

VILLAGE OF BALDWIN
REGULAR BOARD MEETING MINUTES
December 13th, 2023 – 6:00pm

The Village of Baldwin Board of Trustees held their regular board meeting on Wednesday, December 13, 2023. President Lance Van Damme called the meeting to order at 6:01pm. The Pledge of Allegiance was recited by all present.

Village Deputy Clerk Jodi Peterson took roll call. Those present included: President Lance Van Damme, Trustees Kristine Forbes, Matt Knegendorf, Amy Jurgens, Doug Newton, Austin Van Someren and Chad Wernlund.

Others present: Public Works Director Brad Boldt, EMS Chief Tom Boyer, Librarian Rita Magno, Engineer Erik Henningsgard, Attorney Paul Mahler, Officer in Charge Zach Paul, Mike Stoffel, Eric Quam, Mitch Nichols, Sean Griffin, Jason Schulte, Mary Ellen Brue, and Hilda Gooding.

CONSENT AGENDA

Forbes moved to approve the consent agenda 4-10, wanting 11 & 12 pulled. Van Someren moved to second. Motion passed.

- Checks written #42151-42289; payroll vouchers #28971-29081; and online checks for payroll taxes, HAS contributions, deferred comp/Roth IRA contributions, Payment System
- Financial Reports (including budget comparisons) for November 2023.
- Minutes from November 8th regular Village Board Meeting
- Minutes from November 15th Special Village Board Meeting
- Minutes from November 20th Special Village Board Meeting
- Municipal Court report – November 2023
- Building Inspector report – November 2023
- Approve Sellers permits for Fireworks City and Fireworks Outlet for the 2024 year
- Set the Caucus date – January 10th, 2024, 6:00pm

Forbes questioned #11, asking for confirmation on the LOSAP contribution. She also asked if #12, the observed ½ day for the New Year’s Eve holiday, was in the Employee handbook. It was. Motion by Forbes to approve consent agenda #11 and #12. Van Someren seconded. Motion passed.

REGULAR AGENDA

Public Comments: President Van Damme called for public comments. No public comments were heard.

EMS Building Project: Motion by Van Someren, second by Forbes to pass Pay Requests and change order #9, 14a-14d. Motion passed unanimously. Change Order #9 encompassed 4 bills

adding up to \$14,239.43. These included electrical, drywall and casework changes. Also included were door and hardware changes.

Planning Commission: Terpstra CSM:

At the recommendation of the Planning Commission, Newton moved to approve the CSM as presented for the Terpstra property adjacent to the Village proper. Seconded by Jurgens. Motion carried.

Scooter's Coffee: Scooter's is ready to proceed with their business coming to Baldwin. Village Board discussion addressed the need for property owner to provide a comprehensive property development plan to the planning commission before consideration of the Scooter Coffee project can be addressed.

Appointment of poll workers from political parties: 2 names were submitted by the Republican party. Van Someren moved to accept Judy Brock and Brianna Haffner to the poll workers list. Forbes seconded. Motion passed.

Appointment of Kevin Moore as Police Chief: Sean Griffin represented the Police Commission and gave a report on the process used to come to the decision of recommendation for Kevin Moore as the new Police Chief. Newton moved to accept, with Wernlund seconding. Roll call vote was taken. All passed.

Rescinding of Public Works Director Boldt's Intent to Retire: Knegendorf made a motion to accept Boldt's letter of recension, with the understanding that the PW Director performance review process would reconvene where it had left off. Van Someren seconded. Motion passed unanimously.

Appointment of Hope Melander to Historical Preservation Committee: Leila Albert, chair of the Historical Preservation Committee spoke on behalf of their members. Motion by Van Damme, second by Jurgens to appoint Melander to a 5-year term. Motion passed.

Development of candidate process for filling the position of Administrator/Clerk/Treasurer: Sent to personnel committee.

Christmas Gifts: Motion by Knegendorf, second by Forbes to approve an increase, this year only, of \$200 for full-time Village employees from Nilssens. Motion passed unanimously.

Police Commission representative: Motion by Van Damme, second by Wernlund, to remove Amy Jurgens as police commission board representative, and reinstate Austin Van Someren. Motion passed unanimously.

Sewer plant pipe work at new plant: The lowest bid was submitted by Albrightson Excavating from Woodville to repair old piping going from the new sewer plant north to the train tracks. Motion made by Van Someren, seconded by Newton, to award the bid to Albrightson Excavating in the amount of \$396,533.00. Motion carried unanimously.

North water tower awarding of bid: The Village Attorney did review the specifications for and the bid document O&J Coatings submitted to the Village. After reviewing the documents and providing the Village Board with the options it was determined that O&J Coatings did not provide the documentation necessary to complete the specifications required for this project. Nor were they responsive to requests when asked. Based upon the review of this information a motion was made by Forbes to reject O&J Coatings, Inc. bid based on unresponsiveness and incomplete documentation provided. Jurgens seconded. Motion passed unanimously. Motion made by Knegendorf to accept Classic Protection Coatings Inc. with alternates 2 and 3, in the amount of \$490,000.00. Newton seconded. Motion passed unanimously.

Sewer plant project expenditures: Motion by VanSomeren to accept both SEH expenditure of \$15,629.60 and Johnson Tractor expense of \$96,350.00 for a wheel loader bucket and pallet fork. Seconded by Forbes. Motion passes unanimously.

Agreement for Warning System Annual Inspection & Preventative Maintenance: After some discussion of the upkeep/responsibility of maintaining the emergency sirens, a motion was made by Forbes to approve a 1-year contract with Emergency Communication Systems for \$900.00. Seconded by Van Someren. Motion carries unanimously.

Pay request for Albrightson Excavating for 2023 Street & Utility Project Curtis/Newton St: Motion by Knegendorf, second by Forbes to approve \$92,867.00 payment to Albrightsons. Motion passes unanimously.

Committee Reports: None met.

Public Works Director Boldt Report: Single axel dump truck is coming in April. Rick Rivard, cemetery caretaker, will now be moving to regular village lawn mower status. This will facilitate the need to find a new cemetery caretaker. Adam Newton has provided his notice and will be done as of January 5th. The personnel and streets/buildings committee will work with Boldt to facilitate new hiring. Boldt would like to see the south side of Cedar St have no parking signs posted. Streets and Buildings along with the officer in charge will meet with Boldt to discuss further.

Officer In Charge Paul report: 215 calls for service, of which 126 were case numbers. 7 arrests and 76 citations were issued. Interviews to replace Officer Anderson will commence soon.

EMS director Boyer report: 136 calls, with 34 transfers. EMS building is moving right along. Discussed Knegendorf to sit in on weekly EMS meetings going forward as representative from the Streets/Buildings committee.

Librarian Mango Report: Staff participated in the literacy event held at the school. Open house end of October was attended by Jenosa yoga to encourage family yoga. An antique rocking horse was on display at the meeting with the history provided that it was in the Baldwin 1941 Annual as part of the elementary school program. Guesses on it's age went back to 1890.

Interim Administrator Report: Frank has met with all departments to get acquainted with the workings of the village and its employees.

Recess: 7:20pm

Reconvene: 7:40pm

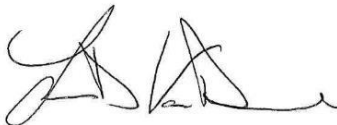
Closed Session: Newton moved to convene to closed session pursuant to 19.85 (1) (e)- Deliberation of or negotiation from the purchase of public properties, the investment of public funds, or the conduct of other specific public business, whenever competitive or bargaining reasons require a closed session.

Closed session pursuant to 19.85(1)(c)- Consideration of employment, promotion, compensation or performance evaluation data of any village employee who is subject to the jurisdiction or authority of the board. Motion seconded by Forbes. Motion carried by roll call vote. The closed session convened at 7:21pm.

The board discussed submitting a counteroffer to Cedar Tree Realty regarding the sale of the current EMS building.

Forbes made a motion to approve a \$2500 compensation one time payment to Officer in Charge Paul for the additional duties added from July through January to be paid by the end of the year pending approval of the police union. Van Someren seconded the motion. Motion passed unanimously.

Meeting adjourned at 8:03pm.



Lance Van Damme, Village President



Jodi Peterson, Deputy Clerk

