



**CITY OF BALDWIN
BOARD OF AUDIT
FEBRUARY 4TH, 2026**

Call to Order – The 2025 Board of Audit was called to order by Mayor Jay Swanson at 6:01 p.m.

Pledge of Allegiance – All present recited the Pledge of Allegiance

Perform 2025 Annual Board of Audit – The Mayor and City Council each selected the following receipts and disbursements to be audited for the year ending December 31st, 2025. During the audit, the Mayor and Council Members examined the invoices, claims and receipts to verify that the checks written to the vendor and the receipts received were correct.

Mayor: Jay Swanson selected the following:

Check# 28307 - Dated 1/27/2025	Payable to: League of Minnesota Cities	\$8,563.00
Check# 28341 – Dated 2/3/2025	Payable to: Titan Machinery	\$19,309.23
Check# 28370 – Dated 2/24/2025	Payable to: Hakanson Anderson	\$39,871.60
Check# 28469 – Dated 4/7/2025	Payable to: Helmin Construction	\$13,340.47
Check# 28755 – Dated 7/21/2025	Payable to: Elher's	\$3,835.00

City Council Seat A: Jeff Holm selected the following:

Check# 28474 – Dated 4/7/2025	Payable to: MacQueen	\$1216.00
Check# 28563 – Dated 5/5/2025	Payable to: Kirvida Fire	\$6,930.77
Check# 28759 – Dated 7/21/2025	Payable to: Joshua Rekstad	\$150.00
Check# 28760 – Dated 7/21/2025	Payable to: Kirvida Fire	\$1,028.23
Check# 28804 – Dated 8/4/2025	Payable to: Shawn Frink	\$125.00
Receipt from NE Sherburne Fire & Rescue – Dated 4/9/2025		\$8.51
Receipt from Ridgewood Bay Resort – Dated 6/24/2025		\$200.00
Receipt from Fairway Shores – Dated 6/12/2025		\$2,500.00

City Council Seat B: Scott Case selected the following:

Check# 28306 – Dated 1/27/2025	Payable to: Kirvida Fire	\$151.73
Check# 28333 – Dated 2/3/2025	Payable to: Century Link	\$403.56
Check# 28388 - Dated 2/24/2025	Payable to: The Planning Company	\$5,487.50
Check# 28474 – Dated 4/7/2025	Payable to: MacQueen	\$1,216.00
Check# 28525 – Dated 4/21/2025	Payable to: Metro Sales	\$74.31

Receipt for Building Permit 2024-407 – Dated 1/14/2025	\$502.19
Receipt from Kaytlin Wachmann for Pool Fill – Dated 5/9/2025	\$150.00
Receipt from Blue Hill Township for Fire Service – Dated 6/2/2025	\$27,500.00

City Council Seat C: Alan Walker selected the following:

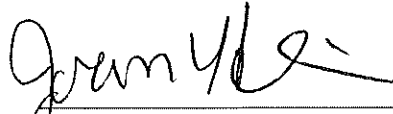
Check# 28378 – Dated 2/24/2025	Payable to Midcontinent Communications	\$285.47
Check# 28393 – Dated 3/3/2025	Payable to CenterPoint Energy	\$1,648.26
Check# 28434 – Dated 3/17/2025	Payable to Hakanson Anderson	\$32,723.75
Check# 28472 – Dated 4/7/2025	Payable for Gopher Feet	\$62.00
Check# 28517 – Dated 4/21/2025	Payable to ECM Publishers Inc.	\$870.00
Receipt from Minnesota Management and Budget – Dated 4/30/2025		\$1,800.00
Receipt for Building Permit# 2025-057 – Dated 4/16/2025		\$2,104.65
Receipt for Bank Interest – Dated 5/15/2025		\$217.82

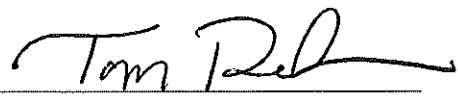
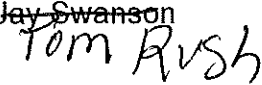
City Council Seat D: Tom Rush selected the following:

Check# 28275 – Dated 1/14/2025	Payable to Citizens State Bank	\$16,976.36
Check# 28276 – Dated 1/14/2025	Payable to Bank of Elk River	\$249,807.56
Check# 28307 - Dated 1/27/2025	Payable to League of MN Cities	\$8,563.00
Check# 28370 – Dated 2/24/2025	Payable to Hakanson Anderson	\$39,871.60
Check# 28516 - Dated 4/21/2025	Payable to Couri & Ruppe PLLP	\$14,850.00
Receipt from Reliable Tree Service – Dated 1/4/2025		\$15,000.00
Receipt from Sherburne County Auditor – Dated 1/29/2025		\$34,200.00
Receipt from Minnesota Management & Budget – Dated 7/7/2025		\$71,848.50

Rush/Walker unanimous to approve all checks and receipts and these have been verified by the Mayor and City Council Members.

Adjourn – Rush/Walker unanimous to adjourn the Board of Audit at 6:05 p.m.


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


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

2-18-2026
Date

BALDWIN CITY COUNCIL REGULAR MEETING

FEBRUARY 4TH, 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)

Call to Order – The February 4th, 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.

February 2026 Preliminary Treasurer's Report – The Clerk/Treasurer reported a beginning balance of \$1,384,667.64, no receipts yet for the month of February, disbursements of \$73,855.39 leaving an unaudited ending balance of \$1,310,812.25.

Sherburne County Sheriff's Office Annual Report Presentation – Commander Ben Zawacki – Commander Zawacki reported 2375 calls for service/arrest in 2023, 2861 in 2024 and 2672 in 2025. Serious criminal activity for 2025 is 35 assaults, which aren't physical assaults, 3 burglaries, 6 narcotics, 6 DUI's, 5 criminal sexual conduct crimes, 23 thefts and 26 criminal damage to property. Commander Zawacki discussed the Sheriff Department retirements, K-9 updates were given along with Community Involvement of the Sherburne County Sheriff's Department. Commander Zawacki went over cases of interest/departments updates and projects.

Sheriff's Report – Commander Zawacki reported a total of 210 calls for service in the City of Baldwin for the month of January 2025. These calls consisted of 16 medicals, 4 domestics, 54 traffic stops, 3 snowmobile complaints and no thefts or burglaries were reported.

Fire Department Report – Captain Holland reported a total of 39 calls for service during the month of January 2026. These calls consisted of 28 calls for Baldwin which were 3 fires, 17 medicals, 3 personal injuries, 1 mutual aid and 4 alarms. Blue Hill Township had a total of 11 calls for service which were 9 medicals, 1 personal injury and 1 alarm.

Discuss/Approve/Disapprove Retirement for Fire Fighter Cal Watson
Rush/Walker unanimous to approve retirement of Cal Watson effective January 30th, 2026.

Discuss/Approve/Disapprove Resignation for Fire Fighter Alexander Schablitsky -
Rush/Walker unanimous to approve resignation of fire fighter Alexander Schablitsky effective January 23rd, 2026.

Discuss/Approve/Disapprove Resignation for Fire Fighter Shawn Frink –
Rush/Walker unanimous to approve resignation for fire fighter Shawn Frink effective December 31st, 2025.

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

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

- 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
- 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 – Rush/Case unanimous to approve actions presented by City Planning and Zoning Administrator, Licht from (TPC)
PID# 01-00467-0145 – Semi tractor/trailer parking used as living quarters, request to send citation.
PID# 01-00009-3205 – Junk/Debris, property owner contacted Licht. Licht from (TPC) will contact property owner before sending administrative notice.
PID# 01-00418-0125 – Junk/debris/boats, request to send Citation
PID# 01-00415-0340 – Junk/Debris, burning garbage, unlicensed vehicle, request to send citation.

Discuss/Approve/Disapprove Publishing Ad in Newspaper for Planning Commissioner – Rush/Walker unanimous to approve publishing ad in the newspaper for a Planning Commissioner. This ad will be combined with 2 Park Committee Members. This will also be posted on Baldwin website, Facebook page and a TextMyGov message sent.

Discuss/Approve/Disapprove City Council Attending February 11, 2026, Planning Commission Meeting to Discuss Accessory Buildings – Rush/Walker unanimous to approve City Council attending the February 11th, 2026, Planning Commission meeting.

Park Committee Report – Rush stated that the Park Committee met and discussed goals and the park committee meetings being held quarterly instead of monthly.

Discuss/Approve/Disapprove Park Committee Vice Chair Resignation for Sarah Koste – Rush/Walker unanimous to table this until the March 18th, 2026, City Council meeting.

Discuss/Approve/Disapprove Publishing Ad in Newspaper for Park Committee Member – This was combined with the Planning Commissioner ad.

Cemetery Update –

Discuss/Approve/Disapprove Cemetery Map - Rush/Case unanimous to approve GIS map contingent on clarification on cost of Hakanson Anderson updating.
Rush/Walker unanimous to approve cemetery map for City Hall of \$1200.00.

Tabled Items:

Discuss/Approve/Disapprove Infrastructure Committees Request and Project Description – Swanson would like to put together a plan for remodeling the existing buildings with a 20-year lifespan including bringing all buildings up to code. Swanson suggests changing the next Infrastructure Committee meeting until March to complete this plan. **Rush/Walker unanimous to approve** this plan.

Discuss/Approve/Disapprove \$4500.00 plus Expenditure for Brunton to Obtain Information for Infrastructure Committee – This was combined with Infrastructure Committees Request and Project Description agenda item above.

Discuss/Approve/Disapprove Building Official Attending Walk Through with Brunton – This was combined with Infrastructure Committees Request and Project Description agenda item above.

Discuss/Approve/Disapprove Zimmerman and Princeton Today Newspaper Insert – Walker/Rush unanimous to approve option 2 publication which is every other month distribution to all USPS mailboxes in Baldwin, Princeton and Zimmerman.

New Business:

Discuss/Approve/Disapprove Request for Proposals of Soil Borings for 2026 Street Reconstruction Projects – City Engineer, Hakanson Anderson, provided 2 quotes to give project costs for performing 5 soil borings, 7 bituminous cores, and creating a geotechnical evaluation report for 299th Avenue, 300th Avenue, and 129th Street. Haugo Geotechnical Services quote was for \$7,135.00 and American Engineering Testing quote was for \$9,550.00. **Rush/Case unanimous to approve** Haugo Geotechnical Services LLC quote for \$7135.00.

Discuss No Parking Signs – Case/Walker unanimous to approve M-R Sign quote for \$608.40.

Discuss/Approve/Disapprove Tree Quotes – Quotes were received to cut down 3 dead oak trees on Elk Lake Road. The trees are leaning towards the road and are a safety concern. **Rush/Walker unanimous to approve North Metro Tree Service quote for \$525.00.**

Discuss Public Works Position – This would be for the Public Works Maintenance Technician replacement due to a retirement in the department. Case requested an updated job description. Rush would like this advertised so interviews could be completed and the applicant could be hired in the spring. Swanson would like the job description updated and brought back to the February 18th, 2026, City Council meeting.

Discuss/Approve/Disapprove Kris Engineering Quote for Cutting Edges of \$4141.24 – Rush/Walker unanimous to approve quote for \$4141.24.

Announcements:

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

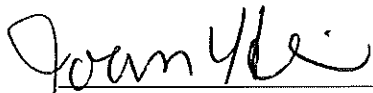
Any Other Business:

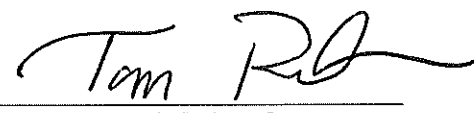
Rush communicated that the next Park Committee meeting will be February 19th, 2026.

Case stated that the Fire Department is hiring and the application deadline is April 1st, 2026.

Approve Bills for Payment – Rush/Case unanimous to approve check# 29251 – 29284 for \$73,855.39 and 5 EFT payments for \$19,693.71 for a total of \$93,549.10

Adjourn – Rush/Walker unanimous to adjourn at 8:17 p.m.


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


Approved By: (s/) ~~Jay Swanson~~ Tom Rush
Acting Mayor
City of Baldwin
2-18-26
Date

Attendees: Delmas Hines, Bruce West, Baldwin Fire Department Captain Phil Holland and Sherburne County Commander Ben Zawacki