

**AGENDA FOR TUESDAY, SEPTEMBER 23RD, 2025
CITY OF BALDWIN ENGINEERING WORKSHOP
7:00 p.m.**

- I. Call to Order
- II. Pledge of Allegiance
- III. Discuss Capital Improvement Plan for Roads 2026-2031
- IV. Discuss 100th Street and 297th Avenue
- V. Discuss MSA Roads
- VI. Discuss North Elk Lake Loop Survey
- VII. Discuss/Approve/Disapprove Obtaining Quotes for Culvert Repair on 278th
- VIII. Discuss Communication E-Mails/Contacts
- IX. Discuss Responsibilities of Projects Between Public Works and Engineers
- X. Discuss Templates for Contracts, Letters to Residents and Road Projects
- XI. Adjourn

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.

2026-2030 Capital Improvement Plan (Roads)

Option 1

City of Baldwin

DRAFT 8/1/2025

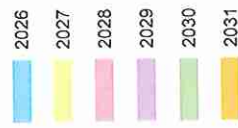
Inflation Rate
Year Inflation Begins 5%
2025

Capital Project	Project Type	Project Year	Cost	2026	2027	2028	2029	2030
100th St CR 28 to CR 38	Reconstruct	2026	\$ 2,650,000.00	\$ 2,782,500.00	\$ -	\$ -	\$ -	\$ -
297th Ave CR 19 to 100th St	Reconstruct	2026	\$ 1,200,000.00	\$ 1,260,000.00	\$ -	\$ -	\$ -	\$ -
305th Ave CR 45 to 136th St	Reconstruct	2027	\$ 1,500,000.00	\$ -	\$ 1,653,750.00	\$ -	\$ -	\$ -
303rd Ave CR 45 to TH 169	Reconstruct	2027	\$ 700,000.00	\$ -	\$ 771,750.00	\$ -	\$ -	\$ -
Elk Lake Rd CR 9 to CR 87	Reconstruct	2028	\$ 1,650,000.00	\$ -	\$ -	\$ 1,910,081.25	\$ -	\$ -
136th St North of CR 42	Reconstruct	2029	\$ 1,500,000.00	\$ -	\$ -	\$ -	\$ 1,823,259.38	\$ -
120th St CR 9 to 283rd	Reconstruct	2030	\$ 1,650,000.00	\$ -	\$ -	\$ -	\$ -	\$ 2,105,864.58
Microsurface or Surface Treatment	Surface Treatment	2026	\$ 200,000.00	\$ 210,000.00	\$ -	\$ -	\$ -	\$ -
Microsurface or Surface Treatment	Surface Treatment	2027	\$ 225,000.00	\$ -	\$ 248,062.50	\$ -	\$ -	\$ -
Microsurface or Surface Treatment	Surface Treatment	2028	\$ 250,000.00	\$ -	\$ -	\$ 289,406.25	\$ -	\$ -
Microsurface or Surface Treatment	Surface Treatment	2029	\$ 275,000.00	\$ -	\$ -	\$ -	\$ 334,264.22	\$ -
Microsurface or Surface Treatment	Surface Treatment	2030	\$ 300,000.00	\$ -	\$ -	\$ -	\$ -	\$ 382,884.47
Microsurface or Surface Treatment	Surface Treatment	2031	\$ 325,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Signing	Signing	2026	\$ 20,000.00	\$ 21,000.00	\$ -	\$ -	\$ -	\$ -
Signing	Signing	2027	\$ 20,000.00	\$ -	\$ 22,050.00	\$ -	\$ -	\$ -
Signing	Signing	2028	\$ 20,000.00	\$ -	\$ -	\$ 23,152.50	\$ -	\$ -
Signing	Signing	2029	\$ 20,000.00	\$ -	\$ -	\$ -	\$ 24,310.13	\$ -
Signing	Signing	2030	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ 25,525.63
Total Capital Projects				\$ 4,273,500.00	\$ 2,695,612.50	\$ 2,222,640.00	\$ 2,181,833.72	\$ 2,514,274.68
Total 5-Year Estimated Cost				\$ 13,887,860.90				

2026-2031 CIP Map Option 1

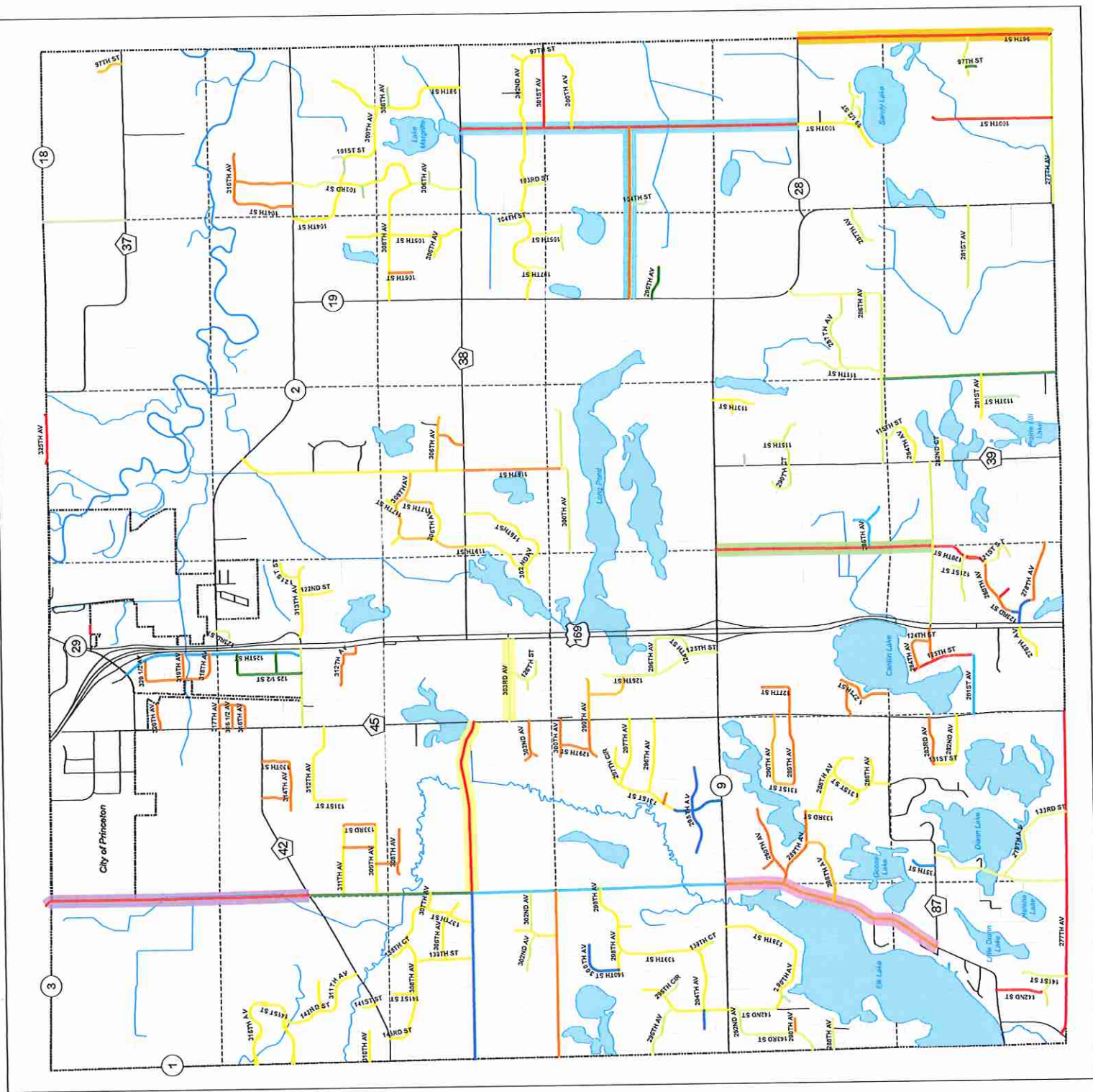
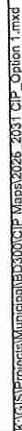


PCI Rating



Hakanson
Anderson

DISCLAIMER: Baldwin Township does not warrant the accuracy nor the correctness of the information contained in this map. It is your responsibility to verify the accuracy of this information. In no event will Sherburne County be liable for any damages, including loss of business, lost profits, business interruption, loss of business information or other pecuniary loss that might arise from the use of this map or the information it contains. Map information is believed to be accurate but accuracy is not guaranteed.



2026-2030 Capital Improvement Plan (Roads)

Option 2

City of Baldwin

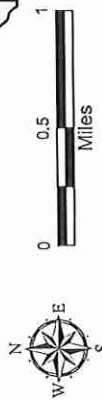
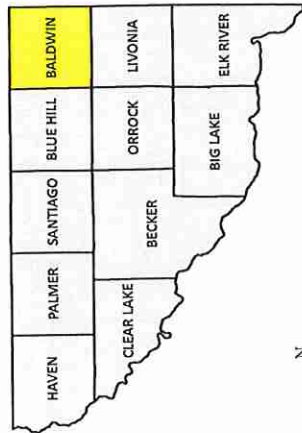
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Inflation Rate
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100th St CR 28 to CR 38	Reconstruct	2026	\$ 2,650,000.00	\$ 2,782,500.00	\$ -	\$ -	\$ -	\$ -
297th Ave CR 19 to 100th St	Reconstruct	2026	\$ 1,200,000.00	\$ 1,260,000.00	\$ -	\$ -	\$ -	\$ -
302nd Ave, 300th Ave, 129th St, 299th St, and 127th St	Reclamation and Pave	2027	\$ 1,400,000.00	\$ -	\$ 1,543,500.00	\$ -	\$ -	\$ -
131st St, 130th St, and 314th Ave	Reclamation and Pave	2028	\$ 520,000.00	\$ -	\$ -	\$ 601,965.00	\$ -	\$ -
104th St, 103rd St, and 316th Ave	Reclamation and Pave	2028	\$ 820,000.00	\$ -	\$ -	\$ 949,252.50	\$ -	\$ -
305th Ave CR 45 to 136th St	Reconstruct	2029	\$ 1,500,000.00	\$ -	\$ -	\$ -	\$ 1,823,259.38	\$ -
303rd Ave CR 45 to TH 169	Reconstruct	2029	\$ 700,000.00	\$ -	\$ -	\$ -	\$ 850,854.38	\$ -
320th 1/2 Ave, 320th Ave, 319th Ave, 318th Ave, and 126th St	Reclamation and Pave	2030	\$ 1,030,000.00	\$ -	\$ -	\$ -	\$ -	\$ 1,314,570.01
Microsurface or Surface Treatment	Surface Treatment	2026	\$ 200,000.00	\$ 210,000.00	\$ -	\$ -	\$ -	\$ -
Microsurface or Surface Treatment	Surface Treatment	2027	\$ 225,000.00	\$ -	\$ 248,062.50	\$ -	\$ -	\$ -
Microsurface or Surface Treatment	Surface Treatment	2028	\$ 250,000.00	\$ -	\$ -	\$ 289,406.25	\$ -	\$ -
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Signing	Signing	2027	\$ 20,000.00	\$ -	\$ 22,050.00	\$ -	\$ -	\$ -
Signing	Signing	2028	\$ 20,000.00	\$ -	\$ -	\$ 23,152.50	\$ -	\$ -
Signing	Signing	2029	\$ 20,000.00	\$ -	\$ -	\$ -	\$ 24,310.13	\$ -
Signing	Signing	2030	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ 25,525.63
Total Capital Projects				\$ 4,273,500.00	\$ 1,813,612.50	\$ 1,863,776.25	\$ 3,032,688.09	\$ 1,722,980.11
Total 5-Year Estimated Cost				\$ 12,706,556.95				

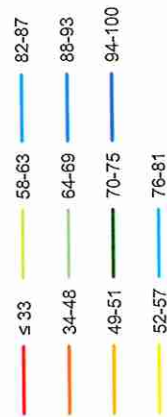
City of Baldwin

2026-2031 CIP Map Option 2

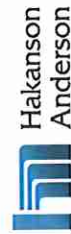
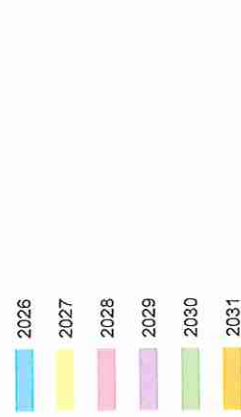


Legend

PCI Rating



Years of Construction



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MEMORANDUM

TO: City of Baldwin City Council
CC: Shane Nelson
FROM: Sam Jochum
DATE: 9/23/25
RE: Future Construction Costs

The purpose of this memo is to provide the City with “ballpark” estimates of different types of road improvement costs per mile as it relates to the City’s draft CIP.

Full Street Reconstruction: **\$1,300,000 - \$2,000,000 / mile**
Includes widening, culvert replacement, subgrade corrections, ditch grading
Higher end of range would include more subgrade corrections, culverts, etc.

Bituminous Reclamation and Paving: **\$500,000 - \$850,000 / mile**
Lower end of range only includes re-paving, driveway matching and shouldering
Higher end of range includes culvert replacement, some ditch grading

Bituminous Overlay: **\$220,000 - \$280,000 / mile**
Includes a 1.5 inch overlay and shouldering
Higher end of range includes some patching

Micro-surfacing: **\$90,000 - \$110,000 / mile**
Higher end of range includes scratch course and striping

Again, these are “ballpark” costs per mile that can be used for planning purposes only and are not site specific. At some point prior to completing the design of any improvement, we recommend that site specific preliminary estimates are developed (typically 1 to 2 years prior to construction year).



**Hakanson
Anderson**

Main Office:
3601 Thurston Avenue, Anoka, MN 55303
Phone: 763-427-5860
www.haa-inc.com



MEMORANDUM

TO: City of Baldwin City Council

FROM: Shane Nelson

CC: Sam Jochum

DATE: 9/23/25

RE: 100th Street and 297th Avenue
Easements for Stormwater Treatment

As you are aware, the original design for 100th Street and 297th Avenue included stormwater ponds and drainage and utility easements at strategic locations as determined during the initial design phase. Easements documents were prepared and sent to property owners for review. To our knowledge, all property owners have objected to the additional easements which were necessary for stormwater treatment.

This project will be regulated under the NPDES Construction Permit which is administered by the MPCA. The NPDES Construction Permit includes the following language:

"For linear projects where permittees cannot treat the entire water quality volume within the existing right-of-way, permittees must make a reasonable attempt to obtain additional right-of-way, easement or other permission for stormwater treatment during the project planning process. Documentation of these attempts must be in the SWPPP. Permittees must still consider volume reduction practices first as described in item 15.5. If permittees cannot obtain additional right-of-way, easement or other permission, they must maximize the treatment of the water quality volume prior to discharge to surface waters. "

We would like to specifically discuss the proposed culvert at the intersection of 297th Avenue and CSAH 19. We are also seeking City Council concurrence for removal of the stormwater treatment areas as requested by the Property Owners.

MEMORANDUM

TO: City of Baldwin City Council

CC: Shane Nelson

FROM: Sam Jochum

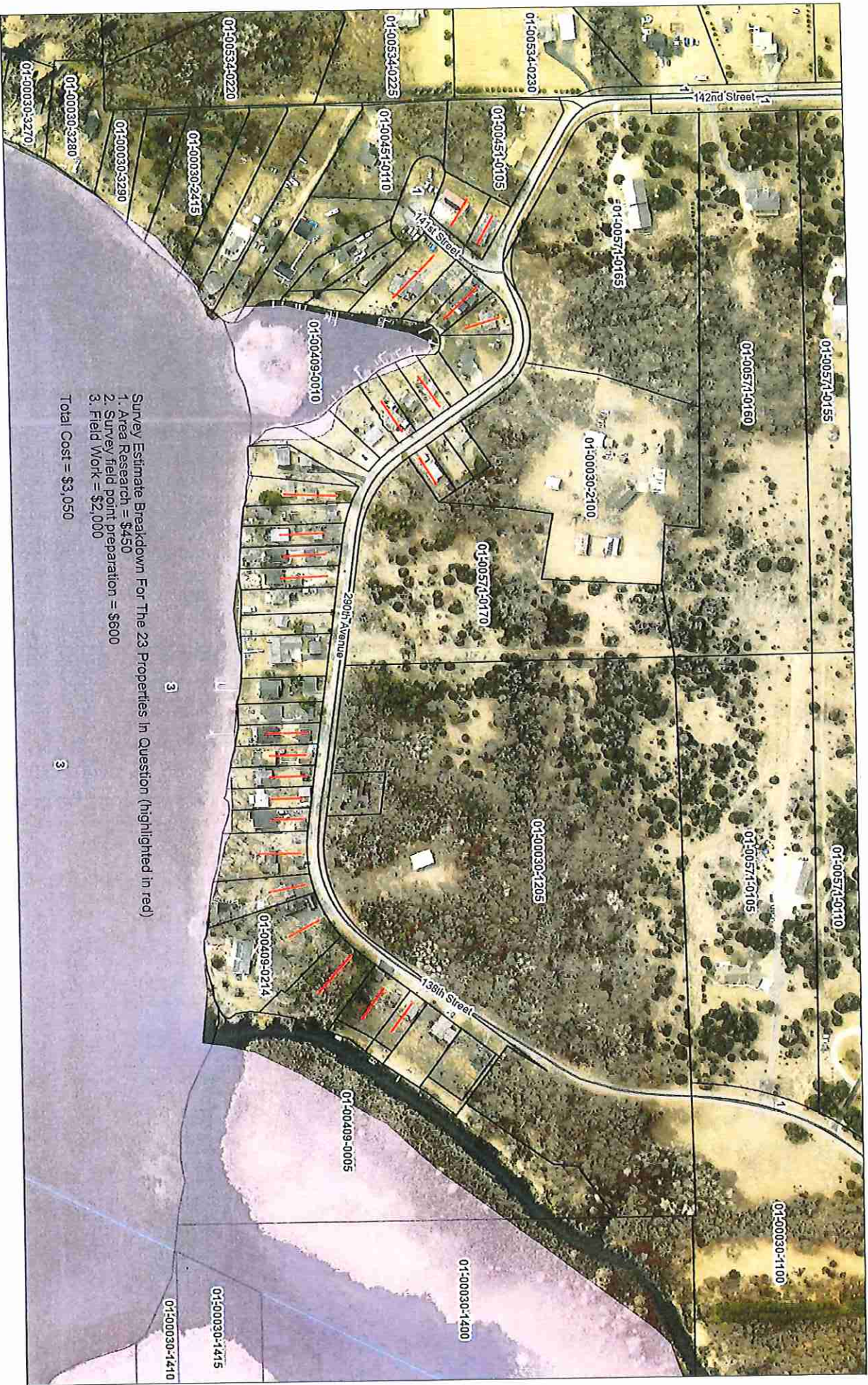
DATE: 9/23/25

RE: MSA Allotments

The City's Municipal State Aid Allotments are shown in the snip below:

18 Jul 25

MUNICIPALITY	TOTAL APPORTIONMENT	REQUESTED AMOUNT FOR MAINTENANCE	GENERAL MAINTENANCE ALLOTMENT	AMOUNT OF BOND INTEREST APPLIED TO GENERAL MAINTENANCE ALLOTMENT	TOTAL MAINTENANCE ALLOTMENT	CONSTRUCTION ALLOTMENT
Albert Lea	\$1,340,741	25%	\$335,185		\$335,185	\$1,005,556
		\$1500/improved mile	11,535		11,535	470,853
Albertville	482,388	25%	376,143		376,143	1,128,430
Alexandria	1,504,573	25%	517,218		517,218	1,551,653
Andover	2,068,871	25%	273,323		273,323	819,969
Anoka	1,093,292	25%	763,201		763,201	2,289,603
Apple Valley	3,052,804	25%	123,860		123,860	371,578
Arden Hills	495,438	Lump Sum	95,000		95,000	1,688,778
Austin	1,783,778	25%	143,697		143,697	431,091
Baldwin (new city)	574,788					



Survey Estimate Breakdown For The 23 Properties In Question (highlighted in red)

1. Aerial Research = \$450
2. Survey field point preparation = \$600
3. Field Work = \$2,000

Total Cost = \$3,050



**Hakanson
Anderson**

Main Office:
3601 Thurston Avenue, Anoka, MN 55303
Phone: 763-427-5860
www.haa-inc.com



MEMORANDUM

TO: City of Baldwin City Council

CC: Shane Nelson

FROM: Sam Jochum

DATE: 9/23/25

RE: 278th Culvert Excavation and 123rd Street Culvert Discussion

The purpose of this memo is to seek direction from the City Council on the culverts at 278th Avenue and 123rd Street.

278th Avenue:

The City has received Technical Evaluation Panel (TEP) approval to perform excavation work on the south end of the culvert that was installed last year on 278th Avenue. The exhibits attached to this memo depict graphics of the work that now needs to be completed. The proposed excavation is estimated to be 8 feet wide and 55 feet long. There will roughly be 5 cubic yards of material that will need to be excavated and removed from the wetland. Scope of work can be found below:

- Install perimeter control on downgradient slopes to avoid construction storm water runoff to enter the wetland.
- Excavate roughly 5 cubic yards to achieve positive flow from the culvert end into the wetland. The excavated material must not be placed within the wetland area.
- Once excavation is complete, the disturbed areas shall be restored with appropriate seed mix and erosion control blanket.

We would like to discuss how Council would like to proceed with getting this work completed.

123rd Street:

Obtaining approval to excavate within the wetland upstream of the culvert at 123rd Street is more challenging. If the City can find documentation which can confirm that a ditch / channel was present in this area historically, we could make a strong case for a maintenance exemption under the Wetland Conservation Act. However, without some historical record the regulatory agencies would like consider this work to be a wetland impact.

We would like to discuss whether or not the Council would like to continue pursuing this.



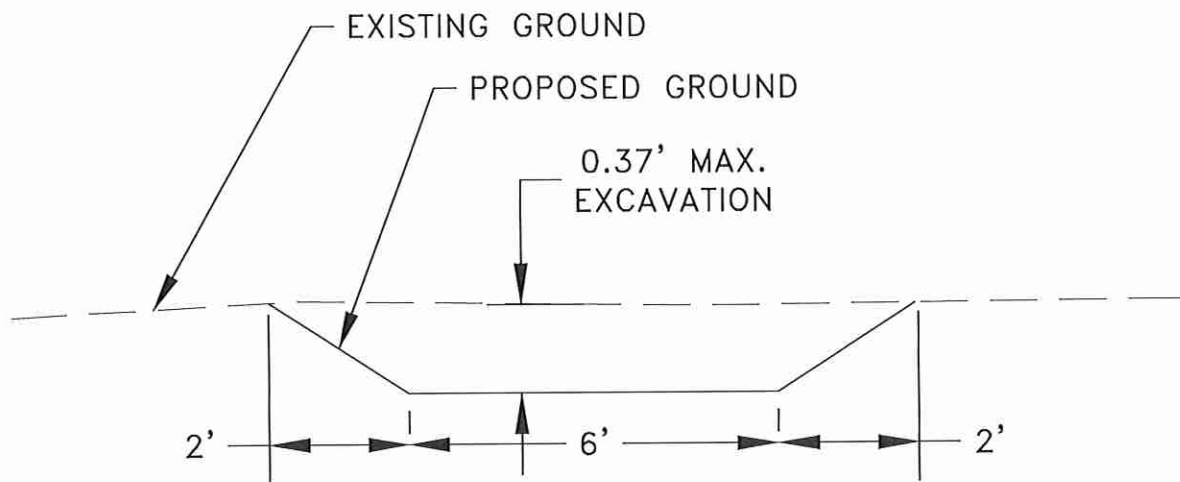


**Hakanson
Anderson**



0 12.5 25 50
Feet

Exhibit 1
 Culvert Replacement
 Wetland Excavation



Hakanson Anderson
Civil Engineers and Land Surveyors
3601 Thurston Ave., Anoka, Minnesota 55303
763-427-5860 FAX 763-427-0520
www.hakanson-anderson.com

EXHIBIT 2 PROPOSED EXCAVATION SECTION

MEMORANDUM

TO: Joan Heinen, City of Baldwin

CC: Shane Nelson, Hakanson Anderson and Sam Jochum, Hakanson Anderson

FROM: Nikki McDermond-Spies, Hakanson Anderson

DATE: June 11, 2025

RE: Excavation at 123rd St NW Culvert

We understand that the City is exploring the possibility of excavating within the wetland on the east side of the culvert crossing on 123rd Street NW in Baldwin. The area in question is shown in the figure below.

The proposed excavation is intended to address high water levels in the large wetland to the east (Wetland B). Wetland B is characterized primarily as a semi-permanently to permanently flooded basin, including the open water area just east of the culvert in question. Excavation within this type of wetland is not exempt under the Wetland Conservation Act (WCA), and mitigation would be required for any such activity.

Additionally, altering the grade to reduce water levels would be considered a wetland impact. This could result in the long-term reduction and degradation of the wetland, which is not permitted under the Wetland Conservation Act (WCA).

In order for this type of project to be considered, the City would have to demonstrate that the proposed project would not constitute an improvement to the existing drainage conditions and instead provide proof that the project would only return the wetland to its historical drainage patterns.

As currently proposed and with the information that we have reviewed, this work is not considered an exempt activity and would not be permissible. If additional information (i.e. historical records) is available which can demonstrate that this excavation would be restoring the wetland to a historical drainage pattern, please forward the records to us for further analysis.

Sincerely,
Hakanson Anderson

Nikki McDermond-Spies

Nikki McDermond-Spies
Environmental Specialist