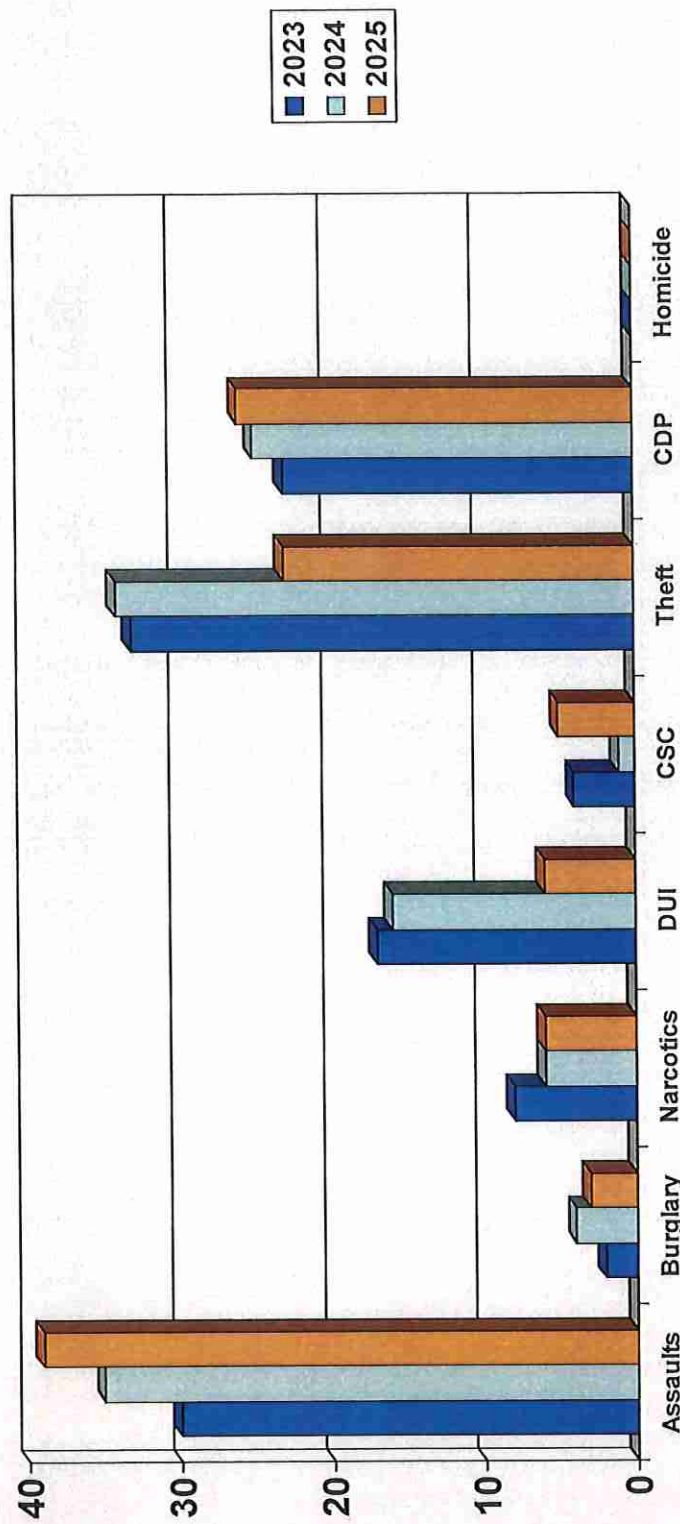


Serious Criminal Activity 2025

City of Baldwin



Serious Criminal Activity 2023-2025 Comparison



Department Retirements

Jail Sergeant Jason Volkers – 25 years

Correctional Officer Curtis Swanson – 20 years

Investigative Captain Ken Hanson – 28 years

Correctional Officer Brian McDonough – 17 years

Deputy Roxanne Schreder – 17 years

Deputy Dean Cichy – 28 years

Jail Sergeant Heather Pickett – 26 years





K-9 Deputy Updates

Former K-9

- K-9 Deputy Bronco (pictured)
- End of Watch: December 18, 2025
- Handler – Deputy Derek Sorensen

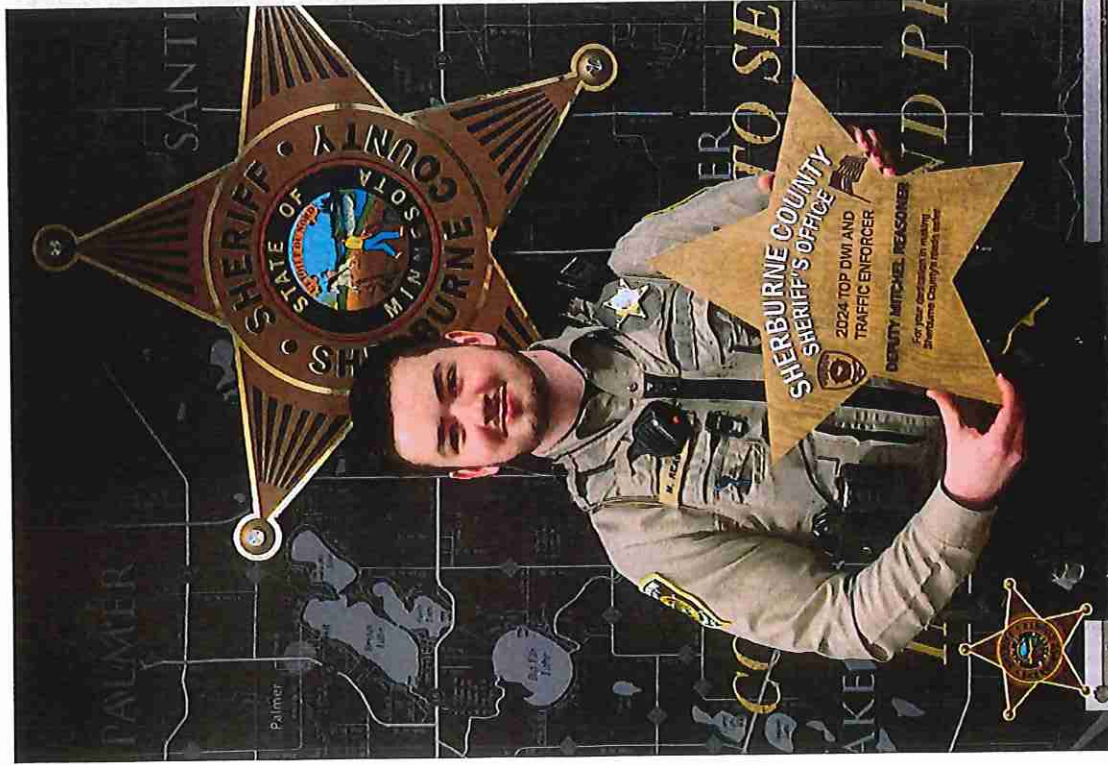
Current K-9s

- K-9 Deputy Bane
 - Assigned to Patrol
 - Handler – Deputy Nick Carlson
- K-9 Deputy Storm
 - Assigned to Jail
 - Handler – Jail Sgt. Stephen Thiel

2024 Top DWI and Traffic Enforcer Award

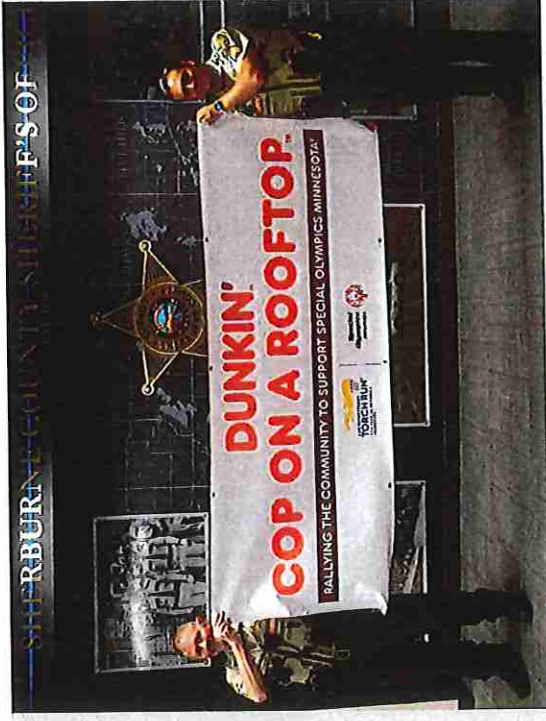
Deputy Mitchel Reasoner

- Most traffic and DWI stops for the Sherburne County Sheriff's Office in 2024



Community Involvement

Special Olympics MN Law Enforcement Torch Run

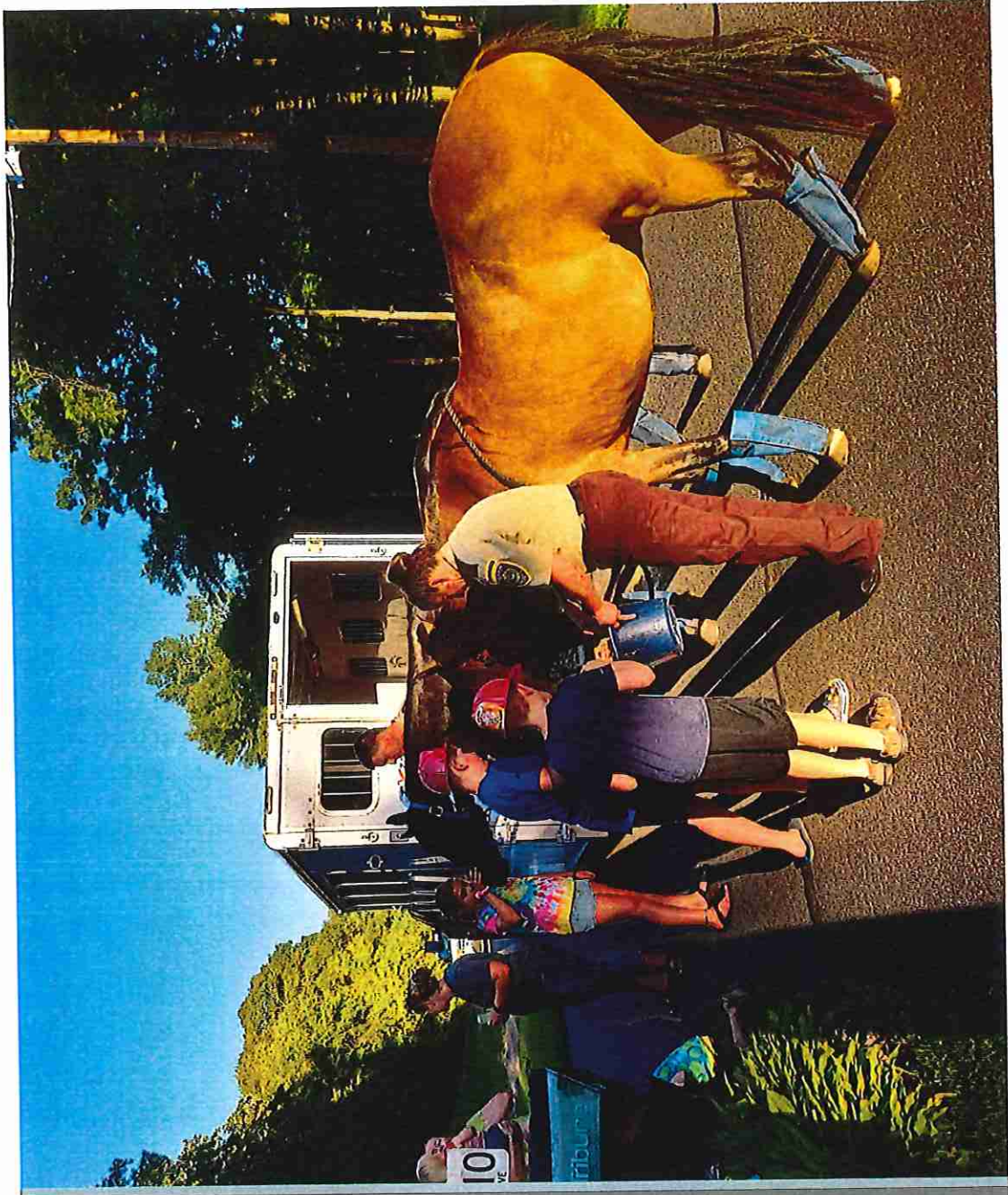


Community Involvement Senior Day Out



Community Involvement Night to Unite

1st Tuesday Evening in August



Community Involvement

Shop with a Cop



Cases of Interest/Department Updates

1. Government Center Shooting
2. Jailer Assault
3. Kidnapping
4. Benton County Conviction
5. 3 arrested/4th Sought armed burglary of 100,000 cash much of the cash was recovered assisted by Anoka-Hennepin Task Force and BCA.
6. 8 Patrol and TCS Deputies hired in 2025.
7. Intelligence Center - 784 work ups
8. Sherburne County DTF almost 100 cases. Methamphetamine is still prevalent. Marijuana 15 lbs.

Projects

1. Hyper-Reach
2. Dispatch ER Remodel
3. BWC/Squad Camera Upgrade
4. Jail Plumbing Project
5. Rave
6. TIP Line/Volunteer Line



Rave Panic Button

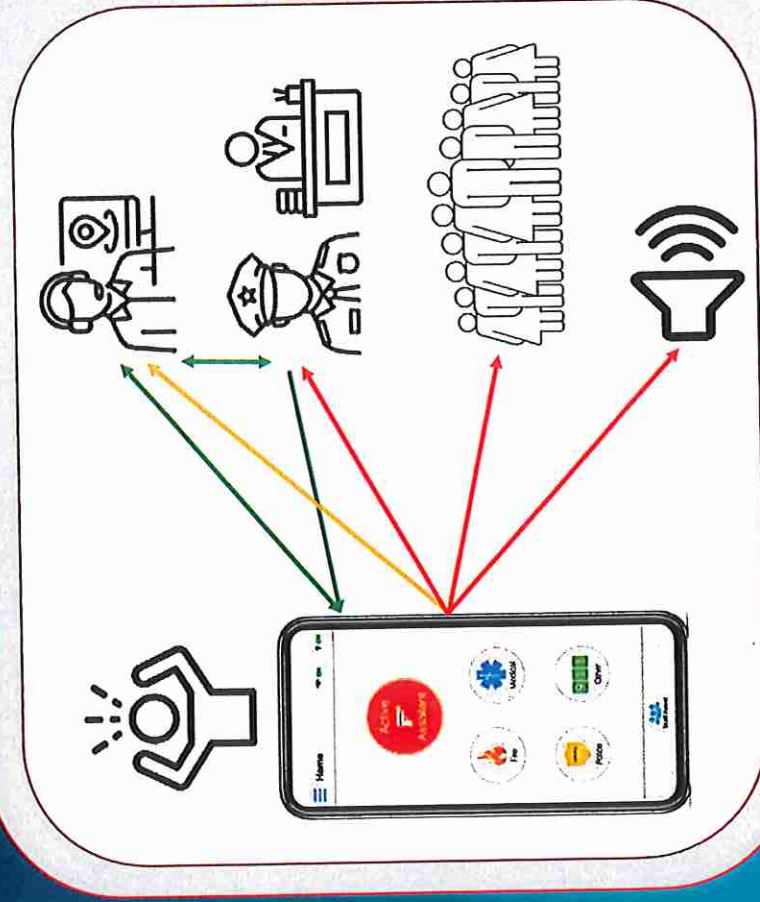


Empowering First Responders, PSAP Operators, SROs,
School Principals, and Sherburne County Staff



RAVE
MOBILE SAFETY

WHAT HAPPENS WHEN A **RAVE PANIC BUTTON** EVENT IS ACTIVATED?



↔ Alert sent to First Responders.

↔ Active Shooter and Fire alerts sent to all campus staff.

↔ Active Shooter alerts trigger prerecorded overhead paging.

↔ 9-1-1 call placed to dispatch.

↔ First responders report to scene.

↔ Dispatch staff communicate with both sender and first responders.

Sherburne County Sheriff's Office



"Commitment to Service with Integrity and Pride."



IWORQ SERVICE AGREEMENT

For iWorQ applications and services

Baldwin Township, MN here after known as ("Customer"), enters into THIS SERVICE AGREEMENT ("Agreement") with iWorQ Systems Inc. ("iWorQ") with its principal place of business 1125 West 400 North, Suite 102, Logan, Utah 84321.

1. SOFTWARE AS A SERVICE (SaaS) TERMS OF ACCESS:

iWorQ grants Customer a non-exclusive, non-transferable limited access to use iWorQ service(s), application(s) on iWorQ's authorized website for the fee(s) and terms listed in Appendix A. This agreement will govern all application(s) and service(s) listed in the Appendix A.

2. CUSTOMER RESPONSIBILITY:

Customer acknowledges that they are receiving only a limited subscription to use the application(s), service(s), and related documentation, if any, and shall obtain no titles, ownership nor any rights in or to the application(s), service(s), and related documentation, all of which title and rights shall remain with iWorQ. Customer shall not permit any user to reproduce, copy, or reverse engineer any of the application(s), service(s) and related documentation. iWorQ is not responsible for the content entered into iWorQ's database or uploaded as a document or image.

3. TRAINING AND IMPLEMENTATION:

Customer agrees to provide the time, resources, and personnel to implement iWorQ's service(s) and application(s). iWorQ will assign a senior account manager and an account management team to implement service(s) and application(s). Typical implementation will take less than 60 days. iWorQ account managers will call twice per week, provide remote training once per week, and send weekly summary emails to the customer implementation team. iWorQ can provide project management and implementation documents upon request. iWorQ will do ONE import of the Customer's data. This import consists of importing data, sent by the Customer, in an electronic relational database format. Acquisition of data is the responsibility of the client; iWorQ will not be involved in negotiation for data with third parties.

Customer must have clear ownership of all forms, letters, inspections, checklists, and data sent to iWorQ.



4. CUSTOMER DATA:

Customer data will be stored in AWS GovCloud. iWorQ will use commercially reasonable efforts to backup, store and manage customer data. iWorQ does backups twice per week and onsite backups twice per week. Customer can run reports and export data from iWorQ application(s) at any time.

Customer can pay iWorQ for additional data management services(s), onsite backups application(s) and other service(s).

Data upload and usage is provided to every customer. This includes uploading files up to 25MB and 100GB of managed data usage on AWS GovCloud. Additional upload file sizes and managed data usage sizes can be provided based on the application(s) and service(s) listed in Appendix A.

Customers can upload and store images with personal information like driver's license, and more. This data can be used by the customer to complete the permitting, licensing, or code enforcement processes. Customer understands that the data must be uploaded and stored in the sensitive data upload section of the iWorQ software for access and security purposes.

iWorQ is not responsible for: (1) For the content entered into iWorQ's database, (2) For images or documents scanned locally and uploaded by the iWorQ users, (3) For documents or images uploaded by citizen over the web, and (4) For data sent to the Customer by iWorQ.

5. CUSTOMER SUPPORT:

Customer support and training are FREE and available Monday-Friday, from 6:00 A.M. to 5:00 P.M. MST, for any authorized user with a login. iWorQ provides unlimited remote Customer training (through webinars), phone support, help files, and documentation. Basic support requests are typically handled the same day. iWorQ provides "Service NOT Software".

6. BILLING:

iWorQ will invoice Customer on an annual basis. iWorQ will send invoices by mail and by email to the address(s) listed in Appendix A. Terms of the invoice are net 30 days from the date of the invoice. Any billing changes will require that a new Service(s) Agreement be signed by the Customer.



Any additional costs imposed by the Customer including business licenses, fees, or taxes will be added to the Customer's invoice yearly. Support and services fees may increase in subsequent years but will increase no more than 5% per year.

Customer pricing is based on a 3 Year Term and reflects a discounted annual price. Changes to the Term or the Termination Policy (Section 7. Termination:), will affect the annual pricing and could double your annual cost. Customer reserves the right to pay the 3 Year Term upfront to secure discounted annual pricing

7. TERMINATION:

Either party may terminate this agreement after the initial 3-Year Term, without cause if the terminating party gives the other party sixty (60) days written notice. Should the Customer terminate any part of the application(s) and or service(s) the remaining balance will immediately become due. Should the Customer terminate any part of the application(s) and or service(s) a new Service(s) Agreement will need to be signed. Upon expiration of the Initial Term, this Agreement shall automatically be renewed for successive one (1) year terms unless either party provides notice of termination or non-renewal no less than sixty (60) days prior to expiration of the then-current term.

Upon termination of this Agreement, iWorQ will discontinue all application(s) and or service(s); iWorQ will provide customer with an electronic copy of all of Customer's data, if requested by the Customer (within 3-5 business days).

During the term of the Agreement, the Customer may request a copy of all of Customer's data, which shall be provided to Customer for a cost of no more than \$2500 per copy. Please note, if the Customer is not in compliance with the material terms and conditions of this Agreement, iWorQ will not be required to provide Customer with the data.

8. ACCEPTABLE USE:

Customer represents and warrants that the application(s) and service(s) will only be used for lawful purposes, in a manner allowed by law, and in accordance with reasonable operating rules, and policies, terms and procedures. iWorQ may restrict access to users upon misuse of application(s) and service(s).

9. MISCELLANEOUS PROVISIONS:

This Agreement will be governed by and construed in accordance with the laws of the State of Utah. Customer recognizes that iWorQ Systems is a software company located in Utah. Any changes to this section, including changes to the Venue or Forum, will be subject to an increase in their annual pricing.



10. CUSTOMER IMPLEMENTATION INFORMATION:

Primary Implementation Contact _____ Title _____

Office Phone _____ Cell (required) _____

Email _____

Secondary Implementation Contact _____ Title _____

Office Phone _____ Cell (required) _____

Email _____

11. CUSTOMER BILLING INFORMATION:

Billing Contact _____ Title _____

Billing Address: _____

Office Phone _____ Cell _____

Email _____

PO# _____ Tax Exempt ID # (required) _____

NOTE: If a tax-exempt number is not provided, a 10% service increase will be added to the yearly invoice.

12. ACCEPTANCE:

The effective date of this Agreement is listed below. Authorized representatives of Customer and iWorQ have read the Agreement and agree and accept all the terms.

Signature _____

Effective Date: _____

Printed Name _____

Title _____

Office Number _____

Cell Number _____



iWorQ Service(s) Agreement
APPENDIX A

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iWorQ Price Proposal

Baldwin Township, MN	Population- 7248
30239 - 128th Street Princeton, MN 55371	Prepared by: Emma Jackson

Annual Subscription Fees

<u>Application(s) and Service(s)</u>	<u>Package Price</u>	<u>Billing</u>
Fire Inspection Basic Package Includes: *Fire Inspection Module - Track Fire Inspections on locations and devices - Notice and invoicing capabilities - Up to 6 template inspection notices - Unlimited letters utilizing iWorQ's template library, and up to 3 custom forms - Configurable reporting - Track fees and payments - Quarterly parcel update - Includes premium data (25MB file upload size and 100GB total storage) - Includes sensitive file uploads (i.e driver's license)	\$1,950.00	Annual
Subscription Fee Total (This amount will be invoiced each year)	\$1,950.00	Annual

One-Time Setup, GIS integration, and Data Conversion Fees

<u>Service(s)</u>	<u>Package Price</u>	<u>Billing</u>
Implementation and Setup cost year 1	\$500.00	Year One
Up to 5 hours of GIS integration and data conversion	Included	Year One
Data Conversion	Included	Year One

Grand Total Due Year 1	\$2,450.00	Year One Total
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NOTES AND SERVICE DESCRIPTION



- I. Invoice for the (Annual Subscription Fee Total + One-Time Total) will be sent out immediately upon execution of the contract. Payment terms are net 30 days from the invoice date.
 - II. Annual Invoice will be dated and sent 30 days prior to the period start date each year.
 - III. This subscription Fee and Agreement have been provided at the Customer's request and is valid for 25 days
 - IV. This cost proposal cannot be disclosed or used to compete with other companies.
-

ORGANIZATION INFORMATION

Organization Name: Knights of Columbus Council #8571 Previous Gambling Permit Number: 93698
Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 41-1482010
Mailing Address: 11700 293rd Ave NW
City: Baldwin State: MN Zip: 55371 County: Sherburne
Name of Chief Executive Officer (CEO): Joseph Crawford - Grand Knight
CEO Daytime Phone: 763 656 9178 CEO Email: crawfordjosephmn@gmail.com
(permit will be emailed to this email address unless otherwise indicated below)
Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☒ Fraternal ☐ Religious ☐ Veterans ☐ Other Nonprofit Organization

Attach a copy of at least one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- ☐ **Current calendar year Certificate of Good Standing**
Don't have a copy? This certificate must be obtained each year from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767
- ☐ **Internal Revenue Service-IRS income tax exemption 501(c) letter in your organization's name**
Don't have a copy? Obtain a copy of your federal income tax exempt letter by having an organization officer contact the IRS at 877-829-5500.
- ☒ **Internal Revenue Service-Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

EXCLUDED BINGO ACTIVITYHas your organization held a bingo event in the current calendar year? ☐ Yes ☒ No

If yes, list the dates when bingo was conducted: _____

The proposed bingo event will be:

☒ one of four or fewer bingo events held this year. Dates: March 8th & November 15th
-OR-

☐ conducted on up to 12 consecutive days in connection with a:

☐ county fair Dates: _____
☐ civic celebration Dates: _____
☐ Minnesota State Fair Dates: _____

Person in charge of bingo event: Joseph Crawford Daytime Phone: 763-656-9178Name of premises where bingo will be conducted: Christ Our Light Cathpolic ChurchPremises street address: 11700 293rd Ave NWCity: Baldwin If township, township name: _____ County: Sherburne

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

**CITY APPROVAL
for a gambling premises
located within city limits**

On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

**COUNTY APPROVAL
for a gambling premises
located in a township**

On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes, Section 349.213.)

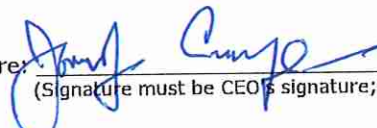
Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge.

Chief Executive Officer's Signature:  Date: 1/13/2026
(Signature must be CEO's signature; designee may not sign)

Print Name: _____

MAIL OR FAX APPLICATION & ATTACHMENTS

Mail or fax application and a copy of your proof of nonprofit status to:

Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113
Fax: 651-639-4032

An excluded bingo permit will be mailed to your organization. Your organization must keep its bingo records for 3-1/2 years.

Questions?

Call a Licensing Specialist at 651-539-1900.

Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. A list of licensed distributors is available on the Gambling Control Board's website at www.mn.gov/gcb.

This form will be made available in alternative format (i.e. large print, braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board

will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board

members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.



Knights of Columbus

10/15/2025

Date

THIS CERTIFICATE HAS BEEN ISSUED FOR REINSTATEMENT PURPOSES ONLY. A NEW CERTIFICATE WILL BE ISSUED ONCE YOUR EIN HAS BEEN REINSTATED BY THE IRS.

CERTIFICATE OF EXEMPTION

TO WHOM IT MAY CONCERN:

RE: FEDERAL INCOME TAX EXEMPT STATUS

Knights of Columbus:
PRINCETON COUNCIL 8571
A Knights of Columbus affiliated Council
Instituted: **02/01/1984**
EIN: 41-1482010

This certifies that the above Council was duly constituted and is recognized by the Supreme Council of the Knights of Columbus, the central organization, as an affiliated unit at its institution date and is an active Council in good standing. This Council is included under a group exemption ruling from the Internal Revenue Service initially issued in 1940 to the Knights of Columbus Supreme Council, exempting it from Federal Income Tax pursuant to Internal Revenue Code Section 501(c)(8). The attached are true copies of the most recent supplemental rulings received regarding this exemption.

KNIGHTS OF COLUMBUS

A handwritten signature in cursive script, appearing to read "John A. Marrella".

John A. Marrella
Supreme Secretary

TJR/cvc
Attachments

Revised October 2024



DRAFT

BALDWIN CITY COUNCIL REGULAR MEETING

JANUARY 21ST, 2026

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

Also Present – City Attorney: Bob Ruppe from Couri & Ruppe and City Engineer; Sam Jochum from Hakanson Anderson

Call to Order – The January 21st, 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

Tom Rush arrived at 7:02 p.m.

Additions/Corrections to Agenda

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

January 2026 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$1,716,104.03, receipts of \$30,840.36, disbursements of \$436,894.10 leaving an unaudited ending balance of \$1,310,050.29. The beginning and ending balance includes the CD balance previously reported separately on the cash balance report.

Public Comment Requests - There was no one present to address the Council during Public Comment Requests.

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

- Approve Exempt Gambling Permit for Christ Our Light Church, Event on April 10th, 2026
- Approve Exempt Gambling Permit for Knights of Columbus, Event on August 20th, 2026
- Approve Clerk Attending Municipal Clerks and Finance Officers Association Conference on March 25th – March 27th, 2026
- Approve City Council Meeting Minutes for December 15th, 2025
- Approve City Council Meeting Minutes for January 7th, 2026
- Approve Ordering of 11 EMS Signs



Engineering:

Discuss/Approve/Disapprove 278th Culvert Grading Project Quotes – Hakanson Anderson received two quotes for 278th Avenue culvert grading project. West Branch Construction quote was \$12,290.00 and Holt Excavating was \$14,771.25. **Rush/Case unanimous to approve** West Branch Construction quote for \$12,290.00.

Discuss Plans for 100th Street and 297th Avenue – Jochum stated that they are still waiting for MnDOT to finish reviewing the plans. Walker has been working on getting easements signed by residents on 100th Street and 297th Avenue. Ruppe stated that they have 43-45% of the easements signed. Ruppe would like to get these recorded with Sherburne County, so they don't get outdated or run into scenarios of property that sell. **Case/Holm unanimous to approve** getting easements recorded along with any easements going forward. Jochum would like to send a mass mailing to the residents on 100th Street and 297th Avenue that construction will be moved to 2027. Ruppe also recommends doing a mailing to update the residents stating that MnDOT is reviewing the construction plans. Swanson would like to review the letter before it is sent to the residents. **Holm/Case unanimous to approve** City Attorney drafting a letter with a project update to the residents on 100th Street and 297th Avenue.

Discuss Catch Basin and Curb Quotes for Lake Diann and Sandy Lake – Jochum stated he doesn't have a lot to report about this project at this point. Jochum stated this will be looked at in the spring of 2026. **Rush/Case unanimous** to table until the March 18th, 2026 City Council meeting.

Discuss Reclaim and Pave Project for 299th Avenue, 300th Avenue, and 129th Street – Jochum stated that survey crews were onsite last week. Once the survey is complete, additional engineering will be done. Jochum submitted request for proposals for soil borings in these three areas.

Discuss Construction Update Status – The city received a request from a bonding company on the status of the 2025 crack sealing project from SealPros. Rush stated the project is about 95% done. Clerk has reached out to the bonding company and SealPro's and has not received a reply back. **Rush/Holm unanimous to approve** City Attorney reviewing the document on how the city should reply to the request.

Frontier Trails Update:

Revenue/Expenditures and Monthly Report from NSU – For the month of December 2025, the revenues were \$26,832.11 which included period 2 tax payment, expenditures were \$7,109.33. The monthly report from NSU showed that the site is operational. Full report on file in the clerk's office or online at baldwinmn.gov under meeting and agendas.

Discuss/Approve/Disapprove NSU Summary of Needs and Findings – Natural Systems Utilities (NSU) has identified needs for the wastewater treatment system at

Frontier Trails. Swanson will contact a HVAC company to determine options to control the temperature in the building on the south site. **Rush/Holm unanimous to approve** Swanson reaching out to HVAC companies. **Rush/Holm took a friendly** to include filters with an estimated cost of \$75.00.

Road Report:

Discuss Public Works Report – Full Public Works Report on file in the clerk's office or online at baldwinmn.gov under agenda and minutes.

Discuss Letters Sent to Residents on October 28th, 2025, on Brush Chipping – Staff sent out 85 Letters to residents on October 28th, 2025, stating that tree trimming and brush would be cut back from the road right of way on 101st Street and West Elk Lake area. To date, this work has not been done. Swanson asked if letters should be sent out to the residents again and Walker stated he did not think new letters need to be sent.

Discuss OSHA Training from 2024 – City Council approved 10 hours of OSHA training on August 5th, 2024 but the training was not done. **Holm made a motion** to approve an expenditure for another 10 hours of online training and for this to be completed in the next 6 months. **Walker seconded the motion, motion carried.**

Tabled Items:

Discuss City Council Goals for 2026:

Mayor; Jay Swanson:

- Municipal Liquor Store Feasibility Study
- Work with the City of Princeton and neighboring cities on projects and relationships
- Bring together a time study that will direct employment needs for the city
- Bring Infrastructure Committee to Fruition
- 136th Street and working with county for participation on this street

Council Member A; Jeff Holm

- Infrastructure completing recommendations and bringing information to the City Council
- Have the City of Baldwin explore tools for economic development in the future such as tax increment financing, economic development authority and housing and redevelopment authority.
- Revise comp plan for commercial area on County Road 9 and Highway 169.
- Look at adding equipment for Public Works for maintenance and repairs of city roads

Council Member B; Scott Case

- Explore Revised EMS Response Model

 **DRAFT**

Council Member C; Alan Walker

- Road Projects
- Hiring additional staff for Public Works

Council Member D; Tom Rush

- New Capital Improvement Plan (CIP) for Roads and Public Works
- Renovation of trails at parks.
- Review sink holes
- Little league ballfield for Young Park
- Scoreboard for ballfield at Young Park

Holm/Rush unanimous to approve City Attorney reviewing road maintenance agreement by and between Princeton Township and City of Baldwin for Alpha Road/325th Avenue and 136th street 200-foot portion in Princeton.

Discuss Time Tracking Method – Holm would like to turn this over to Swanson since this is one of his goals for 2026. Rush stated that an Excel spreadsheet should be used to track time, so the City Council knows future staffing needs.

New Business:

Discuss/Approve/Disapprove Resolution 26-03; Authorizing Interfund Transfer – The interfund transfer has been recommended on Baldwin's 2024 audit and by the city's financial consultants, Ehlers. **Rush/Walker unanimous to approve** resolution 26-03.

Discuss Unsigned Encroachment Agreements – City Attorney, Bob Ruppe, discussed 8 encroachment agreements that were drafted up by his office in the fall of 2025. There are 8 agreements that have not been signed by the residents. Ruppe requested directions from the City Council on how to proceed with the unsigned encroachment agreements. **Holm/Rush unanimous to approve** City Attorney drafting a letter to be reviewed by the City Council at the February 18th, 2026 City Council meeting.

Discuss/Approve/Disapprove City Planning and Zoning Administrator Attending all City Council Meetings – Swanson would like the City Planner to attend the Park Committee meetings and all City Council meetings. **Holm/Case unanimous to approve** City Planner attending all City Council meetings and Park Committee meetings through 2026.

Discuss City Signs on Highway 169 – Swanson discussed the design and location for the "City of Baldwin" signs throughout the city.

Discuss Post Office Address – Swanson stated that the Planning Commission asked about using Baldwin in the address even though Baldwin does not have a post office.

Case stated that the Post Office does recognize Baldwin as a city. Deputy Clerk has researched this in the past and will send an email to the Planning Commission with the findings.

Discuss/Approve/Disapprove Resignation of Fire Fighter; Joseph Pramann Effective January 15th, 2026 – Rush/Holm unanimous to approve resignation of Joseph Pramann effective January 15th, 2026

Discuss/Approve/Disapprove Resignation of Park Committee Chair, Zac Good Effective January 15th, 2026 – Holm/Rush unanimous to approve Park Committee Chair; Zac Good's resignation effective January 15th, 2026

Discuss/Approve/Disapprove \$4500.00 plus expenditure for Brunton to obtain information for Infrastructure Committee – Swanson would like this discussed at the Infrastructure Committee meeting tomorrow night, January 22, 2026. Case/Holm unanimous to table until the February 4th, 2026, City Council meeting.

Discuss/Approve/Disapprove Building Official Attending Walk Through with Brunton – Holm/Rush unanimous to table until the February 4th, 2026, City Council meeting.

Discuss/Approve/Disapprove Fire Dance Band Contract and Date – City Attorney, Ruppe, will modify the contract and send back to the Clerk. The date for the Fire Department dance is August 29th, 2026. Rush/Case unanimous to approve contract contingent on City Attorney review.

Announcements:

- a. Infrastructure Committee Meeting Thursday, January 22nd, 2026 at 7:00 p.m.
- b. Planning Commission Meeting Wednesday, January 28th, 2026 at 7:00 p.m.
- c. Public Works Supervisor on Vacation Leave January 23rd, 2026 – January 27th, 2026
- d. Blue Hill Fire Contract Meeting Monday, February 2nd, 2026 at 6:00 p.m.
- e. Next City Council Meeting Wednesday, February 4th, 2026, Board of Audit Starting at 6:00 p.m., City Council Meeting Starting at 7:00 p.m.

Any Other Business – Holm asked City Attorney about annexation of a lot in the City of Princeton. City Attorney, Ruppe, recommends that the landowner approaches the City of Princeton.

Holm communicated that the City of Elk River will not be building a new liquor store that includes half of the building being dedicated to THC sales.

Tom Rush left at 9:34 p.m.

 **DRAFT**

Approve Bill for Payment – Walker/Case unanimous to approve check numbers 29223 – 29250 for \$372,701.96, ACH Payroll for Fire Department of \$51,919.73 and 5 EFT Payments of 5,831.52 for a total of \$430,453.21. Void check number 29219.

Adjourn – Holm/Walker unanimous to adjourn at 9:45 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, Julie Weidenborner, Bruce West, Andy Schreder and Ron Messer

Baldwin Code Enforcement Summary

4 February 2026

(Projects listed in reverse chronological order by date of complaint)

Address	Owner	PID #	Complaint Date	Date of Site Visit(s)	Ordinance Violation (if a complaint is not valid or no violation exists put NA)	Step 1 Date	Notice Date	Citation Date	Comments/Status/Action Plan
ACTIVE									
31220 127th St. 13399 276th Ave;	Richard Anderson/Dana Nistler Kathleen Bell 14529 Willemite St. NW, #237 Ramsey, MN 55303	01-00009-3205 01-00408-0225 01-00408-0210	30 Sep 25		Dogs at large, junk/debris Residential occupancy of acc. Bldg.	4 Dec 26 4 Dec 26			Send Step 1 dog letter, inspect week of Feb 2. SCSO called to address; Spoke w/ property owner; Inspect week of Feb 2.
31611 127th St.; 55371	Timothy D. Olson	01-00418-0125	Aug 26		Junk/Debris/Outdoor storage		4 Dec 26		Prior complaint closed; New complaint re: boats, junk/debris; Inspect week of Feb 2; request to send citation
14233 294th Ave; 55371 14122 294th Ave	Bobbi/Jacob Fore Joshua Webber	01-00585-0205 01-00486-0210	09 Sep 25 13 May 24 9 Sep 25		Shipping container Motorcycles/ATV		Jun 25		Inspect week of Dec 1.
9746 300th Ave; 55371	Nicholas Diemert/K. Bechtold	01-00467-0145	12 Aug 25		Semi-tractor/trailer parking Living in a semi-truck sleeper	9 Sep 25	4 Dec 26		New complaint 9 Sep 25 re: constructing track; Inspected week of Nov 24.
10216 316th Ave.; 55371 10507 302nd Ave.; 55371 30649 114th St.	Roger Paul/Carolyn Ann Lewis Joshua Little/Breanna Kammerer Samantha/Justin Mikel	01-00438-0155 01-00487-0530 01-00015-1105	14 Aug 25 2 Jun 25	1 Aug 25 25 Jul 25	Private animal kennel Shipping container, business Potential farm related retail business requiring CUP.	9 Sep 25 5 Aug 25	9 Sep 25		Reinspect week of Dec 1. Discussed w/ Property Owner; wait for PC discussion outcome. Spoke with SM on 25 Jul 25 Follow up call with JM on 1 Aug 25; Property owner working on IUP application. Reconnect with property owner.
31232 127th St.; 55371 9604 285 1/2 Ave; 55398 30107 116th St.; 55371	April R. Sagstetter Makayla Carey Wiesten Hierimaler	01-00009-3210 01-00415-0340 01-00015-4402	21 Apr 25 27 Mar 25 28 Jan 25	1 Aug 25 Feb 25 1 Aug	Junk/Debris Junk and debris; burning garbage Unlicensed vehicle Shipping container	5 Aug 25 5 Aug 25 14 Feb 24	9 Sep 25 9 Sep 25 4 Dec 25 9 Sep 25		Reinspect week of Dec 1. No response; request to send Citation after reinspect week of Feb 2. Property owner responded to Step 1, waiting for better weather. No response to 5 Aug 25 notice; Request to send Citation. Reinspected week of Oct 6. Inspected Aug 27, request to send Citation/City Attorney letter sent
11511 290th St.	Rebecca Krause	01-00535-0130	21 Jan 25		Building Code/RV as dwelling		11 Feb 25	5 Aug 25 9 Sep 25	Spoke with property owner; ZG site visit To remove per CC agreement
13910 277th Ave 14215 278th Ave 32033 124th St.	Joseph/Barbara Spaude Glen Peterson/Wendy Beck Bell Trucking Inc.	01-00031-4300 01-00545-0210 01-0044225	NA	6 Aug 24 16 Oct 24 1 Aug 25	Headwall in ROW Headwall in ROW # of vehicles allowed by CUP	13 Sep 24 13 Sep 24	5 Aug 25 5 Aug 25 Jun 25		
30840 141st St.	Jocelyn Damiano	01-508-0114	4 May 23		Shipping Container ZO XX-18-2.G		Jun 25		TB on Sep 19 suspended enforcement until PC makes recommendations. Property owner did not remove per discussion w/ staff; Send Admin Notice. Property owner requested extension.
CLOSED									
31516 136th St.; 55371 13949 325th Ave; 55371 28831 98-1/2 St.	Travis/Nikola Nietz Micha/Tianna Nelson Teresa Kaiser	01-00007-1105 01-00006-1206 01-00407-0630	Email 18 Sep 25 25 Jul 24 27 Aug 25	1 Aug 25 27 Aug 25	Animal kennel (more than 10 dogs) Dog breeding business Use of RV for dwelling	5 Aug 25 Jan 6			Application submitted for IUP/Approved. No business identified. Met with property owner Feb 27 to discuss construction of a dwelling upon the property. Owner is residing with family off-site and agreed to not occupy the RV trailer as a dwelling. City Attorney letter sent.
28209 Lake Diann Rd	Phillip E. Stueve, Jr.	01-00408-0322	6 Jun 24	1 Aug 25 27 Aug 25	Junk/debris	Jun 25	Jun 25	5 Aug 25 9 Sep 25	Reinspect week of Jan 6. Inspected Feb 17. Reinspected week of Oct 6
14336 286th Ave; 55371	Samantha Rockstroh	01-00404-0806	14 Jan 25	7 Apr 25 1 Aug 25 27 Aug 25	Inoperable vehicles; parking not on driveway, junk/debris		14 Feb 25	5 Aug 25 9 Sep 25	Step 1 letter sent. Phone conversation with property owner. Extension to end of March granted. Reinspect property week of April 7. Extension to August granted. Inspected week of Oct 6.
14308 285th 1/2 Ave; 55398 31310 125th St.; 55371 Top Notch Tree	Ryan Eggink Lifestyle Real Estate LLC	01-00404-0625 01-00425-0250 01-00016-4300	21 May 25	1 Aug 25	Dogs at large (non-dangerous) Residential occupancy Interim Use Permit	5 Aug 25 9 Sep 25			Contact made with property owner; no residential occupancy. Site meeting held Dec 12.

Address	Owner	PID #	Complaint Date	Date of Site Visit(s)	Ordinance Violation (If a complaint is not valid or no violation exists put NA)	Step 1 Date	Notice Date	Citation Date	Comments/Status/Action Plan
11638 308 th Ave 28512 127 th St.	Matthew Seha James G. Bursch 26310 112 th St. NW Zimmerman, MN 55398	01-00405-0415 01-00028-3312		1 Aug 25 16 Aug 25	Fire Code; fuel tank barrier		5 Aug 25		Site conditions OK; Temporary barrier in place at fuel tanks, property owner to install permanent barrier Spring 2025; Emailed owner July 23; Fuel barriers installed.
30840 141 st St.	Jocelyn Damiano	01-00508-0114	23 Apr 25	1 Aug 25	Dog training/home business	Aug 5			Discussed w/ property owner. # of dogs OK, no business operation.
10656 303 rd Ave.	Morales Salas, David Elias	01-00014-1310	3 Sep 24	16 Aug 25	Business Second driveway	5 Aug 25			Site meeting Aug 27; Will apply for 2 nd driveway permit; license vehicles, remove outdoor storage of business equipment.
30870 103 rd St	Adam & Amanda Jellison	01-00553-0225	Aug 20		Private race track				No action required.
31611 127 th St.	Timothy D. Olson	01-00418-0125	Aug 26		Fence construction				Step 1 send Sep 13
27934 133-1/2 St.	Nathanael/Anne/Lonne Nelson	01-00406-0510	Jul 1		Motor cycle track			Feb 18	Step 1 sent Sep 13; AN sent Jan 6
30867 103 rd	Cory and Alison Deelstra	01-00553-0305	NA		Junk/Debris/Outdoor storage				Inspected Feb 17; Follow up w/ property owner after Jul 1.
27934 133-1/2 St.	Nathanael/Anne/Lonne Nelson	01-00406-0510	Jul 1		Dog at large, animal feces, garbage, public nuisance conditions	6 Jan 25			Reinspect after Jul 1.
13027 290 th Ave	Dylan Witt	01-00424-0220	25 Jun 24 27 Mar 25		Dog at large, animal feces, garbage, public nuisance conditions	6 Jan 25			No response. No further action required.
9912 300 th Ave NW	Bennie O. Carlson 16553 Oster Point Rd Cold Spring MN 55220	01-00467-0165	13 Mar 25		Motorcycles/ATV				Reinspect after Jul 1.
32226 108 th St	Christine Hager	01-0573-0110	29 May 24		Dog at large, animal feces, garbage, public nuisance conditions	6 Jan 25			No response. No further action required.
13020 289 th Ave	Jerald and Anne Alberecht	01-004240235	25 April 24		RV as dwelling unit; junk and debris				No occupancy evident.
11004 305 th Ave	Derek R and Michon M Nelson	01-000142200	26 Jan 24		Dog barking/at large		Jun 25		Spoke with dog owner.
14106 296 th Cir	Michael Bakker	01-00524-0325	12 Dec 23		Junk cars/debris		Jun 25		Reinspect week of Jan 6. Reinspect after Mar 1.
31015 103 rd St	Rikki Whitlock Blaze Graves	01-466-0330	15 Oct 23		Home occupation/rural tourism				Direction from TB needed to contact property owner re: required approvals.
31540 125-1/2 St.	Anthony Flander	01-00455-0105	15 Oct 23		Dog(s) at large				Direction from TB needed to contact dog owner.
14275 292 nd Ave.	Brandon and Kyeleigh Stanek	01-534-255	15 Aug 23		Abandoned vehicles ZO XX-21-3-E		Jun 25	Feb 18	Illegal outdoor storage Reinspect week of Jan 6. Inspected Feb 17.
28209 Lake Diann Rd	Phillip Stueve, Jr.	01-408-0322	25 Jul 23		RV as dwelling unit		Jun 25		TB directed no action on 11 Dec 23
12748 316 th Ave;	Kimberly Lojia-Stone (trustee) 640 2 nd Ave SW Mills, MN 56353	01-00418-0930	6 Oct 25		ZO Chapter 31 Habitually barking dog 400-1-4-A-2	4 Dec 26			SCSO issued citation, Sherburne County Attorney dismissed without authority to prosecute.
13938 302 nd Ave;	Andrew Schantz/Amber Raasch	01-00516-0220	23 Sep 25		Dogs at large	4 Dec 26			
					Dog at large	4 Dec 26			

MEMORANDUM

TO: Baldwin City Council

CC: Joan Heinen, City Clerk/Treasurer

FROM: Sam Jochum, City Engineer

DATE: February 4, 2026

RE: Baldwin Cemetery Map Editing and Cemetery Map Pricing for City Hall

GIS Map Updates

Hakanson Anderson submitted the Baldwin Cemetery GIS Map and User Manual to city staff on January 12, 2026. Since then, the city has asked how best to keep the map up to date moving forward. Please review and discuss the following options for updating the map:

- Option 1: Hakanson Anderson Updates GIS Map
 - Hakanson Anderson would oversee updating the GIS map. All city staff would have to do is simply send us the information for when a cemetery plot sells or is transferred. We would invoice the City at an hourly rate for the time incurred – it takes about 0.5 hours for an update.
 - A variation of this option could be the City adding the new lot information in an excel spreadsheet, then sending that spreadsheet to Hakanson Anderson periodically to update the map (i.e. annually or quarterly).
- Option 2: City Staff Updates GIS Map
 - This option would keep the task of updating the map in house. The City would have to purchase software such that they can modify the GIS map as needed. Pricing of software is dependent upon the supplier (AcrGIS) and City needs. If the City is interested in this option, we could provide the City with a starting point for investigating software costs and options.

Please discuss and let us know what option the City would prefer for keeping the GIS map up to date moving forward.

Updated Cemetery Map for City Hall

City staff has also requested we provide a price for creating and printing an updated Cemetery Map for City Hall. We anticipate this cost to be \$1,200. This would include creating the map, printing a large sized map for City Hall, and printing several smaller sized copies for city staff. Please discuss and let us know if the City would like to move forward with this.

458 Princeton-
Zimmerman
Business's.



City of
Baldwin

BaldwinMN.gov

2025 Newsletter Design & Delivery Quote

Option 1 - Every other month distribution - **Minimal exposure** All US Mailboxes Within the City Limits of Baldwin

- Includes delivery to only homes in the Baldwin Limits.
- Example: Sell 16 Ad spaces at \$225ea = up to \$3600/month credit

Price breakdown
Price/Issue \$3,600
Ad Sales credit - \$3,600
City Total Cost/mth = \$0

Option 2 - Every other month distribution - **Maximum exposure** All US Mailboxes in Baldwin, Princeton & Zimmerman

- Includes delivery to all homes from both Post Offices
- Includes newsstands in Princeton & Zimmerman
- Example: Sell 22 Ad spaces at \$225ea = up to \$4,950/month credit

Price breakdown
Price/Issue \$4,950
Ad sales credit - \$4,950
City Total Cost/mth = \$0

Included Benefits in Options 1 or 2 above

Cover the entire city limits or the entire 55398 and 55371 ZIP Codes

Published 6 times a year to business and residential mailboxes

US Post Office postage cost included

Digital PDF version included for posting on website

All newsletter layout, advertiser ad design, photography, copy editing.

Billing/Collection handled by Paper directly to advertisers

Advertiser calls or emails ad direct to paper.

Front cover callout for delivery months

BALDWIN AREA ADVERTISING OPPORTUNITIES

Color City Newsletter – Delivered to 1,000's of Baldwin Residents

Map
Coverage
Areas

Inside US postal mailboxes



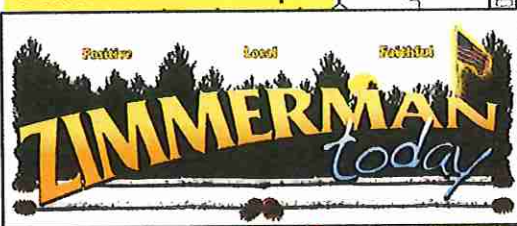
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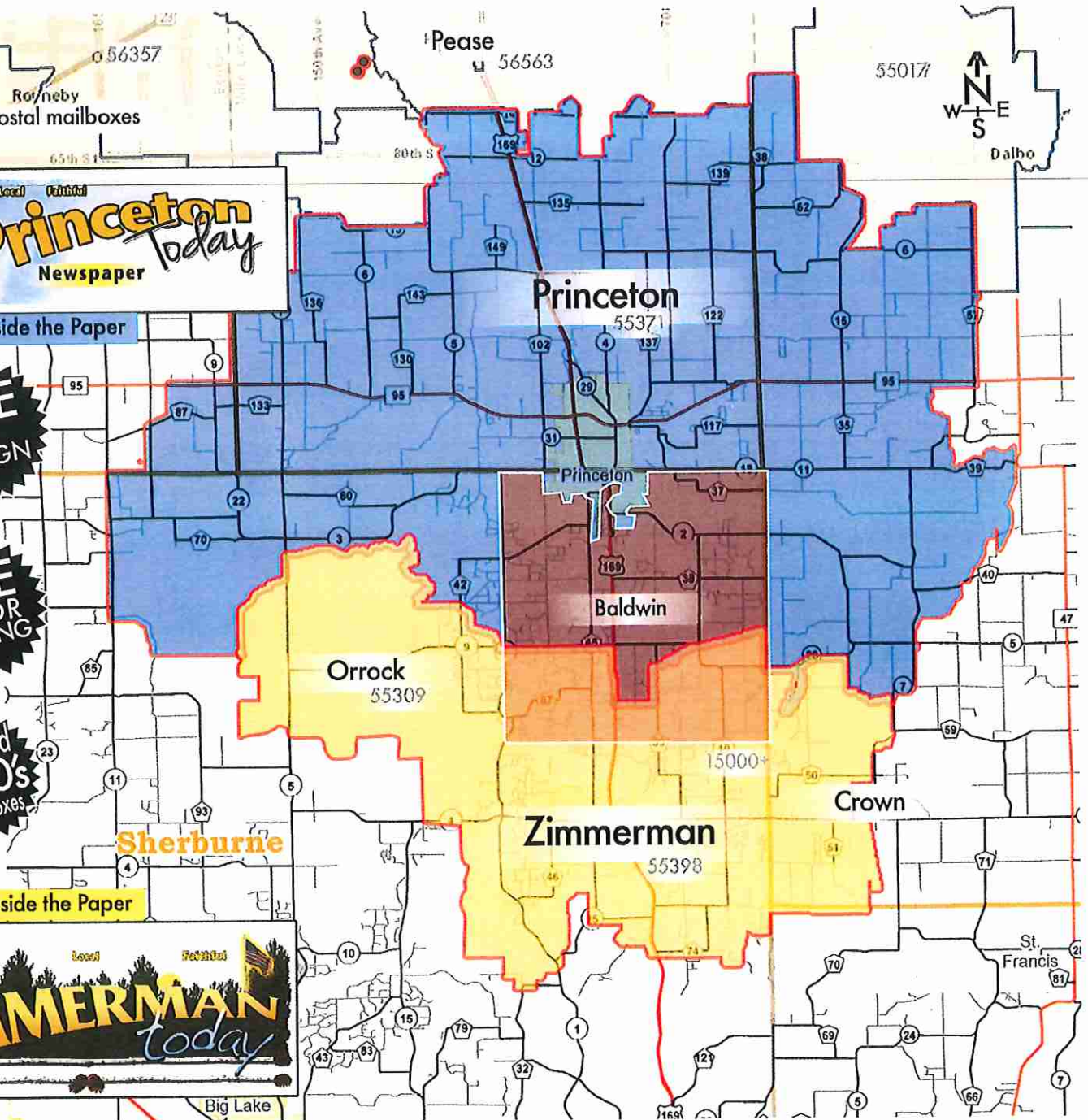
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COLOR
PRINTING

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Big Lake



Step 1

Pick a Advertisement Size

Advertising Ad Spaces

Advertising in paper - Small
Advertising in paper - Medium
Advertising in paper - Big
Advertising in paper - Large
Advertising in paper - Full page

Price/month

\$225each
\$395each
\$495each
\$595each
\$695each

Step 2

How to Place a Color Advertisement in the City of Baldwin Newsletter

- Place an ad by calling 763-856-4336 or send email to: Everything@Papers.Today
- Ad design is FREE! Ad proof sent for approval.
- Ad billing comes direct to advertiser from Paper