



UTILITIES COMMISSION MEETING MINUTES

Wednesday, June 03, 2026 at 5:30 PM

Baxter City Hall, 13190 Memorywood Drive, Baxter, MN

"A Growing Community"

CALL TO ORDER

The regular meeting of the Baxter Utilities Commission was called to order at 5:30 p.m. by Chairman Rock Yliniemi.

ROLL CALL

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

Members Absent: None.

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

Other Present: Developer Jeff Bruce, Developer Derrick Taylor, R.L. Larson Representative Matt John, Bolton & Menk Consulting Engineer Bryan Drown, SEH Consulting Engineers Scott Hedlund and Neil Heinonen, WIDSETH Consulting Engineers Alex Bitter and Civil Engineer in Training Avery Mulholland.

CONSENT AGENDA

1. Approve the Utilities Commission Minutes from May 6, 2026

MOTION by Commissioner Stenberg, seconded by Commissioner Brenny to approve the Utilities Commission minutes from May 6, 2026. Motion carried unanimously.

BUSINESS ITEMS

2. Recommend Planning and Zoning Commission Approve Chick-Fil-A Conditional Use Permit Amendment with the Conditions listed in the Staff Recommendation

Public Works Director/City Engineer Walter informed the commission that Chick-Fil-A submitted a Conditional Use Permit (CUP) that was approved in July of 2025. They are now submitting an amendment to their CUP and have submitted a revised site plan to modify their current approval.

The layout is to address site access. They are proposing to shift the building to the north and provide a new access from the east on the south side of the building. The updated site plan relocates the trash enclosure from the northeast side of the building to the southwest side of the building.

Staff recommends the Utilities Commission approve the CUP contingent on the following:

- Enter into a Stormwater Facilities Maintenance Agreement prior to issuing a building permit.
- Enter into an Escrow Agreement prior to issuing a building permit.

MOTION by Commissioner Stenberg, seconded by Commissioner Brenny to recommend the Planning & Zoning Commission approve the Chick-fil-A Conditional Use Permit Amendment with the conditions listed in the staff report. Motion carried unanimously.

3. Approve the 2026 Novotny Road Improvements Project Plans

Assistant City Engineering reviewed the revised plans for the 2026 Novotny Road Improvements and noted that the Developers where in the audience to answer any questions or concerns. This was a carryover from the May meeting.

Once again, Commissioner Christofferson expressed his concerns on the plan set. Mr. Thompson stated that SEH has been contracted to review the roundabout, stormwater, electrical along with the rest of the civil plans and noted this was a pass-through cost.

Mr. Thompson stated he has been through the plans and has several minor comments such as the following items:

- Page C-17 the sanitary sewer manhole #2 was incorrect.
- Page C-18 sanitary sewer manhole #5 does not exist
- Invert wrong on the storm sewer

Mr. Thompson stated with the review from SEH and the current plan comments he is confident that everything will be addressed and will have a good plan set to use for construction. Staff will not issue a permit until final plans are approved.

Public Works Director/City Engineer Walter stated that he reviewed the plans this afternoon and some clean-up is needed; however, it is not substantial. Council Liaison Cross inquired on who is paying for the review. Mr. Walter stated it is being charged back to the Developer so the cost is not passed on to the taxpayers.

MOTION by Commissioner Wolf, seconded by Commissioner Stenberg to recommend City Council approve the 2026 Novotny Road Improvements Project Plans contingent on final approval by the Public Works Director/City Engineer. Motion carried unanimously.

4. Accept the ASTECH Corporation bid in the amount of \$602,415.58 for the 2026 Micro Surfacing Project

Bolton & Menk Consulting Engineer Drown reviewed the project area consisting of 5.2 miles of city streets consisting of:

- Baxter Drive north of TH 210, Conservation Drive, and Fairview Road from Conservation Drive to Baxter Drive.
- Excelsior Road from Inglewood Drive to roundabout at Edgewood Drive and Cypress Drive east to the city limit
- Edgewood Drive from Excelsior Road to Woida Road
- Dellwood Drive from Design Road to 400 feet north of Woida Road and Whispering Woods Lane to Wise Road (CSAH 49).

Two bids were received and are listed below:

- | | |
|--|---------------------|
| • ASTECH Corporation | \$602,411.18 |
| • Fahrner Asphalt | \$695,059.20 |
| • Engineer’s Estimate of Construction | \$657,065.20 |

All bids conformed to the plans, specifications and advertisement. One mathematical error was found in the ASTECH bid that increased their bid amount by \$4.40 to a total of \$602,415.58. The low bid is approximately 8.3% lower than the Engineer's estimate of \$657,065.20.

On the north end of Dellwood Drive the east half of the street for a quarter mile south of Wise Road (CSAH 49) is in the City of Brainerd. The City of Brainerd has agreed to participate in the project for this segment which equates to 3% of the project.

Based on the bid results, the construction cost to complete the street segments identified for 2026 is \$602,415.58 and the engineering cost is \$59,312.00 for a total project cost of \$661,727.58. The 2026 City of Baxter portion of the project is \$641,379.22 and City of Brainerd portion is \$20,348.36.

MOTION by Commissioner Stenberg, seconded by Commissioner Brenny to recommend City Council accept the ASTECH Corp. bid in the amount of \$602,415.58 for the 2026 Micro Surfacing Project. Motion carried unanimously.

5. 2026 Clearwater Road, North Lynndale Area, & Brentwood Circle Street & Utility Improvements Monthly Update

SEH Consulting Engineer Heinonen noted that construction is underway on Brentwood Circle and Lynndale Drive.

6. 2027 Foley Road and Isle Drive/Forthun Road Intersection Improvements Project Monthly Update

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

7. 2027 Foley Road and Isle Drive/Forthun Road Intersection Improvements Project Layout Review

SEH Consulting Engineer Hedlund informed the commission SEH staff have been working on roadway layouts before the final design. This preliminary work has been submitted to MnDOT for their comments.

Commissioner Brenny inquired whether a bike and pedestrian trail would be constructed on Isle Drive. Commissioner Wolf said he would like to see the trail included in the feasibility report. Public Works Director/City Engineer Walter stated that a trail hadn't been addressed at this time; however, it could be included in the Feasibility Report.

8. 2028 Elder Drive & Foley Road Intersection Improvements Project Monthly Update

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

9. 2028 Elder Drive & Foley Road Intersection Improvements Layout Review

SEH Consulting Engineer Hedlund informed the commission SEH staff have been working on roadway layouts before the final design. This preliminary work has been submitted to MnDOT for their comments.

Commissioner Stenberg inquired on have a dedicated left turn lane for the north entrance of Costco so traffic turning right wouldn't get stuck waiting since Elder Drive is heavily traveled. Public Works

Director/City Engineer Walter stated that the project team and staff are looking into traffic counts and will review the need for a dedicated left and right turn lanes from Costco's parking lot on Elder Drive.

Mr. Hedlund noted that permanent easements will be needed from Home Depot and a temporary easement from Costco. The realignment of Elder Drive at the Foley Road intersection is one of the City projects. It is a direct result of the need to close the Elder Drive at-grade railroad crossing in conjunction with the overpass project. It is anticipated that these roadway and utility improvements would be bid and constructed as a separate City project with contract provisions requiring close coordination with MnDOT's project, and with construction starting shortly after the permanent closure of the Elder Drive at-grade railroad crossing in 2028.

10. Water Treatment Plant HVAC Improvements Project Monthly Update

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

11. Approve the SEH Contract in the Not to Exceed Amount of \$7,000.00 for the Lake Forest Road Senior Living Traffic Review

SEH Consulting Engineer Heinonen reviewed the proposal for the development of a 102-unit senior apartment building on Lake Forest Road, west of Edgewood Drive and TH 371. The property is located north of Novotny Road, just north of the proposed assisted living facility.

This study will build on the four previous studies along Novotny Road, one for the Lofts at Novotny (2022), one for the Kwik Trip (2024), one for the VA Clinic (2025), and one for the proposed assisted living facility (2025).

The proposed 102-unit senior living apartment building is not expected to generate traffic demands that would change the recommendations of the Baxter VA Clinic Traffic Impact Study, so a full traffic impact analysis for the development is not needed. The traffic review will estimate trips generated by the development, review planned access, and determine whether additional roadway connections should be built in the development area.

MOTION by Commissioner Stenberg, seconded by Commissioner Wolf to recommend City Council approve the SEH Contract in the Not to Exceed Amount of \$7,000.00 for the Lake Forest Road Senior Living Traffic Review. Motion carried unanimously.

12. Approve the Rice Lake Construction Group Invoice in the amount of \$50,850.00 for Work Completed on the Water Treatment Plant Filter Rehabilitation

SEH Consulting Engineer Heinonen reviewed the Rice Lake Construction Group Invoice in the amount of \$50,850.00. Based on field observations Filters 1 and 2 are effectively sealed with no visible leakage, while Filter 3 shows an estimated 70% reduction in leakage and Filter 4 approximately 30% reduction. Residual leakage in Filters 3 and 4 is primarily attributed to uneven concrete wall conditions, gasket transitions, and localized deficiencies such as loosened anchors and minor structural issues. The project has resulted in a meaningful reduction in leakage and media loss, but additional refinements are needed to fully address the issue.

Mr. Heinonen noted that additional improvements are recommended for Fall 2026 when filters can be taken offline, including installation of more compressible gasket materials, replacement of select anchors, and addressing wall irregularities. The additional improvements are outside Rice Lake Construction Group's contract scope and will result in additional cost to the city.

MOTION by Commissioner Christofferson, seconded by Commissioner Brenny to recommend City Council approve the Rice Lake Construction Group Invoice in the amount of \$50,850.00 for Work Completed on the Water Treatment Plant Filter Rehabilitation. Motion carried unanimously.

13. Lift Station No. 18 Reconstruction Project Monthly Update

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

14. Approve the CCS Contracting, Inc. Lump Sum Bid in the Amount of \$136,200.00 for the Lift Station No. 18 Reconstruction Project

WIDSETH Civil Engineer in Training Mulholland informed the commission that pursuant to authority of the City Council and after proper legal advertisement, bids for the reconstruction of Lift Station No. 18 were obtained on Tuesday, May 19, 2026, at 10:30 a.m. at the Baxter City Hall.

The City received the following bids:

- CCS Contracting \$136,200.00
- R & R Excavating \$176,350.75
- **Engineer’s Estimate \$170,026.00**

CCS Contracting has prior experience completing lift station reconstruction projects for the City, most recently the reconstruction of Lift Station 15. Based on this experience and review of the submitted bids, both Widseth and City staff recommend awarding the contract to CCS Contracting, Inc. in the lump sum amount of \$136,200.00.

MOTION by Commissioner Stenberg, seconded by Commissioner Brenny to recommend City Council approve the CCS Contracting, Inc. Lump Sum Bid in the Amount of \$136,200.00 for the Lift Station No. 18 Reconstruction Project. Motion carried unanimously.

15. 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.

16. Approve the Anderson Brothers Construction Partial Pay Estimate No. 5 in the amount of \$12,894.77 for the 2025 Commercial Full Depth Reclamation Improvements Project, Municipal Project Number 4425

WIDSETH Consulting Engineer Bitter reviewed the Anderson Brothers Construction Partial Pay Estimate No. 5 in the amount of \$12,897.77 for the 2025 Commercial Full Depth Reclamation Improvements Project.

The Contractor has earned \$898,794.32 to date which represents 104.2% contract value. The retainage is 150% of the estimated remaining work value (\$42,686.14). Previous payment total \$843,213.41 which results in a total payment of \$12,894.77.

MOTION by Commissioner Christofferson, seconded by Commissioner Wolf to recommend City Council approve the Anderson Brothers Construction Partial Pay Estimate No. 5 in the amount of \$12,897.77 for the 2025 Commercial Full Depth Reclamation Improvements Project, Municipal Project Number 4425. Motion carried unanimously.

17. 2025 Design Road & TH 371 Stormwater Improvements Project Monthly Update

WiDSETH Consulting Engineer Bitter informed the commission that MnDOT has signed off on their portion of the project.

18. Approve the J.R. Ferche, Inc Change Order No. 3 to modify the Final Completion Date for the 2025 Design Road & TH 371 Stormwater Improvements Project, Municipal Project Number 4135

WiDSETH Consulting Engineer Bitter reviewed the J.R. Ferche, Inc Change Order No. 3 which modifies the completion date for the 2025 Design Road & TH 371 Stormwater Improvements Project.

Change Order No. 3 includes the following items:

- Due to turf establishment not meeting the project requirements and Change Order #4 not finalized with MnDOT yet, the Final Completion Date will not be met. The Contractor and Project Engineer are requesting the final completion date be moved to October 30th, 2026. By moving the Final Completion date this far, it allows for additional time to establish growth and to resolve the final Change Order.

MOTION by Commissioner Wolf, seconded by Commissioner Stenberg to recommend City Council approve the J.R. Ferche, Inc Change Order No. 3 to modify the Final Completion Date for the 2025 Design Road & TH 371 Stormwater Improvements Project. Motion carried unanimously.

19. Approve the J.R. Ferche, Inc Partial Pay Estimate No. 6 in the amount of \$93,699.37 for the 2025 Design Road & TH 371 Stormwater Improvements Project, Municipal Project Number 4135

WiDSETH Consulting Engineer Bitter reviewed the J.R. Ferche, Inc Partial Pay Estimate No. 5 in the amount of \$93,699.37 for the 2025 Design Road & TH 371 Stormwater Improvements Project.

The Contractor has earned \$2,599,387.55 to date which represents 99.6% contract value. The retainage has been reduced to 150% of the remaining work to be completed. This equates to \$40,383.00 being retained and \$90,111.01 being released. Taking the amount earned, the released retainage and previous payment of \$2,465,305.18, this results in a total payment of \$93,699.37.

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to recommend City Council approve the J.R. Ferche, Inc Partial Pay Estimate No. 5 in the amount of \$93,699.37 for the 2025 Design Road & TH 371 Stormwater Improvements Project, Municipal Project Number 4135. Motion carried unanimously.

20. Approve Additional Design Road Stormwater Network Modeling Contract in the Not to Exceed Amount of \$33,000.00 and Approve the 2025 Design Road & TH 371 Stormwater Improvements Project, Municipal Project Number 4135 Contract Amendment No 1 in the Decreased Amount of \$33,000

WiDSETH Consulting Engineer Bitter reviewed the proposal for hydrologic and hydraulic modeling services to create a comprehensive model of the TH 371 and Design Road Storm Sewer Networks and the Whiskey Creek Wetland Treatment System.

The TH 371/TH 210 Interchange Project has reached 30% design, and the probable runoff area of runoff directed to the Design Road System can be incorporated into a comprehensive stormwater model. Previously, the Design Road storm sewer network was sized to handle an additional 18 acres of impervious area. The Whiskey Creek Wetland Treatment System, which is constructed to half its

available capacity, was not incorporated into the Design Road model because the actual runoff from the TH371/TH 210 Interchange Project was not known at the time. To ensure there are no downstream effects of adding the runoff from the interchange, it is recommended a comprehensive model is created to incorporate MnDOT's design flow from the TH 371/TH 210 Interchange Project.

The proposal includes the following scope of services:

- Obtain copies of the TH 371/TH 210 Interchange Project 30% storm water model and HR Green model for the Whiskey Creek Wetland Treatment System. (which WiDSETH already has obtained)
- Develop hydrologic and hydraulic models representing proposed conditions incorporating the above models and Widseth Design Road storm water model.
- Prepare a summary report documenting modeling assumptions, methodologies, results, and recommendations.

Mr. Bitter explained the cost for the modeling will be from the 2025 Design Road Improvements Project. Widseth is tracking to be under budget on their current contract and proposes utilizing \$33,000 from the construction administration budget to pay for the additional stormwater modeling for this project. Included with the approval of the contract for the additional \$33,000.00 is a fee amendment in the decreased amount of \$33,000.00 for the Design Road construction contract. There is no change to the project budget with what is proposed.

Widseth will continue to monitor and estimate the Engineering costs as the project continues. With the approval of this contract, there is no net change in the total approved project budget.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council approve Additional Design Road Stormwater Network Modeling Contract in the Not to Exceed Amount of \$33,000.00 and approve the 2025 Design Road & TH 371 Stormwater Improvements Project, Municipal Project Number 4135 Contract Amendment No 1 in the Decreased Amount of \$33,000. Motion carried unanimously.

21. 2027 Fairview Road Extension to Excelsior Road Project Monthly Update

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

22. Approve the Widseth Contract Amendment No. 1 in the Not to Exceed Amount of \$101,000.00 for the 2027 Fairview Road/Forest Drive Extension to Excelsior Road Project

WiDSETH Consulting Engineer Bitter reviewed the Contract Amendment No. 1 in the Not to Exceed Amount of \$101,000.00 for the 2027 Fairview Road/Forest Drive Extension to Excelsior Road Project.

Widseth proposes retaining the services of SRF Consulting Group, Inc. as a sub-consultant to provide right-of-way acquisition and relocation services.

A summary of the additional property acquisition and relocation services is as follows:

- SRF will provide professional right-of-way acquisition and relocation services for the project. Items included in the proposed Scope of Services are as follows:
- Project management and coordination with City staff and WiDSETH
- Bi-weekly project status updates
- Preparation of title reports and field title reports for affected parcels

- Owner notifications and acquisition coordination
- Coordination of appraisals and appraisal reviews
- Preparation of offer packages and acquisition documentation
- Presentation of offers and negotiation assistance
- Mortgage consent coordination, if required
- Preparation and maintenance of acquisition files and contact logs
- Relocation assistance services in accordance with applicable federal and state requirements
- Preparation of required relocation notices and supporting documentation
- Coordination of relocation benefits and claims documentation
- Preparation of complete acquisition and relocation files for project closeout

SRF will perform services described above for the Not to Exceed Amount of \$101,000.00. With this amendment, the total Widseth contract for this project will be increased to \$231,500.00.

Commissioner Christofferson questioned what SRF was. Mr. Bitter explained that SRF has specialized staff with extensive experience in assisting public agencies with property acquisition and business relocation as it relates to MnDOT requirements, the Uniform Relocation and Real Property Acquisition Polices Act and Minnesota Statute 117.52.

Public Works Director/City Engineer Walter asked Mr. Bitter if he had the updated project budget information as per Mr. Walter's phone conversation with WIDSETH Consultant Engineer Welch from 5:10pm before the meeting? Mr. Bitter did not have the updated financial information the Mr. Walter was requesting but said he will make sure the RCA is updated prior to the council meeting.

MOTION by Commissioner Christofferson, seconded by Commissioner Stenberg to recommend City Council approve of the Widseth Contract Amendment No. 1 in the Not to Exceed Amount of \$101,000.00 for the 2027 Fairview Road/Forest Drive Extension to Excelsior Road Project. Motion carried unanimously.

23. 2027 Mill & Overlay, Full Depth Reclamation and Reconstruction Improvements Project Monthly Update

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

24. Accept the Widseth Road Recommendation Memo for the 2027 Mill & Overlay and Full Depth Reclamation Improvements Project, Municipal Project Number 4427

WIDSETH Consulting Engineer Bitter informed the commission that he had personally walked all of the roads relating to the 2027 Mill & Overlay and Full Depth Reclamation Improvements Project. As a result of this project walk there are some roads that are being recommended for reevaluation in 2028 for the 2029 project and he has prepared a memo related to this evaluation.

Commissioner Stenberg asked if pushing back these roads will require a full depth reclamation instead of a Mill & Overlay. Mr. Bitter stated unless the roadway had a catastrophic failure it is still anticipated being milled and overlaid.

MOTION by Commissioner Brenny, seconded by Commissioner Wolf to recommend City Council accept the Widseth Road Recommendation Memo for the 2027 Mill & Overlay and Full Depth Reclamation Improvements Project. Motion carried unanimously.

INFORMATIONAL ITEMS

25. 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.

26. 2023 Knollwood Drive Improvements Project Monthly Update

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

27. 2024 Mill & Overlay and Full Depth Reclamation Improvements Project Monthly Update

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

28. 2024 South Forestview Improvements Project Monthly Update

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

29. 2025 Water Supply Improvements - Wells 5 & 6 Monthly Update

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

30. 2026 AWIA RRA & ERP Recertification Monthly Update

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

31. 2026 Lift Station 11 Service Area Smoke Testing Project Update

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

32. 2026 Mill & Overlay Improvements Project Monthly Update

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

33. 2027 CSAH 48 (Highland Scenic Road) Trail Connection Project Monthly Update

WSB Consulting Engineer Youso informed the commission approval to fill in the wetland has been obtained. It is anticipated that bidding for the project will be held in July with project award in August.

34. Eagle Drive Area Improvements Project Monthly Update

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

35. Evergreen Drive Improvements and Southeast Baxter Stormwater Overflow Improvements Project Monthly Update

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

36. Holiday Station Store Contamination Monthly Update

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

37. Industrial Park Road FDR and Stormwater Improvements Project Monthly Update

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

38. Inglewood Drive to Garrett Lane Flood Overflow Control Monthly Update

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

39. TH 371/TH 210 Interchange Utility Modifications Monthly Update

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

40. Whiskey Creek Pedestrian Bridge Inspection Project Monthly Update

WIDSETH Consulting Engineer Bitter informed the commission that the preconstruction meeting was held with Anderson Brothers. On a field visit to the site, it was decided to switch from the Eucocrete Epoxy to a regular 4,000 psi mix since the abutment will be raised six inches. Additionally, it was identified that the anchor bolts had been torched off and will need to be extended. The contractor will install couplings that will be embedded in the concrete to extend the anchor bolts.

41. Whiskey Creek Planting Plans Project Monthly Update

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

ADJOURN

MOTION by Commissioner Stenberg, seconded by Commissioner Wolf to adjourn the meeting at 7:00 p.m. Motion unanimously approved.

Approved by:

Respectfully submitted:

Rock Yliniemi
Chair

Mary Haugen
Administrative Assistant