



# UTILITIES COMMISSION MEETING MINUTES

Wednesday, March 04, 2026 at 5:30 PM

Baxter City Hall, 13190 Memorywood Drive, Baxter, MN

*"A Growing Community"*

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## 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, Council Liaison Mark Cross and Chairman Rock Yliniemi.

**Members Absent:** Commissioner John Brenny.

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

**Other Present:** SEH Consulting Engineer Neil Heinonen, WiDSETH Consulting Engineers Aric Welch, Alex Bitter and Civil Engineer in Training Avery Mulholland.

## CONSENT AGENDA

**1. Approve the Utilities Commission Minutes from February 5, 2026**

**MOTION** by Commissioner Stenberg, seconded by Commissioner Christofferson to approve the Utilities Commission minutes from February 5, 2026. Motion carried unanimously.

## BUSINESS ITEMS

**2. Approve the Essentia Health Construction Repair and Maintenance Agreement for Sanitary Sewer and Water Main**

Assistant City Engineer Thompson reviewed the Essentia Health Construction Repair and Maintenance Agreement for Sanitary Sewer and Water Main with the commission.

Essentia Health is proposing to use approximately 60 percent of the building with 40 percent remaining vacant. The project team has reached out to the city and would like to install a sewer service to the vacant part of the building to allow for the ability to add another tenant if they would like in the future.

Mr. Thompson stated the sanitary sewer installed in 2025 by Essentia Health is an 8-inch pipe that has enough capacity to support the additional sewer service. A sanitary sewer manhole will need to be installed where the new sewer service will connect in with the existing 8-inch sewer pipe. Essentia Health is dedicating an easement connecting the new manhole to the existing easement downstream.

The easement will allow city maintenance staff to clean the sewer line with the rest of the City's system on a four-year rotation; however, it still requires the property owner to be responsible for all repair and replacement costs.

Mr. Thompson had no concerns with the agreement and recommended approval.

**MOTION** by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council approve the Essentia Health Construction Repair and Maintenance Agreement for Sanitary Sewer and Water Main. Motion carried unanimously.

**3. Recommend Planning & Zoning Commission Approve the Five Below Conditional Use Permit Amendment and setback Variances with the Condition Outlined in the Staff Recommendations**

Assistant City Engineer Thompson reviewed the Conditional Use Permit to amend joint-access and for front yard setback variances. The building is proposed to be constructed on the south side of the Hobby Lobby building and will be connected to the existing building.

Mr. Thompson explained the variances are to allow for a building and trash enclosure to be constructed within the 35-foot setback. The building is proposed to be constructed 25 feet from the property line (10' within the setback requirement) and the trash enclosure is approximately 15 feet from the property line.

With the reduced building setback, it creates a shorter distance from the store front to the city street providing concern with vehicles backing up into the city street. The developer has addressed this concern by diverting the pedestrian traffic coming into the store to the north, allowing more stacking in front of the store. Additionally, there is a dedicated turn lane on Glory Road for this property, so if the traffic backs up, it will back up in the turn lane and will not impact the flow of the city street.

There is an existing sidewalk on the south side of the building that will be removed with the construction of this building. The sidewalk provides connectivity of pedestrian traffic from the Glory Road/Elder Drive signal to the existing sidewalk in front of the building which connects the business store fronts east of Elder Drive. The developer is proposing a new sidewalk on the south side of their building to provide the same trail connectivity as what is currently in place.

The project improvements remove 44 parking stalls that are not being accounted for anywhere else on site. The Community Development Department has completed a parking stall count, with the cross-access parking, and the development still meets the parking requirements.

The application included a full set of Civil Plans showing the sewer and water services along with stormwater improvements required with the construction of the new building. These improvements will require inspection services.

The proposed site design decreases the impervious surface by 5,377 square feet therefore there are no additional stormwater treatment improvements required with this development and no stormwater agreement. The existing stormwater facilities maintenance agreement is sufficient.

Commissioner Christofferson inquired on the purpose of the second island. Public Works Director/City Engineer Walter stated the island is to direct the flow of pedestrian traffic.

Council Liaison Cross inquired if there is any future need for additional right-of-way for the dual left turn lanes as outlined with the overpass project. Mr. Thompson stated future right-of-way had been acquired with the development of Zips Car Wash on Glory Road. Mr. Walter stated that in 2034 the

signal light at that intersection will be at the end of its useful life and construction of a roundabout is being considered.

Mr. Cross stated this development seemed like a real push for him and inquired if there were any other open lots in the area rather than adding onto an existing building. Mr. Walter stated lots in this area are already taken and have shared parking, access, sanitary sewer and water. Mr. Thompson stated that Public Works staff have thoroughly reviewed and the developer has addressed all the concerns of the Public Works Department regarding this development.

Council Liaison Cross stated that by the time he is able to review and comment the development has been through all commissions/departments. Mr. Thompson noted his concern and stated he would pass the information on.

Mr. Thompson stated that he had no concerns with the development and recommended approving the Conditional Use Permit and Variances with the following conditions:

1. Enter into an Escrow Agreement prior to issuance of a building permit.

**MOTION** by Commissioner Stenberg, seconded by Commissioner Wolf to recommend Planning and Commission approve the Five Below Conditional Use Permit and setback Variances with the condition outlined in the Staff Recommendations. Motion carried unanimously.

#### **4. Approve Five Below Escrow Agreement for Inspection Services and Asbuilts**

Assistant City Engineer Thompson reviewed the Civil Drawings for the site improvements which consist of storm sewer, water service, and sanitary sewer. The Escrow Agreement will include inspection services and asbuilts. The asbuilts are required to show storm sewer improvements, impervious surface calculations, and sanitary sewer & water service improvements.

Mr. Thompson had no concerns with the agreement and recommended approval.

**MOTION** by Commissioner Wolf, seconded by Commissioner Christofferson to recommend City Council approve the Five Below Escrow Agreement for inspection services and asbuilts. Motion carried unanimously.

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

SEH Consulting Engineer Heinonen informed the commission that the bid opening is scheduled for March 10<sup>th</sup> in the council chambers.

#### **6. Accept the True North Controls Quote in the amount of \$30,479.00 for Radio Telemetry Equipment at the East Tower and associated radios and equipment related to the 2026 Clearwater Road, North Lynddale Area, & Brentwood Circle Street & Utility Improvements Project, Municipal Project No. 4068**

SEH Consulting Engineer Heinonen reviewed True North Controls Quote in the amount of \$30,479.00 for Radio Telemetry Equipment at the East Tower and associated radios and equipment related to the 2026 Clearwater Road, North Lynddale Area, & Brentwood Circle Street & Utility Improvements Project.

Mr. Heinonen stated the City has experienced several radio issues due to outdated equipment throughout the past year. During 2025, True North Controls completed a study to identify the cause of numerous communication issues related to several lift station sites. This evaluation led to maintenance upgrades at select locations that have provided temporary improvements. The work included field investigation and troubleshooting and led to the understanding that the City's equipment is outdated and needs to be updated. The City's current system has radios that are no longer available for purchase as of December of 2025, and finding equipment on the secondary market has become increasingly difficult.

The quote provided quote for a new Migration Master Station (MMS) device at the East Water Tower, and for 3 each 4RF Aprisa Licensed Radios. The installation of the MMS unit allows the City to complete one-by-one site upgrades, thus does not require replacement of all radios at the same time. Secondly, the upgrade will require the City to get a NEW FCC license with a 12.5Khz channel width (faster throughput), as the current license is limited to 6.25Khz and will not work with the newer radios. True North Controls will apply for the new license as part of the quote.

Mr. Heinonen noted that a separate line in the quote is for the purchase of new radio antennas. The elements of the existing radio antennas were cut to length to tune them to the City's current radio frequency of 173.39625Mhz. It is likely a new FCC frequency in the 173Mhz range cannot be obtained, so new radio antennas will need to be purchased and tuned to match the new frequency.

This is a project cost that was not included in the previously approved feasibility report. The intention is to include this work with the 2026 Clearwater Road, North Lynndale Area, & Brentwood Circle Street & Utility Improvements Project.

The commission held an extensive discussion on radio frequency, obsolete equipment and antennas. Assistant City Engineer Thompson stated the new radios and network monitoring means that faulty or failed RTUs can be easily identified which strengthens reliability in the SCADA system.

**MOTION** by Commissioner Christofferson, seconded by Commissioner Stenberg to recommend City Council accept the True North Controls Quote in the amount of \$30,479.00 for Radio Telemetry Equipment at the East Tower and associated radios and equipment related to the 2026 Clearwater Road, North Lynndale Area, & Brentwood Circle Street & Utility Improvements Project, Municipal Project No. 4068. Motion carried unanimously.

**7. Approve AE2S Contract in the Not To Exceed Amount of \$34,429 for SCADA Integration for Lift Station 27 and for Radio Telemetry upgrades at the East Water Tower site related to the 2026 Clearwater Road, North Lynndale Area, & Brentwood Circle Street & Utility Improvements Project, Municipal Project No. 4068**

SEH Consulting Engineer Heinonen reviewed the AE2S Contract for SCADA Integration for Lift Station 27 and for Radio Telemetry upgrades at the East Water Tower site related to the 2026 Clearwater Road, North Lynndale Area, & Brentwood Circle Street & Utility Improvements Project.

In collaboration with work proposed to be completed by True North Controls, this contract includes work items for SCADA and Controls Integration needed for SCADA related work at the East Water Tower site. This work at the East Water Tower site is being completed to provide various equipment and professional services to integrate Radio Telemetry Equipment at the location of the Lift Stations Master Telemetry Control Panel. These telemetry upgrades will allow for one-by-one upgrades of radios for the City's lift station sites as the existing radios have been discontinued.

This is a project cost that was not included in the previously approved feasibility report. The intention is to include this work with the 2026 Clearwater Road, North Lynndale Area, & Brentwood Circle Street & Utility Improvements Project.

**MOTION** by Commissioner Stenberg, seconded by Commissioner Wolf to recommend City Council approve the AE2S Contract in the Not To Exceed Amount of \$34,429 for SCADA Integration for Lift Station 27 and for Radio Telemetry upgrades at the East Water Tower site related to the 2026 Clearwater Road, North Lynndale Area, & Brentwood Circle Street & Utility Improvements Project, Municipal Project No. 4068. Motion carried unanimously.

**8. Accept Holden Electric Quote in the amount of \$10,440.00 for labor and equipment for installation of antennas for radio upgrades related to the 2026 Clearwater Road, North Lynndale Area, & Brentwood Circle Street & Utility Improvements Project, Municipal Project No. 4068**

SEH Consulting Engineer Heinonen reviewed the Holden Electric Quote for labor & equipment for the installation of antennas for radio upgrades related to the 2026 Clearwater Road, North Lynndale Area, & Brentwood Circle Street & Utility Improvements Project.

Mr. Heinonen stated the quote is for labor and equipment for installation of the new antennas at each site. This is a project cost that was not included in the previously approved feasibility report. The intention is to include this work with the 2026 Clearwater Road, North Lynndale Area, & Brentwood Circle Street & Utility Improvements Project.

**MOTION** by Commissioner Stenberg, seconded by Commissioner Christofferson to recommend City Council accept the Holden Electric Quote in the amount of \$10,440.00 for labor and equipment for installation of antennas for radio upgrades related to the 2026 Clearwater Road, North Lynndale Area, & Brentwood Circle Street & Utility Improvements Project, Municipal Project No. 4068. Motion carried unanimously.

**9. Approve the SEH Topographic Survey Services Contract in the Not to Exceed Amount of \$14,900.00 for the Elder Drive and Foley Road Intersection Improvements Project**

SEH Consulting Engineer Heinonen reviewed the SEH Contract in the Not to Exceed amount of \$14,900.00 to perform topographic survey services for the Elder Drive and Foley Road Intersection Improvements Project. This contract is a direct result of MnDOT's proposed conversion of the Trunk Highway 210 and Highway 371 intersection into a grade-separated overpass to be constructed in 2028 and 2029.

Mr. Heinonen stated it is anticipated 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 with MnDOT's project, with this phase of the overall project starting immediately after the permanent closure of the Elder Drive railroad crossing. Preparation of a project information and survey work notification letter to adjacent property owners and facilitation of an early private utility coordination meeting are included in the scope.

Public Works Director/City Engineer Walter stated the Elder Drive and Foley Road Intersection Improvements would be eligible for State Aid Funding; however, he is not sure if the project will be bid separately or with MnDOT. Plans must be at 90% completion in order to bid with MnDOT and they would need to be ready by September.

Mr. Heinonen noted that the Design Phase Contract will be at the April meeting for approval.

**MOTION** by Commissioner Stenberg, seconded by Commissioner Wolf to recommend City Council approve the SEH Topographic Survey Services Contract in the Not to Exceed Amount of \$14,900.00 for the Elder Drive and Foley Road Intersection Improvements Project. Motion carried unanimously.

**10. Approve the SEH Topographic Survey Services Contract in the Not to Exceed Amount of \$14,200.00 for the Foley Road and Forthun Road/Isle Drive Intersection Improvements Project**

SEH Consulting Engineer Heinonen reviewed the SEH Contract in the Not to Exceed amount of \$14,200.00 to perform topographic survey services for the Foley Road and Forthun Road/Isle Drive Intersection Improvements Project. This contract is a direct result of MnDOT's proposed conversion of the Trunk Highway 210 and Highway 371 intersection into a grade-separated overpass to be constructed in 2028 and 2029.

The project will consist of improvements to the Foley Road and Forthun Road/Isle Drive intersection consisting of the construction of turn lanes on Foley Road and a median on Forthun Road/Isle Drive as a result of the overpass project relocating the at-grade railroad crossing from Elder Drive to Forthun Road/Isle Drive. Mr. Heinonen noted there is a 900 feet of Forthun Road/Isle Drive pavement between Foley Road and the Forthun Road/Isle Drive mini roundabout that needs resurfacing. Combining these areas into one project would be cost effective and lessen future inconveniences.

Public Works Director/City Engineer Walter stated that doing the topographic survey now is necessary to keep the project on schedule for construction in 2027. The survey work would also be utilized to enhance the future feasibility study required if special assessments are to be levied for resurfacing work.

Commission Christofferson inquired why a roundabout was not considered in this area. Mr. Heinonen noted that roundabouts are generally not constructed directly on top of or immediately adjacent to railway crossings primarily because of severe safety risks, traffic flow issues, and logistical constraints. Public Works Director/City Engineer Walter stated that MnDOT has already modeled this as a three-way stop. Mr. Walter noted that an Intersection Control Evaluation (ICE) Report will need to be completed for this area.

Mr. Heinonen noted that the Design Phase Contract will be at the April meeting for approval.

**MOTION** by Commissioner Stenberg, seconded by Commissioner Christofferson to recommend City Council approve the SEH Topographic Survey Services Contract in the Not to Exceed Amount of \$14,200.00 for the Foley Road and Forthun Road/Isle Drive Intersection Improvements Project. Motion carried unanimously.

**11. Lift Station No. 18 Reconstruction Project Monthly Update**

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

**12. Approve the Quality Flow Systems, Inc. Equipment Proposal in the amount of \$58,650.00 for the Lift Station 18 Control Panel, Pumps, Accessories and Hatches**

WIDSETH Consulting Engineer Welch reviewed the Quality Flow quote in the amount of \$58,650.00 for two pumps, control panel, two aluminum access hatches, pump base elbows, submersible pressure transducer, two backup floats and accessories for the reconstruction of Lift Station No. 18.

Mr. Welch stated this is a proprietary system that is on all lift stations, which is why there is only one quote being submitted to the commission.

**MOTION** by Commissioner Christofferson, seconded by Commissioner Stenberg to recommend City Council approve the Quality Flow Systems, Inc. Equipment Proposal in the amount of \$58,650.00 for Lift Station 18 Control Panel, Pumps, Accessories and Hatches. Motion carried unanimously.

**13. Approve the Widseth Proposal for Professional Design and Bidding Related Engineering Services in the Not to Exceed Amount of \$62,340.00 for the TH 371 and TH 210 Interchange Project**

WIDSETH Consulting Engineer Welch reviewed the WIDSETH Proposal for Design and Bidding in the Not to Exceed amount of \$62,340.00 related to services for utility modifications related to the TH 371 and TH 210 Interchange Project. Mr. Welch stated the interchange project planned for 2028 and 2029 will require removal, relocation and modifications to the existing municipal sanitary sewer and water distribution system located along TH 371.

The project will consist of the following project areas and improvements:

- Watermain removal at the TH 371 and TH 210 Intersection.
- Industrial Park Road watermain improvements.
- Forcemain Improvements.
- Sanitary Sewer removal on Fairview Road.
- Split casing installation at Excelsior Road.

The watermain removal and casing pipe extension work will be completed in 2027 with the remaining work completed in conjunction with the MnDOT interchange project in 2028 and 2029.

The proposed Scope of Services includes the following:

- Preliminary Engineering and Survey Services
- Pipe Cleaning and Televising
- Design Services
- Advertising/Bidding/Award Services

Public Works Director/City Engineer Walter explained that funding for the project will likely come from the City's Municipal State Aid Construction account as these improvements are associated with the TH 371 and TH 210 improvements. The exact funding has not been determined at this time but there may be costs that will need to be paid from the Water Enterprise or Sanitary Sewer Enterprise Fund.

**MOTION** by Commissioner Christofferson, seconded by Commissioner Wolf to recommend City Council approve the WIDSETH Proposal for Professional Design and Bidding Related Engineering Services in the Not to Exceed Amount of \$62,340.00 for the TH 371 and TH 210 Interchange Project. Motion carried unanimously.

**14. Approve the WIDSETH Proposal for Professional Engineering Services in the Not to Exceed Amount of \$1,750.00 for Bridge Safety Inspection Services for 2026-2027**

WIDSETH Consulting Engineer Bitter reviewed the Proposal for Professional Engineering Services in the amount of \$1,750.00 for Bridge Safety Inspection for 2026-2027. Widseth will perform routine bridge safety inspection and prepare electronic inspection report for the Excelsior Road Pedestrian Bridge. Inspection and Report will be consistent with NBIS and MnDOT standards and recorded using SIMS.

The inspection report will be submitted to the Program Administrator for review after the inspection is completed.

Mr. Bitter stated the Bridge Inspection will be completed no later than November 31, 2026 and submit the inspection report no later than January 15, 2027. This timeline falls in line with the required inspection every 2 years.

**MOTION** by Commissioner Wolf, seconded by Commissioner Stenberg to recommend City Council approve the WiDSETH Proposal for Professional Engineering Services in the Not to Exceed Amount of \$1,750.00 for Bridge Safety Inspection Services for 2026-2027. Motion carried unanimously.

**15. Approve the Widseth Proposal for Professional Design and Bidding Related Engineering Services in the Not to Exceed Amount of \$42,500 for the Industrial Park Road Full Depth Reclamation and Storm Sewer Improvements**

WiDSETH Consulting Engineer Welch reviewed the Proposal for Professional Design and Bidding Related Engineering Services for the Industrial Park Road Full Depth Reclamation and Storm Sewer Improvements.

The project was originally scheduled for 2027 as part of the Pavement Management Plan; however, it is being separated from the 2027 street project for the following reasons:

- Storm sewer modifications are necessary to accommodate stormwater overflow from the TH 371 and TH 210 interchange project. A series of infiltration basins are proposed along the east side of TH 371 north of Industrial Park Road. WSB is designing the basins with an overflow to the south into the storm sewer system on Industrial Park Road which will require storm sewer and pipe sizing modifications. Stormwater overflows are planned to be routed into the MnDOT stormwater basin located at the south end of their parking lot and then into the College Road stormwater basin.
- The City submitted a PROTECT grant application for Phase 2 of the stormwater outlet project that will ultimately route stormwater overflows from the College Road basin to the Mississippi River. The City was the only grant applicant in the latest round of funding applications. The City is currently working with MnDOT staff to either modify the current grant application or submit a second application to securing funding for the remaining phases of the project. It is very likely the City will be successful in this effort.
- MnDOT may be able to utilize LRIP funding by completing a cooperative roadway and storm sewer project with the City vs. paying an assessment on a City lead project. Utilizing the LRIP funding source is a benefit to MnDOT as they have limited funding sources to pay for local assessments.
- It may be possible to accelerate the project with construction in 2026.

The project limits will be modified and include only roadway that abuts the College Road stormwater basin to the Widseth entrance as this corresponds with the area needed for the storm sewer modifications. The remaining southern portion of the roadway would be reconstructed with the proposed roundabout at the College Road and Douglas Fir Drive intersection scheduled for construction in 2027.

The proposed Scope of Services includes the following:

- Preliminary Engineering and Survey Services
- Design Services
- Advertising/Bidding/Award Services

**MOTION** by Commissioner Stenberg, seconded by Commissioner Christofferson to recommend City Council approve the Widseth Proposal for Professional Design and Bidding Related Engineering Services for the Industrial Park Road Full Depth Reclamation and Storm Sewer Improvements in the Not to Exceed Amount of \$42,500.00. Motion carried unanimously.

**16. Approve the Widseth Proposal for Professional Design and Bidding Related Engineering Services in the Not to Exceed Amount of \$130,500.00 for the 2027 Fairview Road Extension to Excelsior Road Improvements Project**

WiDSETH Consulting Engineer Welch reviewed the WiDSETH Proposal for Design and Bidding related services for the 2027 Fairview Road Extension to Excelsior Road. Widseth is familiar with this project and has assisted the City with the following tasks to date:

- Preparation of the 2017 Excelsior Road and Edgewood Drive Commercial Area Improvements Project Feasibility Report accepted by the Council on February 21, 2017. The report included the extension of Fairview Road through the Fruth property to the Excelsior Road.
- Updated layouts and cost estimates for the Fairview Road extension to the Excelsior Road roundabout in 2019 (connection at Edgewood Drive roundabout).
- Preparation of the 2027 Fairview Road Utility, Roadway and Trail Extension to Excelsior Road Feasibility Report accepted by the Council on September 17, 2024 (connection at Edgewood Drive roundabout).

As part of the preparation for the TH 371 and TH 210 interchange project, the City is pursuing the alternate alignment of the Fairview Road extension to Excelsior Road with the connection at Forest Drive. The project includes the construction of a watermain and 32' wide rural bituminous roadway and associated stormwater treatment facilities. The project will also require a right-of-way plat, property acquisition and modifications to existing site private site layouts.

The proposed Scope of Services includes the following:

- Preliminary Environmental Services
- Geotechnical Evaluation
- Pipe Cleaning & Televising
- Preliminary Engineering & Survey Services
- Preliminary Assessment Services
- Design Services
- Right-of-Way Plat Services
- Property Acquisition Services
- Advertising/Bidding/Award Services

Public Works Director/City Engineer Walter stated this project may be eligible for MSAS funding as MnDOT will need access for the overpass project.

**MOTION** by Commissioner Stenberg, seconded by Commissioner Christofferson to recommend City Council approve the Widseth Proposal for Professional Design and Bidding Related Engineering Services in the Not to Exceed Amount of \$130,500.00 for the 2027 Fairview Road Extension to Excelsior Road Improvements Project. Motion carried unanimously.

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

WIDSETH Consulting Engineer Welch informed the commission the City had submitted a Promoting Resilient Operations for Transformative, Efficient and Cost-Saving Transportation (PROTECT) program fiscal year 2029 application for Phase 2 (CSAH 48 to Hastings Road/Douglas Fir Drive stormwater basin) to the Central Minnesota Area Transportation Partnership (ATP-3).

**18. Approve the Widseth Proposal for Professional Engineering Services in the Not to Exceed Amount of \$7,895.00 for Hydraulic Modeling of the Southeast Baxter Stormwater Overflow System**

WIDSETH Consulting Engineer Welch informed the commission that the City was the only applicant for fiscal year 2029 and 2030.

City staff met with MnDOT representatives on Thursday, February 12, 2026, to discuss funding options for the remaining phases of the Southeast Baxter Stormwater Overflow project. MnDOT indicated the ATP-3 may be open to funding Phase 4 of the project. This would be accomplished by modifying the existing application or submitting a second application. MnDOT said additional funding for the project would be discussed at the April ATP-3 meeting.

MnDOT indicated they would need assurance the proposed 24" pipe overflow was adequately sized before they would recommend funding of the project through the PROTECT program which will require hydraulic modeling of the system.

Public Works Director/City Engineer Walter stated that completing the hydraulic modeling for an additional \$7,895.00 in engineering could give the City access to the entire funds available in fiscal year's 2029 and 2030.

**MOTION** by Commissioner Christofferson, seconded by Commissioner Stenberg to recommend City Council approve the Widseth Professional Engineering Services in the Not to Exceed Amount of \$7,895.00 for Hydraulic Modeling of the Southeast Baxter Stormwater Overflow System. Motion carried unanimously.

**19. 2026 Mill & Overlay Improvements Project Monthly Update**

WIDSETH Consulting Engineer Bitter informed the commission that the Improvement Hearing is scheduled for Thursday, March 5<sup>th</sup> at 6:00 pm.

**20. Adopt Resolution No. 2026-XXX Ordering Improvement and Preparation of Plans for the 2026 Mill & Overlay Improvements Project Municipal Project No. 4426**

WIDSETH Consulting Engineer Bitter gave a brief review of the 2026 Mill & Overlay Improvements Project Plans. Mr. Bitter reminded the commission that all full-depth reclamation streets were removed, and the mill & overlay streets include the following:

- Joneswood Circle

- Joneswood Drive
- Joshua Tree Circle
- Joshua Tree Drive
- Knotty Pine Drive
- Marble Road (West of Jasperwood Drive)
- Cherrywood Drive
- Timberlane Drive
- Park Street
- Woodland Drive

**MOTION** by Commissioner Stenberg, seconded by Commissioner Wolf to recommend City Council adopt Resolution No. 2026-XXX Ordering Improvement and Preparation of Plans for the 2026 Mill & Overlay Improvements Project Municipal Project No. 4426. Motion carried unanimously.

**21. Adopt Resolution 2026-XXX Approving Plans and Specifications and Authorize Advertisement for Bids for the 2026 Mill & Overlay Improvements Project, Municipal Project No. 4446**

Mr. Bitter stated that to avoid the crown issues that occurred with the 2024 Mill & Overlay Project slopes were added to the plan.

Mr. Bitter inquired on a possible lighting adjustment at the intersection of Cherrywood Drive & Inglewood Drive. Mr. Thompson requested the light be moved to the west side of the trail, so it will light the existing stop sign and trail.

Mr. Bitter questioned how to address the home located on the corner of Woodland Road, which has two dirt path access points. Public Works Director/City Engineer Walter stated to bid the driveway in the plans in order to clean up the right-of-way.

The section of Cherrywood Drive that occasionally experiences flooding will have 12-inch stormwater piping installed to direct stormwater to Stormwater Water Inlet No. 2286 located by Christ Evangelical Lutheran Church within the City of Baxter's Winkler Park. Mr. Bitter noted that both permanent and temporary easements will be required with the project.

**MOTION** by Commissioner Christofferson, seconded by Commissioner Stenberg to recommend City Council adopt Resolution 2026-XXX Approving Plans and Specifications and Authorize Advertisement for Bids for the 2026 Mill & Overlay Improvements Project, Municipal Project No. 4446. Motion carried unanimously.

**22. Accept the Inglewood Drive to Garrett Lane Flood Overflow Control Study**

WiDSETH Consulting Engineer Welch gave a brief update on the approximately 204 acres of property located east of Inglewood Drive and north of Woida Road. The area naturally drains to the south and west based on the surrounding topography.

Mr. Welch stated the report has received several modifications which are summarized as follows:

- Easement and appraisal process has been modified to match the City's current practices.
- Cost Estimates have been updated.
- Added reference to Minnesota Statute 103E.411 which governs how a municipality can legally use an existing county ditch as an outlet for stormwater or other municipal drainage.

The City Attorney is in the process of drafting a letter to the County as a precursor to the formal petition that is required by Statute. The letter along with the report will be forwarded to the County after the Council accepts the report at the March 17, 2026 council meeting.

Mr. Welch stated if the City decides to proceed with the proposed drainage improvements, several tasks will need to be completed prior to design and construction in order to ensure adequate system design capacity and adherence to regulatory standards for wetland impacts and discharging into a public waterway.

Public Works Director/City Engineer Walter stated that all this will do is fix the flood control system in the along the corridor from the existing culvert under Inglewood Drive to County Ditch 10 that passes under Garrett Lane and into Red Sand Lake.

**MOTION** by Commissioner Christofferson, seconded by Commissioner Wolf to recommend City Council accept the Inglewood Drive to Garrett Lane Flood Overflow Control Study. Motion carried unanimously.

#### INFORMATIONAL ITEMS

**23. 2022 Trunk Highway 210 & Inglewood Drive Railway Crossing Improvements Project Update**

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

**24. 2023 Knollwood Drive Improvements Project Monthly Update**

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

**25. 2024 Mill & Overlay and Full Depth Reclamation Improvements Project Monthly Update**

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

**26. 2024 South Forestview Improvements Project Monthly Update**

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

**27. 2025 Commercial Full Depth Reclamation Improvements Project Monthly Update**

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

**28. 2025 Design Road & TH 371 Stormwater 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 Lift Station 11 Service Area Smoke Testing**

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

**31. 2026 Large System Dave Neiman Source Water Protection Award**

Commissioner Christofferson inquired on the Source Water Protection Award. Public Works Director/City Engineer Walter stated the award is presented every year by the Minnesota Department of Health (MDH) and Minnesota Rural Water Association (MRWA) jointly recognize public water systems who demonstrate outstanding commitment to protecting their drinking water source.

The award was being presented at the Minnesota Rural Water Conference and Streets & Utilities Supervisor James Lueck was in attendance to accept the award.

**32. 2026 Micro Surfacing Project Update**

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

**33. 2026 Thein Well Inspection Report Update**

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

**34. 2027 CSAH 48 Trail (Highland Scenic Road) Trail Connection Project Monthly Update**

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

**35. 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.

**36. BPU Customer Class/Rate Change**

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

**37. Eagle Drive Area Improvements Project Monthly Update**

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

**38. Holiday Station Store Contamination Monthly Update**

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

**39. Inglewood Drive to Garrett Lane Flood Overflow Control Monthly Update**

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

**40. Wastewater Treatment Plant Charges for January 2026**

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

**41. Water Service Saddle Review**

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

**42. Water Treatment Plant HVAC Improvements Project Monthly Update**

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

**43. Whiskey Creek Pedestrian Bridge Inspection Project Monthly Update**

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

**44. 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 Christofferson to adjourn the meeting at 7:15 p.m. Motion unanimously approved.

Approved by:

Respectfully submitted:

\_\_\_\_\_  
Rock Yliniemi  
Chair

\_\_\_\_\_  
Mary Haugen  
Administrative Assistant