

CITY OF BALDWIN
INFRASTRUCTURE COMMITTEE
Thursday, May 29, 2025 at 7:00 P.M.
Baldwin City Hall

- A. **Chair to Call to Order:**
 - 1. Pledge of Allegiance
 - 2. Roll Call
 - 3. Claim forms

- B. **Approval of the Agenda**

- C. **New Business:**
 - 1. Population and Household Forecasts
 - 2. Review Brunton Building Space Needs Study/Building Plans
 - 3. Discuss/Approve/Disapprove Infrastructure Committee Meeting Minutes for April 24th, 2025

- D. **Old Business:**
 - 1. Receive Building Official report on existing facilities

- E. **Schedule Next Meeting**
 - 1. Facilities tour

- F. **Miscellaneous Information and Communications**
 - 1. Planning Commission vacancies

- G. **Adjourn by 9:00 P.M.**

Notes:

- 1. Five copies of the agenda and two copies of the packet materials are available for review by the public.
- 2. The meeting will be video and audio recorded for transcription purposes only.
- 3. This agenda does not claim to be complete and is subject to change.
- 4. A quorum of the City Council and Planning Commission may be present at this meeting.



3601 Thurston Avenue
Anoka, MN 55303
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TPC@PlanningCo.com

MEMORANDUM

TO: Baldwin Infrastructure Committee

FROM: D. Daniel Licht

DATE: 22 May 2025

RE: Baldwin – Population and Household Forecasts

TPC FILE: 269.01

BACKGROUND

The planning report dated 29 February 2024 prepared for incorporation of Baldwin Township as the City of Baldwin included analysis of population and household growth for the community, including forecasts for future growth based on the rate of past and current development. This information will aid the Infrastructure Committee in considering facility needs for the City within the context of existing and future community size.

ANALYSIS

Population

Table 1 below presents population data for Baldwin, surrounding jurisdictions, and Sherburne County from the US Decennial Census in 2000, 2010, and 2020. Baldwin has experienced a significant increase in population over the past 20 years. The Minnesota State Demographic Center estimates the 2022 population of the Subject Area as 7,043 persons. Baldwin's population would have been 7,283 in 2022, but approximately 240 residents were annexed in December 2021 when the KAW Parks LLC mobile home park was annexed to the City of Princeton

There are 1,779 townships in Minnesota and the State Demographers Office estimates there to be only two other townships in Minnesota with 2022 population larger than that of the Subject Area, which are Big Lake Township and White Bear Township, placing Baldwin Township in the 99th population percentile of all townships in Minnesota. The population of Baldwin Township had a larger 2022 population than 721 of the 855 cities in Minnesota, including the Cities of Princeton and Zimmerman, which places it in the upper 84th percentile of all cities in Minnesota.

The 2022 population of Baldwin Township would have been the fourth largest city in Sherburne County after St. Cloud (part), Elk River, Big Lake and would be the third largest city in Stearns County, second largest in Morrison County, third largest in Isanti County, and sixth largest in Wright County. The 2022 population of Baldwin Township would also have been the third largest city in Stearns County, second largest in Morrison County, third largest in Isanti County, and sixth largest in Wright County.

The rate of growth between 2000 and 2020 within Baldwin is consistent with that of the City of Zimmerman and Livonia Township to the south, as well as Sherburne County overall, indicating the influence of US Highway 169 as a major growth corridor to the northwest of the Twin Cities Metropolitan Area. The much slower rate of population increases over the same period for the City of Princeton and Princeton Township farther north on the US Highway 169 corridor suggest that the market for growth to the north of Baldwin has less demand.

Table 1 – Population

	2000	2010	2020	Change 2000-2020	
				#	%
Baldwin Township	4,623	6,734	7,104	2,481	53.7%
Princeton	3,933	4,698	4,819	886	22.5%
Princeton Township	1,947	2,256	2,228	281	14.4%
Blue Hill Township	762	2,176	2,507	1,745	229.0%
Livonia Township	3,917	5,951	6,174	2,257	57.6%
Zimmerman	2,851	5,228	6,189	3,338	117.2%
Spencer Brook Twp.	1,495	1,589	1,670	175	11.7%
Sherburne County	64,417	86,325	97,183	32,766	50.8%

Source: US Census Bureau

Households

Table 2 presents household counts for Baldwin, surrounding jurisdictions, and Sherburne County from the US Decennial Census in 2000, 2010, and 2020. The trends for household growth within the Baldwin and surrounding communities parallels the trends in population growth outlined above with Baldwin Township growing by over 60% during this period.

Table 2 – Households

	2000	2010	2020	Change 2000-2020	
				#	%
Baldwin Township	1,556	2,334	2,531	975	62.7%
Princeton	1,624	1,926	2,104	480	29.6%
Princeton Township	693	837	839	146	21.1%
Blue Hill Township	257	714	830	573	223.0%
Livonia Township	1,222	1,900	2,079	857	70.1%
Zimmerman	963	1,802	2,177	1,214	126.1%
Spencer Brook Twp.	532	573	606	74	13.9%
Sherburne County	21,581	30,212	34,035	12,454	57.7%

Source: US Census Bureau

Forecasts

Baldwin Township developed projections of growth for the future city forecasting population and households for 2030 and 2040. There were 299 new residential dwellings constructed in Baldwin Township between 2014 and 2023. Building permit data from Sherburne County and Baldwin Township illustrate the lingering effects of the Great Recession during the initial years of this period, with an increase to a consistent level of new construction occurring within the last five to six years of the period. The average annual rate of new home construction within Baldwin for this 10-year period is 28 new dwellings per year with average annual rate increasing to 34 new dwellings for the most recent five-year period.

Table 3 – Subject Area Forecast at 10-Year and 5-Year Growth Rates

	2020 Actual	Household and Population Estimates				
		2022	10yr. Estimates		5yr. Estimates	
			2030	2040	2030	2040
Population	7,104	7,042	7,668	8,660	7,780	8,762
Households	2,531	2,495	2,791	2,071	2,767	3,107

Source: Minnesota State Demographic Center; The Planning Company LLC

As noted above, the decreased in population and households between 2020 and 2022 within Baldwin is attributed to annexation of a mobile home park to the City of Princeton. The growth trends for communities south of Baldwin within the US Highway 169 corridor demonstrate strong growth.

This growth is likely to continue and move farther north with completion of improvement of US Highway 169 to an expressway within the City of Elk River in 2024 that will increase the convenience of regional access to the Baldwin. The last remaining traffic signal on US Highway 169 between US Highway 10 and the Subject Area will be at the Intersection of US Highway 169 and CSAH 4 in Zimmerman. Sherburne County secured State funding in 2021 for project design and development had an approved design layout established in 2023. Construction is programed to begin in 2025 and be completed in 2026..

The forecasts for population and household growth within Baldwin should, therefore, be considered conservative.

CONCLUSION

The Infrastructure Committee will review the population and household forecasts at their meeting on 29 May 2025 at 7:00PM.

c. Joan Heinen, City Clerk/Treasurer



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MEMORANDUM

TO: Baldwin Infrastructure Committee

FROM: D. Daniel Licht

DATE: 22 May 2025

RE: Baldwin – Brunton Space Needs/Facility Plans

TPC FILE: 269.01

BACKGROUND

Baldwin Township in 2023 engaged Brunton Architects & Engineers to complete a space needs study and prepare schematic plans for a combined Town Hall/Fire Hall facility. The potential facility was intended to be developed on a portion of the 30 acre property acquired by the Town at the northwest quadrant of 293rd Avenue (CSAH 9) and 128th Street (CR 45). The Town/City has not moved forward with development of the facility outlined by the Brunton work products.

The Brunton studies are forwarded with this memorandum to the Infrastructure Committee. The Infrastructure Committee may utilize these studies to inform discussions about future facility needs for the City in conjunction with the tour of the City's existing facilities and planned tours of other cities' facilities to occur at a subsequent meeting(s). Furthermore, the Brunton studies may be useful to the Infrastructure Committee as a framework for recommendations to the City Council as to future facility planning in terms of space needs, site and building considerations, and related infrastructure.

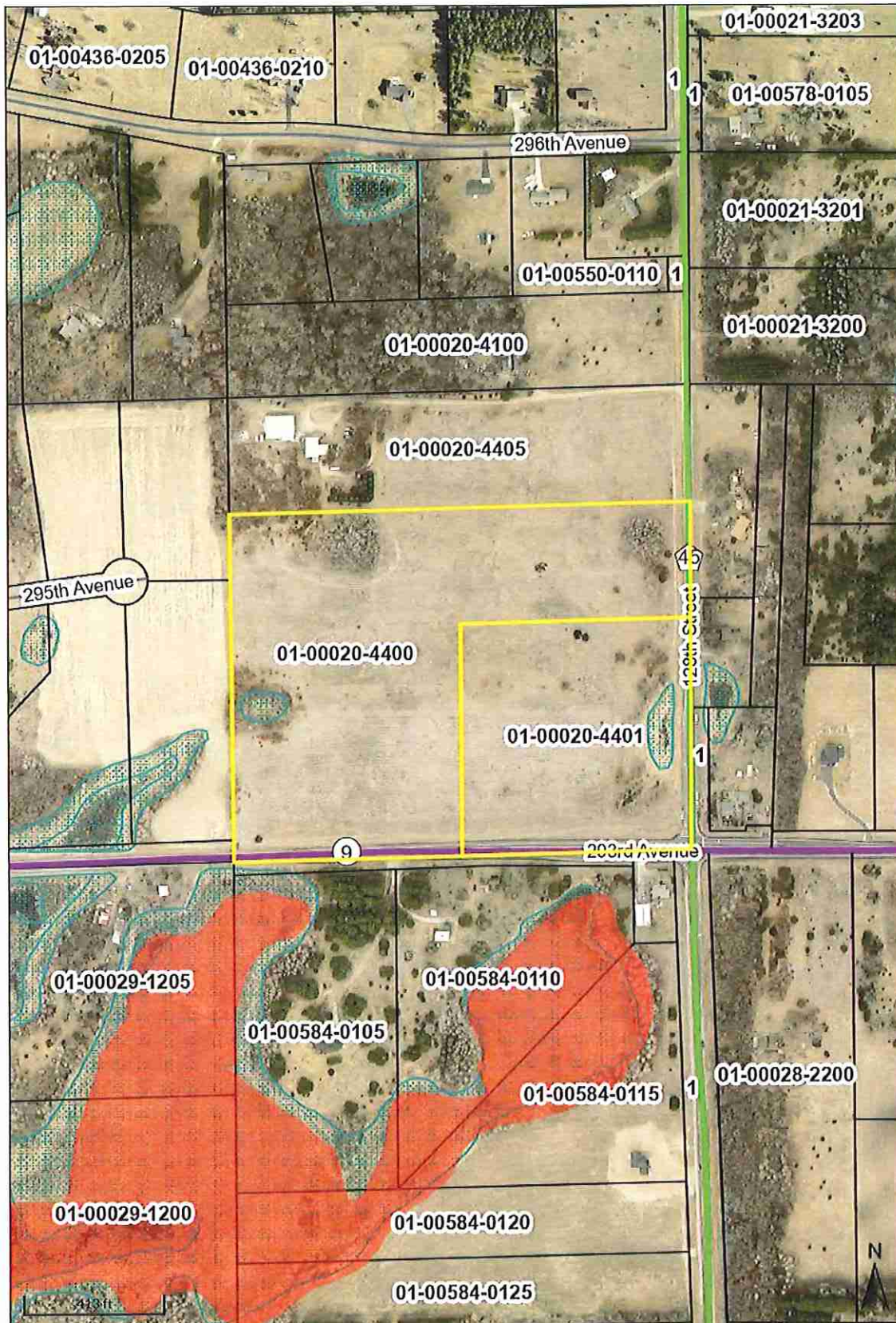
Exhibits:

- 293rd Ave (CSAH 9)/128th St. (CR 45) property location map
- Brunton Fire Department Interview Meeting Notes dated February 28, 2023
- Brunton Space Program
- Brunton Schematic building plans and site plan (3 sheets)

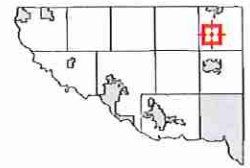
CONCLUSION

The Infrastructure Committee will discuss the Brunton facilities study information at their meeting on 29 May 2025 at 7:00PM.

c. Joan Heinen, City Clerk/Treasurer



Overview



Legend

Public Water Inventory

- Not Classified
- General Development
- Natural Environment
- Recreational Development

Roads

- MN Highway; US Highway
- Municipal-State Aid Street
- Municipal Street
- Township Road
- State Forest Road
- Bureau of Fish and Wildlife Road
- Connector (Ramp)
- Privately Maintained Public Access Road
- County Road
- County-State Aid Highway

- Parcels
- Streams
- Wetlands

**MANKATO**

225 BELGRADE AVE
NORTH MANKATO, MN 56003

MINNEAPOLIS

1040 SIXTH ST SOUTH
HOPKINS, MN 55343

MEETING NOTES – Fire Dept. Interview

PROJECT NAME: Baldwin Township – Fire Station and Township Hall
PROJECT NUMBER: 22459-1
DATE/TIME: February 28, 2023

Attendees:

Scott Case – Fire Chief/Town Board
Chad Miller – Baldwin Fire
Brian Torborg – Baldwin Fire
Corey Brunton – Brunton Architects & Engineers
Ginnie Schneider – Brunton Architects & Engineers
Jerry Streich – Brunton Architects & Engineers
Christopher Utt – Brunton Architects & Engineers

The following is a summary of the items discussed at the meeting.

1. Review of programming needs
 - a. Whole Building
 - i. A zone adjustable PA system with auto unlock station feature is desired – station-enunciation system similar to Monticello
 - ii. Radiant floor heat in the apparatus bays and a separate system for outside on the aprons
 - iii. Baldwin would like to look into the cost and functionality of implementing solar panels. It was discussed that ground mounted solar panels may be a better route for this project and site for efficiency and cost.
 1. Chief Case will look into the County's Green Money program to see what and if any of that money could be used on this project.
 - iv. Key Card Access to separate the different building programs is desired.
 - v. A building generator would be desired if there is room in the budget for it but not a necessity. One may be required depending on the sheriff's department involvement.
 - vi. Natural gas is available on site
 - b. EMS Service
 - i. North Memorial isn't able to commit to anything at this time, but Baldwin would like to have the space for future EMS service.
 - ii. Apparatus area for 2 front line and 1 reserve ambulance to be added in the future.
 - iii. Storage space for drug/medical supplies.

- iv. Space for an office and a few cubicles if needed in the future.
- c. Sheriff's Department
 - i. Space will be more of a dispatch area with one primary person there and touchdown spaces for deputies as needed.
 - ii. No responding out of station
- d. Fire Station
 - i. Training room to accommodate BLS training for 30-35 people and be set up in classroom configuration to accommodate 50-60 people. A 12'x12' storage room for dummies as well as connections to the fire station kitchen is desired.
 - ii. 4 sleeping rooms with a bunk, desk, chair, and wardrobe is desired.
 - 1. 2 bathrooms near sleeping and living quarters.
 - iii. Dayroom and a full kitchen with a big island are desired.
 - 1. Brunton to explore kitchen configuration to also serve Training room
 - iv. Fire Relief storage room.
 - v. Public Education Materials storage that is separate from the training room storage where it is currently housed. 10x10
 - vi. A roof top patio space would be nice if possible.
 - vii. A fire pole will work fine but Baldwin is interested in exploring a slide option if it will work in space.
 - viii. Fire admin area
 - 1. 5 offices
 - 2. A conference room to hold 10 people – near Chief's office
 - 3. Copy/supply room
 - ix. Fitness: Room similar to the Hudson fire station is desired. Baldwin was interested in exploring the idea of an overhead door to the outside similar to the Albert Lea fire station.
 - x. Lockers: Near the workout area, 20-40 stacked gym lockers are desired.
 - xi. Turnout Gear: space for 40 lockers is needed. Baldwin would prefer it if all the lockers are all on the outside and rather than down the middle. Baldwin already owns 40 24" wide lockers that can be installed in the space. Provide 2 outlets to each.
 - xii. Turnout gear storage: 20 extra turnout sets, and other supplies as needed.
 - xiii. Space for 2'x9' gear dryer is required.
 - xiv. An interior decontamination space is preferred. Baldwin is open to this being within the hose tower. Gross decon. in field
 - xv. 12'x12' overhead garage doors for command vehicle bays to allow for flexibility in different vehicle types that will be using that space.
 - xvi. Baldwin is open to not doing overhead fill stations.
 - xvii. SCBA room and tool room similar to Hudson is desired.
 - xviii. Brunton will review roof mounted water storage tanks for fire suppression.
 - xix. No roof siren



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- xx. Vehicle sizes: Chief to measure and send
- xxi. Mutual Aid filling station: locate centrally in bays for drive-through filling at front or back of truck for flexibility
- xxii. SOPs:
 1. Paging geographically: may start in a couple years
 2. 6x6 sq. responding area
 3. Less than 4 miles to furthest call
 4. Fire Chief and Assistant have gear in vehicles, all others respond first to station to get dressed
 5. 4-5 in first rig out for fire calls
 6. Magnet board is used to assign rigs
 7. Lights and sirens out of station 98% of time
 8. Radio room: check in after the call.

e. Town Hall

- i. Council chambers: adaptable to accommodate different sized committee and annual meeting sizes. Seating for a 10-person council and seat for up to 150 attendees was requested. (5 board members, clerk, city planner, + 1-2 extra)
 1. Council chambers should allow for elections and stacking lines
 2. Access to a warming kitchen and a storage room is also desired.
- ii. City Admin
 1. Minimum of 3 offices
 2. 6 cubicles
 3. Records storage room
 4. Service counter - similar to Newport City Hall w/ someone staffing counter
 5. Small conference room for 6-10 people
 6. IT
 7. Staff Breakroom
 8. Staff Bathroom
 9. Janitorial room
 10. Elections storage - 12x12

2. Next Steps

- a. Chief Case will measure the length for each apparatus and share this information with Brunton for sufficient spatial planning.
- b. Utility rates: Chief to send cost/KWH, cost/therm of natural gas to Brunton for review

End of Document



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Space Program

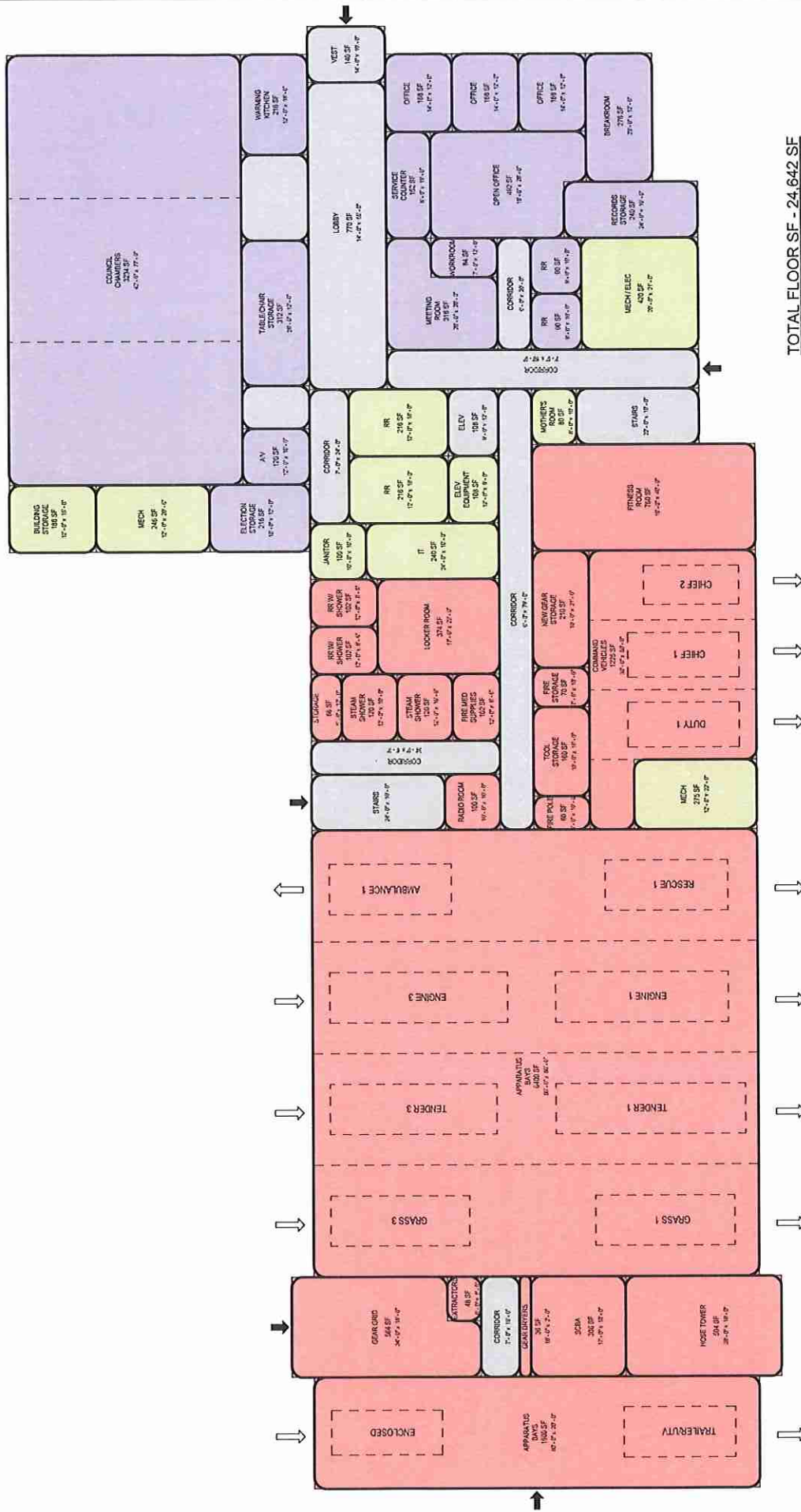
Baldwin Town Hall, Fire Hall, Law Enforcement, & EMS

Baldwin Township, MN



Project Name				
Space Description	Notes	Qty	Area	Proposed SF
Town Hall Reception/Waiting				
Vestibule		1	110	110
Service Counter		1	100	100
Lobby/Waiting/Display		1	400	400
subtotal:				610
Township Council Chambers				
Council Chambers	2 Moveable Partitions to Split Space	1	4,000	4,000
AV Booth		1	100	100
Table and Chair Storage		1	300	300
Warming Kitchen		1	200	200
subtotal:				4,600
Town Administration				
Administrator Office		1	150	150
Clerk Office		1	150	150
Planning & Zoning Office		1	150	150
Open Office	Cubicles	6	80	480
Records Storage		1	200	200
Elections Storage		1	200	200
Staff Bathroom		2	80	160
Breakroom		1	250	250
Meeting Room	6-8 People	1	300	300
subtotal:				2,040
Support Area				
Men's Restroom (3 stall)		2	210	420
Women's Restroom (3 stall)		2	210	420
Mother's Room		1	80	80
Elevator / Elevator Equipment	10x10 Elev. + 10x10 (Equip.) + 2nd Fl. Elev.	2	150	300
Stair		4	250	1,000
Janitors Closet		2	80	160
Data/IT Closet		1	200	200
Mechanical/Elec. Room		1	450	450
Building Maintenance Storage		1	200	200
Generator		1	400	400
subtotal:				3,630
Sheriff's Department				
Private Offices - Executive		2	200	400
Breakroom		1	200	200
Squad Room/Report Writing		1	200	200
Interview Room		1	144	144
Evidence Storage		1	60	60
Firearms Storage		1	60	60
Unisex Restroom w/ Shower		1	100	100
Files/Storage		1	100	100
Deputy Squad Bays	No circ. Factor	2	360	720
subtotal:				1,984
Fire Department				

Private Offices - Executive	Chief, Assist Chief, & Inspector	3	200	600
Shared Offices	2-Person Shared	2	200	400
Conference	10 people	1	400	400
Fire Relief Files		1	100	100
Education Materials Storage		1	150	150
Copy/ File/ Storage		1	120	120
Squad Room/Report Writing		1	200	200
Radio Room/Waiting		1	200	200
Apparatus Bays + Extractors (Hot Zone)	20x80 - No circ. Factor	5	1,600	8,000
Command Vehicle Bays	No circ. Factor	4	360	1,440
Compressor		1	100	100
Training Mezzanine & Hose Tower		2	450	900
Decontamination Shower/Room (Dirty)		2	100	200
Medical Supplies Storage	some supplied on rescue truck	1	100	100
Turnout Gear Room w/ Call Monitor on Wall (40)	Existing 24" wide lockers w/ 2 outlets ea.	1	550	550
New Gear Storage		1	200	200
Gear Dryer		2	25	50
Engineer Tools Room/Work Bench		1	144	144
SCBA/General Laundry		1	300	300
Unisex Restroom w/ Shower		2	100	200
Unisex Locker Room	40 Lockers	1	300	300
Day Room / Kitchen / Dining Room		1	600	600
Fitness Room		1	560	560
Laundry Room		1	116	116
Overnight Showers/Restrooms		2	100	200
Sleep Rooms	Bunk, Wardrobe, Desk, Chair	4	120	480
General Storage (training prop)		1	150	150
Multi-Purpose Training Room	Connection to Fire Hall Kitchen	1	1,500	1,500
Pole		2	60	120
subtotal:				18,380
EMS Department				
Private Offices - Executive		1	200	200
Open Office/Squad Room	Cubicles	4	80	320
Medical Supplies & Narcotics		1	150	150
Ambulance Bays	No circ. Factor	3	540	1,620
Unisex Restroom w/ Shower		1	100	100
subtotal:				2,390
Total Net Floor Area				33,634
Circulation Factor				20%
Circulation				4,371
Total Area				38,005

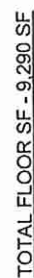


TOTAL FLOOR SF - 24,642 SF



1 FIRST FLOOR DIAGRAM
1-6 1/16" = 1'-0"

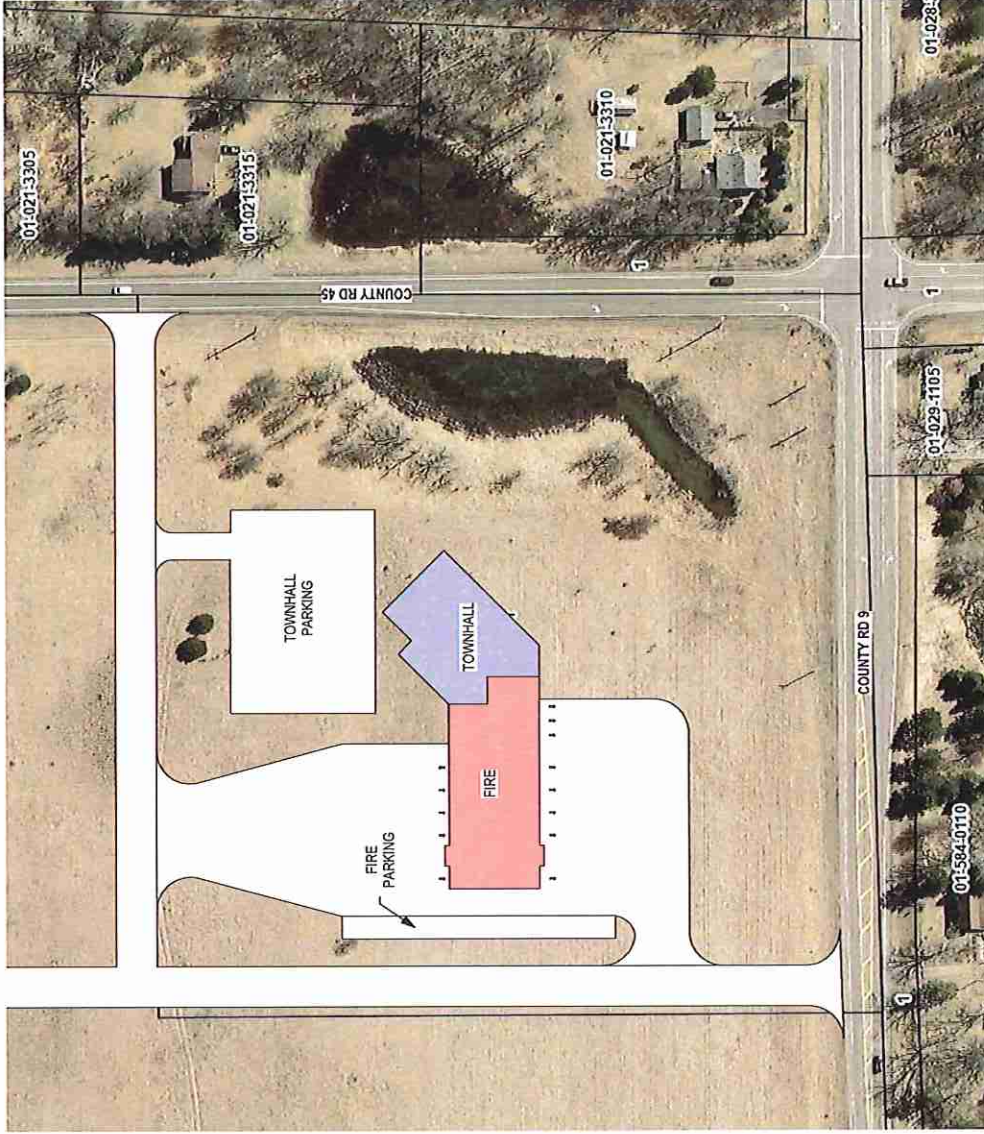
BALDWIN TOWNSHIP TOWN HALL & PUBLIC SAFETY



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1 SECOND FLOOR DIAGRAM
1'-7" 1/16" = 1'-0"

BALDWIN TOWNSHIP TOWN HALL & PUBLIC SAFETY



BALDWIN TOWNSHIP TOWN HALL & PUBLIC SAFETY

1 SITE OPTION E
1/2" = 100'-0"



BRUNTON
ARCHITECTS & ENGINEERS



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.



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MEMORANDUM

TO: Baldwin Infrastructure Committee

FROM: D. Daniel Licht

DATE: 22 May 2025

RE: Baldwin – Building Official report

TPC FILE: 269.01

BACKGROUND

Building Official Andy Schreder, who also serves on the Infrastructure Committee, was asked to prepare a report evaluating the existing City facilities located on the City Hall / Fire Hall campus. This memorandum forwards the Building Official's report to the Infrastructure Committee in support of the discussion of the existing facilities following the tour on 27 March 2025.

Exhibits:

- Building Official report dated April 30, 2025
-

CONCLUSION

The Infrastructure Committee will review the Building Official report regarding existing facilities at their meeting on 29 May 2025 at 7:00PM.

c. Joan Heinen, City Clerk/Treasurer



April 30, 2025

Introduction. This report compiles corrections and improvements for the City of Baldwin's public buildings, based on an inspection conducted on April 14, 2025. It aims to ensure safety, accessibility, and maintenance, addressing issues identified at City Hall, Public Works, and the Fire Station. The recommendations are designed to meet federal and local standards, particularly for ADA compliance and fire safety.

Summary of Findings. The inspection revealed several areas needing attention, categorized by location. Key issues include structural deterioration, fire safety concerns, and accessibility challenges. The report provides specific corrections to address each, ensuring the buildings remain functional and compliant.

Recommendations.

- Prioritize protection of wood foundation at Public Works & City Hall building.
- Prioritize immediate replacement existing deteriorating Public Works salt building.
- Prioritize relocation of exterior fuel tanks from existing Public Works garage.
- Prioritize replacing the Fire Station's wood deck with non-combustible material for enhanced fire safety.
- Ensure all fire extinguishers are inspected and maintained for emergency readiness.
- Ensure all building addresses to be of 12 inch size visible from 128th Street NW.
- Address ADA compliance, such as installing proper signage and ramps, to meet accessibility standards.
- Upgrade Public Works garage doors to withstand higher wind speeds as required by local codes.

Report: Detailed Corrections and Improvements for City of Baldwin Public Buildings

Executive Summary. This report, prepared on April 24, 2025, summarizes the findings from the April 14, 2025, inspection of Baldwin City Hall, Public Works, and the Fire Station. The inspection identified several areas requiring corrections or improvements to ensure the safety, accessibility, and maintenance of these public buildings. Key issues include structural deterioration, fire safety concerns, ADA compliance, and necessary signage and structural adjustments. The report provides detailed recommendations for each issue to guide the necessary actions, ensuring compliance with federal and local standards.

Background. The inspection report, titled "City of Baldwin Public Bldgs. Inspection 041425.docx," details findings from an on-site evaluation of Baldwin's public buildings. Corrections aim to address immediate and long-term safety and accessibility needs. The report organizes issues by location: Public Works, Breezeway, City Hall, and Fire Station, with a focus on maintenance, safety equipment, and ADA compliance. To ensure accuracy, additional research was conducted on ADA standards, particularly for restroom signage and accessible routes, to align recommendations with federal guidelines.

Detailed Findings and Recommendations. The following table summarizes the issues and recommended corrections, categorized by location. Each correction is designed to enhance safety, accessibility, and compliance with relevant standards.

Location	Issue	Recommended Correction
Public Works	Foundation exposure & deterioration	Protect exposed foundation with weather guard.
	Salt building deterioration	Assessment of deterioration; plan immediate repairs or replacement to ensure structural integrity. Key requirements include structural integrity (wind & snow loads), proper ventilation to prevent corrosion, and measures to minimize moisture exposure of the salt. Additionally, the building must have an impermeable base and a cover to prevent precipitation from entering the salt storage area.
	Exterior fuel tanks relocation	Relocate existing fuel tanks to comply with combustible fuel and building separation.
	Garage fire extinguishers need attention	Inspect, replace, or recharge extinguishers; ensure proper mounting and accessibility.
	Garage service doors not rated for 115 M.P.H. winds	Upgrade doors to meet wind rating specifications per local building codes. Add horizontal struts to achieve required resistance.
	North-facing exhaust vent freezes	Repair or insulate vent to prevent freezing and ensure functionality.
Breezeway	Northwest hanging heater with Class B vents needs drip caps	Install drip caps on vents to prevent water ingress and damage.
	ADA restrooms require additional signage	Install ADA-compliant signage with Braille and tactile text, mounted at appropriate height per federal standards.
	ADA elevation issue between City Hall and Public Works old shop	Install ADA-compliant ramp or adjust flooring to meet slope and rise requirements.
City Hall	Exit sign at West door should be removed	Remove unnecessary exit sign to avoid confusion and comply with safety standards.
	Asphalt needs to be added at entry ADA ramp	Add asphalt to entry ADA ramp for improved accessibility and safety.
	Roof gutters must be added at Northwest rear wall	Install gutters to protect gas meter and A.C. condensers from water damage.
Fire Station	Rear wood deck must be replaced with non-combustible material	Replace wood deck with non-combustible material for enhanced fire safety, per building codes.

Location	Issue	Recommended Correction
	Handrail to second floor to return to wall	Install handrail return to wall at bottom of steps.
Fire Station	Door firestops throughout station should be removed	Remove firestops if obstructing door operation or unnecessary.
	Upper rear door to deck interior latch should be removed	Remove interior latch for smooth operation and safety.
	Emergency lighting must be repaired at upper rear door to deck	Install emergency lighting for visibility and safety during emergencies.

Analysis and Additional Considerations. For ADA compliance, research suggests restroom signage must include Braille and tactile text, mounted at specific heights, as outlined in federal guidelines (U.S. Access Board - Chapter 7: Signs). For the elevation issue, ADA standards for accessible routes require ramps to meet maximum slope and rise requirements, ensuring accessibility between buildings (U.S. Access Board - Chapter 4: Accessible Routes). These standards were applied to recommend appropriate corrections, ensuring legal compliance and accessibility for all users.

Fire safety recommendations, such as replacing the wood deck with non-combustible material, align with building codes to mitigate fire risks, particularly critical for the Fire Station. The garage door wind rating requirement (115 M.P.H.) as required by building codes. Contact of door manufacturer to achieve compliance will be necessary.

The evidence leans toward these corrections enhancing building functionality and compliance, though implementation may vary based on budget and local regulations. For instance, ADA compliance is non-negotiable for public buildings, but cost considerations may affect prioritization, such as addressing fire safety at the Fire Station first due to its critical role.

Conclusion. The inspection report identifies critical areas needing attention to maintain the safety, accessibility, and functionality of Baldwin's public buildings. Recommended corrections should be implemented promptly to address structural, safety, and accessibility issues, ensuring compliance with federal ADA standards and local building codes. Prioritizing fire safety at the Fire Station and ADA compliance in public areas will enhance overall building usability and legal adherence.

Recommendations:

1. Prioritize protecting existing wood foundation exposure at City Hall and Public Works building.
2. Prioritize replacing the Public Works salt storage building as the existing wooded building has become a structural liability.
3. Prioritize relocating existing exterior fuel tanks from existing Public Works garage as required.
4. Prioritize replacing the Fire Station's wood deck with non-combustible material due to fire safety concerns.
5. Ensure all fire extinguishers are inspected and maintained for emergency readiness.
6. Ensure all building addresses to be of 12 inch size visible from 128th Street NW.
7. Address ADA compliance issues, such as installing proper signage and ramps, to meet accessibility standards.
8. Upgrade Public Works garage doors to withstand higher wind speeds as required by local codes.
9. Install necessary signage and make structural adjustments as outlined in the table above.

Supporting Pictures. The following pictures support our findings, conclusion, and recommendations.



PUBLIC WORKS SALT STORAGE BUILDING DETERIORATION.



PUBLIC WORKS FUEL STORAGE TANKS.



PUBLIC WORKS VENT LEAKAGE & UNPROTECTED UTILITIES.



PUBLIC WORKS & CITY HALL UNPROTECTED FOUNDATION AND DETERIORATION.



PUBLIC WORKS HANGING HEATERS WITHOUT DRIP CAPS & LEAKING.



CITY HALL & BREEZEWAY ELEVATION ADA ACCESS ISSUES.



FIRE STATION REAR COMBUSTIBLE DECK.



FIRE STATION NON-COMPLIANT HANDRAIL, REAR EXIT DOOR, & DOOR STOPS.

By addressing these issues, the City of Baldwin can ensure its public buildings meet current safety and accessibility standards, fostering a safe environment for employees, residents and visitors.

If any question regarding this report, please contact me by phone at 763-360-4970 or by email at barry@rumrivercc.com

Respectfully submitted,

Barry L. Brainard

Barry L. Brainard #BO01299
Assistant Building Official
Rum River Consultants



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MEMORANDUM

TO: Baldwin Infrastructure Committee

FROM: D. Daniel Licht

DATE: 22 May 2025

RE: Baldwin – Building Official report

TPC FILE: 269.01

BACKGROUND

The City Council has authorized the Infrastructure Committee to undertake a tour of administration, public works, and fire facilities in surrounding communities as part of its work. With members of the Infrastructure Committee involved with or having connections to several cities with new facilities, the following tours are proposed:

- St. Francis Administration and Public Works
- Nowthen Public Works
- Zimmerman Fire Hall

Each of the cities is open to dates for tours by the committee. In order to be considerate of the other cities' staff and resources, it is recommended that plans for the tours start in the afternoon and conclude in the early evening. It would be preferred that the tours all occur in one day, however, it also would be possible to schedule the tour of St. Francis and Nowthen facilities on one day and the Zimmerman Fire Hall on a separate date.

The City will provide transportation for the tours. If Zimmerman is toured on a separate day from St. Francis and Nowthen, Committee members may be asked to provide their own transportation to that location.

CONCLUSION

The Infrastructure Committee set a date for facility tours at their meeting on 29 May 2025 at 7:00PM.

c. Joan Heinen, City Clerk/Treasurer