



INFRASTRUCTURE COMMITTEE MEETING

JULY 24TH, 2025

Call to Order – The July 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 and Jeff Holm. Committee Members: Tom Walter, Teresa Barnes, Chad Miller, Brian Torborg, Chair; Cartrell Cooper, Richard Marshall, Jacqueline Faddler, Diane Bohn, Andy Schreder, Mike Rademacher and Bruce West.

Absent – Parish Barten and Amy Korkemeier

Andy Schreder arrived at 8:14 p.m.

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

Approval of the Agenda:

Richard Marshall would like to make a comment, add under letter f. **Marshall/Miller unanimous to approve** agenda with addition.

Approval of Minutes:

Minutes of May 29, 2025 meeting - Miller/Walter unanimous to approve May 29th, 2025 meeting minutes.

Minutes of June 24, 2025 meeting - West/Barnes unanimous to approve the June 24th, 2025 meeting minutes.

Committee Business:

Recap Facilities Tour – City Planner, Licht, stated that this agenda item is for each committee member to make comments on the facility tour that was held on June 24th, 2025. The Committee Members, Mayor; Jay Swanson, Fire Chief; Scott Case, City Council Member; Alan Walker and City Staff toured Saint Francis City Hall/Fire Department/Public Works, Elk River Fire Substation, NowThen Public Works and Zimmerman/Livonia Fire Department/Event Center.

Diane Bohn commented on the Saint Francis tour and how the Public Works Department was separate from the City Hall/Fire Department. Diane asked if the building plans for Baldwin had Public Works across the parking lot and if they should be in the same building since Public Works is always in communication with City Staff.

Chair, Cooper, stated that the current design from Brunton does not have Public Works included in the building plans for the City of Baldwin. Miller stated that the Public Works facility was on the north side of the fire station and was not connected to City Hall/Fire Station. The plans got changed, due to costs, and was changed for Public Works to remain at the city's current location. Teresa Barnes stated that the Public Works Department building could be phased in eventually. The design can be done with Public Works not being built right away and this could be a good future plan stated Barnes. Faddler stated that the recommendation was to construct all the buildings at the same time because it would have cost savings. Faddler went on to say that the slab walls stood out to her versus the brick and mortar. Faddler asked if the Brunton plans were brick and mortar or slab and Torborg stated they are slab walls. West questioned phases for buildings and also how much it would cost to bring City Hall and the Fire Department up to code. West would like to see an estimate of what this cost would be because this would help the committee members with decisions. Dan Licht, City Planner, stated that he is working on quotes which would include bringing the current buildings up to code, new buildings and phases of construction. This will be discussed at the next Infrastructure Committee Meeting. Ehlers will also comment on the financing portion of this.

Marshall stated he would like to make his comment now. Marshall thinks it is time to look backwards such as who, what, when, where and how. Marshall stated that this committee was tasked with these questions whether to build at this time or wait. Marshall feels that we have gotten away from this concept. Marshall believes that the first phase is constructing a new fire department building before 2030. Phase two, move Public Works to fire department, Phase 3 construct City Hall and then move Public Works to City Hall and then construct the Public Works building. The final phase would be to sell the city's current property and take the money to construct a fire substation east of Baldwin. Cooper stated that deficiencies should be looked at now and work on getting all the information put together to present to the City Council. Cooper stated that the committee was set up to make recommendations to the City Council. How the money is spent will be up to the City Council. Marshall stated he disagrees with this concept. Dan Licht, City Planner, stated that the Infrastructure Committee was set up because the Town Board, at the time, received a lot of push back and decided to set up a committee to start from scratch and look at everything including remodeling and building. Examples of this would be staff issues with current facility, code issues, looking at plans that were drafted to determine how they relate to what is in place now and what is needed in the future. Licht went on to say the tour was to inform committee members of what other cities are doing with new construction and to use as a reference point in order to put into context. The next meeting will be quotes to improve current facilities short term, costs to build new facilities in phases or build all at once. This will include finance information from bond counsel. This will give the committee members all the information they need to make recommendations to the City Council. Licht stated that Marshall's concept is the same as what the committee is doing but it's just going about it in a different way. Cooper stated there isn't many people that want to spend the money, but pre-planning needs to happen, so you don't spend twice the money. Radamacher

stated that they can't make recommendations without knowing the costs. Licht stated that costs will be presented at the next Infrastructure Committee Meeting. Cooper stated that costs will be compared to remodel vs. building. Marshall asked where the money will come from for 14 million for new buildings and 4 million on roads. Cooper stated that information is not available at this time.

Walter requested the committee members return to the agenda items. Walter stated that his thoughts on the Saint Francis building tour was to copy that building and paste it to the city's location on County Road 45 and 9. Walter went on to say that Saint Francis was 11.8 million versus the 12-14 million proposed costs for Baldwin. Walter questioned how they were able to build for 11.8 million dollars. Torborg stated that 3 years ago Public Works and City Hall building was estimated at \$10,564,223 and \$15,685,881 for all 3 buildings. The cost of just the fire station and city hall was \$12,411,863. This was \$347.85 per gross square feet. Torborg stated that the cost three months ago was \$350.00 per gross square feet. Torborg stated the quote for \$347.85 per gross square feet was received the same time Saint Francis received their quote, but Baldwin put building a new City Hall/Fire Department on hold due to Incorporation.

Licht stated that Brunton was used for the Saint Francis building which makes the comparison apples to apples. Walter asked if Saint Francis owned their land like Baldwin does. Barnes stated that Saint Francis did own the land. Licht stated we should envision the tour and what is needed for Baldwin. Cooper stated that there was no easy in and out at the Saint Francis city hall building. Safety and security was a concern at the Saint Francis facility for the employees. Walter said Saint Francis has 34,000 square feet and asked if the Brunton plans for Saint Francis are the same size as Baldwin's plans. Miller said the plans for the Fire Department building and City Hall are 29,168 square feet. Torborg stated Baldwin's plans should have more office space for future needs. Torborg stated it is hard to plan for the next 10 years, but the goal is to plan for more. Radamacher asked how many bays were planned for the Fire Department and Torborg stated the plans from Brunton is for 6 bays. Torborg stated that Public Works would be at a separate building. Barnes said that instead of increasing the footprint, which is significantly more money, an option would be to finish the second floor at a later date. Torborg stated that the second floor could be constructed, and they were told that it is cheaper to go up instead of expanding out. Cooper asked if there was an elevator and Torborg stated the design does have an elevator. Barnes stated that when she was at Saint Francis, she was trying to figure out how it circulates. Barnes went on to say that at the Blaine location, they have a lot of security glass which makes it hard to communicate with others. Barnes stated you want a nice entrance and access for the public to come to the facility to attend meetings without confusion and that the layout needs to be functional. Barnes stated that in Blaine, they recently finished the third floor. Barnes stated that Saint Francis had a lot of hallways. Torborg stated that people coming in have easy access to meeting rooms but not other parts of the building in Saint Francis. Case went over the floor plan, security and door locations for Baldwin's plans. Barnes stated she likes Baldwin's floor plan for functionality. Walter asked about generators and if the generator is included in the plan Baldwin has. Torborg stated the generator was not part of the cost of the building. Walter is questioning the layout and

where the generator would be. West stated that there would be additional costs for furniture, fixtures and equipment. West believes there will be a lot of decisions that need to be made based off the costs received from Ehler's. West stated that recommendations will be made based on costs of the common homeowner in Baldwin. Licht stated that phases should be looked at along with the costs for building all three buildings. Barnes stated that she came to the first Infrastructure Committee meeting thinking that she doesn't want taxes to go up but after the City of Baldwin tour, she sees a lot missing. The numbers will come into play, but Barnes likes Baldwin's plans but thinks they can be scaled back some. Faddler stated she likes the community space at Zimmerman and would feel better having an area that her family could use. Faddler stated that it is important to her as a resident, to have space to rent out or farmers market, etc. Torborg stated that the community room is 2538 square feet. The community area could be divided into 2 sections and the whole area would hold 100-150 people. Faddler stated that Saint Francis had 900 fire calls and they project 1000 calls, but they also have another fire department substation. Case stated that Baldwin will be at approximately 400-450 this year. Walter asked how often the committee recommendations get accepted by the City Council and if there is any data on this. Cooper stated that the City Council could take some of the recommendations the Infrastructure Committee give, all or none of the recommendations. Holm stated that the level and care that the committee members have put into these meetings is appreciated. Holm would like homework done with solutions and the City Council would welcome the recommendations with warm ears. Radamacher would like to know the taxes per household when the quotes are received. Andy Schreder wanted clarification if the committee members are talking about costs or design. Schreder stated that conversations evolve around leg work for the City Council. Schreder likes the conversations the committee members are having. The size of Baldwin is comparable to Oak Grove. Schreder stated that as far as office space is concerned, there is currently no privacy at the current City Hall. Schreder likes Oak Grove's design. Walter asked how Oak Grove is compared to Saint Francis. Schreder stated that he likes the functionality of Oak Grove. Schreder stated that it takes time for all this to develop. Torborg asked Schreder if the footprint of offices would be big enough to build above and Schreder stated it would. Bohn asked if record and storage should be near the office spaces, which would be another thought. Radamacher discussed a community center and stated this could possibly be something to plan for in the future. Holm stated that there is 30 acres that the city owns on County Road 9 and 45. Torborg stated that the extra bay on the end of the Fire Department would be used for training during winter months. Extra bays are cheaper than office space stated Case. Holm asked Case about ambulance services and Case stated that there is small bays available for these services in the future. Schreder stated that open office concept has a lot of distractions. Barnes stated that cubicles are nice for site inspectors or city staff that aren't in the office all the time. Case asked if the committee members have viewed the Brunton website and looked at some of their plans. Case stated that this would be helpful for the committee members so they can visualize some of the plans Brunton has. Walter stated that collaboration is good in an open office space and understanding what collaboration

is needed is important. Faddler asked if future walls could be built and Schreder said they could be with grid ceilings. Walter asked if a community/event center is on the table. Walter stated that Zimmerman's community center is a money loser and under-utilized. Torborg stated that there would be a community space, if needed, not a community center in the current plans Baldwin has. Holm stated that the city has been approached by people on renting the current City Hall. Licht asked the committee if a community center should be on the table. Radamacher stated that employees would be needed to run a community center. Licht stated that we have good information and recommendations to bring to Brunton in order to get financial and costs.

Discuss Brunton Building Plans – This has already been done on the previous agenda item.

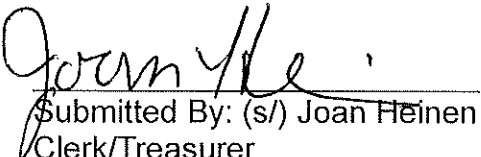
Schedule Next Meeting: Licht stated that in order to get all the information and financials together, the next meeting should be scheduled for September.

Miller/Barnes unanimous to approve September 18th, 2025 at 7:00 p.m.
Meeting for August 28th, 2025 at 7:00 p.m. will be cancelled.

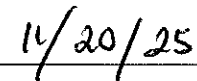
Miscellaneous Information and Communications – Cooper stated he appreciates everyone being at the meeting and all the input that has been brought to the meeting.

Comment from Richard Marshall – This has already been discussed.

Adjourn by 9:00 P.M. – Miller/Barnes unanimous to adjourn at 8:26 p.m.


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


Approved By: (s/) Cartrell Cooper
Chair


Date

Attendees: Mayor; Jay Swanson, Fire Chief; Scott Case, Council Member; Tom Rush and Public Works Supervisor; Zac Good