



INFRASTRUCTURE COMMITTEE MEETING

APRIL 24TH, 2025

Call to Order: The April 24th, 2025 Infrastructure Committee Meeting was called to order by Chair Cartrell Cooper at 7:00 p.m.

Pledge of Allegiance: All present recited the Pledge of Allegiance

Roll Call: Present – Baldwin City Planner; Dan Licht, City Council Liaison: Alan Walker, Committee Members: Parish Barten, Tom Walter, Teresa Barnes, Diane Bohn, Chad Miller, Brian Torborg, Chair-Cartrell Cooper, Amy Korkemeier, Mike Rademacher, Andy Schreder, Richard Marshall and Bruce West.

Amy Korkemeier arrived at 7:19 p.m. due to coming directly from work.

Absent – Jacqueline Faddler and City Council Liaison; Jeff Holm.

Claim forms - All claim forms were filled out and returned to the Clerk.

Approval of the Agenda

Approve Meeting Minutes for March 27th, 2025 Infrastructure Committee Meeting – Mike Radamacher made a correction to the meeting minutes that he nominated Tom Walter for Vice Chair.

Bruce West made a motion to approve the March 27th, 2025 Infrastructure Committee Meeting minutes with correction. Alan Walker second the motion, motion carried.

New Business:

Mission Statement - Chair, Cartrell Cooper, presented a mission statement. The mission statement will be fact finding, solutions to the problem, gathering information through research, and coming to the table with an open mind. The goal is to help the City in the best possible way save money and find a solution for the infrastructure of the City Hall, Public Works and Fire Department.

Chad Miller made a motion to approve this mission statement. Tom Walter second the motion, motion carried.

Old Business:

Discuss March 27, 2025 facility tour – Dan Licht, City Planner, stated that the goal of this agenda item is to debrief and get feedback from each committee member on findings regarding the tour on March 27th, 2025. Dan Licht stated that the committee

members should give their impression of each building, what needs attention and what stands out as the top priority of the needs of the three buildings. Dan Licht communicated that the City Building Official was also asked to do a walk through for fact-based code compliance data and information.

City Hall Assessment:

Alan Walker - City Hall needs to be expanded and separate from the Public Works building.

Parish Barten - The current building does not serve the purpose of a City Hall. The office space is inadequate, and the working space of the offices are not equipped.

Andy Schreder - Exterior foundation issues with a lot of deterioration around exterior with treated wood deteriorating. Andy stated that the building has outlived its useful life; everything expires. Andy also stated that the building has poor functionality of space and doesn't serve the purpose of City Hall needs without some significant re-arrangements.

Bruce West - Carbon monoxide comes into the City Hall from the Public Works building. This is a safety issue for office staff. Bruce stated that there needs to be a separation of work areas. Bruce stated that long-term needs should be evaluated. A City Council chamber is also needed.

Chad Miller - Chad agrees with all the prior comments. The functionality of the building is poor. Office space is needed for walk-ins and more election space is needed. Chad stated that long term, 15-20 years, should be looked at. Chad stated his main issue is functionality of the City Hall.

Brian Torborg - Brian stated that space and workability is poor. If someone comes into the City Hall for business, whispering is done especially when meetings are taking place. The size and workability of the City Hall does not work anymore.

Richard Marshall - Richard stated that Baldwin is a new City and the City shouldn't look at debt right away. Richard suggests taking care of the existing areas for now. Richard does not think that major infrastructure should be done in the next 4-5 years. Richard said that we should let Baldwin's tax base grow and save some money along the way and take it a step at a time. Richard would like to look at basic needs for now. Dan Licht responded to Richard Marshall that these are solutions to infrastructure problems. Dan asked Richard what he thought were the needs of the City Hall. Richard indicated that expansion is needed at the current City Hall.

Cartrell Cooper – Cartrell stated there are a lot of safety and security needs at the current City Hall along with many structural issues. Cartrell indicated that the building

should be handicap accessible. He went on to say that the space at City Hall has been too small for the last 5-8 years.

Tom Walter - Tom agrees with everything that has been said. Tom stated the City Hall is not safe for employees and there are some entrance points that are not safe. The building has outlived its use.

Teresa Barnes – Teresa agrees with everything said thus far. The use of the building is not there, is not handicap accessible, not enough room for voting; residents waiting in long lines in the rain to vote. Teresa stated that priorities need to be set. She said that there is a lot of safety and security concerns. A little money now saves a lot of money in the future. Dan Licht asked Teresa to expand on regulations and document retention. Teresa said that the state regulations for record retention is 7 years but there is some changes due to electronic files. Teresa stated that back-up of documents and electronic files is a priority due to fire concerns.

Diane Bohn – Diane agrees with everything said so far. She stated that there is definitely improvements needed to the City Hall building. Diane stated that there is a resident concern that a new building will increase taxes. Diane asked if grants or loans are available. Chair, Cartrell Cooper, stated that this is a good question, but research is needed. Mike Radamacher indicated that there is State bonding, but it could be 5 years or more before it's available. Bruce West said that the State has projected a deficit and bonding probably won't be available for public safety. Dan Licht stated that funding could be available if you tie everything together with the fire department to attract outside funding. Dan said that doing a needs assessment would be beneficial.

Amy Korkemeier - Amy stated that access to all work is needed in the office. Getting the right setup. A fireproof area for documents is needed.

Dan Licht stated that the needs of the City's responsibilities have changed. Assessing, Planning & Zoning and Building Permits are now being done at City Hall.

Fire Department Assessment:

Cartrell Cooper - Safety issues, not enough breathable space, carbon monoxide concerns, water, piping and structural issues. The Fire Department needs more space. There is also no space for educational and training purposes.

Alan Walker - More space is needed for trucks so there is separation, safety issues, 2 more drive through spaces, office space is needed, poor lighting, water issues and leaking of pipes.

Parish Barten - Water supply, upstairs space is not sufficient, the space worked 30

years ago, but not today, safety and heating issues.

Andy Schreder - Size for the number of people coming into the area, the size is very inadequate.

Bruce West - No venting for turnout gear, health and safety to Fire Fighters and people coming into the building after a structural fire. The fire department is not properly ventilated.

Chad Miller - No space for training in the winter; trucks need to be pulled outside and kept running. Stepping over people to put gear on. The Fire Department is out of room; there is trucks and trailers sitting outside.

Brian Torborg – The Fire Department ran out of room 10 years ago. Safety concerns, safety when trucks are pulling out, putting gear on when trucks are running, health and safety is a concern.

Richard Marshall - No comments

Mike Radamacher - Mike stated that with a community the size of Baldwin, the Fire Department building is too small. There are multiple issues with the space at the Fire Department.

Tom Walter - Good information has been presented so far but information needs to be quantified. Tom questioned if there were any data available such as near miss or injury reports.

Fire Chief Case stated that the Fire Department emphasizes safety. Case stated that fortunately, there hasn't been any injuries or near miss reported up to the chain of command at the Fire Department. A lot of Fire Fighters don't report injuries.

Tom Rush stated that there is an addition to handling Blue Hill Township Fire Department calls. Calls are increasing.

Tom Walters stated calls are going up and the risk of injury could go up.

Fire Chief Case said that in 2010 there were 199 calls and in 2024, there were 344 calls.

Amy Korkemeier - The water supply is inadequate at the Fire Department.

Fire Chief Case said water is contracted from Princeton and Zimmerman. The City pays a contracted price of approximately \$1500.00-\$2000.00 annually from these neighboring cities.

Teresa Barnes – There are space constraints at the Fire Department. Teresa said she respects the safety of firefighters. The space constraints cost response time and safety of the Baldwin residents.

Diane Bohn - The safety concerns at the Fire Department are a huge concern along with inadequate space. The Fire Department is growing but the space is not.

Brian Torborg stated that a pump house is needed for the Fire Department. Fire Chief Case communicated that Pease just got a 30,000-gallon water tower from a grant that was received.

Dan Licht stated that now would be a good time to discuss response times.

Fire Chief Case stated that the area on County Road 45 and 9 is a great location for a Fire Department. Fire Departments are about location, location, location. Crossing highway 169 is a big safety concern for the Fire Department and travelers.

Fire Chief Case said an option would be a substation on the east side of 169.

Tom Walter questioned what Blue Hill Township pays. Fire Chief Case stated there is a contract and the City currently receives \$55,000.00 a year for fire service to Blue Hill Township.

Public Works:

Diane Bohn – More rooms and better heating is needed for the equipment in the public works building. There is flooding in some areas, safety issues, trucks too close to the offices and Public Works Staff, carbon monoxide issues, the building needs to be updated.

Teresa Barnes - Agrees with everything Diane stated. The roof is leaking along with safety concerns for the staff.

Amy Korkemeier - Equipment looks great, space is needed to maintain equipment and the increase of equipment throughout time. Space is needed to provide the service to the residents.

Tom Walter - Space is clearly compromised. Tom asked if there were injuries or near miss reports for Public Works Staff.

Zac Good, Public Works Supervisor, said a few years back there was an injury from a trip and fall due to a wing being extended.

Tom stated great job to the team with limited space and no injuries. Tom is surprised there isn't more injuries.

Mike Radmacher – The area is too tight.

Cartrell Cooper - The freezing and thawing of equipment is an issue which affects response time such as cleaning of the hydraulics.

Tom Rush stated a new plow truck is coming and has been on order for the past 2 ½ years. There is no space for the new truck, and something will need to sit outside.

Mayor Swanson stated that the City maintains 80 miles of roads. With the trucks that the City currently has, 6" of snow is about 8-hour snowplow along with cleanup the next day. Tom Walter is questioning the maintenance during snowplowing events. Public Works Supervisor, Zac Good, stated that the biggest limitation is fuel and manpower. The State does not regulate driving hours since this is an emergency service vehicle but there is limitations on how long a driver should be seated in a truck. A 10" snowfall would be about 10-12 hours. Heavier snowfalls slow down the snowplowing.

Richard Marshall – No comments

Brian Torborg - Safety is an issue when working on the trucks. When Public Works uses a jack instead of a lift in the winter, there are safety issues. In the summer they can pull the trucks outside. Public Works needs a lift.

Dan Licht stated that part of this is not having the right equipment.

Chad Miller - Structural and stability of the Public Works building is poor along with space concerns.

Bruce West - Structural stability, roofing and sinking problems to the building.

Andy Schreder - Fuel tanks next to the building is a safety issue.

Bruce West - Fuel tanks next to the building violates fire code.

Parish Barten - Agrees with everything stated. There is a lot of inadequacies to the Public Works building.

Alan Walker – The height of the building isn't good, and a wash bay is needed.

Teresa Barnes questioned if the Fire Department has a generator. Fire Chief Case stated they do not. Teresa stated that maybe repurposing the Fire Department for Public Works as a solution or phasing things to repurpose the Fire Department building for Public Works.

Chad Miller would like to throw out about looking at Nowthen and other areas that have recently built new City Halls, Fire Stations and Public Works.

Chair, Cartrell Cooper, asked Dan Licht to add touring different facilities to an upcoming agenda.

Amy Korkemeier asked what other Municipalities are using for storage of salt and sand. Chair Cartrell Cooper stated there is a problem with the structure on the current storage for the salt and sand shed.

Public Works Supervisor, Zac Good, indicated that the tong and groove is saturated and the salt and sand shed is shifting.

Bruce West asked/confirmed with the Fire Chief Case on when the Fire Station was built, which was in 2002.

Bruce West asked when City Hall was built, and Brian Torborg said it was built in 1982.

Diane Bohn asked when the addition to the Public Works building was. Public Works Supervisor stated that this was also in 2002 when the Fire Department was built.

Bruce West asked if the plow trucks could open their plow truck box in the Fire Station. Fire Chief Case said the plow truck boxes could be extended in the Fire Department building.

Cartrell Cooper asked Mayor Swanson what stands out to him as the most important needs for the city.

Mayor Swanson stated safety issues, security, protection and public safety.

Tom Rush communicated that clean-up day is held at the City Hall and there is not enough room for the residents, the Fire Department and Staff.

Dan Licht asked Fire Chief Case about access issues to County Road 45 and fire fighters coming in and out.

Fire Chief Case stated that cones are used to block off the fire department area during clean-up day, elections, etc. Fire Chief Case recommended the committee members look at Zimmerman Fire Department parking lot entrances/exits.

Dan Licht asked the Clerk and Public Works if there was anything they would like to highlight.

Zac Good, Public Works Supervisor - Safety, carbon monoxide in the Public Works area and office, clean air makeup, room for elections and no storm shelter

Joan, Clerk - Security, no room for elections and parking.

Schedule Next Meeting – Mike Radamacher made a motion to schedule the next Infrastructure Committee meeting for Thursday, May 29th, 2025 at 7:00 p.m., Tom Walter second the motion, all in favor, motion carried.

Miscellaneous Information and Communications –

Mike Radamacher would like to look at building plans and options. Mike would like other opinions researched to look at longevity and total costs. He said projections need to be looked at regarding what households' size will be in the next 10-15 years.

Dan Licht stated that what Mike is talking about goes beyond the scope of the committee. Dan said all recommendations will be brought to the City Council.

Chair, Cartrell Cooper, stated the responsibility of the committee would be to investigate costs, and do homework in order to give the best recommendations to the City Council.

Mayor Swanson recommends the Committee members read the Incorporation Hearing on Baldwin's website. Parish Barten asked if a space study was done when the architectural drawings were done.

Dan Licht stated a space study will be done to quantify.

Richard Marshall said costs must be researched.

Brian Torborg asked what should be brought to the next meeting.

Dan Licht requested the Clerk to email the incorporation hearing report to the Committee Members to read before the next Infrastructure Committee meeting.

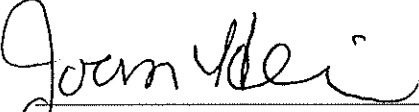
Discussion on setting up a time to tour other Municipalities as a group.

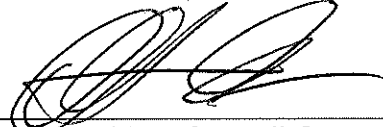
Bruce West stated that looking at the increases in the County and School District taxes should be looked at as well. Bruce stated the committee would not want the residents to have a triple hit in taxes for the City, School District and County.

The question was asked if the decision of Infrastructure would go to a referendum or the decision made by the Council. Mayor Swanson stated this would be decided on by the City Council. Mayor Swanson went on to say that Baldwin is worth 1.2 billion dollars and can only have a 3% maximum debt. Baldwin has not done a special assessment for roads projects in the past. If special assessments were done for road projects, it would be 20% of the project costs that would be assessed. This amount would not go towards the bonding. There is a maximum amount the city can bond for.

Dan Licht stated that there are different scenarios depending on how the City Council chooses to finance a project. A referendum could be required, a referendum could be required by petition, or the Council can utilized where no referendums are required.

Adjourn - Chad Miller/Diane Bohn unanimous to adjourn at 8:52 p.m.


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


Approved By: Cartrell Cooper


Date

Attendees: Mayor Jay Swanson, Fire Chief Scott Case, Acting Mayor Tom Rush, Public Works Supervisor Zac Good and Public Works Maintenance Phil Fadden.