

CITY OF BALDWIN
INFRASTRUCTURE COMMITTEE
Thursday, July 24, 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. **Approval of Minutes**
 - 1. Minutes of May 29, 2025 meeting
 - 2. Minutes of June 24, 2025 meeting

- D. **Committee Business:**
 - 1. Recap facilities tour
 - 2. Discuss Brunton building plans

- E. **Schedule Next Meeting**
 - 1. August 28, 2025

- F. **Miscellaneous Information and Communications**

- 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.



INFRASTRUCURE COMMITTEE MEETING

JUNE 24TH, 2025

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

Absent – Richard Marshall, Jacqueline Faddler and City Council Liaison Jeff Holm.

Parish Barten guided the tour at St. Francis City Hall/Fire/Public Works and was able to
attend the tour at Zimmerman-Livonia Fire Hall.

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

The Infrastructure Committee departed Baldwin City Hall at 1:00 to tour public facilities in
adjacent cities.

The facilities that were toured were St. Francis City Hall/Fire/Public Works, NowThen
Public Works, Elk River Fire Department Substation and Zimmerman-Livonia Fire Hall.
The Infrastructure Committee will meet on Thursday, July 24th, 2025 to discuss their
observations and insight of the public facilities that were toured.

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

Approved By: (s/) Cartrell Cooper
Chair

Date

Attendees: Fire Chief; Scott Case, Mayor; Jay Swanson, Public Works Supervisor Zac
Good and Clerk; Joan Heinen



INFRASTRUCTURE COMMITTEE MEETING

MAY 29TH, 2025

Call to Order – The May 29th, 2025 Infrastructure Committee Meeting was called to order by Chair Cartrell Cooper at 7:00 p.m.

Pledge of Allegiance – All presented 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 Barne, Chad Miller, Brian Torborg, Chair-Cartrell Cooper, Amy Korkemeier, Richard Marshall, Jacqueline Faddler and Bruce West.

Amy Korkemeier arrived at 7:19 P.M.

Absent – Diane Bohn, Andy Schreder, Mike Rademacher and City Council Liaison; Jeff Holm

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

Approval of the Agenda – Chad Miller/Tom Walter unanimous to approve agenda.

Approve meeting minutes for April 24th, 2025 – Chad Miller/Tom Walter unanimous approve the April 24th, 2025 meeting minutes, Richard Marshall disapproved stating he did not have time to read the April 24th, 2025 meeting minutes. Chair Cooper explained that the meeting minutes were emailed prior to the meeting. Richard Marshall withdrew his disapproval.

New Business:

Population and Household Forecasts – City Planner, Licht, stated that the provided background information was requested by the committee regarding what the future of Baldwin looks like based on population growth. Licht stated that the growth in Baldwin is strong relative to surrounding communities south of Baldwin. Prior to Incorporation, Baldwin was the third largest Township in Minnesota and is now the 135th largest city. The planning report dated February 29th, 2024 that was prepared for the incorporation of Baldwin Township to 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. The Infrastructure Committee was given a table that showed US Decennial Census in 2000, 2010 and 2020. Baldwin has experienced a significant increase in population over the past 20 years. The 2022 population of Baldwin would have been the fourth largest city in Sherburne County after part of 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 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 household count for Baldwin and surrounding areas has a trend for growth within Baldwin and the surrounding areas. Baldwin is growing by over 60% in the period from 2000-2020. The forecast developed projections for growth for the future of the city households for 2030 and 2040. The population for 2030 is projected to be 7668 and in 2040 to be 8660. There were 299 new residential dwellings constructed in Baldwin Township between 2014 and 2023. 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.

Cartrell Cooper stated he has received quite a few questions from residents. Cartrell asked if staffing has been looked at and what the project will look like once it begins. Cartrell was also asked about roads; what's been done and how it will be paid for. Cartrell went on to say he was also asked who will build/renovate the building and what the process is when it comes time for bidding. Dan Licht stated that all of this was looked at during Incorporation and staffing will be looked at in the future as the population increases. The level of service is given based on growth. The roads are looked at by the Planning Commission parallel to growth in order for roads to be enlarged to handle additional traffic capacity. The maintenance of the roads is handled by the City Council based on the capital improvement plan.

Review Brunton Building Space Needs Study/Building Plans – Exhibits shown to the committee were 293rd Avenue city owned property (CSAH 9 and CR 45) location map, Brunton Fire Department interview meeting notes dated February 28th, 2023, Brunton space program and Brunton Schematic building plans and site plan. The Infrastructure Committee will discuss the Brunton facilities study information. Chad Miller handed out the most current Brunton plans. Bruce West asked about the building pictures that Miller handed out. The estimate for this building structure was 13 million dollars. 17 million was to include the maintenance facility. Mayor Swanson explained the process the Town Board went through in contacting Brunton. The plan back in 2023 was to sell everything at the current location and build on County Road 9 and 45. The roads, septic's, electric or these types of expenses were not included. The current City Hall/Fire Department/Public Works property is 10 acres. Bruce West asked if the City has received an appraisal for the current facility. Mayor Swanson indicated that they have not gotten that far yet. Cartrell Cooper asked if the Council looked at the expense of keeping Public Works where it is now. This would be something the Infrastructure Committee would possibly recommend to the City Council. Tom Walter questioned the growth rates over the next 10 years and whether additions should be added to the current buildings. Dan Licht stated that there is no correlation with population and a space study. The space at the Fire Department is already too small. Cartrell Cooper asked Public Works Supervisor how much time it takes to wash a truck outside in the winter. Zac Good stated it's

significant which takes time away from other needed tasks. Cartrell Cooper stated that injury reports are rare for the Fire Department. Amy Korkmeier asked if appraisal values could be looked at and helpful in making recommendations to the City Council. Jacqueline Faddler asked if there was money available for the project. Cartrell Cooper stated that the city does have money available. Mayor Swanson stated the city is worth 1.2 billion dollars and the borrowing capacity for the city is 3%. Mayor Swanson also explained the tax capacity and the tax payments received from the County twice a year. Cartrell Cooper asked Mayor Swanson what the bonding amount would be at 3% and Mayor Swanson stated that the city does not have this information yet. Mayor Swanson stated that the bonding amount would have to be current in order to be accurate to get the right bond rate. Dan Licht stated that cities don't typically save to build because you are taxing the residents to save up a reserve and it is not beneficial for the residents. It is cheaper to bond and is more affordable for the residents. Bruce West asked for the bonding period and Mayor Swanson stated bonding for roads are typically 10 years. The City has 20 miles of MSA roads which the money could be applied to. Tom Walter questioned whether there was any data on quantifying the building size based on household sizes. Dan Licht stated that this is a good question to ask during the tour of different facilities. Bruce West thanked the City Staff for coming to the meetings to answer questions. Brian Torborg went over the space study done by Brunton. The Town Board, Fire Department and staff gave a list of needs to Brunton to do a proposal of the space needed at these buildings. Torborg stated that a few fire fighters went to different facilities to help determine the space needed. Richard Marshall stated that figures should be received on what is needed. Marshall went on to state that the needs should be assessed along with the growth of the city. The projection of the facilities life span is 75-100 years based on the city's growth. Chad Miller stated that future expansion of the building was looked at and the upstairs was eliminated. Tom Walter asked about the calls coming out of the Fire Department and projections. Richard Marshall asked if the fire department call reports were broken down by medicals, fires, etc. A document was handed out to the committee members showing Fire Department incidents since 2010 with the total incidents, fires and structure fires. Dan Licht stated that substations should be looked at and recommendations should come from the committee. Jacqueline Faddler stated that for long term planning, the well and septic should be looked at. Tom Walter questioned if there was a storm shelter in the proposed Fire Department. Fire Chief stated that the fire department area would be the storm shelter. Mayor Swanson discussed the cell tower that is behind the Fire Department and the revenue that comes in. Chad Miller asked if all Public Works equipment could fit in the Fire Department and Public Works Supervisor, Zac Good, stated the fire department is not big enough for all of the public work's equipment. Dan Licht communicated that Public Works would need very little if the facility stayed at the current location. Cartrell Cooper questioned the costs of maintaining both facilities. A statement was made that a 17 million bond for 20 years could be calculated by our Financial Advisors. Chad Miller asked if the 30 acres the city owns on County Road 45 and County Road 9 would have an option to bring city businesses on the property. Mayor Swanson stated definitely. This will be discussed more after the facility tours.

Old Business:

Receive Building Official report on existing facilities – Building Official, Andy Schreder, who serves on the Infrastructure Committee, was asked to prepare a report evaluating the existing City facilities. This is following the Infrastructure Committee tour on March 27th, 2025. The Infrastructure Committee received the building official report dated April 30th, 2025. Dan Licht will reach out to Andy Schreder to ask for a cost estimate for facility upgrades. This would be for our current facilities to be upgraded for Public Works only.

Schedule Next Meeting - Proposed date and time was June 24th, 2025 at 1:00 p.m., meeting at City Hall. Teresa Barnes requested an itinerary. A video will be taken for people that cannot attend.

Facilities tour – 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 their work. The proposed tours will be in St Francis Administration and Public Works, NowThen Public Works, and Zimmerman Fire Hall. **Brian Torborg/Chad Miller unanimous** to approve June 24th at 1:00 p.m. for Infrastructure Committee Member tour.

Miscellaneous Information and Communications - None

Planning Commission vacancies – Baldwin Planning Commissioner Richard Marshall and City Planner, Dan Licht, communicated to the Infrastructure Committee that there is two vacancies for the Baldwin Planning Commission. Application deadline is June 11th, 2025.

Adjourn by 9:00 P.M. – **Teresa Barnes/Chad Miller unanimous** to adjourn at 9:06 p.m.

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

Approved By: (s/) Cartrell Cooper
Chair

Date

Attendees: Clarence Mattson, Public Works Supervisor Zac Good, Public Works Maintenance Phil Fadden, Mayor Jay Swanson, Fire Chief Scott Case.

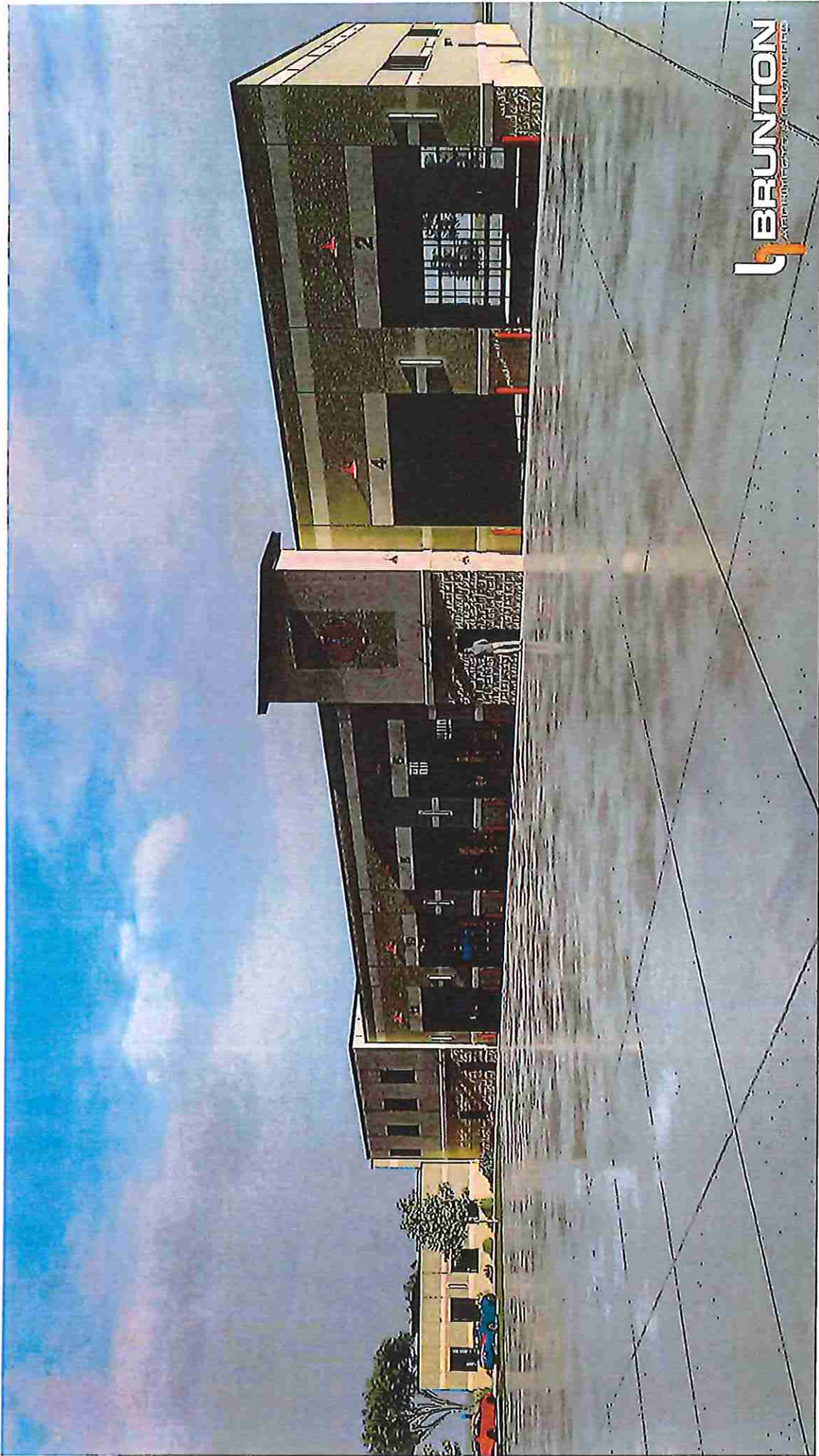






BRUNTON
ARCHITECTS & ENGINEERS

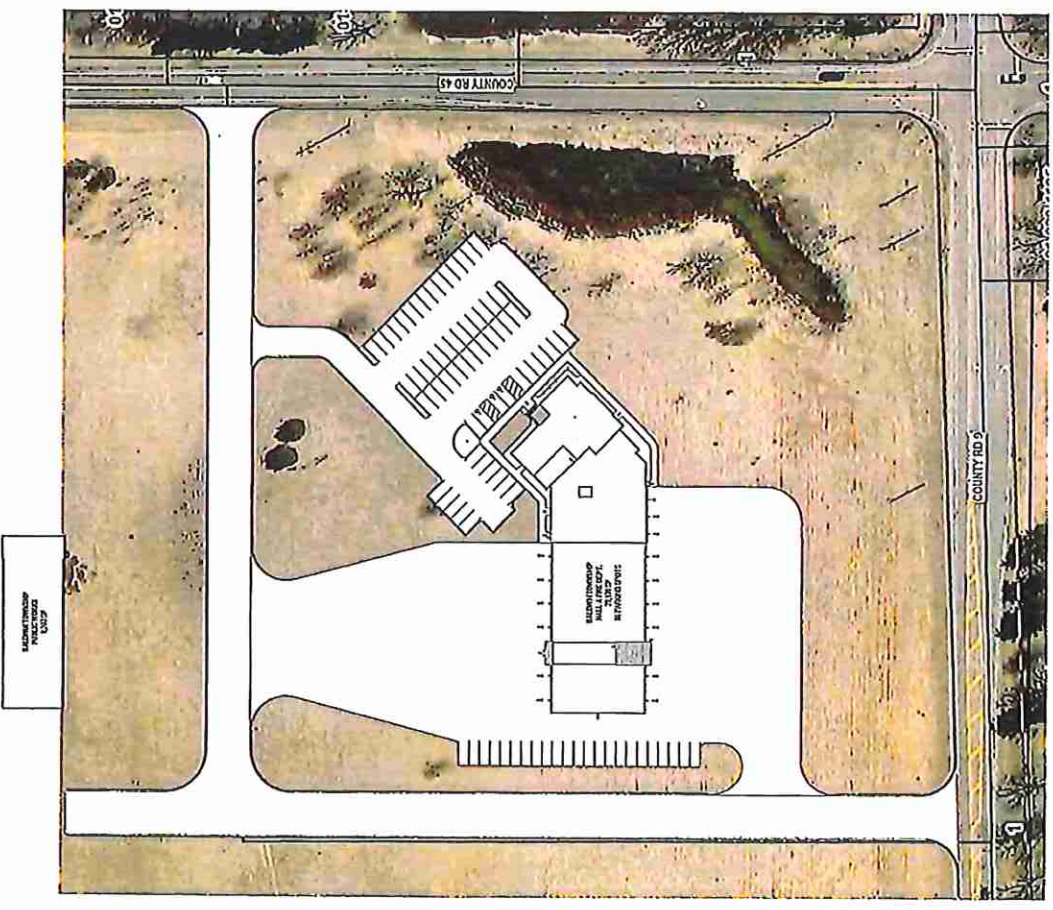


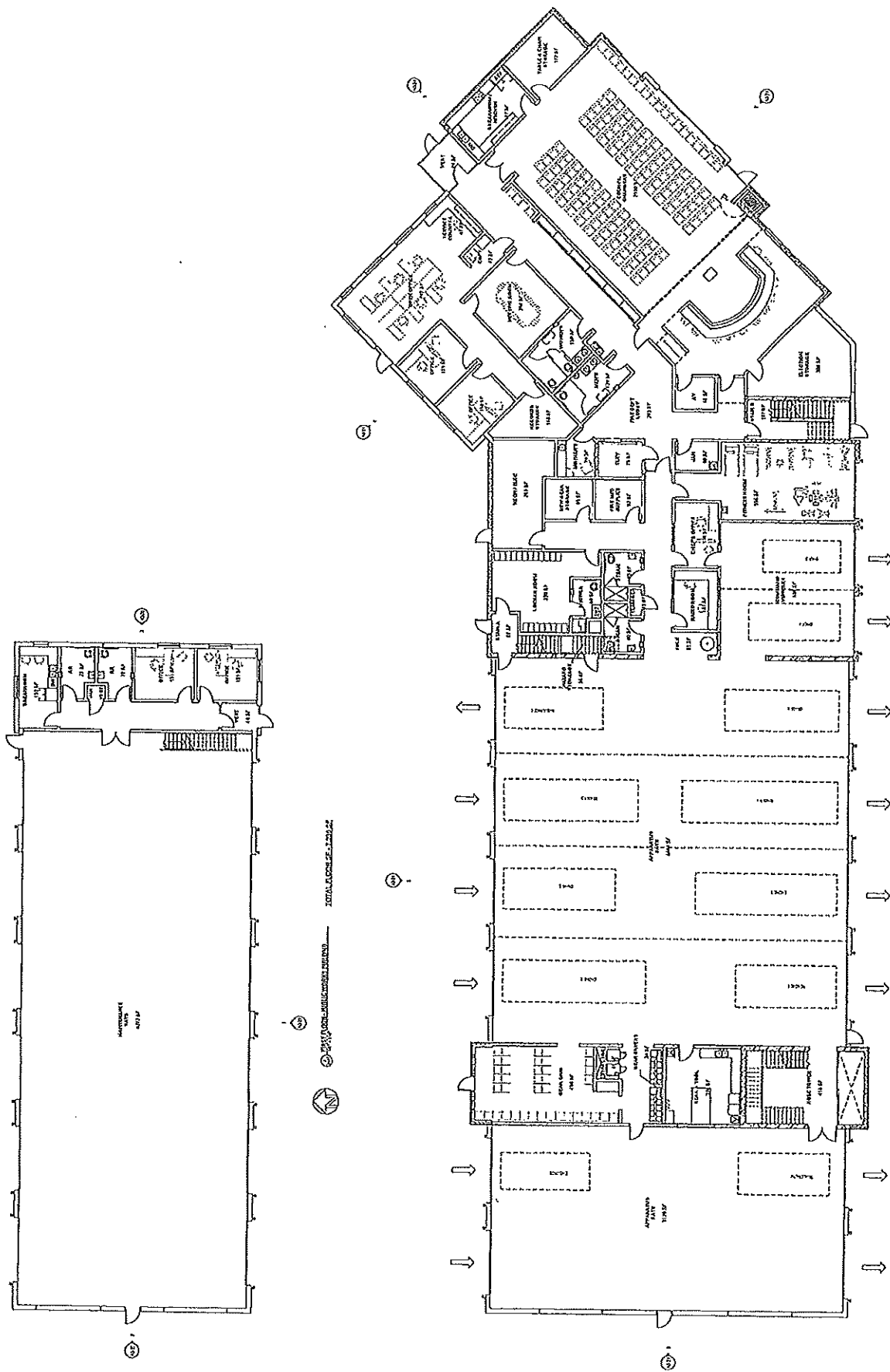


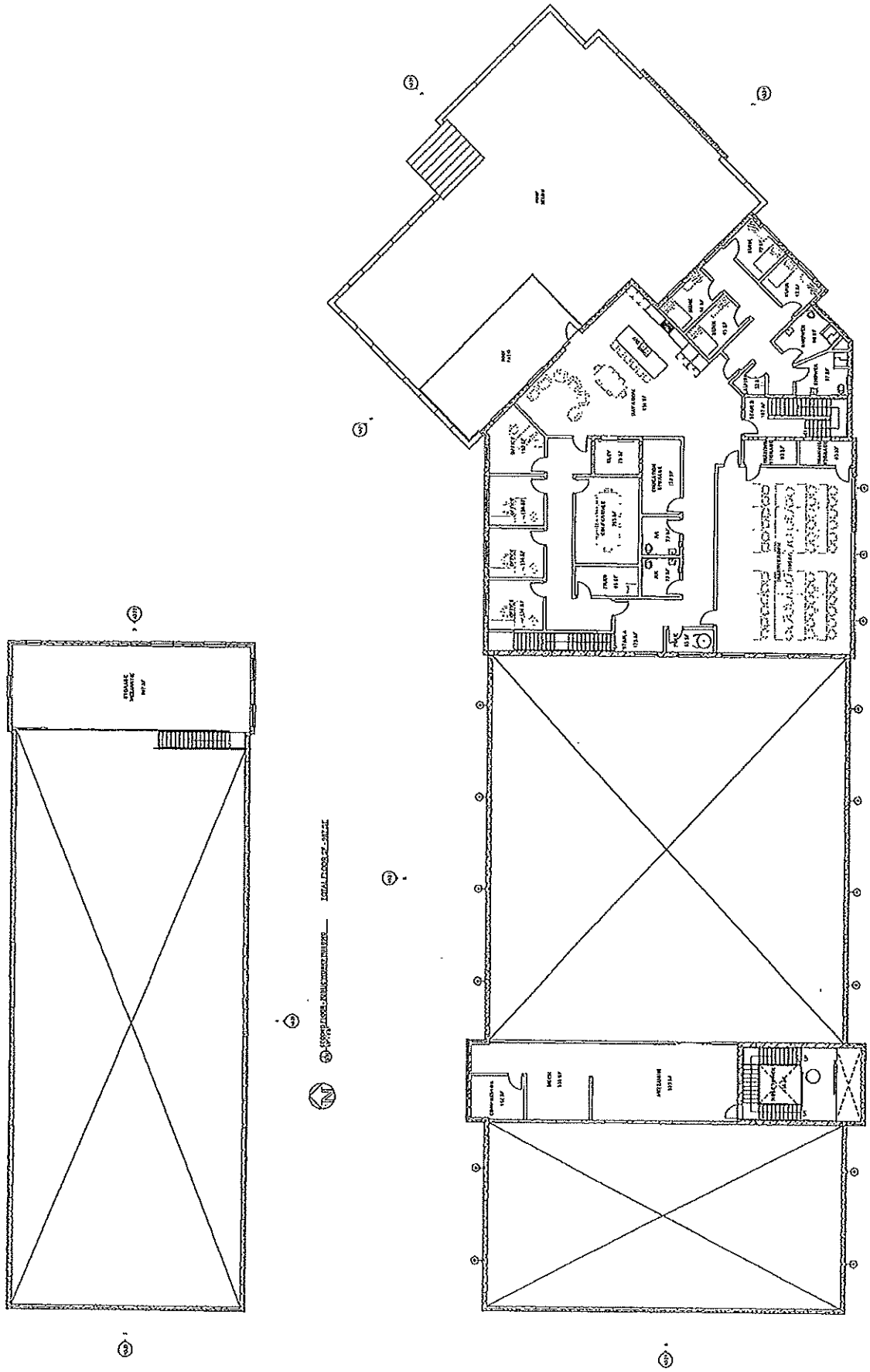












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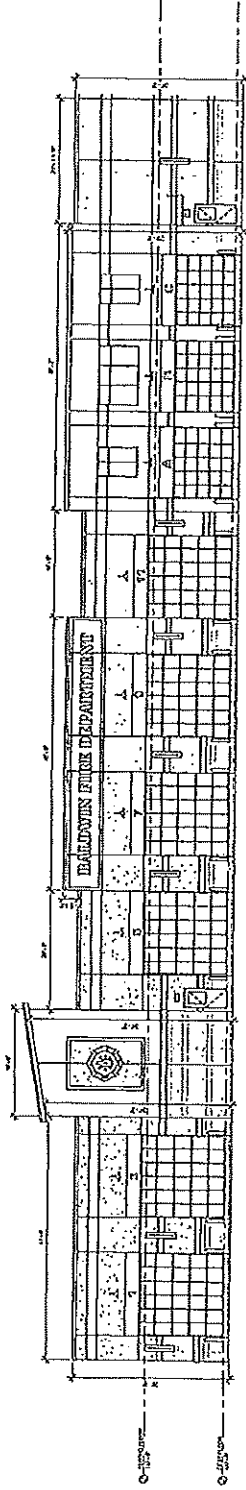
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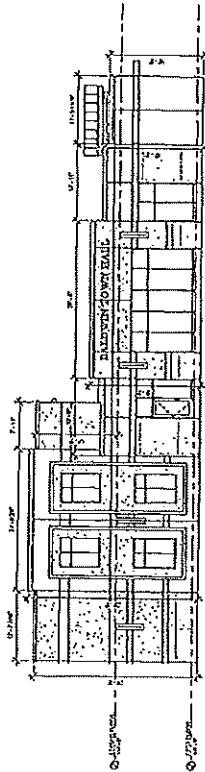
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EXTERIOR FINISHES	
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402	BRICK
403	GLAZED TERRAZZO
404	GLAZED TERRAZZO
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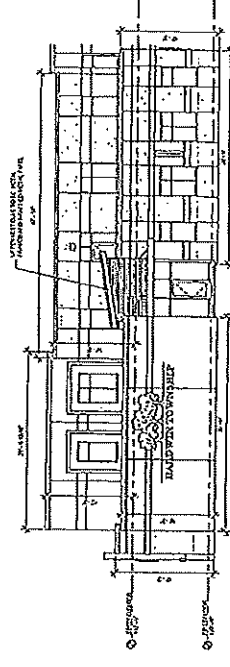
- ELEVATION NOTES**
1. CONCRETE PANELS ARE FLAT EXCEPT FOR FORMLINER, FINISH AND JAW REVEALS.
 2. METAL PARAPET COPING ALONG TOP OF PRECAST.
 3. ALL CORNER LETTERS & NUMBERS ARE METAL SIGNAGE.



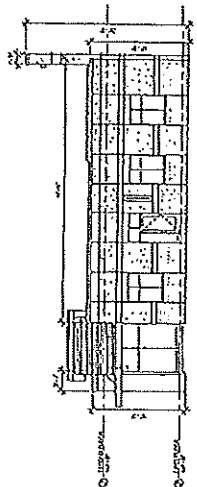
WEST ELEVATION



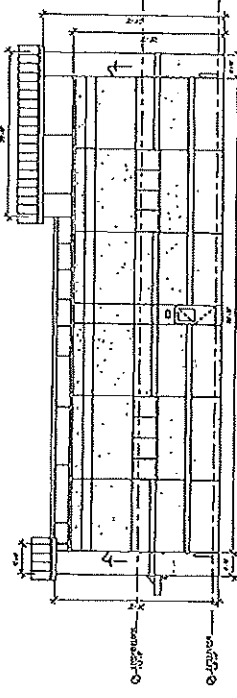
WEST ELEVATION



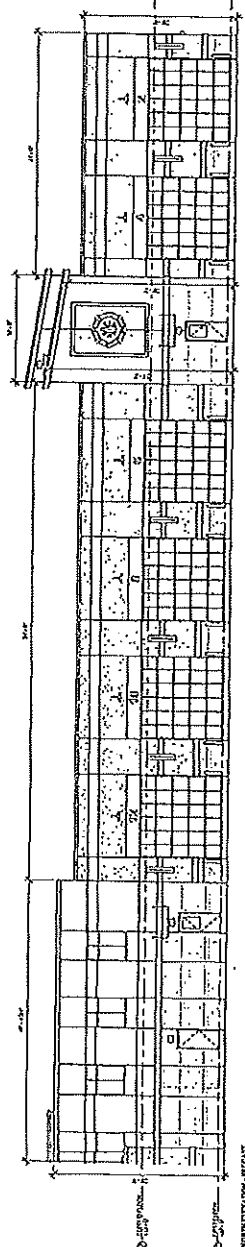
WEST ELEVATION



WEST ELEVATION



WEST ELEVATION



WEST ELEVATION

EXTERIOR FINISHES	
1. EXTERIOR WALLS	CONCRETE
2. EXTERIOR ROOF	ASPH/FLT
3. EXTERIOR FLOORING	CONCRETE
4. EXTERIOR PAINT	WHITE
5. EXTERIOR TRIM	WHITE
6. EXTERIOR DOORS	WOOD
7. EXTERIOR WINDOWS	WOOD
8. EXTERIOR SIGNAGE	ALUMINUM

- ELEVATION NOTES**
1. CONCRETE PANELS ARE FLAT EXCEPT FOR FORMLINER, FINISH AND JAIL REVEALS.
 2. METAL PARAPET COPING.
 3. ALL ELEVATIONS, ELEVATION NUMBERS ARE METAL SIGNAGE.

