



## BALDWIN CITY COUNCIL REGULAR MEETING

**JUNE 3rd, 2026**

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

**Absent** – City Council Member, Jeff Holm

**Also Present** – City Planning & Zoning Administrator; Dan Licht from The Planning Company (TPC)

**Call to Order** – The June 3rd 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.**

**June 2026 Preliminary Treasurer's Report** – The Clerk/Treasurer reported a beginning balance of \$1,137,161.41, no receipts yet for the month of June, disbursements of \$138,853.81 leaving an unaudited ending balance of \$998,307.60.

**Sheriff's Report** – Deputy Wilson reported a total of 302 calls for service in the City of Baldwin for the month of May 2026. These calls consisted of 4 motor vehicle accidents, 14 medicals, 65 traffic stops and 100 additional patrols were performed. The rest of the report is a breakdown of calls. There was a call regarding a dog tied to a tree on May 16<sup>th</sup>, 2026 at Young Park.

**Fire Department Report** – Lieutenant Mary Beth Torborg reported a total of 35 calls for the month of May 2026. These calls consisted of 23 medicals, 4 structure fires, 1 mutual aid, 3 motor vehicle accidents, 1 grass/rubbish fire, 2 alarms and 1 duty officer call. There were 8 calls for Blue Hill Township.

**Discuss/Approve/Disapprove Process for Fire Department Special Election** – Rush spoke that he has been working with the Fire Chief on the special election that will be held June 9<sup>th</sup>, 2026. This election will be for the Fire Chief, and all subsequent positions affected by the resulting vacancies. There will be a list of eligible candidates on the ballot. Absentee ballots will be at City Hall, so everyone has a chance to vote. The ballot should be filled completed ranking each candidate from 1-8. **Rush/Walker unanimous to approve this process.**

**Discuss/Approve/Disapprove New Resignation Date for Fire Chief of June 9<sup>th</sup>, 2026 – Rush/Walker unanimous to approve** Fire Chief's new resignation date of June 9<sup>th</sup>, 2026. **Case abstained. Motion carried.**

**Discuss/Approve/Disapprove New Hire Fire Fighter Matthew Haugen - Rush/Walker unanimous to approve** new hire Fire Fighter Matthew Haugen contingent on physical and background check.

**Public Comment Requests - None**

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

- Approve Ordinance 2026-08 Amending Ordinance 600 (Fee Schedule) Establishing Administrative Fines and Approve Publication in Summary Form
- Approve City Council Meeting Minutes of May 6<sup>th</sup>, 2026
- Approve Building Permits for March and April 2026
- Approve Invoice for Kirvida Fire of \$4559.44 for 2007 Rosenbauer Repair
- Approve Request for Use of Fire Department Parking Lot on June 6<sup>th</sup>, 2026 from 11:30 a.m. to 1:30 p.m. for Lemonade Stand for Law Enforcement, Fire and EMS Donations
- Approve Sandy Lake Beach Sign with an Approximate Cost of \$74.92 Plus Freight

#### **Planning Items:**

##### **Discuss Code Enforcements:**

PID# 01-00407-0628 – Junk, vehicles and boats. Property will be inspected the week of June 1<sup>st</sup>, 2026. Request to send step 1 letter.

PID# 01-00407-0618 & 0100407-0620 – Junk, vehicles and boats. Property will be inspected the week of June 1<sup>st</sup>, 2026. Request to send step 1 letter.

PID# 01-00023-4210 – Home business. Property will be inspected the week of June 1<sup>st</sup>, 2026. Request to send step 1 letter.

PID# 01-00025-1301 – Non permitted outhouse. Property will be inspected the week of June 1<sup>st</sup>, 2026. Request to send step 1 letter.

PID# 01-00020-4100 – Waste public nuisance. Property will be inspected the week of June 1<sup>st</sup>, 2026. Request to send admin. notice.

PID# 01-00404-0640 – Waste public nuisance, dwelling occupancy of RV. Property will be inspected the week of June 1<sup>st</sup>, 2026. Request to send admin. notice.

PID# 01-00553-0305 – Motorcycle/truck. Property will be inspected the week of June 1<sup>st</sup>, 2026. Request to send second citation.

PID# 01-00516-0220 – Inoperable vehicles - Property will be inspected the week of June 1<sup>st</sup>, 2026. Request to send admin notice.

PID# 01-00551-0210 – Dogs at large - Property will be inspected the week of June 1<sup>st</sup>, 2026. Request to send admin. notice.

PID# 01-00488-0105 – Shipping containers/junk/inoperable vehicles. Property will be inspected the week of June 1<sup>st</sup>, 2026. Request to send admin. notice.

PID# 01-00020-1100 – Storage containers. Property will be inspected the week of June 1<sup>st</sup>, 2026. Request to send admin. notice.

PID# 01-00404-0806 – Inoperable vehicles, parking not on driveway, junk/debris, vehicle in ROW. Property will be inspected the week of June 1<sup>st</sup>, 2026. Request to send admin. notice.

**Rush/Walker unanimous to approve** above enforcement requested actions.

**Discuss/Approve/Disapprove Resolution 26-16, Appointments to Planning Commission - Rush/Case unanimous to approve** Resolution 26-16, Appointments to Planning Commission. Mayor Swanson thanked all the applicants that applied for the Planning Commission.

**Discuss/Approve/Disapprove Code Enforcement on Noncompliant SSTs for PID# 01-00441-0220 – Case/Rush unanimous to approve** code enforcement for PID# 01-00441-0220 non-compliant SSTs.

**Park Committee Report** – Rush stated that there wasn't a park committee meeting in May. The next Park committee meeting is June 18<sup>th</sup>, 2026.

**Cemetery Update** – Marlene Nelson, Cemetery Sexton, has been working on updating information at the cemetery.

**Discuss/Approve/Disapprove Additional Sexton Time – Case/Walker unanimous to approve** up to \$500.00.

Mayor Swanson welcomed new Public Works Maintenance Technician, Joshua Wergin.

#### **Tabled Items:**

**Discuss/Approve/Disapprove 5 Year Contract for Assessing Services** – At the May 20<sup>th</sup>, 2026 City Council meeting, Holm recommended reaching out to Sherburne County Assessors office to see what they would charge if they did Baldwin's assessing. Sherburne County would be \$20,198 with a 3% increase annually starting in the 2028 assessment. Baldwin Assessor, Jake Stenzel, was at the meeting and stated he is willing to drop his quote down to approximately \$34,000. Stenzel would also drop the increase to 3% each year. This contract would be for 3 years, starting June 1<sup>st</sup>, 2027. **Case/Walker unanimous** to approve \$34,000 and an increase of 3% per year on a 3-year contract starting June 1<sup>st</sup>, 2027.

**Discuss/Approve/Disapprove Health Insurance Renewal for Employees – Case/Walker unanimous to approve** changing to Medica choice with a monthly fee off \$3906.67.

**Discuss/Approve/Disapprove Additions to Baldwin Cemetery** – Rush stated that this should be discussed at the next budget meeting. There is currently only 48 lots left at Baldwin Cemetery. The cemetery fund is currently at \$9000.00. This topic will be

discussed at the next budget meeting. **Swanson/Walker unanimous** to table until the first budget meeting.

**New Business:**

**Discuss/Approve/Disapprove Community Engagement Event Held at Baldwin City Hall for Great Northern Regional Trail** – Sherburne County Parks Director, Gina Hugo, reached out to the Clerk to see if Baldwin would hold an open house for community engagement. This would be so residents had the opportunity to visit with Sherburne County on their preferences regarding the Great Northern Regional Trail. **Rush/Walker unanimous to approve** using City Hall for a one event.

**Discuss/Approve/Disapprove Consulting Agreement for Solar App+ Permitting Software Incentive** – Case would like to confirm that there is no charge to the city. Case would also like Adam from Baseline to come to the next City Council meeting to explain the solar app+. This is for residential roof-top permits only. Case requested the numbers and clarity of the incentive project. **Rush/Case unanimous to table** until the June 17<sup>th</sup>, 2026 City Council meeting.

**Discuss/Approve/Disapprove Gym Membership Renewal of \$5582.20** – **Rush/Case unanimous to approve** gym membership renewal of \$5582.20.

**Discuss/Approve/Disapprove Certificate Program for Public Works Supervisor with an Expenditure of \$3750.00** – Case stated that one course should be scheduled at this time. The cost for one course is \$750.00 plus employee wage and mileage. Swanson stated that the employee should pay for the course and would be reimbursed after certification is received. City Council recommends discussing this expenditure at the upcoming budget meeting. **Case made a motion** to pay employee wage, mileage and reimburse the employee \$750.00 after certification is received by the city. **Walker seconded the motion, motion carried.**

**Discuss Abandoned Dog at Young Park** – A dog was tied to a tree at Young Park on May 16<sup>th</sup>, 2026. Baldwin's Animal Control picked up the dog at Young Park, and the dog was held for 10 days. The cameras were viewed at Young Park, and no suspicious activity was observed. This information should be put on social media, TextMyGov, newsletter, newspaper and perhaps offering a \$200.00 reward. **Case made a motion** to put on social media and offer a \$200.00 reward for conviction of the individual responsible. **Rush seconded the motion, motion carried.**

**Discuss/Approve/Disapprove In-House 12" Reinforced Concrete Pipe (RCP) Being Used on Sandy Lake/Lake Diann Project** – The City Council discussed the possibility of using the 12" RCP for the storm sewer construction. This project is occurring on 284<sup>th</sup> Avenue as part of the Sandy Lake and Lake Diann Improvement Project. **Rush/Walker unanimous to approve** using the 12" reinforced concrete pipe.

**Schedule Road Workshop** – Workshop would be to discuss expenditures, current and future road projects. Case would like a list of road priority projects. **Rush/Walker unanimous to approve** June 11th, 2026 at 6:00 p.m.

**Discuss/Approve/Disapprove GASB Pension Reporting Quote from Auditors of Approximately \$5000.00.** Swanson stated that Pera already reports this information to the State of Minnesota. City Council requested City Attorney to weigh in on this as well to ensure there aren't any legalities in reporting this on our annual audit. **Rush made a motion to disapprove** unless we are legally obligated to include this in our annual audit. Case will call the auditors and attorneys. **Walker seconded the motion, motion carried to disapprove** Auditors reporting the GASB pension reporting.

**Announcements:**

- a. Special Planning Commission Meeting Wednesday, June 10<sup>th</sup>, 2026 at 7:00 p.m.
- b. Employee Reviews Tuesday, June 16<sup>th</sup> Starting at 6:00 p.m.
- c. Next City Council Meeting Wednesday, June 17<sup>th</sup>, 2026 at 7:00 p.m.

**Any Other Business:**

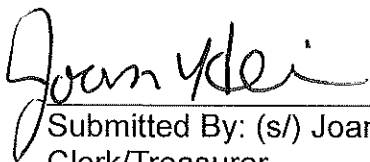
Clerk communicated with the City Council that more advertisements are needed for the Baldwin newspaper. June and July 2026 charge was approximately \$3000.00.

**Case/Walker unanimous to approve** Clerk vacation time on June 8<sup>th</sup>, 2026.

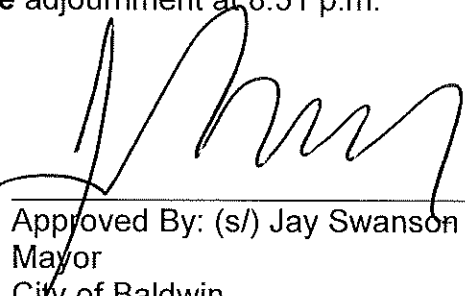
**Case/Walker unanimous to approve** Clerk/Deputy Clerk vacation time being brought to the Mayor instead of putting under consent agenda.

**Approve Bills for Payment – Rush/Walker unanimous to approve** check numbers 29521 – 29558 for \$145,877.29. Void check number 29420 from April of 2026 and reissue check number 29536 for \$923.50, 3 EFT Payments for \$4474.28 for a total of \$150,351.57

**Adjourn – Rush/Case unanimous to approve** adjournment at 8:51 p.m.



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



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

6-17-2026  
Date

Attendees: Zac Good, Joshua Wergin, Delmas Hines, Roxanne Schreder, Mary Beth Torborg, Sharon Leider and Jake Stenzel