



UTILITIES COMMISSION MINUTES

Thursday, November 07, 2024 at 4:00 PM

Baxter City Hall, 13190 Memorywood Drive, Baxter, MN

CALL TO ORDER

The regular meeting of the Baxter Utilities Commission was called to order at 4:02 p.m. by Chairman Rock Yliniemi.

ROLL CALL

Members Present: Commissioner Douglas Stenberg, Jack Christofferson, John Brenny, and Chairman Rock Yliniemi. Council Liaison Mark Cross.

Members Absent: Council Liaison Mark Cross.

Staff Present: Public Works Director/City Engineer Trevor Walter, Assistant City Engineer Trevor Thompson, and Administrative Assistant Dani Steininger.

Other Present: Essentia Health Vice President Sandy Zutz-Wiczek, Essentia Health Facility Director Jason Jackovich, Bolton & Menk Consulting Engineer Bryan Drown, SEH Consulting Engineers Scott Hedlund, Neil Heinonen, Alex Voit, and Traffic Engineer Justin Anabis, WiDSETH Consulting Engineer Alex Bitter and Architect Mike Angland.

CONSENT AGENDA

1. Approve the Utilities Commission Minutes from October 2, 2024

MOTION by Commissioner Stenberg, seconded by Commissioner Brenny to approve the Utilities Commission minutes from October 2, 2024. Motion carried unanimously.

BUSINESS ITEMS

2. Accept the TH 371 Development Traffic Review Report and Approve the Restriping of Dellwood Drive to include a Center Left Turn Lane between Woida Road and Novotny Road as part of the 2025 Dellwood Drive Improvements

SEH Traffic Engineer Anabis informed the commission that the proposed development for the Tanner site which was based on the traffic study will not be moving forward. However, it is recommended that Dellwood Drive be restriped to include a center turn lane from Woida Road to Novotny Road in 2025 as part of a 2025 improvement project.

Public Works Director/City Engineer Walter stated the bypass lane on Dellwood Drive will need to be reviewed to get the tapers correct at Novotny Road.

MOTION by Commissioner Stenberg, seconded by Commissioner Brenny to accept the TH 371 Development Traffic Review Report and approve the restriping of Dellwood Drive to include a center left turn lane between Woida Road and Novotny Road as part of the 2025 Dellwood Drive Improvements. Motion carried unanimously.

3. Recommend Planning and Zoning Commission Approve the Essentia Health Musculoskeletal Center PUD for the Redevelopment of the former Camping World Site Contingent on Entering into an Escrow Agreement Prior to Issuing a Building Permit.

Essentia Health Vice President Sandy Zutz-Wiczek, Essentia Health Facility Director Jason Jackovich and WiDSETH Architect Mike Angland were introduced to the commission. Ms. Zutz-Wiczek reviewed the Essentia Health Musculoskeletal Specialty Center Planned Unit Development. Essentia Health has submitted a PUD Application to the City for redevelopment of the existing Camping World site for the Musculoskeletal Center.

The existing site will be modified to accommodate parking for the new clinic, urgent care, and a drive-through pharmacy as well as new site circulation for vehicle and pedestrian access.

Public Works Director/City Engineer Walter stated at this time approximately 60% of the building will be renovated with 40% available for future expansion of the clinic. It was noted that with full buildout of the building, the parking will be a concern due to the amount of parking stalls required at full build out.

Mr. Walter stated that a traffic study was requested for this site due to the interchange at T.H. 210 and T.H. 371 access points.

MOTION by Commissioner Christofferson, seconded by Commissioner Stenberg to recommend the Planning & Zoning Commission approve the Essentia Health Musculoskeletal Center PUD for the Redevelopment of the former Camping World Site Contingent on Entering into an Escrow Agreement Prior to Issuing a Building Permit. Motion carried unanimously.

4. Accept the Camping World Site Redevelopment Traffic Impact Study

SEH Traffic Engineer Anabis reviewed the Camping World Site Redevelopment Traffic Impact Study located on the east side of T.H. 371 on Edgewood Drive between Excelsior Road and Clearwater Road.

Mr. Anabis explained the purpose of the study was to determine the impacts on the surrounding roadway network including T.H. 371, Excelsior Road, Clearwater Road and Edgewood Drive. The redevelopment of the Camping World site will have implications on the ongoing MnDOT T.H. 371 Access Study and the T.H. 210/T.H. 371 Interchange Study.

Chair Yliniemi inquired on MnDOT's concerns with leaving Design Road open. Mr. Anabis stated that safety issues are the main driving points. Public Works Director/City Engineer Walter stated that if the interchange goes over Excelsior Road the touchdown point is beyond Design Road the road will need to be closed.

Mr. Anabis stated that based on the analysis of the proposed medical clinic, no additional roadway or intersection improvements to the existing roadway network are required to maintain acceptable traffic operations with the additional medical clinic trips.

If the Design Road access to TH 371 is closed in the future, there will be increased traffic volumes at the T.H. 371 and Excelsior Road and T.H. 371 and Clearwater Road intersection. If the Design Road access to T.H. 371 is closed, there will likely be a need to increase the length of some of the turn lanes at the intersection of T.H. 371 and Excelsior Road to accommodate the additional traffic demands if

the intersection remains an at-grade signalized intersection. In particular, the eastbound left turn lane, eastbound right turn lane, and northbound right turn lane.

As was mentioned previously, MnDOT is currently considering many alternatives for the T.H. 371 and Excelsior Road intersection as part of the ongoing T.H. 210/T.H. 371 Interchange Project, including several grade-separated alternatives. Any changes to the T.H. 371 and Excelsior Road intersection would have significant impacts to the existing traffic patterns throughout the area, which extend well beyond the immediate project area for this traffic impact study.

The future design of the T.H. 371 and Excelsior Road area should maintain reasonable access to the commercial areas and accommodate the 4,150 daily medical clinic trips expected after future expansion as well as other growth and redevelopment in the area without putting undue burden on the City roadway network. Creating an overpass at Excelsior Road without providing some sort of reasonable access alternatives would not work for the City with the significant commercial development on both sides of T.H. 371. It would push all northbound left-turning traffic to Wolda Road, which the MnDOT T.H. 371 Nisswa to Baxter Corridor Study is showing needs improvements under current access conditions. As the T.H. 210/T.H. 371 Interchange Project continues, the City should review how each concept would impact traffic patterns for the Excelsior Road/Design Road area.

The following changes to the proposed site plan are recommended to improve traffic operations and safety within the site:

- The intersection at the primary access should be all-way stop controlled.
- The width of the curb-cut for the parking aisle just north of the primary access should be reduced to 24 feet by removing 7 parking stalls.
 - Removing these parking spacing and reducing the width to 24 feet will eliminate the possibility of vehicles backing into the private access roadway, which could present a safety issue.
- The primary access should be signed and striped as one-way roadways for the entrance and exit driveway.

Public Works Director/City Engineer Walter stated the recommended site plan changes have already been completed and have been resubmitted to the city.

MOTION by Commissioner Stenberg, seconded by Commissioner Brenny to accept the Camping World Site Redevelopment Traffic Impact Study. Motion carried unanimously.

5. Approve the Essentia Health Escrow Agreement

Assistant City Engineer Thompson reviewed the Essentia Health Escrow Agreement. Essentia Health has submitted a PUD Application to the City for redevelopment of the existing Camping World site for the Musculoskeletal Center.

Mr. Thompson explained that with the redevelopment of the site, two (2) hydrants will need to be relocated. The relocation of the fire hydrants will require inspection services from the City. The inspection services will be paid by the developer and have been included in the escrow agreement.

Mr. Thompson has no concerns with the Essentia Health Escrow Agreement and recommends approval.

MOTION by Commissioner Christofferson, seconded by Commissioner Brenny to approve the Essentia Health Escrow Agreement. Motion carried unanimously.

6. **2022 Trunk Highway 210 & Inglewood Drive Railway Crossing Improvements Project Update, Municipal Project No. 4121**

There was no new information or questions from the commission or the public.

7. **Approve Anderson Brothers Construction Final Pay Estimate No. 12 in the amount of \$27,372.49 for 2022 Trunk Highway 210 & Inglewood Drive Railway Crossing Improvements, Contingent upon Receiving IC-134's Tax Forms and Completion of the Final DCP Forms**

Bolton & Menk Consulting Engineer Drown reviewed the Anderson Brothers Construction Final Pay Estimate No. 12 in the amount of \$27,372.49 for 2022 Trunk Highway 210 & Inglewood Drive Railway Crossing Improvements.

Mr. Drown stated the project has received a final inspection report from MnDOT, granting the City to start the project closeout process.

MOTION by Commissioner Brenny, seconded by Commissioner Christofferson to approve the Anderson Brothers Construction Final Pay Estimate No. 12 in the amount of \$27,372.49 for the 2022 Trunk Highway 210 & Inglewood Drive Railway Crossing Improvements, Contingent upon Receiving IC-134's Tax Forms and Completion of the Final DCP Forms. Motion carried unanimously.

8. **Approve Bolton & Menk, Inc. Fee Amendment Proposal for Professional Services in the Not to Exceed Amount of \$4,987.00 for the 2024 Pavement Management Plan and Capital Improvement Plan Assistance Project**

Bolton & Menk Consulting Engineer Drown reviewed the Bolton & Menk, Inc. Fee Amendment Proposal for Professional Services in the Not to Exceed Amount of \$4,987.00 for the 2024 Pavement Management Plan and Capital Improvement Plan Assistance Project.

Mr. Drown explained over the past year Bolton & Menk has assisted with preparing cost estimates for future projects, revising the timing of the pavement management plan, and provided mapping of future project areas in January 2024, June 2024, and a third iteration in September and October 2024. With the requested work completed in September and October Bolton & Menk has exceeded their contract amount.

The work in September and October included meetings with city staff to analyze the current pavement management plan, adjusting the programming of future PMP and Street & Utility Projects, physically reviewing street segments Micro Surfaced between 2021 and 2024, preparing a memo to the Utility Commission providing a status update of the Micro Surfacing Program, and preparing a memo and presentation to the City Council providing an overall review of the PMP and CIP.

Bolton & Menk is therefore requesting additional compensation for the following:

- Project Manager – 26 hours @ \$186 per hour = \$4,836.00
- GIS Specialist – 1 hour @ \$151 per hour = \$151.00

Public Works Director/City Engineer Walter had no concerns with the fee amendment and recommended approval.

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to approve Bolton & Menk, Inc. Fee Amendment Proposal for Professional Services in the Not to Exceed Amount of \$4,987.00 for the 2024 Pavement Management Plan and Capital Improvement Plan Assistance Project. Motion carried unanimously.

9. 2024 Micro Surfacing Project Monthly Update

There was no new information or questions from the commission or the public.

10. Approve the ASTECH Final Pay Estimate No. 3 in the amount of \$19,229.71, Contingent Upon IC-134 Forms Being Submitted for the 2024 Micro Surfacing Project and amend the project budget from \$639,664.86 to \$643,388.26

Bolton & Menk Consulting Engineer Drown reviewed the ASTECH Final Pay Estimate No. 3 in the amount of \$19,229.71 for the 2024 Micro Surfacing Project.

The contractor has earned \$605,388.26 to date, which represents 101% of the contract value. The payment includes the cost of unit price work completed through October 18, 2024. The increase in project cost is associated with raising an additional seven sanitary sewer manhole castings identified during the project walkthrough. In accordance with the agreement, as the project is complete, the amount of retainage has been reduced to 0%. Previous payments to the contractor equal \$586,158.55, which results in a payment of \$19,229.71.

Mr. Drown stated the contractor has not submitted the IC-134 tax forms and recommends Final Pay Estimate No. 3 be contingent upon submittal of the close out documents.

MOTION by Commissioner Stenberg, seconded by Commissioner Brenny to approve the ASTECH Final Pay Estimate No. 3 in the amount of \$19,229.71, Contingent Upon IC-134 Forms Being Submitted for the 2024 Micro Surfacing Project and Amending the Project Budget to \$643,388.26 and amend the project budget from \$639,664.86 to \$643,388.26. Motion carried unanimously.

11. 2024 South Forestview Improvements Project Monthly Update

SEH Consulting Engineer Heinonen informed the commission that residents are connecting to city services.

12. Approve RL Larson Excavating, Inc Partial Pay Estimate No. 7 in the amount of \$842,645.89 for the 2024 South Forestview Area Improvements Project, Municipal Project No. 4138

SEH Consulting Engineer Heinonen reviewed the RL Larson Excavating, Inc Partial Pay Estimate No. 7 in the amount of \$842,645.89 for the 2024 South Forestview Area Improvements Project

The contractor has earned \$5,746,682.29 to date, which represents 94% of the contract value. The retainage is being withheld in the amount of 5% as per the contract.

Mr. Heinonen has no concerns with the Partial Pay Estimate No. 7 and recommends approval.

MOTION by Commissioner Christofferson, seconded by Commissioner Brenny to approve the RL Larson Excavating, Inc Partial Pay Estimate No. 7 in the amount of \$842,645.89 for the 2024 South Forestview Area Improvements Project. Motion carried unanimously.

13. 2023 Cypress Drive and Douglas Fir Drive Improvements Project Monthly Update

There was no new information or questions from the commission or the public.

14. Approve the Kraemer Trucking & Excavating, Inc Final Pay Estimate No. 9 in the amount of \$72,490.50 for the 2023 Cypress Drive and Douglas Fir Drive Improvements Project

SEH Consulting Engineer Hedlund reviewed the Kraemer Trucking & Excavating, Inc Final Pay Estimate No. 9 in the amount of \$72,490.50 for the 2023 Cypress Drive and Douglas Fir Drive Improvements Project

Final Pay Estimate No. 9 is for work accomplished through August 8, 2024 and represents the final payment to Kraemer Trucking & Excavating. The payment includes reducing the retainage from 1.5% to 0%.

Mr. Hedlund had no concerns with Final Pay Estimate No. 9 since all closeout documents have been received and recommends approval.

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to approve the Kraemer Trucking & Excavating, Inc Final Pay Estimate No. 9 in the amount of \$72,490.50 for the 2023 Cypress Drive and Douglas Fir Drive Improvements Project. Motion carried unanimously.

15. 2024 Well Replacement Exploration Monthly Update

There was no new information or questions from the commission or the public.

16. Approve the Traut Companies Change Order No. 2 for additional well exploration services related to the 2024 Well Replacement Exploration Services in the amount of \$33,940.00

SEH Consulting Engineer Heinonen reviewed the Traut Companies Change Order No. 2 for additional well exploration services related to the 2024 Well Replacement Exploration Services in the amount of \$33,940.00.

Change Order No. 2 addresses the following item:

- Additional drilling services – during previous drilling explorations for this project, multiple borings encountered unexpected clay material. The Engineer and City staff have determined that additional drilling would be beneficial to determine if other areas easterly of the existing Public Works site are suitable for future production wells. Additional drilling work will include the completion of two soil borings on neighboring property east of the Public Work Facility. Though two additional borings cannot confirm that no wells will ever be drilled east to the site, they could be used to help decide the appropriate size of watermain to install for the two wells. If the two additional borings appear favorable, the larger 20-inch main would be installed as planned. If the two additional borings do not appear favorable, the City could decide to install 12-inch and 14-inch watermain instead to the wells.
- For this new wellfield investigation, no observation wells will be installed, no aquifer capacity tests will be completed, and no water quality samples will be collected. Data collected will be used to confirm geologic conditions. Traut Companies has proved an updated cost estimate to complete the additional work with unit costs generally matching the previously agreed upon prices.

Mr. Heinonen had no concerns with Change Order No. 2 and recommends approval.

Assistant City Engineer Thompson explained there will be an engineering fee amendment presented at the December meeting for the engineering services related to Change Order No. 1, should the City Council decide to move forward and approve Change Order No. 2 then there will be additional engineering services as outlined in the packet. Mr. Heinonen stated that SEH would prefer to present one fee amendment after the revised scope is finalized.

The commission held a discussion on the locations of the drilling sites. Public Works Director/City Engineer Walter stated that a water source was found on drilling sites 1 and 4; however, sites 2 and 3 no water source was located. Mr. Walter stated the City is searching for a 700 gallons minute well which the City needs to get back to capacity. Preliminary design will be presented at the December meeting.

MOTION by Commissioner Stenberg, seconded by Commissioner Brenny to approve the Traut Companies Change Order No. 2 in the amount of \$33,940.00 for additional well exploration services related to the 2024 Well Replacement Exploration Services. Motion carried unanimously.

17. Approve Traut Companies Partial Pay Estimate No. 1 in the amount of \$105,333.39 for the 2024 Well Exploration – Drilling Services Contract related to the 2024 Well Replacement Exploration Services

SEH Consulting Engineer Heinonen reviewed the Traut Companies Partial Pay Estimate No. 1 in the amount of \$105,333.39 for the 2024 Well Exploration – Drilling Services Contract related to the 2024 Well Replacement Exploration Services.

The contractor has earned \$110,887.25 to date, which represents 99% of the contract value. The retainage is being withheld in the amount of 5% of the contract value in the amount of \$5,543.85, resulting in a payment of \$105,333.39.

Mr. Heinonen has no concerns with the Partial Pay Estimate No. 1 and recommends approval.

MOTION by Commissioner Christofferson, seconded by Commissioner Brenny to approve the Traut Companies Partial Pay Estimate No. 1 in the amount of \$105,333.39 for the 2024 Well Exploration – Drilling Services Contract related to the 2024 Well Replacement Exploration Services. Motion carried unanimously.

18. 2024 Mill & Overlay and Full Depth Reclamation Improvements Project Monthly Update

WIDSETH Consulting Engineer Bitter stated the contractor was working on the punch list items.

19. Approve the Knife River Corporation – North Central Change Order No. 6 in the Increased Amount of \$67,831.65 and Extend the Final Completion Date for the 2024 Mill & Overlay and Full Depth Reclamation Improvements Project, Municipal Project Number 4424

WIDSETH Consulting Engineer Bitter reviewed the Anderson Brothers Construction Change Order No. 6 in the amount of \$1,618.75 and increase the project budget from \$264,671.55 to \$266,290.30 for the Lift Station No. 13 Reconstruction Project.

Change Order No. 6 address the following items:

- Repair sprinkler system allowance.
- Screened topsoil borrow adjustment.
- Aggregate base special adjustment.

- Spot full depth repair adjustment.
- Install salvaged aggregate adjustment.
- Dewatering.

Mr. Bitter explained that due to the contractor seeding after September 20th, staff is requesting to extend the final completion date to July 1, 2025. A majority of the turf establishment meets the specifications, but there are a few areas that will need to be touched up in the spring. By extending the final completion date, this allows the contractor to reseed and establish growth before closing out the project.

Mr. Bitter has no concerns with Change Order No. 6 and recommends approval.

MOTION by Commissioner Stenberg, seconded by Commissioner Brenny to approve the Knife River Corporation – North Central Change Order No. 6 in the Increased Amount of \$67,831.65 and Extend the Final Completed Date for the 2024 Mill & Overlay and Full Depth Reclamation Improvements Project. Motion carried unanimously.

20. Approve the Knife River Corporation – North Central Partial Pay Estimate No. 6 in the amount of \$455,315.76 for the 2024 Mill & Overlay and Full Depth Reclamation Improvements Project, Municipal Project Number 4424

WiDSETH Consulting Engineer Bitter reviewed the Knife River Corporation – North Central Partial Pay Estimate No. 6 in the amount of \$455,315.76 for the 2024 Mill & Overlay and Full Depth Reclamation Improvements Project.

The contractor has earned \$3,522,043.59 which represents 87.3% of the contract value. In accordance with the contract documents, retainage is being withheld on the amount of 5% of the contract value or \$201,682.12 is being retained which results in a total payment of \$375,721.74.

Mr. Bitter had no concerns with Partial Payment No. 6 and recommends approval.

MOTION by Commissioner Christofferson, seconded by Commissioner Brenny to approve the Knife River Corporation – North Central Partial Pay Estimate No. 6 in the amount of \$455,315.76 for the 2024 Mill & Overlay and Full Depth Reclamation Improvements Project. Motion carried unanimously.

21. 2025 Design Road & TH 371 Stormwater Improvements Project Monthly Update

There was no new information or questions from the commission or the public.

22. Adopt Resolution 2024-088 to enter into the Cooperative Construction Agreement with MNDOT and the City of Baxter for SP 1810-120 & SP 230-080-002 for the 2025 Design Road & T.H. 371 Stormwater Improvements Project, Municipal Project No. 4312

WiDSETH Consulting Engineer Bitter explained that as part of the 2025 Design Road & T.H. 371 Stormwater Improvements, an agreement needs to be entered into with MnDOT. The agreement allows MnDOT to provide payments to the City for MnDOT's share of the construction costs and other associated construction costs.

Chair Yliniemi inquired if the contractor would be working behind the right-of-way. Mr. Bitter explained the reason easements are required is because a 60-inch diameter pipe will be running from the west side of T.H. 371 in the boulevard between Edgewood Drive and T.H 371 to Whiskey Creek under the

centerline of Design Road. In order to make everything fit and work, the sanitary sewer will need to be relocated to the north curb line and services to the businesses will need to be adjusted on both the south and north side.

MOTION by Commissioner Stenberg, seconded by Commissioner Brenny to adopt Resolution 2024-088 to enter into the Cooperative Construction Agreement with MNDOT and the City of Baxter for SP 1810-120 & SP 230-080-002 for the 2025 Design Road & T.H. 371 Stormwater Improvements Project. Motion carried unanimously.

23. Lift Station 13 Reconstruction Project Monthly Update

There was no new information or questions from the commission or the public.

24. Approve the Anderson Brothers Construction Change Order No. 3 in the amount of \$1,618.75 and increase the project budget from \$264,671.55 to \$266,290.30 for the Lift Station No. 13 Reconstruction Project

WiDSETH Consulting Engineer Bitter reviewed the Anderson Brothers Construction Change Order No. 3 in the amount of \$1,618.75 and increase the project budget from \$264,671.55 to \$266,290.30 for the Lift Station No. 13 Reconstruction Project.

Change Order No. 3 addresses the following item:

- Extended the wet well vent pipe to obtain the minimum 60" separation from the control cabinet required by the electrical code. The change order will revise the contract amount from \$193,442.30 to \$195,061.05.

Mr. Bitter explained the Change Order revises the construction contract from \$193,442.30 to \$195,061.05. The project budget prior to this change order was \$264,671.55. With this change order the project budget will need to be increased to \$266,290.30.

Mr. Bitter noted that one additional change order is anticipated for the repair of leaking concrete around the pipe penetration boots in the wet well. Mr. Bitter had no concerns with Change Order No. 3 and recommends approval.

MOTION by Commissioner Christofferson, seconded by Commissioner Brenny to approve the Anderson Brothers Construction Change Order No. 3 in the amount of \$1,618.75 and increase the project budget from \$264,671.55 to \$266,290.30 for the Lift Station No. 13 Reconstruction Project. Motion carried unanimously.

25. Approve the Anderson Brothers Construction Partial Pay Estimate No. 3 in the amount of \$3,618.75 for the Lift Station No. 13 Reconstruction Project

WiDSETH Consulting Engineer Bitter reviewed the Anderson Brothers Construction Partial Pay Estimate No. 3 in the amount of \$3,618.75 for the Lift Station No. 13 Reconstruction Project.

Mr. Bitter explained at the August 20, 2024 City Council meeting, a final pay application was approved contingent on the contractor submitting the required closeout documents. Prior to the contractor submitting the closeout documents there was additional work that was identified as outlined in Change Order No. 3. The contractor never received payment, so the work associated with the final pay application that was approved in August is incorporated into this partial pay application.

Mr. Bitter had no concerns with Partial Payment No. 3 and recommends approval.

MOTION by Commissioner Stenberg, seconded by Commissioner Brenny to approve the Anderson Brothers Construction Partial Pay Estimate No. 3 in the amount of \$3,618.75 for the Lift Station No. 13 Reconstruction Project. Motion carried unanimously.

26. Lift Station No. 15 Reconstruction Project Monthly Update

There was no new information or questions from the commission or the public.

27. Approve the CCS Contracting, Inc. Change Order No. 1 in the amount of \$12,710.96 for the Lift Station No. 15 Reconstruction Project

WiDSETH Consulting Engineer Bitter reviewed the CCS Contracting, Inc. Change Order No. 1 in the amount of \$12,710.96 for the Lift Station No. 15 Reconstruction Project.

Change Order No. 1 address the following items:

- Lowering vault valve.
- Concrete pad next to control panel.
- Vent pipe extension.
- Pipe supports.

Holden Electric completed the three modifications listed below:

- Conduit for antenna cable.
- Relocated power meter.
- Raise yard light.

Mr. Bitter stated the Change Order was inadvertently omitted from the October meeting and is being brought directly to the City Council for action. This is being done to ensure the contract is paid in a timely manner in accordance with the Contract Documents.

Mr. Bitter had no concerns with Change Order No. 1 and recommends approval.

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to approve the CCS Contracting, Inc. Change Order No. 1 in the amount of \$12,710.96 for the Lift Station No. 15 Reconstruction Project. Motion carried unanimously.

28. Approve the CCS Contracting, Inc. Partial Pay Estimate No. 2 in the amount of \$48,390.96 for the Lift Station No. 15 Reconstruction Project.

WiDSETH Consulting Engineer Bitter reviewed the CCS Contracting, Inc. Partial Pay Estimate No. 2 in the amount of \$48,390.96 for the Lift Station No. 15 Reconstruction Project.

The contractor has earned \$109,910.96, which represents 100% of the original contract plus Change Order No. 1. In accordance with the agreement, \$3,000.00 is being retained based on the value of the turf restoration. This results in a payment of \$48,390.96 for this period.

Mr. Bitter stated the city budgeted \$236,500.00 for this project. The total project cost is estimated at \$108,310.00 which is \$55,190.00 below the budget.

Mr. Bitter had no concerns with Partial Payment No. 2 and recommends approval.

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to approve the CCS Contracting, Inc. Partial Pay Estimate No. 2 in the amount of \$48,390.96 for the Lift Station No. 15 Reconstruction Project. Motion carried unanimously.

29. 2024 CSAH 77 Utility Improvements Project Monthly Update, Municipal Project No. 4118

There was no new information or questions from the commission or the public.

30. Approve Pratt's Affordable Excavating, Inc. Partial Pay Estimate No. 1 in the amount of \$375,721.74 for the 2024 CSAH 77 Utility Improvements Project, Municipal Project 4118.

WiDSETH Consulting Engineer Bitter reviewed the Pratt's Affordable Excavating, Inc. Partial Pay Estimate No. 1 in the amount of \$375,721.74 for the 2024 CSAH 77 Utility Improvements Project.

The contractor has earned \$403,274.40 which represents 73% of the contract value. In accordance with the contract documents, retainage is being withheld in the amount of 5% of the contract value or \$27,552.66. The results in a payment of \$375,721.74.

Mr. Bitter had no concerns with Partial Payment No. 1 and recommends approval.

MOTION by Commissioner Brenny, seconded by Commissioner Stenberg to approve Pratt's Affordable Excavating, Inc. Partial Pay Estimate No. 1 in the amount of \$375,721.74 for the 2024 CSAH 77 Utility Improvements Project. Motion carried unanimously.

31. 2025 Commercial Full Depth Reclamation Improvements Project Monthly Update, Municipal Project 4425

There was no new information or questions from the commission or the public.

32. Approve the WiDSETH Proposal for Professional Design and Biddings Services in the Not to Exceed Amount of \$120,750.00 for the 2025 Commercial Full Depth Reclamation Improvements Project

WiDSETH Consulting Engineer Bitter reviewed the WiDSETH Proposal for Professional Design and Biddings Services in the Not to Exceed Amount of \$120,750.00 for the 2025 Commercial Full Depth Reclamation Improvements Project.

The commercial full depth reclamation area includes the following:

- Audubon Way.
- Edgewood Drive (North of Novotny Road).
- Lake Forest Road.
- Whispering Woods Lane (Dellwood Drive to Pearl Drive).

The proposed Scope of Services is as follows:

Design Services

WiDSETH will prepare design drawings and contract documents suitable for competitive bidding that meet City and Minnesota Chapter 429 assessment project requirements. Items included in our proposed Scope of Services are as follows:

- Preliminary design meeting and subsequent plan review meetings with City staff – up to three (3) meetings.
- Private utility company coordination – up to two (2) meetings.
- Preparation of project plans, including the following:
 - o Title Sheet.
 - o Statement of estimated quantities.
 - o Quantity tabulations.
 - o Typical construction details.
 - o Typical roadway and trail sections.
 - o Traffic Control Plan.
 - o Existing conditions and removals plan.
 - o Temporary and permanent erosion control details and plan.
 - o Stormwater Pollution Prevention Plan.
 - o Bituminous pavement section design.
 - o Full Depth Reclamation plan sheets.
 - o Water and Wastewater system Improvements.
 - o Pavement marking and signage plan.
 - o Street lighting modification plan.
 - o Roadway cross sections and earthwork calculations.
- WIDSETH quality control review and plan modifications.
- City staff review submittals.
- Final plan preparation.
- Preparation of contract documents and specifications.
- Preparation of Engineer's Estimate of Probable Construction Cost.
- Project design status reports and assistance with City Council RCA's.
- Final plan review with City staff, Utilities Commission and City Council.
- Deliverables: Project status updates, bidding documents (plans and specifications) in electronic PDF format, Engineer's Estimate of Probable Construction Cost, and updated assessment calculations.

Advertising/Bidding/Award Services

WIDSETH will assist the City in advertising, bidding, and awarding the project in accordance with the Minnesota Chapter 429 assessment process. Items included in our Proposed Scope of Services are as follows:

- Assist City with advertising the construction documents for public bidding.
- Coordination of contract document distribution to prospective bidders.
- Reply to bidder questions and inquiries.
- Prepare and distribute necessary Addenda.
- Facilitate bid opening via QuestCDN.
- Prepare a tabulation of bids received.
- Review apparent low bid for compliance with contract documents.
- Make recommendation to the City for award of the construction contract.
- Deliverables: Updated project cost estimate/assessment calculations, Bid Tabulation, bid review/award letter and accompanying RCA.

This project originally included residential mill & overlay and full depth reclamation project areas. WIDSETH currently has three existing contracts with the City for the Feasibility Study, Jetting and Televising and Topographic Survey. In July of 2024, city staff elected to pull the residential portions of the project and move them to 2026.

WiDSETH proposes to perform the services described above on an hourly basis for the Not to Exceed Amount of \$120,750.00

MOTION by Commissioner Stenberg, seconded by Commissioner Brenny to approve the WiDSETH Proposal for Professional Design and Biddings Services in the Not to Exceed Amount of \$120,750.00 for the 2025 Commercial Full Depth Reclamation Improvements Project. Motion carried unanimously.

33. Approve the WiDSETH Agreement for Professional Engineering Services in the Not to Exceed Amount of \$155,400 for the 2026 Evergreen Drive Stormwater Outlet Improvements Project

WiDSETH Consulting Engineer Bitter reviewed the WiDSETH Agreement for Professional Engineering Services for the 2026 Evergreen Drive Stormwater Outlet Improvements Project. The project includes the construction of a surface water overflow from College Road stormwater basin to the wetland located west of Evergreen Drive and north of Highland Scenic Road.

The proposed Scope of Services is as follows:

Design Services

WiDSETH will prepare drawings and contract documents in accordance with the MnDOT Delegated Contract Process (DCP) for local agency federal aid projects, City requirements and the Minnesota Chapter 429 assessment process.

Items included in the proposed Scope of Services are as follows:

- Preparation of Project Memo.
- Assistance with DCP agreement process.
- Assistance with right-of-way/easement process and documentation.
- Private utility company coordination – up to two (2) meetings.
- Coordination of preliminary sanitary sewer and storm sewer cleaning and televising.
- Preparation of project plans, including the following:
 - o Title Sheet.
 - o Statement of Estimated Quantities.
 - o Quantity Tabulations.
 - o Typical Construction Details.
 - o Traffic Control Plan.
 - o Existing Conditions and Removals Plan.
 - o Temporary and Permanent Erosion Control Details and Plan.
 - o Stormwater Pollution Prevention Plan.
 - o Storm sewer and treatment basin design.
 - o Utility Plan & Profile Sheets.
 - o Grading sheets.
- Internal quality control review and plan modifications.
- City staff review submittals.
- Final plan preparation.
- State Aid Review.
- Preparation of contract documents and specifications (Project Proposal).
- Preparation of Engineer's Estimate of Probable Construction Cost.
- Preparation of Schedule I.
- Project design status reports and assistance with City Council RCA's.
- Final plan review with City staff, Utilities Commission and City Council.

- Deliverables: Project status updates, bidding documents (plans and specifications) in Electronic PDF format, Engineer's Estimate of Probable Construction Cost.

Assumptions and Exclusions

In preparing this Proposal, WiDSETH relied on the following assumptions and exclusions:

- City will assist with DCP process when necessary.
- The following services will be provided in a separate agreement(s):
 - o Preliminary Pipe Cleaning and Televising.
 - o Geotechnical Evaluation.
 - o Feasibility Study Update and Improvement Hearing services.
 - o Advertisement and Bidding services.
 - o Final Assessment Calculations, Assessment Roll and Assessment Hearing services.
 - o Construction Administration.
 - o Construction Staking.
 - o Construction Observation.
 - o Construction Materials Testing.

WiDSETH proposes to perform the services described above on an hourly basis for the Not to Exceed Amount of \$155,400.00.

MOTION by Commissioner Christofferson, seconded by Commissioner Brenny to approve the WiDSETH Agreement for Professional Engineering Services in the Not to Exceed Amount of \$155,400 for the 2026 Evergreen Drive Stormwater Outlet Improvements Project. Motion carried unanimously.

INFORMATIONAL ITEMS

34. 2022 Full Depth Reclamation and Reconstruction Improvements Project Monthly Update

There was no new information or questions from the commission or the public.

35. 2023 Commercial and Residential Full Depth Reclamation and Quiet Zone Improvements Project Monthly Update

There was no new information or questions from the commission or the public.

36. 2023 Knollwood Drive Improvements Project Monthly Update

There was no new information or questions from the commission or the public.

37. 2023 Novotny Road Improvements Project Monthly Update

There was no new information or questions from the commission or the public.

38. 2024 Water System Hydraulic Model Update and Water System 20-Year Use Projections Project

There was no new information or questions from the commission or the public.

39. 2024 Well Rehabilitation Project Update

There was no new information or questions from the commission or the public.

40. Water Supply Improvements Monthly Update - Wells 5 & 6

There was no new information or questions from the commission or the public.

41. 2026 Mill & Overlay, Full Depth Reclamation and Reconstruction Improvements, Project Monthly Update

There was no new information or questions from the commission or the public.

42. Baxter 20-Year Public Works Facility Assessment Project Monthly Update

There was no new information or questions from the commission or the public.

43. Clearwater Road Development Traffic Review Monthly Update

There was no new information or questions from the commission or the public.

44. Eagle Drive Area Improvements Project Monthly Update

There was no new information or questions from the commission or the public.

45. Holiday Station Store Contamination Project Monthly Update

There was no new information or questions from the commission or the public.

46. Project Timber Wolf Project Monthly Update

There was no new information or questions from the commission or the public.

47. 2023 Whiskey Creek Pedestrian Bridge Inspection Project Monthly Update

There was no new information or questions from the commission or the public.

48. Whiskey Creek Planting Plans Project Monthly Update

There was no new information or questions from the commission or the public.

49. Whiskey Creek Stormwater Improvements Project Monthly Update

There was no new information or questions from the commission or the public.

50. Wellhead Protection Plan Part II Project Monthly Update

There was no new information or questions from the commission or the public.

ADJOURN

MOTION by Commissioner Stenberg, seconded by Commissioner Brenny to adjourn at 5:12 p.m. Motion carried unanimously.

Approved by:

Respectfully Submitted,

Rock Yliniemi
Chairman

Mary Haugen
Administrative Assistant