



UTILITIES COMMISSION MEETING MINUTES

Wednesday, November 05, 2025 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, and Chairman Rock Yliniemi.

Members Absent: Commissioner John Brenny and Council Liaison Mark Cross.

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

Other Present: Lakes Area Food Shelf Representative Tim Moore, Bolton & Menk Consulting Engineer Bryan Drown, SEH Consulting Engineers Neil Heinonen, Dianne Mathews & Traffic Engineer Justin Anabis, and WIDSETH Consulting Engineer Alex Bitter.

CONSENT AGENDA

1. Approve the Utilities Commission Minutes from October 8, 2025

Commissioner Wolf requested clarification on the City Attorney's recommendation for the Assessment Agreement for 6768 Excelsior Road. Assistant City Engineer Thompson explained the City Attorney recommended a Memorandum of Understanding since an Assessment Agreement requires a dollar amount and proposed project.

MOTION by Commissioner Wolf, seconded by Commissioner Stenberg to approve the Utilities Commission minutes from October 8, 2025. Motion carried unanimously.

BUSINESS ITEMS

2. Accept the Baxter VA Clinic Development Traffic Impact Study Report

SEH Traffic Engineer Anabis reviewed the traffic impact study report related to a proposed Department of Veterans Affairs (VA) clinic on Novotny Road, just west of Edgewood Drive and TH 371. The property is directly west of the Kwik Trip site, on the south side of Novotny Road. The study analyzed the impacts of the clinic on Novotny Road, TH 371, Edgewood Drive, Woida Road, and Pine Beach Road. The study also analyzed the need for two planned roadway connections in conjunction with the clinic to provide acceptable traffic operations.

The study was built on the findings of two previous traffic impact studies along Novotny Road, completed in August 2022 and April 2024. The August 2022 study analyzed the impacts of a 64-unit apartment building (The Lofts at Novotny) in the northwest corner of the intersection of Edgewood Drive and Novotny Road. The April 2024 study analyzed the impacts of a proposed 20 fuel pump gas

station with a 10,000 square foot (SF) convenience store (Kwik Trip) in the southwest corner of the intersection of Edgewood Drive and Novotny Road.

Long-term, Novotny Road is planned to be further extended to the west to connect to Inglewood Drive and Lake Forest Road. Lake Forest Road is planned to be extended south to connect to Woida Road. The extensions of Novotny Road and Lake Forest Road are expected to be completed as the surrounding area continues to develop. As part of the proposed VA Clinic development, Novotny Road will need to be extended further west, and part of the Lake Forest Road extension will be constructed along the western property line for the proposed VA Clinic.

Mr. Anabis stated that based on the analysis of the proposed VA Clinic development, no additional roadway improvements, intersection improvements, or roadway extensions are required to maintain acceptable traffic operations with the clinic trips. Based on review of the access points, the eastern Novotny Road driveway should be moved between 70 and 200 feet to the west, to maintain the recommended 100 foot spacing from the Kwik Trip access and the other VA Clinic access.

As part of the VA Clinic project, Novotny Road should be extended to the Lake Forest Road intersection, and a portion of Lake Forest Road, approximately 650 feet, should be added from Novotny Road to the southern side of the proposed VA Clinic lot. Both roadways should be constructed as 3-lane roadways with a two-way center left turn lane and a shared use trail to match the Novotny Road extension that was completed with The Lofts at Novotny Project.

The intersection of Novotny Road and Lake Forest Road should be constructed as a mini roundabout. The mini roundabout will serve limited traffic volumes with only the addition of the VA Clinic, but it is recommended long-term to provide safe, efficient traffic operations and reduce speeds along both roadways as the area continues to develop and Novotny Road and Lake Forest Road are extended.

Commissioner Wolf inquired if the roundabout would be constructed right away. Mr. Anabis stated it would be constructed with the project.

Commissioner Stenberg stated he would like to see a second way in and out of the area since traffic has increased substantially with the developments. Public Works Director/City Engineer Walter stated the developer is proposing to construct Lake Forest Road to Woida Road segment in preparation for future development. Mr. Walter noted that the watermain will need to be looped to provide adequate fire protection which will require a 12" water main being extended to Woida Road.

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to accept the Baxter VA Clinic Development Traffic Impact Study Report. Motion carried unanimously.

3. Recommend Planning & Zoning Commission Approve the Costco Second Addition Preliminary & Final Plat and Conditional Use Permit with the Conditions listed in the Staff Recommendations

Assistant City Engineer Thompson reviewed the proposed Panera Bread restaurant in what is currently Outlot B of Costco Addition. The submittal includes a preliminary and final plat to create a buildable lot along with a Conditional Use Permit for a drive thru restaurant. Mr. Thompson noted the drive thru has adequate stacking and will not affect any public street.

The development does not include any utility improvements that would require utility easements. The existing sewer and water stubs to the property are sufficient to service the building. The fees to inspect

the installation of the services along with an escrow for asbuilt drawings triggers the need for an Escrow Agreement.

Mr. Thompson recommends approving the plat and the CUP with the conditions below:

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

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to recommend Planning and Zoning Commission approve the Costco Second Addition Preliminary & Final Plat and Conditional Use Permit with the conditions listed in the staff recommendation. Motion carried unanimously.

4. Approve Panera Bread Escrow Agreement for Inspection Services and Asbuilts

Assistant City Engineer Thompson reviewed the Preliminary & Final Plat along with a CUP application that includes Civil Drawings with Site Improvements. The site improvements consist of storm sewer, water service, and sanitary sewer. The fee schedule for commercial inspections includes a base fee plus an hourly rate, this is normally addressed in a development agreement or an escrow agreement depending on the proposed improvements and the impact to the City's municipal infrastructure.

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.

Staff is working with the City Attorney on drafting the Agreement and will have the agreement prior to the next City Council meeting.

MOTION by Commissioner Stenberg, seconded by Commissioner Wolf to Panera Bread Escrow Agreement for inspection services and asbuilts. Motion carried unanimously.

5. Approve Stormwater Facilities Maintenance Agreement with Access Rights and Covenants for Panera Bread

Assistant City Engineer Thompson explained that Panera Bread has proposed a development adjacent to Costco. With the Costco development, there was stormwater treatment included for the subject property. The Stormwater Facilities Maintenance Agreement includes best management practices for maintaining the infrastructure and preventing material from entering the stormwater system.

This agreement is the standard stormwater facilities maintenance agreement the City uses with all development. The stormwater facilities maintenance agreement is a requirement of MCM 5 under section 20.3 of the Municipal Separate Storm Sewer System (MS4) Permit.

Staff is working with the City Attorney on drafting the Agreement and will have the agreement prior to the next City Council meeting.

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to approve stormwater facilities maintenance agreement with access rights and covenants for Panera Bread. Motion carried unanimously.

6. Recommend Planning and Zoning Commission Approve the West Whipple Shores First Addition to Baxter Preliminary and Final Plat

Assistant City Engineer Thompson reviewed the preliminary and final plat to split Lot 4 of Block 1 of West Whipple Shores. The property is located in the northeast corner of the intersection of Cedar Scenic Road and Red Sequoia Drive.

Red Sequoia Drive has a 66-foot right-of-way, the proposed plat includes the additional 7-feet of right-of-way required per city code. Additionally, the plat includes the drainage and utility (D&U) easement insert dedicating the 10-foot D&U adjacent to road right-of-way and 5-feet on all interior lot lines.

The property is currently serviced with two sewer and water stubs from the 2007 Cedar Scenic Area Improvements Project. The existing house was located strategically with a future lot split planned so there are no concerns with the current house layout on Lot 1.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to recommend Planning and Zoning Commission approve the West Whipple Shores First Addition to Baxter Preliminary and Final Plat. Motion carried unanimously.

7. Recommend Planning and Zoning Commission Approve the Food Shelf Variance Application

Assistant City Engineer Thompson informed the commission that Lakes Area Food Shelf is a nonprofit organization that is currently located in Pequot Lakes and is looking to open a second location to better serve the Baxter/Brainerd area. The location they have selected is the former "Feet People" store located 7837 Excelsior Road near Super One Foods.

The building configuration with respect to the property lines does not allow for enough parking without a variance. The use of the building has not changed and the need for the variance has not been created by the applicant. The proposed variance is to allow the bituminous pavement extension of the parking lot along the southern property line to within 2 feet of the property line, the setback requirement is 10 feet per City Code.

The proposed improvements increase the impervious surface and do not address any stormwater treatment. However, due to the site constraints, there are no practical options for addressing stormwater and meeting parking requirements.

Typically, a stormwater facilities maintenance agreement would be required, in this situation because there are no stormwater facilities and no stormwater treatment the agreement would not have much merit. With the increase in impervious surface, the developer should be adding stormwater treatment. City staff along with the Food Shelf's engineer reviewed possible options for addressing the parking concern and stormwater. There are too many constraints that would require property acquisition or demolishing part of the building, which is not practical, especially since the Food Shelf is not proposing any building improvements rather, they are addressing site deficiencies. The Food Shelf has agreed to provide site improvements to meet parking requirements therefore, City staff believes this will be an overall benefit to the city by reducing potential congestion/parking on Excelsior Road.

Commissioner Wolf recommended the four parking stalls located at the rear of the building be signed as Employee Parking as there are no sidewalks to the building.

MOTION by Commissioner Wolf, seconded by Commissioner Stenberg to recommend the Planning and Zoning Commission approve the Food Shelf Variance Application with the four parking stalls located at the rear of the building be signed as Employee Parking. Motion carried unanimously.

8. Approve the Hiperline High Performance Lining Manhole Quote in the amount of \$19,937.30

Public Works Director/City Engineer Walter reviewed the Hiperline quote for manhole repairs at 14154 Grand Oaks Drive and 14461 Grand Oaks Drive in the amount of \$19,937.30. The City's Sanitary Sewer Maintenance Policy, updated in 2022, requires the City to jet/vac all sanitary sewer lines once every four years.

City staff has divided the city into four areas and jet/vac one area each year. During the cleaning operation, each manhole is checked for structural integrity and inflow and infiltration. This year during cleaning, two manholes were identified as needing repairs. The manholes, which are located in the groundwater also have noticeable sand that has flowed in with the groundwater, are located on Grand Oaks Drive.

The cost to repair the structures will need to come from the Repairs & Maintenance of Structures in the Sanitary Sewer Enterprise Fund.

WSN Consulting Engineer Bitter informed the commission that another leaking plug was discovered on Audubon Way. Mr. Bitter is meeting with the Hiperline representative to review the leak, and he inquired if the cost of the repair at Audubon Way could be added to this invoice. Chairman Yliniemi had no concerns with this request as it would save mobilization costs since Hiperline is already in the area.

MOTION by Commissioner Stenberg, seconded by Commissioner Wolf to approve the Hiperline High Performance Lining Manhole Quote in the amount of \$19,937.30 plus the Audubon Way Repair Quote if approved by the Public Works Director/City Engineer. Motion carried unanimously.

9. 2025 Micro Surfacing Project Update

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

10. Approve ASTECH Corporation Final Pay Estimate No. 3 in the amount of \$54,730.19 for 2025 Micro Surfacing Project contingent upon ASTECH submitting IC-134 tax forms

Bolton & Menk Consulting Engineer Drown reviewed the ASTECH Partial Pay Estimate No. 3 in the amount of \$54,730.19 for the 2025 Micro Surfacing Project.

The contractor has earned \$540,078.34 to date, which represents 86% of the contract's value. The payment includes the cost of unit price work completed through October 20, 2025. In accordance with the agreement the amount retained is 0%, prior payments equal \$485,348.15, which results in a payment of \$54,730.19.

Mr. Drown had no concerns with Partial Pay Estimate No. 3 and recommended approval.

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to approve the ASTECH Final Pay Estimate No. 3 in the amount of \$54,473.19 for the 2025 Micro Surfacing Project contingent on ASTECH submitting the IC-134 tax forms. Motion carried unanimously.

11. 2025 Water Supply Improvements - Wells 5 & 6 Monthly Update

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

12. Approve the Traut Companies Change Order No. 3 in the increased amount of \$5,000 for Contract A related to the 2025 Water Supply Improvements - Wells 5 & 6 Project, Municipal Project No. 6011-45040

SEH Consulting Engineer Heinonen reviewed the Traut Companies Change Order No. 3 for Contract A related to the 2025 Water Supply Improvements – Well 5 & 6.

Change Order No. 3 includes the following item:

- Costs for mobilizing equipment and assembling development equipment to be used specifically for development of Wells 5 and 6.

Mr. Heinonen had no concerns with Change Order No. 3 and recommended approval.

MOTION by Commissioner Christofferson, seconded by Commissioner Stenberg to approve the Traut Companies Change Order No. 2 for a Contract Time Extension for Contract A related to the 2025 Water Supply Improvements - Wells 5 & 6 Project. Motion carried unanimously.

13. Approve Traut Companies Partial Pay Estimate No. 4 in the amount of \$55,551.25 for work completed on Contract A related to the 2025 Water Supply Improvements – Wells 5 & 6, Municipal Project No. 6011-45040

SEH Consulting Engineer Heinonen reviewed the Traut Companies Partial Pay Estimate No. 4 in the amount of \$55,551.25 for the Water Supply Improvements – Wells 5 & 6. The work represented with this payment includes development equipment installation and removal, well logging, Well 5 disinfection, and well pump installation.

The Contractor has earned \$483,625.00 to date, which represents approximately 116% of the contract value. Per the contract, the retainage is 5% which results in a payment of \$34,651.25.

The pay estimate of \$55,551.25 included the installation of both wells 5 & 6 pumps. Mr. Walter recommended waiting to pay one of the pumps until the well testing is complete. The revised pay estimate is \$34,651.25.

Mr. Heinonen has no concerns with Partial Pay Estimate No. 4 and recommends approval.

MOTION by Commissioner Christofferson, seconded by Commissioner Wolf to approve the Traut Companies Partial Pay Estimate No. 4 in the amount of \$34,651.25 for work completed on Contract A related to the 2025 Water Supply Improvements – Wells 5 & 6, Municipal Project No. 6011-45040. Motion carried unanimously.

14. Approve Pratt's Affordable Excavating Inc. Partial Pay Estimate No. 6 in the amount of \$225,713.63 for work completed on Contract B related to the 2025 Water Supply Improvements – Wells 5 & 6, Municipal Project No. 6011-45040

SEH Consulting Engineer Heinonen reviewed the Pratt's Affordable Excavating Inc. Partial Pay Estimate No. 6 in the amount of \$225,713.63 for the 2025 Water Supply Improvements – Wells 5 & 6 Contract B, Municipal Project No. 6011-45040.

The Contractor has earned \$1,127,898.39 for electrical and fiber construction within the Water Plant, exterior electrical and fiber improvements, work within meter vaults, and other minor site work. The retainage is being held at 5% of the contract which results in a payment of \$225,713.63.

Mr. Heinonen had no concerns with Partial Pay Estimate No. 6 and recommended approval.

MOTION by Commissioner Christofferson, seconded by Commissioner Stenberg to approve the Pratt's Affordable Excavating Inc. Partial Pay Estimate No. 6 in the amount of \$225,713.63 for work completed on Contract B related to the 2025 Water Supply Improvements – Wells 5 & 6, Municipal Project No. 6011-45040. Motion carried unanimously.

15. Fats, Oils, and Grease Program Monthly Update

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

16. Accept Fats, Oils and Grease Program Update Summary Memorandum

SEH Consulting Engineer Mathews presented a comprehensive review of the City of Baxter's Fats, Oils, and Grease (FOG) Program to develop recommendations that ensure alignment with the City's Sewer Use Code and current best management practices and standards.

Final submittals include the following items:

- Fats, Oils and Grease (FOG) Discharge and Best Management Practices Manual
- Fats, Oils and Grease (FOG) Design and Sizing Manual
- Food Service Toolkit

Ms. Mathews stated that grease traps are no longer allowed to be installed in any new establishment. All new establishments must have either a hydromechanical or gravity grease interceptor. Hydromechanical interceptors use a combination of air, buoyancy, and baffles to separate and trap fats, oils, and grease (FOG) from kitchen wastewater before it enters the sewer system.

Grease interceptors must be cleaned every 90 days; however, if the interceptor is more than 25% full at the time of cleaning, it will need to be cleaned every 45 days. Cleaning records are required to be submitted every time the trap/interceptor is cleaned.

SEH and City staff also collaborated to align the FOG Program enforcement provisions (Section 8-2-14) with the City's new administrative citation process (Section 1-4-3), approved on July 15, 2025. The enforcement criteria and sections were reviewed by the City Attorney, Staff and SEH. The recommendation and conclusions were that the Sewer Use Code enforcement section was originally developed after consulting with Brainerd Public Utilities (BPU) and the Minnesota Pollution Control Agency (MPCA). As such, the MPCA approved Baxter's pretreatment program, and any changes require further approval. For pretreatment violations, the City must seek injunctive relief through the courts, not via administrative citations and a minimum penalty of \$1,000 is required for pretreatment violations.

MOTION by Commissioner Wolf, seconded by Commissioner Stenberg to accept the Fats, Oils and Grease Program Update Summary Memorandum. Motion carried unanimously.

17. Approve Design and Sizing Manual related to the Fats, Oils and Grease Program

The manual now has detailed instructions on designing and sizing FOG control systems tailored to food service needs. The manual has been aligned with the Minnesota Uniform Plumbing Code and is enforceable as referenced in the Sewer Use Code.

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to approve the Design and Sizing Manual related to the Fats, Oils and Grease Program Update. Motion carried unanimously.

18. Approve the Discharge and Best Practices Manual related to the Fats, Oils and Grease Program Update

The manual provides updated guidelines for managing fats, oils, and grease in food service establishments to ensure compliance. The manual is enforceable as referenced in the Sewer Use Code.

MOTION by Commissioner Stenberg, seconded by Commissioner Wolf to approve the Discharge and Best Practices Manual related to the Fats, Oils and Grease Program Update. Motion carried unanimously.

19. Accept FSE and Limited FSE Toolkit and Implementation Tools related to the Fats, Oils and Grease Program

The FOG Toolkit will assist food businesses to implement updated FOG management standards and reduce noncompliance risks.

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to accept the FSE and Limited FSE Toolkit and Implementation Tools related to the Fats, Oils and Grease Program. Motion carried unanimously.

20. 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.

21. Approve the Pratt's Affordable Excavating, Inc. Final Pay Estimate No. 6 in the amount of \$10,025.70 for the 2024 CSAH 77 Utility Improvements Project, Municipal Project 4118

WIDSETH Consulting Engineer Bitter reviewed the Pratt's Affordable Excavating Final Pay Estimate No. 6 in the amount of \$10,025.70 for the 2024 CSAH 77 Utility Improvements Project.

The Contractor has earned a total of \$565,121.04 based on final quantities and approved change orders. In accordance with the contract documents, all retainage is being released, resulting in a final payment of \$10,205.70. Mr. Bitter had no concerns with Partial Pay Estimate No. 6 and recommends approval.

MOTION by Commissioner Stenberg, seconded by Commissioner Christofferson to approve the Pratt's Affordable Excavating, Inc. Partial Pay Estimate No. 6 in the amount of \$10,025.70 for the 2024 CSAH 77 Utility Improvements Project, Municipal Project 4118. Motion carried unanimously.

22. 2025 Commercial Full Depth Reclamation Improvements Project Monthly Update, Municipal Project 4425

WiDSETH Consulting Engineer Bitter informed the commission that City Council approved the Anderson Brothers Construction Change Order No. 3 modifying the Substantial Completion Date for the 2025 Commercial Full Depth Reclamation Improvements Project.

23. Approve the Anderson Brothers Construction Change Order No. 4 to in the Increased Amount of \$23,341.29 for the 2025 Commercial Full Depth Reclamation Improvements Project, Municipal Project Number 4425

WiDSETH Consulting Engineer Bitter reviewed the Anderson Brothers Construction Change Order No. 4 for the 2025 Commercial Full Depth Reclamation Improvements Project.

Change Order No. 4 includes the following items:

- During the original sanitary sewer work connection, it was discovered that the existing sanitary sewer pipe had backfall, preventing proper flow. To maintain a positive slope, the existing pipe was removed and replaced up to the next upstream manhole from the new installed manhole. This required dewatering an additional 100 feet and replacing the rock bedding at the downstream manhole. Upon uncovering the existing pipe, it was found to be SDR 26 and the planned SDR 35 pipe was changed to SDR 26 to avoid the need for a transition fitting. \$20,404.91
- During the water service removal on Whispering Woods Lane, it was discovered that the existing saddle was a narrow type. Since the City intends to eliminate the use of narrow saddles, a repair sleeve was installed. In addition, there were conflicting records regarding a gate valve within the north Menards entrance. While the driveway was accessible, an exploratory dig was performed to verify its location. The contractor confirmed that no gate valve exists at this location. Lastly, at the woodchip trail entrance along Audubon Way, the gate valve box needed to be reset. The valve box was reset to ensure proper access.

MOTION by Commissioner Christofferson, seconded by Commissioner Stenberg to approve the Anderson Brothers Construction Change Order No. 4 to modify the Substantial Date for the 2025 Commercial Full Depth Reclamation Improvements Project, Municipal Project Number 4425. Motion carried unanimously.

24. Approve the Anderson Brothers Construction Partial Pay Estimate No. 2 in the amount of \$146,097.26 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. 2 in the amount of \$146,097.26 for the 2025 Commercial Full Depth Reclamation Improvements Project.

The Contractor has earned \$338,646.79 to date which represents 44.3% contract value. The retainage is 10% of the amount earned to date (\$33,864.68). The previous payment from Partial Pay Estimate No. 1 totaling \$158,684.85, which results in a total payment of \$146,097.26.

Mr. Bitter had no concerns with Partial Pay Estimate No. 2 and recommended approval.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to approve the Anderson Brothers Construction Partial Pay Estimate No. 2 in the amount of \$146,097.26 for the 2025

Commercial Full Depth Reclamation Improvements Project, Municipal Project Number 4425. Motion carried unanimously.

25. 2025 Design Road & TH 371 Stormwater Improvements Project Monthly Update

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

26. Approve the J.R. Ferche, Inc Change Order No. 3 in the Increased Amount of \$238,065.24 and amend the project budget from \$3,589,186.15 to \$3,793,278.39 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 for the 2025 Design Road & TH 371 Stormwater Improvements Project.

Change Order No. 3 includes the following items:

1. A low point was unavoidable in the Mills GM Parking Lot. This area captures runoff from the parking lot drainage and would have spilled over the top back of curb over the boulevard and on to Dellwood Drive. This is not permitted by the City. An additional catch basin was installed to avoid runoff overtopping the curb and flowing into the street uncontrolled. This area of curb was disturbed due to the sanitary sewer service relocation caused by the installation of the 60" storm sewer.
2. During construction, the contractor encountered unforeseen issues underground that required additional work. The record drawings of the sanitary sewer services were conflicting, and additional time and excavation were required to complete the sanitary sewer service installation. The contractor removed additional unknown services and was required to do additional work and testing to determine the which service was the correct connection. The sanitary sewer services were adjusted due to the sanitary sewer main relocation due to the installation of the 60" storm sewer.
3. Ferche's Bid for the temporary water was for domestic water service only. During installation, it was found that Mills GM's water service was both the fire suppression line and the domestic water service. Ferche's temporary water service did not have enough capacity to supply a fire suppression line. After reviewing with Ferche, it was decided they will maintain the fire suppression line and only work limited hours during the afternoon after Mills was closed to limit the time the fire suppression line was shut off. The cost associated with this item is Ferche's request for additional down time spent maintaining the fire suppression line into Mills. The water shutdowns were due to the adjustment of the existing watermain to allow for the installation of the 60" storm sewer. \$40,000.00
4. The hydrant at the intersection of Design Road and Golf Course Drive was moved from Design Road to Golf Course Drive. The grade was higher than the original location. The new location allowed for a better location to service the temporary water. The hydrant had a 12" extension installed to bring it to the correct elevation.
5. It was discovered the valve associated with Watermain replacement No. 3 was an 8" Valve and not a 6" Valve. The Contractor installed an 8" Gate Valve and Box and provided an adjusted price removing the cost of the 6" Gate Valve and Box.
6. It was discovered the existing saddles for the water services are the old style of non stainless steel and narrow. These are known to fail after adjustment and corrosion. The Contractor removed the existing narrow saddle and replaced it with a wide saddle over the existing hole in the watermain.

7. There was additional traffic control requested to help the local businesses with access. The Contractor installed business specific signage on local streets to help direct traffic to local businesses.
8. The sanitary sewer main running along Dellwood Drive was in conflict with the Jack and Bore equipment. Based on the elevation of the sanitary sewer and the required equipment, the 60" storm sewer would not have been able to be installed at the correct elevation. The Contractor set up a temporary bypass of the 10" sanitary sewer and lowered the sanitary sewer pipe to provide enough space for the jack and bore machine to be set properly. Once the jack and bore operation was completed and the 60" storm sewer pipe is installed, the temporary bypass will be set up again and the original slope of the 10" sanitary sewer pipe will be restored. The cost provided below reflects the total estimated cost for the lowering.
9. During the design phase, the City was given a record drawing from the Whiskey Creek project that had the elevation of the 60" storm pipe at the connection point. During construction, it was found the pipe was 1.04' off from the provided elevation. Widseth worked with the contractor to reset the elevation of the pipe to get the storm sewer system to operate correctly. This caused a storm structure to be higher than anticipated. To allow for enough cover over the lid of the structure, the low point of the road was adjusted to the east. This time associated with this work includes grade adjustment of the road, demolition and reinstallation of storm sewer pipe and structures and geogrid above the storm structure to provide additional support of the roadway around the structure.
10. As the jack and bore operation reached the west side of TH 371, the excavation exposed an existing 12" RC storm pipe extending under TH 371. The pipe was determined to be left over from a previous project, was not day-lighted anywhere and was not filled as noted in the MNDOT as-builts. Per MnDOT direction, the pipe was grouted to fill in the void, and the excavation was filled back in.
11. During construction a yard light was damaged by a contractor. We were not able to determine who damaged the light. The City elected to have the light repaired and complete a change order to add the cost to the project.
12. The irrigation required more repair than originally estimated. The original estimate anticipated the salvaging of the irrigation systems, but the systems ended up needing a full replacement in the disturbed areas. The contractor was directed to restore the irrigation systems to the original working function which resulted in an overrun in the allowance.

Mr. Bitter had no concerns with Change Order No. 3 and approval is recommended contingent on final approval from MnDOT.

MOTION by Commissioner Wolf, seconded by Commissioner Christofferson to approve the J.R. Ferche, Inc. Change Order No. 3 in the Increased Amount of \$238,065.24 and amend the project budget from \$3,589,186.15 to \$3,793,278.39 for the 2025 Design Road & TH 371 Stormwater Improvements Project, contingent on MnDOT approval.

27. Approve the J.R. Ferche, Inc Partial Pay Estimate No. 3 in the amount of \$879,014.08 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. 3 in the amount of \$879,014.18 for the 2025 Design Road & TH 371 Stormwater Improvements Project, Municipal Project Number 4135. The work in this pay period consisted of the remaining underground items, the remaining concrete work, bituminous paving and turf establishment.

The Contractor has earned \$2,801,864.99 to date which represents 98.4% contract value. The retainage is 5% of revised contract value (\$142,397.33) and a previous payment of \$1,780,453.58, which results in a total payment of \$879,014.08.

MOTION by Commissioner Christofferson, seconded by Commissioner Stenberg to approve the J.R. Ferche, Inc Partial Pay Estimate No. 2 in the amount of \$1,487,849.72 for the 2025 Design Road & TH 371 Stormwater Improvements Project, Municipal Project Number 4135. Motion carried unanimously.

28. Lift Station No. 17 Reconstruction Project Monthly Update

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

29. Approve the Tom's Backhoe Service, Inc. Change Order No. 1 in the amount of \$8,882.55 for the Lift Station No. 17 Reconstruction Project.

WiDSETH Consulting Engineer Bitter reviewed the Tom's Backhoe Service, Inc. Change Order No. 1 for the Lift Station No. 17 Reconstruction project.

Change Order No. 1 includes the following items:

- Additional costs associated with replacing the existing pole with a longer pole per City staff request.
- Cost to add a stainless-steel bracket in the valve vault to store the bypass valve operating wrench.

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

MOTION by Commissioner Stenberg, seconded by Commissioner Wolf to approve the Tom's Backhoe Service, Inc. Change Order No. 1 in the amount of \$8,882.55 for the Lift Station No. 17 Reconstruction Project. Motion carried unanimously.

30. Approve the Tom's Backhoe Service, Inc. Final Pay Estimate No. 3 in the amount of \$15,632.55 for the Lift Station No. 17 Reconstruction Project Contingent on Receiving Project Closeout Documents

WiDSETH Consulting Engineer Bitter reviewed the Tom's Backhoe Service, Inc. Final Pay Estimate No. 3 in the amount of \$10,805.06 for the Lift Station No. 17 Reconstruction Project.

The Contractor has earned a total of \$143,882.55 based on completion of the lump sum bid and Change Order No. 1. Prior payments to the Contractor total \$128,250.00 making the final payment due for the project \$15,632.55.

Mr. Bitter had no concerns with Final Pay Estimate No. 3 and recommended approval contingent on receiving project close-out documents.

MOTION by Commissioner Christofferson, seconded by Commissioner Stenberg to approve the Tom's Backhoe Service, Inc. Final Pay Estimate No. 3 in the amount of \$15,632.55 for the Lift Station No. 17 Reconstruction Project contingent on receiving project closeout documents. Motion carried unanimously.

31. Hypo Sodium Chlorite Tank Replacement Project Update

Public Works Director/City Engineer Walter gave a brief update on the additional time needed for the tank replacement due to the contractor returning twice to replace the leaking fittings that connect to the tank. The initial plan was to purchase water from Brainerd for seven days instead the City ended up purchasing water for thirteen days.

32. Approve the LandWerx Excavating & Landscaping Stormwater Pond Tree Planting Quote in the Amount of \$27,000.00

Public Works Director/City Engineer Walter informed the commission that staff recently completed inventory of the dead trees adjacent to stormwater ponds install with city projects. Staff had requested quotes from four local vendors. The following quotes were received:

- LandWerx - \$27,000.00
- Central Minnesota Seeding - \$29,160.00
- Brainerd Tree Moving – No quote was received
- Moonlight Nursey – No quote was received

Mr. Walter stated staff has developed tree planting specifications, added a water tank to one of the vehicles, and have been adding nutrients to the trees.

MOTION by Commissioner Christofferson, seconded by Commissioner Stenberg to approve the LandWerx Excavating & Landscaping Stormwater Pond Tree Planting Quote in the Amount of \$27,000.00. Motion carried unanimously.

INFORMATIONAL ITEMS

33. 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.

34. 2023 Knollwood Drive Improvements Project Monthly Update

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

35. 2024 Mill & Overlay and Full Depth Reclamation Improvements Project Monthly Update

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

36. 2024 South Forestview Improvements Project Monthly Update

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

37. 2025 Annual Lift Station Inspections.

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

38. 2026 Clearwater Road, North Lynddale Area, & Brentwood Circle Street & Utility Improvements Monthly Update

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

39. 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.

40. 2027 County Road 48 Trail Improvements Project

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

41. Eagle Drive Area Improvements Project Monthly Update

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

42. 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.

43. Holiday Station Store Contamination

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

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

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

45. 2025 Lift Station 11 Service Area Smoke Testing

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

46. Lift Station No. 13 Reconstruction Project Monthly Update

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

47. Lift Station No. 15 Reconstruction Project Monthly Update

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

48. Project Timber Wolf Project Monthly Update

WSN Consulting Engineer Alex Bitter noted that the WSN Agreement for Professional Construction Services for Project Timberwood has been completed and will be closed out.

49. Wastewater Treatment Plant Charges for September 2025

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

50. Whiskey Creek Planting Plans Project Monthly Update

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

51. 2023 Whiskey Creek Pedestrian Bridge Inspection 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 7:45 p.m. Motion unanimously approved.

Approved by:

Respectfully submitted:

Rock Yliniemi
Chair

Mary Haugen
Administrative Assistant