



BALDWIN CITY COUNCIL ROAD WORKSHOP

NOVEMBER 10TH, 2025

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

Absent – City Council Member; Jeff Holm

Call to Order – The November 10th, 2025 Road Workshop 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

Recap of Engineering Meeting – Mayor Swanson and Scott Case met with the owners of Hakanson Anderson on October 22nd, 2025. The City received a letter of resignation from Hakanson Anderson dated October 9th, 2025. The goal of the meeting was to continue the professional engineering contract with Hakanson Anderson. Case stated there was good discussion at this meeting on moving forward with challenges.

Swanson stated that the City Council approved Public Works Supervisor managing the crack sealing project. At the preconstruction meeting, Hakanson Anderson attended the meeting as a courtesy to kick start the project, not to be involved in managing the project. Swanson went on to say that even though Hakanson Anderson provided the plans and specifications, Hakanson Anderson was not contracted by the city to do project management for this project.

The meeting Mayor Swanson and Scott Case had on October 22nd, 2025 included discussion at length regarding 305th Avenue, 123rd and 278th. Swanson stated that moving forward with Hakanson Anderson, another meeting needs to be scheduled with the full City Council. Swanson said everything will need to be put into writing going forward. Rush asked if Hakanson Anderson had staff to work for Baldwin and Hakanson Anderson stated they do. Rush asked if Hakanson Anderson can take constructive feedback and Swanson stated they could.

Discuss Communication with Engineers – Swanson stated that emails to the City Engineer need to be streamlined. The Engineers were directed to send all emails to the Clerk. Case stated that a weekly recap email should be done instead of daily communications. Hakanson Anderson also stated that the preferred method of communication would be a phone call instead of multiple emails.

Discuss Detailed Job Description for Public Works Director, Duties, Experience, Pay Scale and Expenditure Limits – Swanson discussed position description and duties of a Public Works Director. Rush stated he is not in favor of hiring a Public Works Director and would like to bring more projects in-house to save money. Walker stated he wants to leave the Public Works Department as is and hire a Maintenance Technician to

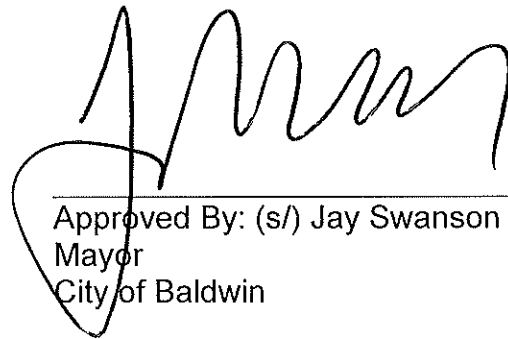
replace a future retirement within the department. Walker also stated the city should continue hiring summer help for mowing and miscellaneous duties. Case is in favor of hiring a Public Works Director and agrees that overall supervision is needed in the Public Works Department. Case does not believe the city will do wastewater management but believes the Public Works Director needs this experience.

Discuss/Approve/Disapprove Purchasing Expenditure Limits for Public Works and Council Liaison – Swanson is not ready to give expenditure limits to the Public Work Supervisor until a list is drawn up of bench stock and supplies needed annually. Swanson stated a policy should be developed for purchasing procedures in the Public Works Department. City Council Liaison number one should approve requested expenditures prior to a City Council meeting if needed. Case stated that the limit for the City Council Liaison should not exceed \$2500 in a month's time. Swanson stated that the \$2500 is for emergency purchases only. **Case/Rush unanimous to approve** Road Supervisor Liaison one approval for incidentals and day-to-day needs up to \$1500.00 a month.

Discuss Use of Truck – Swanson asked City Council if they had an issue with staff using the GMC. Case stated that Public Works has other vehicles they can use. Good, Public Works Supervisor, stated that the vehicle has specific tools in the GMC that need to be secured before other departments use the truck.

Adjourn – **Case/Walker unanimous** to adjourn at 8:50 p.m.


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


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

12-1-2025

Date

Attendees: Public Works Supervisor; Zac Good and Maintenance Technician II; Phil Fadden