



BALDWIN ENGINEERING WORKSHOP

SEPTEMBER 23RD, 2025

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

Jeff Holm arrived at 7:03 p.m., Scott Case arrived at 8:14 p.m.

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

Call to Order – The September 23rd, 2025 special 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

Discuss Capital Improvement Plan (CIP) for Roads 2026-2031- Mayor Swanson asked the City Engineers to discuss the options for the CIP in 2026-2031 for roads. Option 1 focuses on 100th Street, 297th, 305th and the road projects identified in the past by the City Council. Shane Nelson, City Engineer, discussed that MSA funds should be spread out overtime. Nelson recommends Baldwin's Financial Analyst help the city determine the best course of action. At the budget meeting, option 2 was determined by the City Council to be the best CIP option for the city. Rush discussed development roads and asked if soil borings should be done. Nelson stated that soil boring should be done because it assists with the design phase, eliminates change orders and gives the contractor confidence in bidding. 1-500/1000 feet is typical for soil borings per Nelson. Swanson asked if there was a plan for each road using option 2. A field survey and soil borings would be the best start on these road projects, per Jochum, City Engineer. The CIP is based off a PCI rating the city had done two years ago. Rush and Walker volunteered to do a road tour to look at option 2 roads in order to determine the condition of these roads.

Discuss 100th Street and 297th Avenue – City Attorney, Ruppe, stated that 30 out of 71 easements have been signed by the residents which is approximately 42%. Holm stated that there are several parcels that are owned by one person. Swanson asked if the easements that have been signed had the tree costs eliminated. Nelson stated that a survey would need to be done to get an accurate cost for the trees that need to be eliminated. Rush stated he is not in favor of paying for the removal of the trees since the residents are getting a free road. Holm asked when easements need to be signed for road project to begin. Ruppe stated that for legal needs at least 6 months. Nelson stated that easements are needed before bids are opened. Nelson stated that this also needs to be sent to MnDOT for approval. The project is regulated under the NPDES construction permit which is administered by the MPCA. Nelson would like to specifically discuss the proposed culvert at the intersection of 297th Avenue and

CSAH19. Nelson would like City Council concurrence for removal of the stormwater treatment areas as requested by the property owners. Property owners would be okay with a culvert. Council agreed to remove easement and pond. Engineers to revise report and submit to MnDOT. Rush asked for the cost in revising plans and submitting to MnDOT. Nelson stated this would be approximately \$10,000. MnDOT then submits comments back to the Engineers and eventually gets approval. Nelson stated that the goal would be to have all easements signed by December 1st, 2025. Swanson asked if the MnDOT submittal expires and Nelson stated that he has never had one expire.

Discuss MSA Roads – Swanson asked if MSA funding could be used for engineering, legal fees, moving fences and trees. Nelson stated that you can get reimbursed 25% for engineering and right-of-way costs. The bids need to be opened before MSA is submitted. Nelson stated that a financing plan needs to be completed first. Nelson stated that the 75% MSA funding is typically used for big road construction costs. Nelson to look into advance and encumber Municipal State Aid Streets. Rush asked if the 25% MSA money can be used on crack sealing and micro surfacing. Nelson stated that the 25% MSA maintenance funding could be used for patching, adding gravel, crack sealing, micro surfacing and signs.

Scott Case arrived at 8:14 p.m.

Discuss North Elk Lake Loop Survey – Swanson asked why the full area wasn't surveyed. Jochum stated they were only looking at the frontage. Nelson stated they surveyed the road right-of-way and not the property owners. Jochum will check with the surveyors to see why the survey was incomplete.

Discuss/Approve/Disapprove Obtaining Quotes for Culvert Repair on 278th – On 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 proposed excavation is estimated to be 8 feet wide and 55 feet long. On 123rd Hakanson Anderson is obtaining approval to excavate within the wetland upstream of the culvert. Swanson stated that Hakanson should do plans for these culvert excavations.

Discuss Communication E-Mails/Contacts – Rush stated that all emails should be Cc'd to the Clerk and not individual City Council members or Public Works. Rush said that he is the first contact for roads and Walker is the second contact.

Discuss Responsibilities of Projects Between Public Works and Engineers – Rush stated that engineering expenses have been extensive for 2025 and would like to bring more projects in-house. These projects should be micro surfacing, poly fiber and crack sealing. Nelson stated that Public Works can go out for quotes for smaller projects. Nelson stated that projects over \$75,000 or more should be done with the Engineers. Ruppe stated that any bids over \$175,000 should go through the Engineer and other projects could be determined by the City Council. Case stated he is not opposed to bringing smaller projects in-house and would like a standardized process. Nelson stated

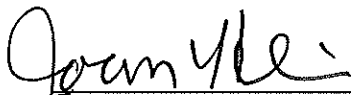
that the crack sealing project manual has a contract that has a license with it and cannot be reused.

Tom Rush left at 9:04 p.m.

Case stated that a threshold dollar amount should be determined on these projects by the City Council. The quote can be done in-house, and the engineers can do a quick review. Case and Holm stated that projects should have plans/specs from the City Engineer.

Discuss Templates for Contracts, Letters to Residents and Road Projects –
Engineering doesn't have templates because quantities change, and the scope of work usually changes.

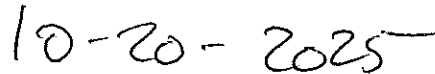
Adjourn – Holm/Walker unanimous to adjourn at 10:03



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



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



Date

Attendees: Baldwin Public Works Supervisor; Zac Good, Parish Barten, Bruce West and Pat Brown